



**SHIVNERI MAHAVIDYALAYA SHIRUR ANANTPAL DIST
LATUR**

**CERTIFICATE COURSE IN BUSINESS COMMUNICATION
SKILLS**

ORGANISED BY

DEPARTMENT OF COMMERCE

ACADEMIC YEAR -: 2023-2024

Disclaimer

The syllabus for the B.Com Certificate Course in Business Communication Skills follows guidelines from the college development committee at Shivneri mahavidyalaya Shirur anantpal Dist-Latur 413544. It has been meticulously crafted by the department of Commerce and approved by Principal, Shivneri Mahavidyalaya. Participants are urged to use this syllabus as a comprehensive guide for Business Communication Skills studies

SHIVNERI MAHAVIDYALAYA SHIRUR ANANTPAL DIST LATUR
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS
SYLLABUS

Period – 30 Credits-02

Mark – 50

Course Objectives :-

- 1) To Develop Communication Skills Of Students.
- 2) To help in personality Development.
- 3) To improve speaking, Writing and interview skill of student.

Course Outcome :-

- 1) Adequate Knowledge good communication in business
 - 2) Major resources of communication process provide to the students.
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UNIT – I

Introduction to Business communication (10)

Introduction :- Definitions, Nature , Objectives and Importance of communication , Improving communication Basic forms of communication process . Stages in communication Process SWOC analysis.

UNIT – II Effective Business Communication (10)

Definition of Effective communication , Need of effective communication principles of effective business communication.

UNIT- III Modern Tele Communication (10)

Tele conferencing , E- Mailing , Fax, Tele Communication, Mobile Phone conversation, Video conferencing.

REFERENCE BOOKS


- 1) Business Communication – D.D. Singhal – Ramesh Book Depo, Jaipur.
- 2) Business Communication – virandra Kumar-Kalyani Publication Ludhiyana.
- 3) Communication Skill – DR. P. L. Pardeshi – Nirali Publication, Pune

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B.COM T.Y Student Enrollment List

Academic Year 2023-2024

Sr. No.	Name Of Student
1	Mitkar sumitra vankat
2	Sakole vaishnavi baswaraj
3	Bhosale aishwarya shivaji
4	Shinde anuja dattatrya
5	Shinde kishor maruti
6	Sumthane gayatri balaji
7	Patil suchita satish
8	Taboli muskan jabbar
9	Sangole yogita balkrushna
10	Suryawanshi rameshwar vilas
11	Saudagar sandhyarani satish
12	Gambhire sushma manohar


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CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS

Time Table

Academic Year 2023-2024

Day/Time	1.20 To 02:10 PM	02:10 To 03:00 PM	03.00 To 3.50 PM
Monday		Certificate course In business communication (T.Y)	
Tuesday		Certificate course In business communication (T.Y)	
Wednesday			
Thursday			
Friday	Certificate course In business communication (T.Y)		
Saturday	Certificate course In business communication (T.Y)		


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CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS

Student Attendance

Academic Year 2023-2024

Month – July 2023

Sr No	Name Of Student	1	3	4	7	8	10	11	14	15	17	18	21	22	24	25	27	28	31
1	Mitkar sumitra vankat	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Sakole vaishnavi baswaraj	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Bhosale aishwarya shivaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Shinde anuja dattatrya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Shinde kishor maruti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Sumthane gayatri balaji	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
7	Patil suchita satish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Taboli muskan jabbar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
9	Sangole yogita balkrushna	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Suryawanshi rameshwar vilas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Saudagar sandhyarani satish	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
12	Gambhire sushma manohar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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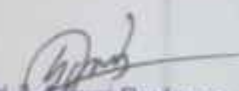
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Student Attendance

Academic Year 2023-2024

Month – August 2023

Sr N o	Name Of Student	1	4	5	7	8	11	12	14	18	19	21	22
1	Mitkar sumitra vankat	P	P	P	P	P	P	P	P	P	P	P	P
2	Sakole vaishnavi baswaraj	P	P	P	P	P	P	P	P	P	P	P	P
3	Bhosale aishwarya shivaji	P	P	P	P	P	P	P	P	P	P	P	P
4	Shinde anuja dattatrya	P	P	P	P	P	P	P	P	P	P	P	P
5	Shinde kishor maruti	P	P	P	P	P	P	P	P	P	P	P	P
6	Sumthane gayatri balaji	P	P	P	P	P	P	P	P	A	P	P	P
7	Patil suchita satish	P	P	P	P	P	P	P	P	P	P	P	P
8	Taboli muskan jabbar	P	P	P	P	P	P	P	P	P	P	P	P
9	Sangole yogita balkrushna	P	P	P	P	A	P	P	P	P	P	P	P
10	Suryawanshi rameshwar vilas	P	P	P	P	P	P	P	P	P	P	P	P
11	Saudagar sandhyarani satish	P	P	P	P	P	P	P	P	P	P	A	P
12	Gambhire sushma manohar	P	P	P	P	P	P	P	P	P	P	P	P


