



Rayat Shikshan Sanstha's  
**Arts, Science and Commerce**  
**College, Ramanandnagar (Burli)**  
**Department of Commerce**



**Short Term Course**

**Certificate Course in Business Administration**

Composition of committee 2019-20

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	Prof. Smt. Pudale P. D.	Chairman & Coordinator
<b>2</b>	Prof. Patil B. D.	Member
<b>3</b>	Prof. Salunkhe V. D.	Member
<b>5</b>	Miss. Mane Swapnali Tanaji	Student

**Agenda:-**

1. To organize Certificate Course entitled "Certificate Course in Business Administration."
2. To start self-finance course for B.Com. I Students to understand Business related information.

**Head,  
Department of Commerce**



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## Notice

**Date 12/07/2019**

The faculty members of department kindly informed that departmental meeting will be held on 12/07/2019 at 11.30 am. In department staffroom, attend the same.

**Chairman**

### **Agenda:-**

1. Discussion on the Certificate Course
2. Discussion on course fee & Intake.
3. Discussion on notice to the students.
4. To prepare time table.
5. Distribution of Syllabus.

### **Member:-**

- Prof. Smt. Pudale P. D.
- Prof. Patil B. D.
- Prof. Sutar S. P.
- Miss. Mane Swapnali Tanaji



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**PROCEEDING OF MEETING**

**Date:-12/07/2019**

Departmental meeting was held on 12/07/2019 at 11.30 am under the heading of Head of the department, all the members were present, main agenda of meeting was to discuss on the implementation of Certificate course in department for 1<sup>st</sup> year commerce students.

Committee has decided that 6 Month Certificate course entitled Consumer Protection will be introduced from 1/08/2019 to 31/01/2020. The governing of course committee is formed, this departmental committee will be run, govern and supervise the course. Besides this syllabus of course is finalized, work load distributed. Also the time table was prepared, Prof. B. D. Patil expressed vote of thanks and meeting is over.

Head,  
Department of Commerce

1. Prof. Smt. Pudale P. D.
2. Prof. Patil B. D.
3. Prof. Sutar S. P.
4. Miss. Mane Swapnali Tanaji



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Students Name List of Certificate Course 2019-20

**Certificate Course in Business Administration**

Sr.No	Name of the Students	Class
1	Mane Swapnali Tanaji	B. Com I
2	Mohite Minal Vikas	B. Com I
3	Sawat Shruti Dhanaji	B. Com I
4	Rankale Aishwarya Ashok	B. Com I
5	Sathe Mangesh Balu	B. Com I
6	Sontakke Shrikant Satish	B. Com I
7	Arbune Abhijeet Jaysing	B. Com I
8	Gadadare Aishwarya Shahaji	B. Com I
9	Patil Mayuri Mahesh	B. Com I
10	Sawat Akash Madhukar	B. Com I

Head

Department of Commerce



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## Notice

Date:- 25/07/2019

All the students of 1<sup>st</sup> year commerce who admitted for Certificate course are informed that 'Certificate Course in Business Administration' is starting from 01/08/2019 to 31/01/2020, kindly notice that attendance is compulsory for course.

Time table of Theory and practical of Certificate course will be displayed on notice board.

Head

Department of Commerce



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Short Term Course

**Certificate Course in Business Administration**

**Syllabus**

**Paper No. I Concepts in Business Administration**

Unit No. 1: Meaning of Business Administration and Business Management. The basic components of business unit and forms of business organization i.e.(a) Sole Trader (b) Partnership firm (c) Registered company (d) Public sector undertaking (e) cooperative Organizations.

Unit No. 2 Meaning Elementary Principles of Accountancy- need for Accounting Books of Accounts-Internal and external auditing.

Unit No. 3 Basic concepts of production- technology of production-plant location and plant layout-raw material equipment and inventory-labour input and production control.

Unit No. 4 meaning of Marketing, types of marketing, core concepts of Marketing, Marketing functions- assembling, Buying, Selling, transportation. Storage and warehousing, Risk Bearing. Advertising and sales Management.

Unit No. 5 Meaning and Human Resources- Recruitment, Selection, Training. Division of Labour, Labour Welfare.

Unit No. 6 Business and government

**Paper No. II Business correspondence, communication and IT.**

Unit. No. 1 Business correspondence- Internal i.e. Memos, Circulars, Notices- External i.e. Business inquiries, business replies, correspondence with the government, correspondence with Trade associations, Correspondence Vis-à-vis Media.

