

Chandraroop Dakle Jain College of Commerce

Shrirampur, Pin- 413 709, Dist. A'Nagar, (M.S.)

NAAC Re - accredited 'A' Grade (C.G.P.A-3.14)

ISO 9001-2015 Certified

I/C Principal Dr. Nimbalkar S.A.

M.Com., Ph.D.

Uni.Id.No.PU/AN/C/05 (1962)

● Founder- Padmabhushan Dr.Karmaveer Bhaurao Patil D. Lit.

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Outward No. :- / /

Date :- / / 202

Department of Short Term Courses

Following is the list of coordinators who have actively participated in the Syllabus Designing Process of the respective Short Term Courses of the College during the year - 2021-22

Sr	Class	Name of the course	Name of co-ordinator
1	F. Y. B. Com	Beauty Parlor (Basic)	Ms Shaikh T.J
2		Digital Literacy Course (computer)	Mr.Nabage A D
3		Entrepreneurship Development (Employability Skills)	Mr Mukhedkar M N
4		Tailoring & Fashion Designing (Basic)	Ms Agarkar K
5		Taxation (Introduction)	Dr.Gujar P S
6		D.T P & Screen Printing	Dr Sayyad S.B
7		Tally E.R.P	Mr.Datir K.R
8	S. Y. B. Com	Internet Banking	Dr Tupe B
9		Computer Awareness	Mr.Lande R
10		Journalism	Dr.Kekane M A
11		Beauty Parlor	Ms.Shaikh T.J
12		Entrepreneurship Development	Dr.Kalamakar R.P
13		Microm	Ms.Agarkar K
14		Professional Accounting	Mr.Kulkarni S.V
15	T. Y. B. Com	Soft Skill	Ms.Chug S.K
16		Agro Business Management	Ms.Jejurkar M
17		Leadership Development	Mr.Shaikh A
18		Marketing	MS.Jadhav P B
19		Spoken Englis	Dr.Bawake B.B
20		Stock Market	Mr.More V.M
21		Taloring	Ms.Shaikh T.J
22	F. Y. B B A (C A)	Taxation	Mr.Nagpure V.B
23		Computer Fundamentals	Mr.Chandratre Y C
24	S.Y.B B A (C A)	Microsoft Office 365	Mr.Joshi P D
25	T.Y.B B A (C A)	Aptitude Test	Ms.Bhawsar B



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Short Term courses
2021-22

Sr No	Class	Name of the course	Total Students
1	F.Y.B.Com	Beauty Parlor (Basic)	79
2		Digital Literacy Course (computer)	69
3		Entrepreneurship Development (Employability Skills)	72
4		Tailoring & Fashion Designing (Basic)	69
5		Taxation (Introduction)	79
6		D.T P & Screen Printing	65
7		Tally E.R.P	94
8	S.Y.B.Com	Internet Banking	61
9		Computer Awareness	66
10		Journalism	54
11		Beauty Parlor	51
12		Entrepreneurship Development	65
13		Microm	49
14		Professional Accounting	62
15		Soft Skill	55
16	T.Y.B.Com	Agro Business Management	51
17		Leadership Development	58
18		Marketing	68
19		Spoken Englis	59
20		Stock Market	60
21		Taloring	64
22		Taxation	64
23	F.Y.B B A (C A)	Computer Fundamentals	88
24	S.Y.B B A(C A)	Microsoft Office 365	75
25	T.Y.B B A(C A)	Aptitude Test	70
Total Number of students			1647



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C. D. Jain College of Commerce, Shrirampur
Short Term Course 2021-22
Digital Literacy Course

- **Course Objectives:**
 - To know the Basics of Computer
 - Introduce technology equipment such as digital camera, scanner, Printers, Keyboard, Mouse and software.
 - To Understand the Basics of Operating systems
 - Learn basic and advanced word processing, Excel and PowerPoint skills
 - Be able to apply knowledge learned to other computer software programs
 - To understand how to use software packages in day to day activities

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Computer			
	Meaning & Definition of Computer, Definition of Computer Characteristics & Limitations of Computer, Concept of Hardware and Software, Computer Generations, Types of Computer - Scientifically, General and Classification	05	--	05
2.	Structure & Working of Computer			
	Block Diagram of Computer - Input Unit, Output Unit, CPU, Memory Unit, Control Unit & ALU Unit, Bus structure - Control Bus and Data Bus	02	--	02
3.	Input / Output Devices			
	Input Devices - Keyboard, Mouse, Scanner, MICR, OMR Output Devices - VDU, Printer - Dot Matrix Printer, Laser Printer	03	--	03
4.	Computer Memory			
	What is memory, Memory units - bit, byte, KB, MB, GB and TB Types of Memory - Primary and Secondary -- Primary Memory : RAM, ROM, PROM, & EPROM -- Secondary Memory : Floppy, Hard Disk, CD - Types of CD's, Pen Drive	04	--	04
5.	Computer Languages			



	Types of Languages - Machine Language, Assembly language, High level language Assembler, Computer, Interpreter What is Software? Types of Software - System Software, Application Software and Custom Software Introduction to Algorithm and Flowcharts	04	--	04
6.	Operating System			
	What is Operating system?, Functions of OS, Types of OS	02	--	02
7.	MS-Office			
	Word	02	08	10
	Excel	02	08	10
	PowerPoint	02	08	10
	Total	25	24	50

• **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the computer individually.
- Foundation for further study in computer technology
- Student can be able to prepare word document, Excel sheets and graphs and PowerPoint Presentations.

