

**MANAGED BY JIVAN JYOT TRUST
J.Z SHAH ARTS & H. P. DESAI
COMMERCE COLLEGE,
AMROLI-SURAT.**

Re-Accredited B++ (CGPA 2.94) BY NAAC (3rd Cycle)

Affiliated To Veer Narmad South Gujarat University, Surat



**Certificate Course on
“Corporate Etiquettes and Employability Skills”**

Total Hours: 30 Hrs.

Oneherde

**PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)
TA. CHORYASI, DIST. SURAT.**



Values

Integrity, transparency, accountability and credibility are the values we cherish and adhere to in all aspects of dealings with our Students.

Mission

To provide executive coaching and soft skills training in enhancing professionalism which act as a stepping stone and paves the path for a bright future.



Certificate Course on Corporate Etiquettes and Employability Skills

Course Objectives: Certificate course in Business Etiquettes and Professionalism has been designed to meet the following objectives:

- a) To learn the principles of business etiquettes and professional behavior
- b) To understand the etiquettes for making business correspondence effective
- c) To be able to present yourself confidently at various business situations
- d) Develop awareness of dining and multicultural etiquettes

Learning Outcome: After completion of course students will be able to:

- a) Demonstrate an understanding of professionalism in terms of workplace behaviors and workplace relationships.
- b) Adopt attitudes and behaviors consistent with standard workplace expectations.
- c) Presenting oneself with finesse and making others comfortable in a business setting.
- d) Developing basic life skills or etiquettes in order to succeed in corporate culture.



Eligibility: Any student enrolled in degree program of college

Sr. No.	Course Title	Credit
Paper-I	Business Etiquettes	6
Paper-II	Soft Skills	6
Paper- III	Organisational Behaviour and Professionalism	6
Total		18




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