Unit No. 2 Meaning of communication-Methods of communication-Verbal & Non Verbal – Basic principles of Clear Writing.(1) Adoption (2) Choice of Words (3) Simple Language (4) Direct language (5) proper arrangement- objectives of communication-Public speaking and oral Reporting.

Unit No. 3 Technology of Business communication-Traditional Technology i.e. Telegraph, Video, Telephone, Dictaphone, typewriters and tape-records and Traditional screening.

Modern Technology i.e. electronic typewriters. Word Processor, P.C., Networking, Laptop, Internet and intranet. Transition from traditional technology to modern technology.

**Paper No. III: Accounting and Finance**

Unit No. 1 Basic Accounts- Accounting Process- Trial Balance and Preparation of Financial Statement with Adjustments.

Unit No. 2 Concept of Bill of Exchange- promissory notes- Capital and revenue Expenditure.

Unit No. 3 Meaning of Depreciation and Depreciation Accounts- Intangible Assets  
Accounting- Inventory valuations

Unit No.4 Basic cost concepts-Ascertainments of Cost (Introduction, cost Classification, Cost Contents)

Unit No. 5 Raising of Capital- Sources of Capital i.e. Internal and External

Unit No. 6 Financial Institutions



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**Short Term Course**

**Certificate Course in Business Administration**

**Time Table**

<b>Time</b>	<b>Subject</b>	<b>Day</b>	<b>Sub. Teacher</b>
12 to 1	Concepts in Business Administration	Monday	P. D. Pudale
12 to 1	Accounting and Finance	Tuesday	B. D. Patil
12 to 1	Business correspondence, communication and IT.	Wednesday	S. P. Sutar

PDP: Smt. P. D. Pudale

BDP: B. D. Patil

SPS: S. P. Sutar

Head  
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Certificate Course 2019-20

**Certificate Course in Business Administration**

Report

The Department of commerce conducted one Certificate Course for the year 2019-20 entitled Certificate Course in Business Administration. 10 students of third year B. Com. I was enrolled for this course and completed course successfully. In this course all the necessary things which Business of Corporation need to be follow as well as apply in their day to day life are taught. Duration of the course is 6 Months, which is covered from 1<sup>st</sup> August 2019 to 31<sup>st</sup> January 2020.

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Certificate Course 2019-20

**Certificate Course in Business Administration**

**Exam Notice**

Student of Short Term Course "Certificate Course in Business Administration" are hereby informed that their examination will be conducted on 10<sup>th</sup> to 12<sup>th</sup> Feb 2020. Time table is as follows.

Exam: Certificate Course in Business Administration

Date: 10<sup>th</sup> to 12<sup>th</sup> Feb 2020

Time: 11.00 am to 12.00 noon

Place: C 107

Head & Co-ordinator

Department of Commerce

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**DEPARTMENT OF COMMERCE**

Certificate Course 2019-20

**Certificate Course in Business Administration**

**Mark sheet**

Sr. No	Student Name	Total (Marks out of 300)	Result
1	Mane Swapnali Tanaji	272	Pass
2	Mohite Minal Vikas	267	Pass
3	Sawat Shruti Dhanaji	276	Pass
4	Rankale Aishwarya Ashok	287	Pass
5	Sathe Mangesh Balu	271	Pass
6	Sontakke Shrikant Satish	259	Pass
7	Arbune Abhijeet Jaysing	263	Pass
8	Gadadare Aishwarya Shahaji	274	Pass
9	Patil Mayuri Mahesh	265	Pass
10	Sawat Akash Madhukar	271	Pass



Head & Co-ordinator  
Department of Commerce

## Course Details

### **Name of the Course:**

### **Certificate Course in Business Administration**

#### **a) Objective of the Course:**

To introduce students to-

1. Basic principles of Business Administration at conceptual level.
2. To equip such students with up to date techniques of Business communications & correspondence.

To acquaint students with day to day requirements in the field for accounts finance & marketing.

In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning.

#### **b) Duration: 6 months**

#### **c) Eligibility: H.S.C. Passed**

#### **d) Intake: 10 Students**

#### **e) Course Fees: free of cost**

#### **f) Examination System: 3 Papers of 100 Marks each (MCQ)**

#### **g) Outcome:**

After studying this course, students should be able to:

- Develop techniques of Business communications & correspondence.
- Equipped with basic concepts of Accounting & finance
- Knowledge about financial institutes.
- Get knowledge about marketing core concepts.