• **Referential Books :**

1. Fundamental of Computers – By P. K. Sinha
2. Computer Today- By Suresh Basandra
3. Fundamental of Computers – By V. Rajaraman B.P.B. Publications
4. MS- Office 2000 (For Windows) – By Steve Sagman


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रयत शिक्षण संस्थेचे



सी. डी. जैन कॉलेज ऑफ कॉमर्स, श्रीरामपुर.

शॉर्ट टर्म कोर्स 2021-22

Entrepreneurship Development

एकूण तासिका ६०

कोर्सची उद्दिष्ट्ये-

१. विद्यार्थ्यांमध्ये उद्योजकतेविषयी जाणीव जागृती निर्माण करणे.
२. विद्यार्थ्यांमध्ये व्यावसायिक वृत्ती विकसित करणे.
३. महाविद्यालयीन विद्यार्थ्यांमध्ये स्वयंरोजगाराविषयी जाणीव जागृती निर्माण करणे.
४. विद्यार्थ्यांमध्ये उद्योजकता क्षमता विकसित.
५. व्यवसाय सुरु करण्यासाठी विद्यार्थ्यांमध्ये आत्मविश्वास निर्माण करणे.

अभ्यासक्रम

प्रकरण क्रमांक	प्रकरणाचे नाव	उपघटक	थिअरी तास	प्रात्यक्षिक तास	एकूण तास
१.	उद्योजक आणि उद्योजकता	१.१. उद्योजक अर्थ व्याख्या. १.२. उद्योजकाची वैशिष्ट्ये व गुण002E १.३. उद्योजकाचे प्रकार. १.४. उद्योजकता अर्थ व व्याख्या. १.५. उद्योजकतेचे महत्व. १.६. उद्योजकाची कार्ये	८	४	१२
२.	व्यवसाय संधींची ओळख	२.१. व्यवसाय संधी २.२. व्यवसायातील उत्पादन (वस्तू), कल्पनांचे श्रोत/माध्यमे. २.३. व्यवसाय संधी ओळखण्यासाठी टप्पे पायऱ्या.	८	४	१२



		२.४. बाजारपेठ आढावा / सर्वेक्षण .			
३.		३.१. प्रकल्प अहवाल आणि सरकारी संस्था. ३.२. प्रकल्प अहवाल महत्व. ३.३. प्रकल्प अहवालाचा नमुना ३.४. सरकारी संस्था १) जिल्हा उद्योग केंद्र २) महाराष्ट्र औद्योगिक विकास मंडळ ३) मुद्रा ४) खादी ग्रामोद्योग ५) स्टार्ट अप- नोंदणी वित्त सहाय्य	८	४	१२
४.	उद्योजकांची यशोगाथा	१. बी. जी. शिर्के २. सारंगधर रामचंद्र निर्मळ ३. राम भोगले ४. हणमंतराव गायकवाड (बी व्ही जी ग्रुप) ५. विना पाटील	८	४	१२
		प्रात्यक्षि			
५	प्रकल्प	१. बाजारपेठ सर्वेक्षण २. प्रकल्प अहवाल ३. परिसरातील यशस्वी उद्योजकाची मुलाखत ४. उद्योजकता विकासासाठी सहाय्य करणाऱ्या संस्थांचा अभ्यास ५. उद्योजकता विकासातील संधी	८	४	१२
			४०	२०	६०

कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी:-

वाणिज्य शाखेची पदवी संपादन केल्यानंतर सर्वच विद्यार्थ्यांना विशेषतः ग्रामीण भागातील विद्यार्थ्यांना नोकरी मिळेल अशी अपेक्षा असते. तेंव्हा भविष्यकाळातील नोकरी विषयी श्रम निर्माण होऊ नये यासाठी विद्यार्थ्यांना पदवी मिळविल्यानंतर नोकरी ऐवजी स्वयंरोजगार किंवा उद्योग सुरु करण्याची संधी आहे. याकरिता आज गरज आहे ती केवळ विद्यार्थ्यांची दिशा बदलण्याची आणि त्यांना मार्गदर्शन करण्याची.

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Dist - Ahmednagar

Short Term Course- 2021-22

T.Y.B.Com

'Taxation'

Objectives:

The Indian manufacturing and service sectors are growing and the income of businessman and people in general are also increasing. It is affected due to demand for products and service. The boom in automobile, fast moving consumer goods, IT and many of the sectors is testimony of this. With the growth of employment, there is a need of tax professionals.

Since the reforms started, the Indian Government has kept on simplifying the various direct and indirect tax laws and procedures. The Income Tax laws are still complicated for the common tax payers. From October 2005, Maharashtra Government introduced Value Added Tax replacing filing the returns. With the growth of business the need for tax personal is growing. In order to cater to this need the college has decided to conduct "Taxation" course under short term course scheme w.e.f. the academic year 2016-17.

Duration of the Course:

Short term course in Taxation will commence from second term of the academic year. Annual Examination will be held in the month of April i.e. after completion of University Exam. Medium of Instruction: Medium of instruction shall be English only.

Scheme of Examination:

Written and Practical examination of 100 marks will be conducted. The duration of exam will be 3 hours. Weightage for theory shall be 50% and for practical 50%

Criteria of passing:

In order to pass the examination, the student should secure minimum 40 out of 100 marks. The class shall be awarded to the course. The award of class is as follows:

1. Aggregate 70% and above – First Class with Distinction.
2. Aggregate 60% and above but less than 70%- First Class.
3. Aggregate 55% and above but less than 60%- Higher Secondary Class.
4. Aggregate 50% and above but less than 55%- Second Class.
5. Aggregate 40% and above but less than 50%- Pass Class.
6. Below 40%- Fail.

