



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Practical Accounting and Tax (DPATP)& Tally

Course / Subject Code : BV04008081

Course / Subject Name : Assistant Business Reporting and Practices

w. e. f. Academic Year:	2025-26
Semester:	4
Category of the Course:	On Job Training

<b>Prerequisite:</b>	<b>Working Knowledge of Income Tax</b>
<b>Rationale:</b>	Business Communication And Reporting is very important task. Ability to handle Business Communication and Reporting could help developing a great work efficiency of any organization.

### Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Learning setting up proper formats for frequently repetitive communications.
02	Writing formal business letters and mails
03	Understand Types of Meetings, The Requisites for a Meeting, Agenda, Minutes, Action Taken Report and how to do these practically

### Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR		Theory		Tutorial / Practical		
			ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)		
0	0	12	6	0	0	100	100	200

### Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	Managing Business formal communication	100	50
2.	Managing Meetings and drafting Agenda, Minutes, Action Taken Report	100	50
	<b>Total</b>	<b>200</b>	<b>100</b>

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