

○ **Diploma in professional environment**

- Ms Office -2007
- Advance excel with accounting knowledge
- Fundamental of computer
- Installation and trouble shooting of operating system
- over view of computer hardware
- Internet
- Advance English

- Importance of Effective Communication
- Types of Communication
- Scope of Written Communication
- Types of Writing
- Effective Writing
- Reading Skills
- Listening
- Improving one's Vocabulary
- Root words
- Usage of words with similar meaning
- Homophones, Synonyms & Antonyms
- Personality, its types
- Significance of Personality-An organizational perspective
- Public Speaking - As part of personality development
- Group Discussion - A practice of corporate personality development Interviews
- Presentation Skills - The root of Personality Development
- Acting your speech (intonation)- Effective public speaking tips
- Public Presentation
- Nature and scope of a group discussion
- Scope of verbal Communication
- Formal Communication
- Informal Communication
- Phonetics
- Pronunciation
- Listening
- Accent and Neutral Accent
- Reading a formal Text
- Pace of Communication
- Dictionaries
- Interviews and its types
- Skills required for facing an interview
- Effective Presentation Skills
- Significance of Leadership
- Factors of Leadership
- Qualities of a good leader
- Interviewer and Interviewee - Roles and Responsibilities
- Transition from College to Corporate
- Business Written Communication
- Email etiquette
- SMS etiquette



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- Business Spoken Communication
- Telephone etiquette
- Net and web meetings etiquette
- Working in Teams
- Attitude At Work
- Work Ethics

