

Finishing School Commerce



Embark on the Journey

BASICS

- Occupational Health & Safety
- Basics of accounting, costing and taxation a refresher
- Understanding on commercial transactions
- Awareness of functions and functional requirements in manufacturing and service industry.
- Overview of business set-up

SELF DEVELOPMENT

- Self Confidence, self esteem, stage bearing
- Art of report writing, CV writing & e-mail writing
- Communication skills
- Positive Attitude

PROFESSIONAL DEVELOPMENT

- Business English
- Business Etiquettes
- Time management
- Group discussion & interview techniques
- Team Work
- Data analysis & Creating graphs
- Presentation Skills
- Supervisory Skills
- Ability to accept and learn from criticism
- Stress Management
- Flexibility/Adaptability
- MS Office, Google Apps
- Tally software

INDUSTRY PROJECTS

- Assignment of one day
- Multi dimension project
- Hands on training & understanding



Imparting Livelihood Skills

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