



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:

1. **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.
6. **Customer service and selling skills** : How to deal with clients and handle objections.
7. **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)



Anjuman-i-Islam's

Akbar Peerbhoy College of Commerce and Economics
(*NAAC Accredited College*)

M. S. Ali Road, Two Tank Grant(E), Mumbai - 08

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.
- 2) In a group how does a person introduce his/her friends or colleagues.
- 3) English language speaking including Tenses and Grammar
- 4) 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



* Under this section we cover the following,

* 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.



Program –In-Charge
Ms.Kirti Menghani



Certificate of Completion

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

Thane Voltas
Skill Development Centre

Place

Mr. Narendran Nair
EVP & CHRO
Voltas Ltd.

Signature

Girish Singhania
Chief Executive Officer
EduBridge Learning Pvt. Ltd



ANIRBAN
RURAL
WELFARE
SOCIETY



VOLTAS

N·S·D·C
National
Skill Development
Corporation