

CERTIFICATE COURSE STRUCTURE

C.R.M-CERTIFICATE COURSE IN RESEARCH METHODOLOGY

Duration:40Hours (3,Months)

Eligibility: F.Y.,S.Y. &T.Y.B.COM,B.B.A&B.C.A.

Fees :1000 Rs.

1. Statistical Methods.
2. Research Process.
3. Qualitative Research.

C-T-CERTIFICATE COURSE IN TALLY

Duration:40Hours (3,Months)

Eligibility: F.Y., S.Y. & T.Y. B.COM, B.B.A & B.C.A.

Fees :1000 Rs.

1. BasicFeatures of Tally
2. Tally&Accountancy
3. Theory of tally
4. Practical.

C.O.T.-CERTIFICATE COURSE IN QUANTITATIVE TECHNIQUE

Duration:40Hours (3,Months)

Eligibility: F.Y., S.Y. & T.Y. B.COM, B.B.A & B.C.A.

Fees :1000 Rs.

1. Introduction to Statistics.
2. Quantitative Method-I (Mathematics Oriented)
3. QuantitativeMethod –II (Statistics Oriented)
4. QuantitativeMethod –III (Operation Research)
5. Quantitative Method-IV (Numerical &Statistical Analysis)

C.B.C.C. - CERTIFICATE COURSE IN BASICCOMPUTER COURSE.

Duration :40Hours (3,Months)

Eligibility: F.Y., S.Y. & T.Y. B.COM, B.B.A & B.C.A.

Fees :1000 Rs.

1. Introduction to Computer.
2. Microsoft Word.
3. Microsoft Excel.
4. Microsoft Power Point.
5. Internet Surfing.

C.B.C.C. - CERTIFICATE COURSE IN BASICCOMMUNICATION SKILL.

Duration : 40Hours (3,Months)

Eligibility: F.Y., S.Y. & T.Y. B.COM, B.B.A & B.C.A.

Fees :1000 Rs.

- (A) Following four concepts of Communication are to be studied in detail
 1. Inter Communication
 2. Intra Communication
 3. Organizational Communication
 4. Technological Communication
- (B) Letter writing
- (C) English Grammar
- (D) Oral Communication
 1. Telephonic Communication
 2. Telephonic Messages
 3. Dialogues / Conversations
 4. Presentations and Speeches
 5. Interview Skills