



Jog Educational Trust's

P. Jog College of Science and Commerce

(Affiliated to Savitribai Phule Pune University)

Course Structure

Bachelor of Commerce in Business Administration

The Bachelor of Commerce (B. Com) in Business Administration program at P. Jog College of Science & Commerce provides a comprehensive and dynamic understanding of business operations, management principles, and organizational development. Built on the college's tradition of academic excellence, the department integrates strong conceptual knowledge with practical learning through presentations, case studies, seminars, and industry-oriented activities. With modern infrastructure and a learner-friendly environment, the program creates a vibrant academic culture that develops leadership, communication, and decision-making skills, preparing students for a wide range of career pathways in administration, marketing, HR, entrepreneurship, and corporate management.

B. Com with Specialization – Business Administration

The Bachelor of Commerce (B. Com) with Specialization in Business Administration is an undergraduate programme focused on developing students' knowledge of business management, administration, and organizational operations. The course covers key areas such as principles of management, business communication, human resource management, marketing, entrepreneurship, and strategic planning. It helps students gain practical skills in leadership, teamwork, decision-making, and communication, which are essential for corporate and managerial roles. This programme prepares learners for careers in business administration, marketing, HR, operations, and management, and also provides a strong foundation for higher studies like MBA, M. Com, and other professional programmes.

Duration: 3 years

Medium of Instruction: English

Course Eligibility: 10+2 or its equivalent from a recognized institution

Examination Pattern: Semester Pattern

Semester- I

Sr. No.	Type	Verticals	Subject Name	Subject Code	Total Credits
1	Common	Subject-I MJ	Financial Accounting-I	FAC101T	4
2	Special – Business Administration	Subject-II MJ	Modern Office Management-I	MOM103T	4
3	Common	Subject-III MJ	Business Economics	IBE109T	4
4	Common	GE/ OE	BASKET of Generic Elective (GE) B.A. Psychology	OE-101-PSY	2
5	Common	SEC	Business Accounting-I	SEC111COM	2
6	Common	AEC	English-I	AEC-101	2
7	Common	VEC	Value Education Courses	VEC-101-T	2
8	Common	IKS	SPPU Basket	OE	2
Total					22

Semester- II

Sr. No.	Type	Verticals	Subject Name	Subject Code	Total Credits
1	Common	Subject-I MJ	Financial Accounting-II	FAC121T	4
2	Special – Business Administration	Subject-II MJ	Modern Office Management-II	PFM123T	4
3	Common	Subject-III MJ	Market Structure and Welfare Economics	MSE129T	4

4	Common	GE/ OE	Psychology of Interpersonal Relationships	OE-151-PSY	2
5	Common	SEC	Business Accounting-II	SEC121COM	2
6	Common	AEC	Mastering English for Professional Purposes-II	AEC-121	2
7	Common	VEC	Constitutional Values, Fundamental Duties and Political System in India	VEC-121	2
8	Common	IKS	Health and Wellness	CC121HW	2
Total					22

Semester- III

Sr. No.	Type	Verticals	Semester III – Subject Name	Subject Code	Total Credits
1	Common	Subject-I MJ	Corporate Accounting-I	CA201-T	4
2	Special – Bus. Admin	Subject-II MJ	Enterprise Management System-I	EMS204-T	4
3	Common	Subject-III MN	Macro Economics	ME241-T	4
4	Common	GE/ OE	BASKET of Generic Elective (GE) B.A. Psychology	OE-201-PSY	2
5	Common	VSC	Vocational and Skill Enhancement Courses	CA221-P	2
6	Common	AEC	Marathi-I	AEC-201-MAR	2
			Hindi-I	AEC-201- HIN	2
7	Common	IKS	SPPU Syllabus	AASI231IKS-T IEVBM233IKS-T	2 2
8	Common	CC	University Baskets	-	
9	Special – Bus. Admin	FP	Field Project	-	2
Total					22

Semester- IV

Sr. No.	Type	Verticals	Semester IV – Subject Name	Subject Code	Total Credits
1	Common	Subject-I MJ	Corporate Accounting-II	CA251-T	6
2	Special – Bus. Admin	Subject-II MJ	Enterprise Management System-II	EMS254-T	6
3	Common	Subject-III MN	Monetary Economics	ME291-T	4
4	Common	GE/ OE	BASKET of Generic Elective (GE) B.A. Psychology	OE-251-PSY	2
5	Common	VSC	Vocational and Skill Enhancement Courses	CA271-P	2
6	Common	SEC	Skill Enhancement Course	SEC251- COM	2
7	Common	AEC	Marathi-II	AEC-251- MAR	4
			Hindi-II	AEC-251- HIN	
8	Common	CC	University Baskets	-	2
9	Special – Bus. Admin	CFP	Research Project	-	4
Total					22

Course Objectives (Program Objectives)

The B. Com Business Administration program aims to:

1. Provide a strong foundation in business management principles and administrative functions.
2. Develop practical understanding of organizational structure, business operations, and strategic planning.
3. Build essential professional skills such as leadership, communication, teamwork, and decision-making.
4. Promote entrepreneurial thinking and business awareness through business environment and contemporary management practices.
5. Introduce learners to ethical and responsible business practices, including corporate governance and social responsibility.

Course Outcomes (Program Outcomes)

Upon completing the program, students will be able to:

1. Demonstrate clear understanding of core management concepts and business administration practices.
2. Apply administrative and managerial principles to analyse business problems and operational challenges.
3. Use effective communication and interpersonal skills for workplace readiness and team coordination.
4. Demonstrate knowledge of HR, marketing, finance basics, and business strategy for organizational functioning.
5. Perform administrative and management-related tasks suitable for entry-level roles in corporate, service, and entrepreneurial sectors, and pursue higher studies like MBA/M.Com.

Possible Career Opportunities

1. Entry-level roles in corporate sectors such as Business Executive, Administrative Assistant, and Office Manager Trainee.
2. Positions in marketing, sales, and customer relationship management (CRM) in various industries.
3. Opportunities in Human Resource (HR) such as HR Assistant, Recruitment Coordinator, and Training Support Executive.
4. Roles in operations and business support services, including back-office operations and coordination roles.
5. Career opportunities in entrepreneurship, startup management, and business development.
6. Pathways to higher education such as MBA, M. Com, PG Diploma in Management, HR, Marketing, Entrepreneurship, and other professional programmes.
