

Anjuman-i-Islam's

Akbar Peerbhoy College of Commerce and Economics

(NAAC Accredited College)
MS Ali Road, Two Tank Grant(E), Mumbai - 08

Syllabus Of Certificate Course In Soft skills & personality Development

Department of Commerce of our college in association EduBridge Career Academy conducted following course for B.Com students

This course is designed with the following content:

- Communication skills where the students are made to communicate with each other and introduce themselves.
- 2. Interview skills: emphasis is layed on how to give an interview.
- 3. Personality Development: Proper body language.
- 4. Team work: How to work in a team.
- 5. Business Correspondent: How a banking and financial sector works.
- Customer service and selling skills: How to deal with clients and handle objections.
- Typing skills : Improving typing skills
- 8. Computer Knowledge: introduction to MS Office
- 9. Youth Engagement: Socializing, Team work, games and activities.

Program-In- Charge (Ms. Kirti Menghani)



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Report of Certificate Course In Soft Skills & Personality Development

With the help Neil Gonsalves, (Training Partner EduBridge Career Academy) the course was completed successfully and glimpse of course conducted is presented through PPT as follows

* Training & Skills Development Course (AkbarPeerbhoy college of Commerce and Economics)

By EduBridge Career Academy

*Course Content

- *Communication Skills
- *Interview Skills
- *Personality Development
- *Computer Skills
- *Business Correspondent
- "Team work & Activities
- *Typing Skills
- *Youth Engagement



*Communication Skills

- *In Communication Skills we cover
- 1) How to introduce myself.
- In a group how does a person introduce his/her friends or colleagues.
- English language speaking including Tenses and Grammar
- Role plays with each other one to one and in a group.



*Interview Skills

- *Under interview skills we cover the following:
- *How to introduce and talk about myself during an interview.
- *Interview role plays are conducted on a one to one bases and a group interview as well.
- *Interview tips and feedback are shared with each student.







*Personality Development

- *In Personality development we cover the following:
- *How to use proper body language in personal as well as professional life.
- *How to maintain personal hygiene and proper dressing sense.
- *How to maintain a Positive attitude and stay positive in life.





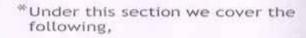
*Computer Skills

- "Under computer skills we cover
- *The basic of how a computer works, the hardware and software and OS system.
- *Detailed information is given on MS Office (Word, Excel, Powerpoint)



*Team work & Activities







*Students are put in specific team and given a task to complete. Then they have to present it out in the class. The team that performs the best wins.

*Typing Skills

*Under typing skills we emphasize more in developing the student's typing. Doing so will help the students not only in learning to type fast but also to get ready for a back office job.



*Youth Engagement

*Apart from only learning the students are also made to engage in fun activity like games, plays, singing, knowledge sharing.



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Program –In-Charge Ms.Kirti Menghani

EDUBRIDGE CERTIFIED INDUSTRY PROFESSIONAL

This is to certify that

Roll No.: EBVTS0418156417

Mahwash Husain Abbas Sayed

has successfully completed the EduBridge Certified Industry Professional Programme

with a specialisation in EB Communication skill

17th July, 2018

Date

Skill Development Centre Thane Voltas

Place

Mr. Narendran Nair EVP & CHRO Voltas Ltd.

Signature

EduBridge Learning Pvt. Ltd Chief Executive Officer Girish Singhania





RURAL SOCIETY





National Skill Development Corporation