Objectives:

1. To familiarize the students with the Indian Tax Structure.
2. To provide basic and introductory knowledge regarding direct and indirect taxes.
3. To gain knowledge of the total sources of income including Rules pertaining to Salaries, House property, Business/ Profession and Other Sources of income.

4. To develop ability to calculate taxable income from salary, house property and Business/ profession.
5. To develop the skill about preparation of Form No. 16, Form No. 26AS, Filing of Income Tax Return (Salary only), Preparation of Dummy Pan Card, Downloading form 26A, Downloading Tax Demand Notice.



Syllabus

Unit No.	Nature of the Unit	No. of Lectures
1	Introduction : History of Taxation in India Objectives of taxes Tax structure in India Direct Taxes and Indirect Taxes	04
2	Important Concepts and Definitions under Income Tax Act 1961 : Income Person Assesse Assessment Year Previous Year Agricultural Income PAN TAN Exempted Income	06
3	Income From Salary: Meaning Salary paid due and receipt basis Allowances and Tax Liability Pre-requisites and their valuation Deduction u/s 80 (Theory and Practical Problems)	16
4	Income from House Property Basis of Chargeability Annual Value Self-occupied and Let Out House Property Deemed to be Let Out Deductions u/s 24 (Theory and Practical Problems)	10
5	Income from Other Sources Chargeability Deductions (Theory only)	04
6	Practical <ol style="list-style-type: none"> a. Preparation of Form No.16 b. Filing of Income Tax Returns, E-Filing c. Download Procedure of 26A Status d. Download of Demand Notice e. Preparation of Dummy Pan Card 	20
		60



List of Learning Activity and Allocation of Periods

1. Class Room Teaching	40
2. Practical	16
3. Quizzes	04
Total	60

Pattern of Examination

Written Examination	70 Marks
Practical	30 Marks

References:

1. Dr. Girish Ahuja and Ravi Gupta- Bharat Law House, New Delhi
2. Vinod Singhania- Direct taxes Laws and Practice, Taxman Publication, New Delhi
3. Wakale L.P. – Income Tax Practice and procedure, Gayatri Prakashan, Sangamner
4. Dr. Bhagawati Prasad- Direct Taxes, Wishwa Prakash Publication, New Delhi
5. Pro. Wakale L.P.- Indirect Taxes, Gayatri Prakashan, Sangamner
6. Practical Approach to income tax- Problems & Solutions- Dr. Girish Ahuja, Dr. Ravi


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Short Term Course 2021-22

'Tally E.R P'

Duration of Course- 60 Hr

- **Course Objectives:**
 - To know the Basics of Tally
 - To Fulfill legal requirements - records as per standards and practices
 - To Keep the business running - manage receivables & payables, cash, bank etc.
 - To Maintain Record through Tally E.R.P
 -

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Financial Accounting			
	Accounting concepts	02	03	05
2.	Financial Accounting Basics			
	Company Creation, Accounts Configuration, Accounts Classification, Voucher Types and Classes Accounts Vouchers	05	10	15
3.	Inventory			
	Introduction to Inventory, Stock Groups, Stock Categories, Stock Item, Reorder Levels, Locations/Go Downs, Units Of Measure, Price List, Tariff Classification, Dealer Excise Opening Stock, Pure Inventory Voucher, Entry Of Pure Inventory Voucher Bill Of Material, Purchase and Sales Order, Invoice Entry, Foreign Exchange Transactions	09	15	24



4.	Business Management			
	Finalization Of Account, View of Report, Preparation Of Report	06	10	16
	Totals	22	38	60

- **Scope and Opportunities :**
 - This course gives students the Basic knowledge of Tally and its Concepts.
 - Student can be individually able to make Reports in Tally.
 - Foundation for further study in Tally E.R.P

Recommended Books:

- 1 Guide to Tally –L.P. Editorial Board
- 2- Book Keeping and accountancy
- 3- Corporate Accounting –Nirali Prakashan


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Short Term Course 2020-21

'Internet Handling'

• **Course Objectives:**

- To know the Basics of knowledge Computer Internet.
- To Understand the Internet handling concepts.
- To understand how to use Internet in day to day activities

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Computer Network			
	Definition of Network, Types of Network, Components of Network <ul style="list-style-type: none"> • Router • Bridge • Switch • Hub What is Protocol? and it's types: <ul style="list-style-type: none"> • HTTP • FTP • POP • PUSH 	04	--	04
2.	Basics of Internet			
	History of Internet, Definition of Internet What is Topology? and it's types: <ul style="list-style-type: none"> • Bus • Ring • Merge • Star • Hybrid 	04	--	04
3.	Web Browser			
	Definition of Web browser Types of Web Browser <ul style="list-style-type: none"> • UC Browser • Google Chrome 	06	05	11



	<ul style="list-style-type: none"> • Internet Explorer • Opera Mini • Mozilla <p>What is mean by Web Page, Web, Web site.? What is mean by Domain? Types of Domain</p> <ul style="list-style-type: none"> • .Com • .in • .edu • .org • .nic 			
4.	Application of Internet			
	<p>Meaning of Blog. Tools of Internet Communications</p> <ul style="list-style-type: none"> • Skype • Messenger • What's App • Facebook • Twitter • Hike • Instagram <p>Applications of Internet</p> <ul style="list-style-type: none"> • Email (Working of e-mail) • Search Engine • Google Drive • Cloud Computing • Social Sites 	08	05	13
5.	Web Technology			
	<p>Introduction to HTML Basic structure of HTML Physical tags of HTML Types of List File sharing and downloading</p>	08	05	13
6.	Network Security			
	<p>Introduction to network security Password protection Virus and it's types Antivirus</p>	05	--	05
	Total	35	15	50

