

MANAGEMENT STREAM (BBA/BCOM/MBA/MCOM/Diploma/PG Diploma/CERTIFICATE

Syllabus according UGC/AICTE/NCT Delhi/NCVT/SCVT/Trust ACT

1st/3rd/5th Sem Duration

July-August – Complete your syllabus 30%

September-Oct- Complete your syllabus 40%

Nov-Dec- Complete your syllabus 30%

2nd/4th/6th Sem Duration

January-February- Complete your syllabus 30%

March-April- Complete your syllabus 40%

May-June- Complete your syllabus 30%

Activity 1. Typing (Hindi, English) speed approx 25-35 WPM.

Activity 2. English Speaking/ Business Communication/ Interview Preparation/GD.

Activity 3. Visit related workshop/Factory

Activity 4. Business correspondence in English/Hindi like as official letter, Business letter, Reminder, Short message, Tender.

Activity 5. Accounting work with Tally GST.

Activity 6. Digital Marketing like as Social sites operating (Facebook, twitter, Instagram etc) , Youtube chanel, Canva Application, Voice Calls, Broadcast, Online meeting, Whatsapp, Email, Bulk Message, Telecommunication etc.

For more details- 8299137884 Class Management.