

Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College, Vashi.
(Autonomous College)



Syllabus for Approval
Skill Based Course
Certificate Course in Business Presentation

Sr. No.	Heading	Particulars
1	Class	F.Y.BMS (Management Studies)
2	Eligibility for Admission	12th Pass in any stream or equivalent qualification Open category - Minimum 45% Reserved category- Minimum 40%
3	Title of the Course	Certificate Course in Business Presentation
4	Passing Marks	40%
5	Syllabus and Evaluation	30 Marks for Semester Exam + 20 Marks Continuous Internal Evaluation
6	Duration	30 Hrs.
7	Level	P.G./ U.G./ Diploma / Certificate (Strike out which is not applicable)
8	Pattern	Yearly / Semester (Strike out which is not applicable)
9	Status	New / Revised (Strike out which is not applicable)
10	To be implemented from Academic Year	From Academic Year 2020-21

Date:

Signature:

Name of BOS Chairperson / Dean: _____

AC- 01/09/ 2018

Item No-2.2



**Rayat Shikshan Sanstha's
KARMAVEER BHURAO PATIL COLLEGE, VASHI.
NAVI MUMBAI**

(AUTONOMOUS COLLEGE)

Sector-15- A, Vashi, Navi Mumbai - 400 703

Syllabus for Skill Based Course

Program: Management Studies (BMS)

**Course: Certificate Course in Business
Presentation**

**(Choice Based Credit, Grading and Semester System
with effect from the academic year 2020-21)**

**Syllabus of Skill Enhancement Course of
Management Studies (BMS) Programme
with effect from the Academic Year 2020-21**

Certificate Course in Business Presentation

Details of the Certificate Course:

1. Credit	: 1
2. Eligibility	: 10+2
3. Duration	: 30 Hrs
4. Intake Capacity	: 30 Students
5. Fees Structure	: Rs. 2000

Course Objectives:

To impart training in personal development and professional skills for value addition of employability and industry placement.

Learning Outcomes:

By end of the course students will be able to,

1. Develop work life and social skills as well as personal an emotional well being
2. Demonstrating clear briefing and listing skills
3. Develop effective writing and communications skills
4. Know realistic perspective of work and work expectations
5. Formulate problem solving skills in making appropriate and responsible decisions

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Body Language	03 session
2	Public Speaking	03 session
3	Creating Effective Business presentation	03 session
4	Tools and Delivery of presentation.	03 session
5	Posture	03 session
6	Effective meetings	03 session
7	Art of Introduction.	03 session
8	Art of Listening	03 session
9	Power Dressing and grooming	03 session
10	How to Engauge audience	03 session

Scheme of Evaluation

Evaluation Scheme:

Evaluation System	Particular	Marks
Term end Assessment	Written Test / Online Test	30 Marks
Internal Evaluation	Group discussion/ Role Plays/ Management Games/ Case Studies	20 marks
	Total	50 Marks

List of Reference Books:

1. Agarwal, AnjuD(1989)A Practical Handbook for Consumers, IBH.
2. Let the Story Do the Work-The Art of Storytelling for Business Success-Esther K. Choy
3. HBR 20-Minute Manager Boxed Set-Harvard Business Review
4. "The Kick Ass College Guide to Presentations--
Create Awesome Presentations, Speak Like a Pro, Rule the World