- **Scope and Opportunities :**
 - Gives students the essential foundation for advanced technology courses.
 - Student can be able to handle the Internet individually.
 - Foundation for further study in computer technology



• **Referential Books :**

1. Internet: The Complete Reference– By Margaret Young.
2. The Internet Complete Reference- By Harley Hahn.
3. Complete Reference: Wordpress.com

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Rayat Shikshan Sanstha's



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Short Term Course 2021-22

Computer Awareness

- **Course Objectives:**
 - To know the Basics of Computer
 - Introduce technology equipment such as digital camera, scanner, Printers, Keyboard, Mouse and software.
 - To Understand the Basics of Operating systems
 - Learn basic and advanced word processing, Excel and PowerPoint skills
 - Be able to apply knowledge learned to other computer software programs
 - To understand how to use software packages in day to day activities

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Computer			
	Meaning & Definition of Computer, Definition of Computer Characteristics & Limitations of Computer, Concept of Hardware and Software, Computer Generations, Types of Computer - Scientifically, General and Classification	05	--	05
2.	Structure & Working of Computer			
	Block Diagram of Computer - Input Unit, Output Unit, CPU, Memory Unit, Control Unit & ALU Unit, Bus structure - Control Bus and Data Bus	02	--	02
3.	Input / Output Devices			
	Input Devices - Keyboard, Mouse, Scanner, MICR, OMR Output Devices - VDU, Printer - Dot Matrix Printer, Laser Printer	03	--	03
4.	Computer Memory			
	What is memory, Memory units - bit, byte, KB, MB, GB and TB Types of Memory - Primary and Secondary -- Primary Memory : RAM, ROM, PROM, & EPROM -- Secondary Memory : Floppy, Hard Disk, CD - Types of CD's, Pen Drive	04	--	04
5.	Computer Languages			



	Types of Languages - Machine Language, Assembly language, High level language Assembler, Computer, Interpreter What is Software? Types of Software - System Software, Application Software and Custom Software Introduction to Algorithm and Flowcharts	04	--	04
6.	Operating System			
	What is Operating system?, Functions of OS, Types of OS	02	--	02
7.	MS-Office			
	Word	02	08	10
	Excel	02	08	10
	PowerPoint	02	08	10
	Total	25	24	50

• **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the computer individually.
- Foundation for further study in computer technology
- Student can be able to prepare word document, Excel sheets and graphs and PowerPoint Presentations.

• **Referential Books :**

1. Fundamental of Computers – By P. K. Sinha
2. Computer Today- By Suresh Basandra
3. Fundamental of Computers – By V. Rajaraman B.P.B. Publications
4. MS- Office 2000 (For Windows) – By Steve Sagman


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Rayat Shikshan Sanstha'S
C.D.Jain College Of Commerce, Shrirampur
SHORT TERM COURSE

in
PROFESSIONAL ACCOUNTING
2021-22

Duration: - 60 Hours

Objectives:-

- 1) To develop conceptual understanding of the fundamentals of financial accounting system.
- 2) To develop competency in the functional areas of accounting.
- 3) To develop the ability to identify and evaluate accounting problems and arrive at reasoned conclusions.

Sr.No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
A	Theoretical Framework			
B	Accounting Process			
	<ul style="list-style-type: none">• Books of Accounts leading to the preparation of Trial Balance,	03	02	01
	<ul style="list-style-type: none">• Capital and revenue expenditures,	02	02	-
	<ul style="list-style-type: none">• Capital and revenue receipts,	03	01	02
	<ul style="list-style-type: none">• Contingent assets and contingent liabilities,	04	02	02
	<ul style="list-style-type: none">• Fundamental errors including rectifications thereof			
C	Bank Reconciliation Statement	03	02	01
D	Inventories			
	<ul style="list-style-type: none">• Basis of inventory valuation and record keeping	02	01	01
E	Depreciation accounting			
	<ul style="list-style-type: none">• Methods, computation and accounting treatment of depreciation,	03	01	02
	<ul style="list-style-type: none">• Change in depreciation methods.	02	01	01
F	Preparation of Final Accounts for Sole Proprietors	03	01	02



G	Accounting for Special Transactions			
	• Consignments	02	02	-
	• Joint Ventures	01	01	-
	• Bills of exchange and promissory notes	02	01	01
	• Sale of goods on approval or return basis.	01	01	-
H	Partnership Accounts			
	• Final accounts of partnership firms –	03	02	01
	• Basic concepts of admission,	02	02	
	• Retirement and death of a partner including treatment of goodwill	03	02	01
I	Introduction to Company Accounts			
	• Issue of shares and debentures,	03	02	01
	• Forfeiture of shares,	03	02	01
	• Re-issue of forfeited shares,	03	02	01
	• Redemption of preference shares	02	01	01
	Total Lectures	60	41	19

Evaluation: - It is based on Written and Oral Performance of Students.

Reference books :

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhary (Pearson Education)
2. Financial Accounting: By Jane Reimers (Pearson Education)
3. Accounting Made easy: By Rajesh Agrawal & R Srinivasan (Tata McGraw – Hill)
4. Financial Accounting for Management: By Dr. S.N. Maheshwari (Vikas Publishing House)


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Short Term Course 2021-22

'Soft Skill Development'

Duration of Course- 60 Hr

• **Course Objectives:**

- To know the Basics of Soft Skill.
- Develop effective communication skills
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal, team management, and leadership skills
- Develop all-round personality with a mature outlook to function effectively in different circumstances.

