



St. Andrew's College of Arts, Science and Commerce

Department of Accountancy organizes
Skill based training programme on

TRAIN EARN AND LEARN COURSE

TITLE OF THE COURSE: Train Earn and Learn

FACULTY: Course will be conducted in collaboration with WIRC of The Institute of Chartered Accountants of India (ICAI). Lectures will be conducted by qualified and experienced Chartered Accountants.

OBJECTIVE: Skill based training programme with internship for Commerce Students

OUTCOME / GAINS:

Course provides opportunities to the students to earn while they are learning through the part-time jobs and the entrepreneurial projects thus preparing them to shoulder professional assignments along with their academics.

CONTENT / SYLLABUS

I. Business Communications

- a. Effective Verbal Communication
- b. Active Listening
- c. Business Communication via skype, phone and email
- d. Barriers to Effective Communication
- e. Nonverbal Communication - Body language improving postures & gestures

II. Personality Development

Social Technology – Personality Branding

III. Social & Business Etiquette

- a. Social Etiquette
- b. Business & Meeting Etiquette
- c. Interview Etiquette
- d. Telephone Etiquette
- e. Email Etiquette

IV. Effective Office Management

- a. E-filing under Income tax
- b. GST
- c. Knowledge of Excel – Audit Tool & Analysis
- d. Tally accounting
- e. TDS under IT

TEACHING TECHNIQUES: Theory, Case studies, activities

DURATION: 36 Hours (12 sessions of approximately 3 hours each)

CERTIFICATE :

All the participants have to undergo an evaluation after completion of the course. Certificate of participation will be issued by Institute of Chartered Accountants of India (ICAI) to participants on successful completion of the course and clearing exam.

INTERNSHIP :

WIRC will organise placement for the participants for internship of one year in CA firm. Interested participants will fill in the placement form after successful completion of the course, which will be forwarded to the participating CA Firms.

The participants placement depends on their performance at the Interview Process.

ELIGIBILITY: Under graduate Commerce students (B.Com / BAF / BMS / BBI)

REQUIREMENT: Participants must have laptop / desktop / mobile with good internet connection.

FEES: Rs. 236 (all inclusive)

VENUE: The course is proposed to be conducted online on the **BLUEJEANS** platform for 2 weeks of approximately three hours each per session

COURSE DATES: Course will be conducted in July 2021.

ADMISSION: Will be on a First-Come-First-Serve Basis. Minimum 125 participants; Maximum 150 participants. If interested book your seat by paying the fees of Rs. 236 online

LINK FOR PAYMENT: <https://wirc-icai.org/members/registration-cpe-programmes/537-skill-enhancement-course-for-commerce-students-tel-train-earn-learn>

GOOGLE FORM : <https://forms.gle/1nDS8gaJceEe74DcA>

COURSE COORDINATOR: Prof. Dr. Jyoti Bhatia, Department of Accountancy

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