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CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS

Exam Seat Number

Sr. No.	Name Of Student	Seat No
1	Mitkar sumitra vankat	CCBCS34713
2	Sakole vaishnavi baswaraj	CCBCS 34714
3	Bhosale aishwarya shivaji	CCBCS 34715
4	Shinde anuja dattatrya	CCBCS 34716
5	Shinde kishor maruti	CCBCS 34717
6	Sumthane gayatri balaji	CCBCS 34718
7	Patil suchita satish	CCBCS 34719
8	Taboli muskan jabbar	CCBCS 34720
9	Sangole yogita balkrushna	CCBCS 34721
10	Suryawanshi rameshwar vilas	CCBCS 34722
11	Saudagar sandhyarani satish	CCBCS 34723
12	Gambhire sushma manohar	CCBCS 34724


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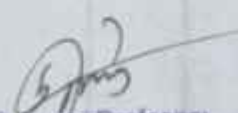
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CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS

Result Sheet

Academic Year 2023-2024

Sr. No.	NAME OF STUDENTS	SEAT NO	MCQ TEST MARKS		CONTIUNE ASSESEMENT MARKS		TOTAL MARKS
			OBTAIN MARKS	TOTAL MARKS	OBTAIN MARKS	TOTAL MARKS	
1	Mitkar sumitra vankat	CCBCS34713	37	40	7	10	44
2	Sakole vaishnavi baswaraj	CCBCS 34714	32	40	8	10	40
3	Bhosale aishwarya shivaji	CCBCS 34715	36	40	7	10	43
4	Shinde anuja dattatrya	CCBCS 34716	36	40	6	10	42
5	Shinde kishor maruti	CCBCS 34717	37	40	7	10	44
6	Sumthane gayatri balaji	CCBCS 34718	34	40	8	10	41
7	Patil suchita satish	CCBCS 34719	35	40	7	10	42
8	Taboli muskan jabbar	CCBCS 34720	37	40	8	10	45
9	Sangole yogita balkrushna	CCBCS 34721	39	40	7	10	46
10	Suryawanshi rameshwar vilas	CCBCS 34722	36	40	7	10	43
11	Saudagar sandhyarani satish	CCBCS 34723	35	40	8	10	43
12	Gambhire sushma manohar	CCBCS 34724	37	40	8	10	45


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SHIVNERI MAHAVIDYALAYA, SHIRUR
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CERTIFICATE

This is to certify that, Mr./Miss MITKAR SUMITRA VANKAT
having successfully completed the Certificate Course in
CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS
conducted by Department of COMMERCE during the
academic year 2023-24

Hence Certified.

Date: 7/12/2023


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CERTIFICATE

This is to certify that, Mr./Miss SAKOLE VAISHNAVI
BASWARAJ having successfully completed the Certificate
Course in CERTIFICATE COURSE IN BUSINESS COMMUNICATION
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the academic year 2023-24

Hence Certified.

Date: 7/12/2023


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CERTIFICATE

This is to certify that, Mr./Miss BHOSALE AISHWARYA SHIVAJI
having successfully completed the Certificate Course in
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CERTIFICATE

This is to certify that, Mr./Miss SHINDE ANUJA DATTATRYA
having successfully completed the Certificate Course in
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CERTIFICATE

This is to certify that, Mr./Miss SHINDE KISHOR MARUTI
having successfully completed the Certificate Course in
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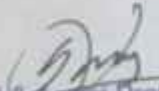


CERTIFICATE

This is to certify that, Mr./Miss SUMTHANE GAYATRI BALAJI
having successfully completed the Certificate Course in
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CERTIFICATE

This is to certify that, Mr./Miss PATIL SUCHITA SATISH
having successfully completed the Certificate Course in
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This is to certify that, Mr./Miss TABOLI MUSKAN JABBAR
having successfully completed the Certificate Course in
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H.O.D


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This is to certify that, Mr./Miss SAGOLE YOGITA BALKRUSHNA
having successfully completed the Certificate Course in
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Principal

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CERTIFICATE

This is to certify that, Mr./Miss SURYAWANSHI RAMESHWAR
VILAS having successfully completed the Certificate Course in
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CERTIFICATE

This is to certify that, Mr./Miss SAUDAGAR SANDHYARANI SATISH having successfully completed the Certificate Course in CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS conducted by Department of COMMERCE during the academic year 2023-24

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CERTIFICATE

This is to certify that, Mr./Miss GAMBHIRE SUSHMA
MANOHAR having successfully completed the Certificate Course
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