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Attributes			
	Interpersonal Attributes a. Empathy , Leadership c. Communication d. Teamwork e. Good Manners f. Ability to learn and Teach	01	02	03
	Personal Attributes a. Optimism b. Responsibility c. Sense of humor d. Intelligence e. Time Management d. Motivation e. Common sense f. Body language	02	02	04
2.	Quotient			
	Intelligent Quotient (IQ) Verbal Intelligence. Mathematical Ability.	07	14	21



	Spatial Reasoning Skills Visual/Perceptual Skills Classification Skills Logical Reasoning Skills Pattern Recognition Skills. Emotional Intelligence (EI) Self-Awareness Self-Regulation Self-Regulation Social Skills Empathy Motivation Jo-Hari Window 7 Habits			
3.	Communication Skills			
	Verbal Communication	05	10	15
	Non Verbal Communication			
4	Business Etiquette			
	Professional Etiquette Dining Etiquette Cocktail Parties Correspondence Etiquette Office Etiquette Etiquette Abroad Dos and Don's	05	12	17
	Totals	22	38	60


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**Syllabus for short term course
Agro business Management (2021-22)**

Chapter 1st- Agro business– Dairying

Meaning- Definition – Characteristics- Advantages- Importance-Subsidiary income sources

Chapter 2nd- India and dairy business –

History-Operation flood scheme- Research and development institutes – agricultural universities- Problems and prospects- Importance in developing dairy industry

Chapter 3rd – Maharashtra and dairy business –

Present situation of dairying – leading districts- dairying and co-operation – challenges before cooperative dairying .

Chapter 4th- Milk producers and dairy business in Maharashtra-

Live stock- Local breeds- cross breeds – Milk and milk products processing for value addition- veterinary services – cattle feeds- Green and dry fodder – Drinking water- cattle shed- Gobar gas plant- Equipment s –milking machine , chaff cutter , grass cutter- A complete dairy farm – Good source of employment

Chapter 5th – Visit –

Research and development institutes , milk processing plant– pilot project – interviews of milk producers, milk collection centers, private and cooperative plant runners – Project.


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Short Term Course in
"Leadership Development"

Academic Year: 2021-22

• Course Introduction and Objectives:

Through this course, you shall be given information to help you start building your leadership skills immediately. You will have specific tools and tips so that you will be able to apply it. If you complete this course you will be amazed at how quickly you can improve your leadership abilities. You will find that work can be more pleasant place to be and that you truly can lead others on to their own success.

Of course, the work place and your studies is not the only area of your life where you can put these skills to use. There are many ideas introduced in the course that will help you to be a more effective leader in any area of your life. As a parent, as a spouse, a coach, a charity board member, a businessman, a manager, or any kind of leader, you will be able to apply this knowledge and feel confident that you can be a successful leader in any area of life that you choose.

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Leadership			
	1.1 Meaning, definition of Leadership 1.2 Nature and characteristics of leadership 1.3 Importance of leadership 1.4 techniques of leadership 1.5 Essential qualities of leadership 1.6 functions of a leader 1.7 theories of leadership 1.8 leadership style for effective management 1.9 Contribution of top business leaders	10	00	10
2.	Leadership skills development			
	A] Introduction - 1. What are leadership skills? 2. A born leader? 3. What you will learn? B] Three traits every successful leader must have- 1. The desire to lead. 2. Commitment to the vision & mission of the group 3. Integrity- 3.1 Sincerity	10	00	10




	3.2 Consistency 3.3 Substance C] Understanding your role: Leading Vs. managing 1. Differentiating between managerial skills & leadership skills 2. Our perception of leadership			
3.	How to improve your business leadership and managerial skills: Part - I			
	3.1 How to lead and manage people. 3.2 How to make a good first impression 3.3 How to motivate employees in the work place 3.4 How to manage change effectively 3.5 How to lead with difficult employees	02	00	02
4.	How to improve your business leadership and managerial skills: Part - II			
	3.1 Effective business negotiation techniques. 3.2 How to set and achieve goals 3.3 effective delegating strategies 3.4 How to ensure the profitability of your business. 3.5 How to create a good business environment that supports growth.	05	00	05
5.	Leading the team: leading, Delegating, Mentoring	10	00	10
	5.1 Leading. 5.1.1 Team Purpose Statement. 5.1.2 The power of purpose. 5.2. Forming, storming, Norming, Performing. 5.2.1 Adjourning or Mourning. 5.2.2 Your approach during each phase. 5.3 Delegating: 5.3.1 Why people resist delegating. 5.3.2 Do and Don'ts in delegating 5.3.3 To whom. 5.3.4. How to delegate successfully 5.4 Mentoring others: 5.4.1 What is Mentoring 5.4.2 What to consider before mentoring 5.4.3 Structuring your mentoring relationship			
6.	Field of Leadership	05	02	07
	6.1 Domestic Leadership 6.2 Business Leadership 6.3 Administrative Leadership 6.4 Social Leadership 6.5 Political Leadership			
7.	Study of Top Leaders	00	16	16
	Practical based leadership training:			



	(Case Studies, Leaders biography reading Sessions, Leader's Speeches, Guest lecturers)				
		Total	42	18	60

• Reference Books:

1. Business Management- Dr. Anil Kulkarni, Dr. Hassinnudin, Yogesh Wagh- Nirali Publication
2. The Leadership Activity Training book- Lois B. Hart, chlotte S. Waisman- AMACOM-American Management Association.
3. E-Book- How to improve your leadership and management skills(Effective strategies for business managers) Bizmove management training institute
4. International Review Research Paper - Volume-6-No-1-feb-2010 PP(194-204)


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Karmveer Vidya Prabodhini's,

SHORT TERM COURSE in

MARKETING SKILLS AND MARKETING SURVEY

2021-22

Duration: 60 Hours

Objectives: 1) The course is designed to give a thorough working knowledge of Advertising and Marketing Communication skills to face the current market situations.

