

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

## **Certified Courses Report Academic Year 2022-23**

Sr. No.	Name of the Course	Duration	Total Registrations	Start Date	End Date	Outcome/ Benefit/ Learning
1	Tally Prime with GST Practice & Procedures	30 Hours	22	22/08/2022	21/11/2022	<ul style="list-style-type: none"><li>• Make students skilled for Tally Prime software working and accounting management.</li><li>• Gaining knowledge on accounting inventory management and taxation including GST, TDS with payroll management, etc.</li><li>• To increase the understanding of IT related to Accounting with GST.</li></ul>
2	Certified Excel Expert with Office Automation	30 Hours	39	24/08/2022	18/11/2022	<ul style="list-style-type: none"><li>• Creating, formatting, analysing worksheet, drafting documents, preparing presentation with MS excel, word and power point.</li><li>• By adding such skill orientation course students grab great opportunities in today's competitive scenario.</li><li>• Office Automation helps in understanding IT related to advance office work.</li></ul>
3	Certified Program in Graphics Design & Illustration	30 Hours	19	25/08/2022	19/11/2022	<ul style="list-style-type: none"><li>• Course is specially designed for students who have flair for creativity.</li><li>• It is combination of 4 professional software: Photoshop, Illustrator, CorelDraw and Indesign.</li><li>• Course is indented for students who wish to pursue knowledge in field of print media, graphics, vector art, photo editing, etc.</li></ul>
4	Digital Marketing	30 Hours	39	23/08/2022	29/11/2022	<ul style="list-style-type: none"><li>• Learn practical applications of Digital Marketing with reference to Brands.</li><li>• Learn latest trends in the global digital industry.</li></ul>

						<ul style="list-style-type: none"> <li>• Creating a final project based on all the modules covered.</li> <li>• Learn SEO, SMM, SEM and Online website &amp; Blog Creation.</li> </ul>
5	Introduction to French	30 Hours	17	22/08/2022	16/12/2022	<ul style="list-style-type: none"> <li>• Introduction to the French language and culture</li> <li>• Communicate in basic daily life situations</li> <li>• Acquaint oneself with francophone countries</li> <li>• Higher chances in the job market.</li> </ul>
6	Introduction to Spanish	30 Hours	10	22/08/2022	16/12/2022	<ul style="list-style-type: none"> <li>• Introduction to the Spanish language and culture</li> <li>• Communicate in basic daily life situations</li> <li>• Acquaint oneself with francophone countries</li> <li>• Higher chances in the job market.</li> </ul>
7	HRM and Legal Compliance	30 Hours	27	26/08/2022	17/12/2022	<ul style="list-style-type: none"> <li>• Awareness about key HR and Legal Compliances.</li> <li>• Salary structure, Leave management, Recruitment methodologies etc.</li> <li>• HR Policy making, On boarding &amp; HR Operations.</li> <li>• Exposure to law and other vital acts necessary in day-to-day life.</li> </ul>
8	Certified Program in Financial Planning and Wealth Management	30 Hours	21	06/09/2022	30/11/2022	<ul style="list-style-type: none"> <li>• Comprehend the concepts of saving, investment, insurance, loans, retirement planning and Wealth Management.</li> <li>• Understand the Investor Psychology around savings &amp; investment and use the same in preparation of financial plan.</li> <li>• Understand and practically implement the concept of 'goal-based planning.</li> <li>• Prepare basic personal financial plan for individuals and HNIs, including tax planning.</li> </ul>

9	Corporate Banking	30 Hours	15	05/09/2022	14/12/2022	<ul style="list-style-type: none"> <li>• Guides you through the specialised division of a commercial bank.</li> <li>• Offers various banking solutions, such as credit management, asset management, cash management, and underwriting.</li> <li>• Borrowers Profile Assessment &amp; Documentation.</li> <li>• Provides huge job openings in the market for corporate banking.</li> </ul>
10	Business Analytics	30 Hours	12	06/09/2022	14/12/2022	<ul style="list-style-type: none"> <li>• Guides you through the use of methodologies.</li> <li>• Learn data mining, predictive analytics, and statistical analysis in order to analyse and transform data into useful information.</li> <li>• Identify and anticipate trends and outcomes, and ultimately make smarter, data-driven business decisions.</li> </ul>