

**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 Short Term Course in
“Campus To Corporate” (CTOC)**

Term: July 2021 to October 2021

Total Hours: 30 Hrs.



VISION

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.

Objectives:

1. Lean to focus and achieve personal goals
2. Develop inner power and strength
3. Make the first impression
4. Achieve results in communication with others
5. Structure your presentation to deliver key message and maximize presentation skills
6. Improve effectiveness of email communication
7. Manage stress at workplace
8. Enhance active listening skills and avoid common understanding



Course Outcome:

- To help students improve their communication (Spoken, Written, and Presentation Skills)
- To build confidence, develop self-esteem, and bring positive changes in the attitude and behavior of the participants.
- To impart career-specific practical inputs along with sharing the expectations of the corporate. To give inputs into writing their resumes to face interviews and learning corporate etiquette.
- To resolve personal development issues through detailed interaction and question-answer sessions.

SYLLABUS AND TOPIC OF THE COURSE

T.Y.B.COM.SEM-V

Duration: 30 Hours

Unit	Course Inputs	Weightage
1	Advance Level of English Communication	15%
2	Corporate Etiquette	15%
3	Difference between Campus and Corporate	10%
4	Elementary level grammar	10%
5	Intermediate Level of English Communication	15%
6	Presentation Overview of Corporate and BPS Industry	15%
7	Professional Competencies	20%



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