2) To make students able to face the current competition in marketing and Advertisement field.

Curriculum:

Sr. No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
A.	Core Concepts			
1.	Introduction to Marketing Principles and Concepts	1	1	-
2.	Understanding Advertising Industry	1	1	-
3.	Consumer Behavior	4	2	2
4.	Market Research	4	2	2
5.	Advertising Campaign and Strategy	5	1	4
B.	Soft Skills			
1.	Grooming Manners and Etiquettes	3	1	2
2.	Effective Speaking	3	1	2
3.	Interview Skills	3	1	2
4.	Presentation Skills	3	1	2
C.	Core Skills			
1.	Public Relations and Client Service	5	1	4
2.	Computer and Creative Designing Skills	5	1	4
3.	Retail Communication	5	1	4
D.	Marketing Survey			
1.	Marketing Survey	1	1	-
2.	Media Planning	3	2	1
3.	Media Research	3	2	1
4.	Media Selection	3	2	1
E.	Sales Promotion and Brand Equity			
1.	Basic Concepts of Sales Promotion	3	1	2
2.	E-Advertising and Online Marketing	5	1	4
	Total Lectures	60	30	30



Evaluation: It is based on written and oral performance of the student.

Job Prospects: There are opportunities in advertising and specialist agencies, creative and client servicing, media planning, direct marketing, digital marketing & promotions in varied mass media houses, corporate in house advertising and communication departments, production houses and the entertainment industry.

Reference Books:

1. Marketing Management - Phillip Kotler.
2. Advertising Management - Rajeev Batra.
3. Sales Management - Richard R.
4. Sales Promotion - M. N. Mishra.
5. Basics of Marketing – S. Chand.


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Short Term Course 2021-22

T.Y.B.Com

SPOKEN ENGLISH

Duration: 60 hr.

Objectives: 1) To boost students confidence in communication. 2) To make students familiar with English pronunciations. 3) To inculcate and instill among students the skills of writing, reading, and speaking.

Curriculum:

Unites	No of Period	Total No of Period	
		Theory	Practical
A) Basics of English Language :			
1) English Alphabets and their pronunciation.	1	2	2
2) Framing words: Word Formation Affixation, Compounding, Blending and Acronyms	1		
3) Word Families: Word families based on Nouns Word families based on Verbs Word families based on Adjectives	2		
B) Pronunciation:			
1) Basic sounds 2) Letter and sounds 3) Utterances and words.	2	4	2
4) Sounds and sound groups 5) Consonants and vowels 6) Intonation	2		
7) Pronunciation	1		
8) Word groups, stressed, unstressed	1		



Unites	No of Period	Total No of Period	
		Theory	Practical
C) Grammar :			
1) Parts of Speech 2) Basic sentence patterns. 3) Tenses	2	3	1
1) Direct and Indirect speech. 2) Active passive voice 3) Common Mistakes in English	2		
D) Developing Vocabulary.			
1) Synonyms Hyponyms Antonyms	2	6	4
2) Homonyms Homographs, Homophones.	2		
3) One word for many	1		
4) Parts of the body and connected words.	1		
5) Words in daily use- Ornaments, vegetables, Occupations.	1		
6) Idioms and Phrases	2		
7) Proverbs	1		
E) 1) Difference between British and American English 2) Current words 3) words often confused	2	1	1
F) Conversation :			
a) Greeting /Manners 1) Introducing oneself/ others / 2) Thanking 3) Apologizing	1	2	1
4) Inviting 5) Giving Compliments 6) Showing Direction	2		
7) Telephone Conversation	1		
G) Role Playing			
1) At the Bank 2) At the Railway station	2	6	2
3) Helping Classmates 4) Making inquiry at the hospital/ Bus stand	2		
5) Conversation at social places 6) Casual Meetings	2		
7) General Discussion at social places 8) At the Bank/post office	1		
9) Importance of English language in the Global era. 10) Role of English language in personality development	1		



Unites	No of Period	Total No of Period	
		Theory	Practical
H) Interview Techniques			
Mock Interviews Job interviews	4	5	3
Group Discussion Speeches	4		
I) Writing skills – Creative writing , Essay writing, Letter writing ,Paragraph writing	4	2	1
J) Drilling / Practice and practical in Classroom , classroom discussion.	4	2	1
K) Projects- Vocabulary Building Informal Letter writing formal letter writing parts of speech	2	1	1
Total Lectures = 50 Theory 30 Lect. Practical 20 Lect.			

Teaching Methodology:

Lectures, audio / video Sessions, Group Discussion, Drilling and practical.

