

6 months certificate course in Commerce Plus

1 Workshops

Advance Excel

Business Planning Presentation

Capital Market

Digital Market

EDP

Family Business

Ethical Hacking

Logistics Industry

8 Business Workshop 80 Hours

2 Seminars

Career Counselling

Emerging e-Commerce Business Models

Financial Markets- Stock/MF/Insurance

Retail Industry

Real Estate Industry

Union Budget Analysis

Personal Finance Management

Lecture Series from Business and Thought Leaders

India Accountants and Global Perspective

Export-Import

10 Seminars 20 Hours

3 Business Communication/PDP/Leadership/Self Employment

Ice Breaker Activities

Interpersonal Communication

English usage-parts of speech and the role they play

Vocabulary and Comprehension

Intonation

Grammar, Vocabulary and Pronunciation

Essence of Communication

Interactive Class Room Activities 80 Hours

4 Personality Development/ Interpersonal Skill Development Modules

Mind Set

Attitude

Decision Making

Structure of life

Success Principle

Personality trait- Winners vs. Losers

Obstacles to Success

Commitment-Competence

Goal Setting

5 Computer Skills

Word, Excel, Power Point and Paint

Document Management System

Business Applications 40 Hours

6 Case Studies/Project Work

20 Hours

Time

| Hours/Per Class | Days | Per week | 24 Weeks | Total (Hours) |
|-----------------|------|----------|----------|----------------|
| | | (Hours) | (Hours) | |
| 2 | 5 | 10 | 240 | 240 |