

## ***Short Term Courses***

G.S. College Of Commerce, Wardha conducts Short Term Certificate Courses in collaboration with The Department of Continuing and Adult Education & Extension, Rashtrasant Tukadoji Maharaj Nagpur University under Jeevan Shikshan Abhiyan. This type of **Short Term courses** really helps us to prepare our students for competitive arena and help them to grab opportunities in the market.

### ***1. Practical Accounting and Taxation***

Business Accounting and Taxation is one of the most flourishing field that Commerce students can enter. A simple B.com Graduation Degree is not sufficient to get job in the market. Hence practical courses play an important role in securing job. Practical Accounting and Taxation Course is only the leading course that trains the students with a specific focus on helping them to become a professional accountant. The course is designed to give hands-on-expertise in the area of accountants and taxation.

The study of Accounting and Taxation includes Indian Tax System, Financial Accounting, Value Added Tax, Central Sales Tax and GST. Therefore this course would help the students to understand practical accounting with taxation concept from a Global standpoint. Hence college organizes a certificate course approved by RTM Nagpur University in **PRACTICAL ACCOUNTING AND TAXATION** under Jeevan Shikshan Abhiyan. The course content includes:

#### **Practical Accounting**

- Accounting Concept
- Double Entry System
- General Entries relating Sole Trader
- Trial Balance
- Tally Accounting

#### **Taxation**

- Direct and indirect Tax
- GST

#### **Resource Persons:**

Dr. Pramod Fating

Dr. Ashok Kamble

C.A Pratik Patel

#### **Contact Person:**

Name: Dr. Y. Patinge

Phone: 9890605578

## ***2. Communication Skills and Personality Development***

Personality refers to an individual's characteristics, style, behavior, mindset, attitude and unique way of perceiving things of the world. The behavior reflects personality of a person. A person with pleasing **personality** gets appreciation and respected. Effective **Communication skills** play a crucial **role** in one's own **personality**. **Communication** helps individuals to express themselves to convince others. **Personal communication includes** thoughts, feelings and knowledge transmitted in desirable manner which is denoted as effective communication skills.

Workplace communication is the transmission of information between and among the employees of an organization. It includes emails, text messages, voicemails, notes etc., besides oral and non-verbal communication. It also increases employee's job satisfaction. With this motive the soft skills are essential among the student community. The college runs the certificate course approved by RTM Nagpur University in **COMMUNICATION SKILLS AND PESONALITY DEVELOPMENT** under Jeevan Shikshan Abhiyan. The course content includes:

- Effective Communication
- Basic of Spoken English
- Foundational Grammar
- Vocabulary Development
- Writing Skill – Resume Writing & SOP
- Reading Skills
- Emotional Intelligences
- Presentation
- Group Decision
- Interview Techniques
- Time Management etc.

### **Resource Persons:**

Prof. Nadim Khan

### **Contact Person:**

Name: Dr. M. Tomar

Phone: 9403010307

### ***3. Certificate Course in Information Technology***

Computer skills have become a basic requirement for a large number of jobs. Almost any office job will require basic typing and data entry skills, as well as a basic understanding of how to use an operating system. Most of the office works require familiarity of different software in the shape of such as word processors and spreadsheet programs.

With the introduction of computers small business enterprises could afford a variety of system oriented work environment. A very prominent requirement for the present office environment is computer literacy and IT skills. One must have the knowledge about accounting and finance course, Tally and Advanced Excel. To fulfill the requirement of such kind of Jobs for our students college organizes certificate course approved by RTM Nagpur University in **INFORMATION TECHNOLOGY** under Jeevan Shikshan Abhiyan. The course content includes:

- Introduction of Computers – features of computer, working with Window O/S
- MS –Word, Ms-Excel, MS-Power Point
- Use of Internet, E-Mail, Web- Browsing, Application Forms.
- Basic Accounting, Advantages of Computerized Accounting, features
- Manual Vs. Computerized Accounting
- Introduction of Computerized Accounting – Company Creation, Ledger Creation
- Accounting Vouchers, Type of Vouchers, Voucher entries in Tally
- Display Balance Sheet, P&L A/c, Accounting Books.
- Audit Trail, Display Printing Accounting Books & Final Statement
- Export of Data, Housekeeping, data Maintenance.

**Resource Persons:**

Mr. Vishal Lichade, Nagpur

**Contact Person:**

Name: Dr. Revati Bangre

Phone: 9373295059

## ***4. Mathematical And Statistical Methods***

Statistics play a vital role in every field of human activity. Statistics helps in determining the existing position of per capita income, unemployment, population growth rates, housing, schooling medical facilities, etc., in a country.

Statistics are important because today we live in the information world and much of this information are determined mathematically with the help of Statistics. It means to find correct data statistics it is necessary to use the statistical skills to collect the relevant data and for quick and accurate decision making in Business. To develop this among the students college organizes certificate course approved by RTM Nagpur University in **MATHEMATICAL AND STATISTICAL METHODS** under Jeevan Shikshan Abhiyan. The course content includes:

- Data Interpretation (Charts, Graphs, Tables, data Sufficiency, etc.)
- Central Tendency
- Index Number
- Rank Correlation
- Probability (Simple)
- Proportion & Ratio
- Average
- Profit & Loss
- Interest (Simple & Compound)
- Discount
- Works & Time
- Logical reasoning & Analytical Ability

### **Resource Persons:**

Dr. Shakil Sattar, Nagpur

Dr. Shubhangi More, GSN, Nagpur

### **Contact Person:**

Name: Prof. P. Agrawal

Phone:8087207120

## ***5. Yoga, Psychology & Mental Health***

Yoga has enjoyed a modern resurgence, but the practice is thousands of years old. More than a physical exercise and muscles strengthening, Yoga is a combination of body and mind. Modern Yoga has evolved with a focus on exercise, strength, flexibility, and breathing. It can help to boost physical and mental well being. There are many styles of Yoga, and no style is more authentic or superior to another. The key is to choose a class appropriate for the fitness level of a person.

In present era when people are more career oriented, where parents wants their children to focus on studies more than extracurricular activity, where junk foods is in demand for everyone, it is important for us to understand the importance of being healthy and the consequences of not following a healthy lifestyles. With this motive the college has started a short term certificate course approved by RTM Nagpur University in YOGA PSYCHOLOGY & MENTAL HEALTH under Jeenvan Shikshan Abhiyan. The course content includes:

- Meaning & Definition of Psychology
- Need & Importance of Psychology
- Motivation & Type Motivation
- Meaning of Stress, Anxiety, Aggression
- Type and Methods of Psychological Relaxation Techniques
- Meaning and Definition of Group Cohesion, Group Dynamics
- Meaning and Types of Yoga, Importance of Yoga
- Ashtang Yoga
- Difference Between Yogic Practice & Physical Exercise
- Causes of Mental Health
- Preventive Measures for Mental Health Problems

### **Resource Persons:**

Name: Prof. Sonali Shirbhate

Phone: 9850488692

### **Contact Person:**

Name: Prof. Madurima Naidu

Phone: 9503628203