Evaluation: *is based on written and oral performance of the students.*

Reference Books:-

- 1) Bansal & Harrison Spoken English for India.
- 2) Greenbaum'Z Quirk University Grammar of English
- 3) Shaikh B.M. Business Communication
- 4) Tylor Grant Conversational Skill


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Short Term Course 2021-22

Syllabus

- **Program Name:** Stock Market & Investment Management
- **Sector:** BFSI
- **Occupation & Description of Role:** Small Finance Banks, Financial Consultants / Agents, Micro level Advisory Services, Operations roles in Broking Houses/ Fund Houses and capital market division of Private Sector Banks
- **Skills acquired include:**
 - Demonstrate ability to engage into fundamental and technical analysis with reference to currency and commodity markets
 - Handle trading terminals
 - Design and explain Portfolio / Wealth Management plans
- **Proposed Program Duration:** 60 hrs. (to be completed in 3 Calendar months)

Curriculum

Module	Contents	Learning outcomes	Hours		Equipment required	IA
			Theory	Practical		
1.1	Primary Capital Market IPOs & On-line IPOs; Book building; Eligibility to Issue securities, Pricing Issues, Allotment of shares and its basis; Demat services; Private placement; Role of Merchant Bankers, Virtual debt portals; ADRs/GDRs; Other regulations; Public issues	1. Define what primary market is and list its constituents. 2. Identify the roles of merchant bankers. 3. Explain the concept of Demat Services.	2	3	Project for PPT's / videos	Explain what is Primary Markets and role of Merchant Bankers. Explain Demat Services.




1.2	Unit 2 Secondary Capital Market Secondary Markets, Trading Clearing and Settlement, Rolling Settlement, BOLT, Mutual Funds, Demat & Depositories of Shares, Sensex and Other Indices, Futures and Options, Primary Markets, Fundamental Analysis, Technical Analysis.	1. Discover the secondary market. 2. Find out how clearing and settlement systems work. 3. Classify between fundamental and technical analysis.	2	3	Project for PPT's / videos	Explain Secondary Market.
1.3	Regulatory framework for commodity and currency markets a. Power and Function of regulatory body b. Regulation related with trading & hedging c. Regulation related with PMS and trading in international markets	1. Outline the functions and roles of regulatory bodies for commodity and currency markets. 2. Recall regulations related to trading and hedging. 3. Summarise regulations related to PMS and cross border trading.	2	1	Project for PPT's / videos	Summ arize and spell out functio ns of regulat ory bodies.
1.4	Wealth Management Introduction to Financial Planning-Goal Based and Comprehensive, Life Cycle & Wealth Cycle, Factors affecting on Investment Decision,	1. Explain the concept of wealth management. 2. Formulate sample wealth management and financial plans.	4	3	Project for PPT's / videos.	Discuss and develop wealth manage ment plans.



	Investment Evaluation Framework, Risk Profiling and Portfolio Management, Investment and Taxation Issues, SIP and Estate Planning					
2.1	Unit1 Introduction to Currency Market Meaning and nature of currency Market, Exchange Rate -meaning and types, Nature and Participant of Forex Market, Concept of Quotes, Spot Transaction and Forward Transaction, Future Contract and Pricing of future contract.	Tell what currency market is.	2	3	Project for PPT's/ videos	Explain what currency market is.
2.2	Unit-2 Pricing the Currency & Commodity Futures a. Pricing the currency futures based on interest rate differentials b. Pricing the commodity futures based on cost of carry model	Distinguish between the currency and commodity futures pricing.	4	2	Project for PPT's/ videos	Develop understanding of pricing mechanism for currency and commodity futures.
2.3	Fundamental Analysis-Commodity Markets (Bullion, Metals, Energy and Agri) a. Bullion markets b. Metal Markets c. Energy product d. Agri dynamics	Relate fundamental analysis to commodity markets.	2	3	Project for PPT's/ videos	Spell what is Commodity Markets and its types and products.



2.4	Understanding Currency options, pricing and trading dynamics a. Option pricing for currency product b. Option Strategies c. Option data reading	1. Tell what option is pricing for currency products. 2. Explain trading dynamics.	2	2	Project for PPT's/ videos	Show understanding of currency products and pricing mechanisms.
3.1	Introduction to Fundamental Analysis Meaning and Importance of Fundamental Analysis, Steps of Fundamental Analysis, Methods of Fundamental Analysis, Factors of Fundamental Analysis, Industry Analysis, Company Analysis, Time Value of Money	Recall and summarise fundamental analysis and its constituents.	2	3	Project for PPT's/ videos	Explain what Fundamental Analysis is.
3.2	Fundamental Analysis- Currency Markets a. USDINR b. EURINR c. GBPINR d. JPYINR	Apply fundamental analysis to currency markets.	4	2	Project for PPT's/ videos	Demonstrate application of fundamental analysis to various currencies markets
3.3	Technical Analysis with specific reference to commodity and currency trading a. Day trading b. Positional trading	Apply technical analysis to commodity and currency markets.	2	2	Project for PPT's/ videos	Define what is technical analysis and its application to commodity and currency markets.
3.4	Live trading and Case Study a. Live trading during market	Relate to functions of trading terminals.	2	3	Project for PPT's / videos. Trading portal	Show DEMO of trading platforms.


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Short Term Course in 'Microsoft Office 365' 2021-22

• Course Objectives:

- To know the Basics of knowledge Microsoft Office
- To Understand the office 365 concepts.
- To understand how to use Office 365 in day to day activities

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Microsoft Office			
	<ul style="list-style-type: none"> • Introducing Office 365 • Identify and outline the component products in Office 365 • Navigating around Office 365 • Updating your Profile in Office 365 	03	--	03
2.	Introduction to Microsoft Office Tools			
	Definition of office 365 Difference Between Microsoft Office and Office 365 Microsoft Office 365 Tools: <ul style="list-style-type: none"> • Teams • Yammer • One Drive • Skype • OneNote • Outlook • SharePoint 	10	06	16
3.	Yammer			
	<ul style="list-style-type: none"> • Overview of Yammer • Use and Advantages of Yammer • Yammer Profile • Followers and Discussions • Groups and Communities 	05	04	09
4.	OneNote			
	<ul style="list-style-type: none"> • OneNote features. • Syncing OneNote to OneDrive for 	02	04	06



