

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

## **Certified Courses Report Academic Year 2023-24**

<b>Sr. No.</b>	<b>Name of the Course</b>	<b>Duration</b>	<b>Total Registrations</b>	<b>Start Date</b>	<b>End Date</b>	<b>Outcome/ Benefit/ Learning</b>
1	Advance Excel with Chat GPT & AI Tools	30 Hours	54	24/08/2023	23/01/2024	<ul style="list-style-type: none"><li>• Knowledge about advance excel techniques and integrate AI tools for data analysis and automation.</li><li>• Develop skills in data visualization, predictive analysis, problem solving and decision making.</li><li>• Focus on practical application.</li><li>• Enables students to proficiently use excel with AI tools.</li></ul>
2	Advance GST Accounting with Tally Prime	30 Hours	22	06/09/2023	11/01/2024	<ul style="list-style-type: none"><li>• Understanding of the Tally Prime software and its features including navigation, user interface and Inventory Functionalities.</li><li>• Explore compliances for GST rates, tax ledgers and other GST related configurations and reporting.</li><li>• Increase in understanding IT relation to accounting with GST.</li></ul>
3	Introduction to French	30 Hours	08	04/09/2023	28/12/2023	<ul style="list-style-type: none"><li>• Learn the important skill sets that help you effectively and efficiently communicate your ideas and messages.</li><li>• Techniques for communication, confidence and high self-esteem are valuable at the workplace.</li><li>• Determines self-image and helps to develop self-confidence in yourself.</li><li>• Ability to acquaint yourself with Francophone countries.</li></ul>

4	HRM & Legal Compliance	30 Hours	20	25/08/2023	15/01/2024	<ul style="list-style-type: none"> <li>• Awareness about key HR and Legal Compliances.</li> <li>• Exposure to key elements in HR like Salary structure, Leave management, Recruitment methodologies etc.</li> <li>• Exposure to law and other vital acts necessary in day-to-day life.</li> <li>• Guidance to a pathway from being an Entrepreneur or leading a Startup.</li> </ul>
5	HR Analytics & Fundamentals of Capital Management	30 Hours	18	23/08/2023	28/12/2023	<ul style="list-style-type: none"> <li>• Upgrade from traditional Resource Management Practices and upskill to Fundamentals of Capital Management.</li> <li>• Learn the ability to undertake a data-driven approach to manage workforce, set evidence based strategies, and learn to reduce the Cost to Company (C2C).</li> <li>• Increasing importance with automation and Artificial Intelligence in every field.</li> </ul>
6	Financial Modelling Masterclass	30 Hours	15	12/09/2023	15/12/2023	<ul style="list-style-type: none"> <li>• In-depth understanding of Complex Securities, Trade Life Cycle and Derivative Market.</li> <li>• Familiarises students with how professionals create financial models to value companies.</li> <li>• Helps them with investment decisions.</li> <li>• Helps building career in Investment Banking Operations and Global Financial Markets.</li> </ul>
7	Introduction to Stock Market	30 Hours	31	15/09/2023	16/12/2023	<ul style="list-style-type: none"> <li>• Overview of all aspects of stock markets, trading and investments.</li> <li>• Compare historical returns generated by different assets and know what to expect by investing in stock market.</li> <li>• Inculcate basic skills and knowledge to start their journey in stock markets.</li> </ul>

						<ul style="list-style-type: none"> <li>• Get an insight of the terms and jargons used in trading.</li> </ul>
8	Creative Content Writing	30 Hours	08	23/09/2023	23/01/2024	<ul style="list-style-type: none"> <li>• Skills and knowledge to become proficient in creating, engaging and compelling content across various mediums like blogs, articles, social media posts and more.</li> <li>• Focus on developing the ability to craft imaginative and innovative content.</li> <li>• Developing techniques that captivates audience, conveys messages effectively and drives desired actions.</li> </ul>
9	Business Analytics	30 Hours	24	22/08/2023	20/01/2024	<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 transform data into useful information.</li> <li>• Identify and anticipate trends and outcomes, and ultimately make smarter, data driven business decisions.</li> </ul>