

## **DISCIPLINEWISE CATEGORIZATION OF SKILL COURSES FOR NON-ENGINEERS IN SCHOOLS AND COLLEGES**

### **MUST BE TAKEN COURSES BY ALL (BOTH IN SCHOOLS AND COLLEGES)**

1. EFFECTIVE COMMUNICATION SKILLS
2. PERSONAL EFFECTIVENESS
3. EMOTIONAL INTELLIGENCE
4. CRITICAL THINKING ESSENTIALS
5. MICROSOFT OFFICE 2019
6. BUSINESS WRITING SKILLS
7. FUNDAMENTALS OF GRAMMAR

### **ESSENTIAL COURSES FOR ARTS & COMMERCE STUDENTS**

1. ADVANCED COURSE IN MICROSOFT EXCEL
2. ANALYTICAL REASONING
3. BIG DATA ANALYTICS
4. STRATEGIC BRAND MANAGEMENT
5. NEGOTIATION SKILLS
6. STRATEGY AND INNOVATION
7. SUPPLY CHAIN MANAGEMENT
8. ADVANCED MANAGEMENT SKILLS
9. CORPORATE COMMUNICATION
10. STRATEGY AND INNOVATION
11. SIX-SIGMA – YELLOW/GREEN BELT
12. HUMAN RESOURCE MANAGEMENT
13. EFFECTIVE MARKETING MANAGEMENT
14. EFFECTIVE SALES MANAGEMENT
15. PROFESSIONAL EFFECTIVENESS
16. CERTIFICATE IN SELF DEVELOPMENT
17. CERTIFICATE IN TRUST AND TEAM BUILDING
18. CERTIFICATE IN INTERNATIONAL BUSINESS
19. ESSENTIALS OF CRITICAL THINKING (FOR HIGH SCHOOLERS)
20. CERTIFICATION IN C++ (FOR HIGH SCHOOLERS)
21. SOFTWARE PROGRAMING FOR BEGINNERS (FOR HIGH SCHOOLERS)
22. DEVELOPMENT OF APPS FOR CELLPHONES (FOR HIGH SCHOOLERS)

## **ESSENTIAL COURSES FOR HOSPITALITY INDUSTRY**

1. CUSTOMER SERVICE
2. EFFECTIVE LISTENING (FOR HIGH SCHOOLERS)
3. DEALING WITH DIFFICULT CUSTOMERS
4. EMOTIONAL INTELLIGENCE
5. STRESS MANAGEMENT
6. BASIC MANAGEMENT SKILLS
7. CONFLICT MANAGEMENT
8. SOCIAL MEDIA AND DIGITAL MARKETING
9. CERTIFICATE IN COMPETITIVE STRATEGIES
10. CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
11. CERTIFICATE IN CORPORATE COMMUNICATION

## **SPECIALIZATIONS FOR ALL**

1. PROJECT MANAGEMENT
2. PRODUCT MANAGEMENT
3. FUNDAMENTALS OF AI (FOR HIGH SCHOOLERS)
4. FUNDAMENTALS OF PROJECT MANAGEMENT (FOR HIGH SCHOOLERS)