	Business. • Syncing OneNote to Mobile.			
5.	Skype for Business Overview Overview of Skype for Business • Viewing and setting presence status • Understanding the interactive contact card in Microsoft Office applications • Using instant messages in business • Using 'click-to-communicate' • Integration with Outlook • Using Skype for Business for online presentations including audio, video, screen sharing and a virtual whiteboard.	08	06	14
6.	Outlook 2016 • Working with email, folders & permissions. • Outlook Contacts and IM Contacts • Using the Calendar • Shared Calendars • Outlook Tasks. • Setting Outlook options, signatures, automatic replies, rules and other features. • Integration of Outlook with SharePoint & Skype for business.	07	05	12
	Total	35	25	60

- **Scope and Opportunities :**
 - Gives students the essential foundation for advanced technology courses.
 - Student can be able to handle the Internet web browser office 365 individually.
 - Foundation for further study in computer technology
- **Referential Books :**
 1. Office 365 for IT Pros 4th Edition: (Now Replaced by the 2019 Edition)-By Tony Redmond, Paul Cunningham, Michael Van Horenbeeck
 2. Microsoft Office 365 Administration Inside Out - By Darryl Kegg, Aaron Guilmette


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C. D. Jain College of Commerce, Shrirampur
Short Term Course 2021-22
Aptitude Test

Duration of the Course: 3 Months

Medium of instructions: Medium of instructions shall be English only.

Scheme of Examination:

Written examination of 100 marks will be conducted on practical problems. The duration of exam will be 3 hours.

Objectives:

1. An aptitude test is, generally, any test designed to measure potential for achievement.
2. The emphasis of this test is on fundamental concepts which is the most important part in mathematics.
3. Aptitude tests are designed to give an objective assessment of a candidate's abilities in, say, verbal understanding, numeracy or diagrammatic reasoning skills.

Syllabus


Unit No.	Name of Unit	No. of Lectures
1	Prerequisites	10
	Natural Numbers, Integers, Real Numbers	
	Fraction, LCM & HCF	
	Simplification	
	Square root & Cube root	
	Rules of Indices	
2	a. Ratio and Percentage	10
	b. Proportion and Partnership	
	c. Average	

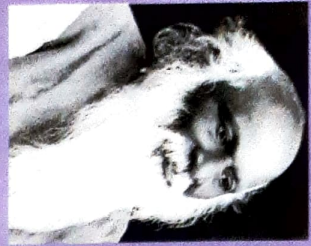


3	a. Profit and Loss	10
	b. Shares and Divident	
	c. Simple Interest and Compound Interest	
4	a. Time and Work	10
	b. Time and Distance	
	c. Pipes and Cistern	
5	a. Probability and Combination	10
	b. Data Interpretation	

Reference Books:

1. Elements of Commercial Arithmetic & Statistics - M.G. Dhayagude, Everest Publishing House.
2. Quantitative Aptitude- Dr. R. S. Aggarwal, S. Chand publication
3. Quantitative Aptitude for CPT -By P. C. Tulsian, Bharat Jhunjhunwala, S. Chand Publisher


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Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt Paavai Bankeet Vasant

(Class B.Y.B.com) of

S.D. Jain College of Commerce, Shrirampur

has successfully completed

the Computer Awareness course in


Academic year 2021 2022 (From Jan. To March) and

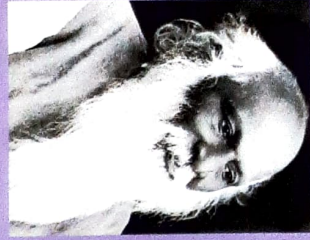
secured B. Grade.




PRINCIPAL




Executive Director
Karmaveer Vidyaprabodhini



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt *Pote Renuka Dadasaheb*

(Class *S.Y. 13sem*) of

C. D Tain College of Commerce, Shiruram pur

..... has successfully completed

a short term course in *Computer Awareness*


Academic year 2021 2022 (From *Jan* To *March*) and

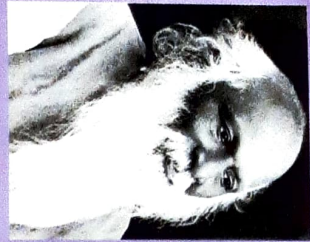
secured *A* Grade.




PRINCIPAL




Executive Director
Karmaveer Vidyaprabodhini



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt *Lande Shreyas Sunil*

(Class *5.Y.18.com*) of

C. D. Jain College of Commerce, Shirurampur

has successfully completed

a short term course in *Microm.*

Academic year *2021* *2022* (From *Jan.* To *March.*) and

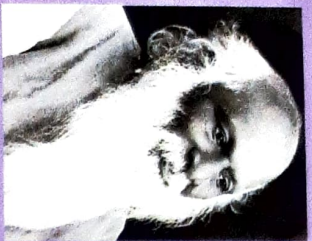
secured *A.* Grade.



[Signature]
PRINCIPAL



[Signature]
Executive Director
Karmaveer Vidya Prabodhini



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt. *Anand Varun Indrajit*

..... (Class *B.B.A (C.A) III*) of

C. D. Jain College of Commerce

..... has successfully completed

a short term course in *Apptitude Test*

Academic year 2021 2022 (From *Jan* To *March*) and

secured *A* Grade.

PRINCIPAL



Executive Director
Karmaveer Vidyaprabodhini

[Signature]