

LAXMI CHARITABLE TRUST
SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS

Dr. S. Radhakrishnan Marg, Andheri(East), Mumbai-400069

Accredited by NAAC with B grade

15th June 2022

Notice

Shri Chinai College of Commerce and Economics is organising short term course with duration of 30 hours from 1st July onwards on Google meet platform on the topic of Goal Setting by Prof. Florency Dzouza.

Certificate will be given on first come first serve basis. Kindly register your name with above mentioned professor on or before 30th June 2022.



I/C Principal



Course In-charge



Short –Term Course on Goal Setting

2022 – 2023

Course Objective:

- Establishing new objectives, skills, or projects that you wish to accomplish is the first step in the deliberate and explicit process of goal setting. After that, you devise a strategy and set out to accomplish it.
- To understand difference between goals and objectives.
- How to manage work in time.
- Understanding self.
- Clarity of Goals.
- Positive effects of Goal setting in advance.
- Different types of Goals and how to prioritize?

Course Content:

- Importance of Goals
- SMART and SWOT analysis
- Introspecting self
- Increasing potential
- Ability enhancements



Course Outcome:

- The course helps to understand how goal setting can lead to greater success and performance. Setting goals not only motivates us, but can also improve our mental health and our level of personal and professional success.
- The programme aims to bring many benefits and advantages to having a set of goals to work towards.
- To make students know about Goal setting and how to prioritize their changes and start to see the changes they are hoping to achieve.
- Understanding a collaborative effort towards goal setting shows your clients that you care about their progress and future success.
- Maximise student's own potential in enabling a holistic development with regards with Goal setting.

Course Time Table:

Course will be conducted everyday for one hour from 1st July 2022 to 05th August 2022
(Excluding Sundays) from 2.00 PM to 3.00 PM



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15th June 2021

Notice

Shri Chinai College of Commerce and Economics is organising short term course with duration of 30 hours from 1st July onwards on Google meet platform on the topic of Soft Skills by Prof. Harshad Dhamankar.

Certificate will be given on first come first serve basis. Kindly register your name with above mentioned professor on or before 30th June 2021.


I/C Principal


Course In-charge



Short –Term Course on Soft Skills

2021 – 2022

Course Objective:

The Skills Soft Training Manual aims to provide every student with:

- A practical understanding of work and work standards.
- To enhance problem-solving abilities.
- To enhance working ability
- To enhance interpersonal skills.
- In order to assist students in making sensible and accountable decisions.
- Instilling in children a drive to achieve personal objectives, teaching them about counterproductive thought patterns, negative emotional reactions, and self-defeating actions

Course Content:

- Critical Thinking and Problem Solving Skills
- Team building
- Ethics, Moral & Professional
- Leadership Skills
- Conflict resolution



Course Outcome:

- The course helps to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world of business.
- The programme aims to bring about personality development with regard to the different behavioural dimensions that have far reaching significance in the direction of organisational effectiveness.
- To make students know about self-awareness, life skills, soft skills, need for personal development etc.
- Maximise student's own potential in enabling a holistic development.

Course Time Table:

Course will be conducted everyday for one and half hour from 1st July 2021 to 5th August 2021 (Excluding Sundays) from 2.00 PM to 3.00 PM



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15th June 2020

Notice

Shri Chinai College of Commerce and Economics is organising short term course with duration of 30 hours from 1st July onwards on Google meet platform on the topic of Personality Development by Prof. Harshad Dhamankar.

Certificate will be given on first come first serve basis. Kindly register your name with above mentioned professor on or before 30th June 2020.



I/O Principal



Course In-charge



Short –Term Course on Personality Development

2020 – 2021

Course Objective:

The many facets and significance of an effective personality are covered in this course. This course has been specifically created to aid in the comprehension of different personality traits and to familiarize students with the many dynamics involved in the formation of personality. The purpose of this course is to teach students about the importance of different skills in personality development, which support interpersonal interactions and aid in the overall development of the personality. For students who are trying to figure out who they are, what path their life should take, and more about other people, personality development courses can be quite beneficial.

Course Content:

- Introduction to Personality :Motivation, Grooming Aspects, Presentation skills
- Motivation
- Grooming aspects
- Techniques in Personality
- Self Development



Course Outcome:

- The course helps to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world of business.
- The programme aims to bring about personality development with regard to the different behavioural dimensions that have far reaching significance in the direction of organisational effectiveness.
- To make students know about self-awareness, life skills, soft skills, need for personal development etc.
- Maximise student's own potential in enabling a holistic development.

Course Time Table:

Course will be conducted everyday for one hour from 1st July 2020 to 05th August 2020
(Excluding Sundays) from 2.00 PM to 3.00 PM



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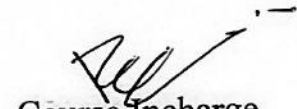
15th Dec 2020

Notice

Shri Chinai College of Commerce and Economics is organising short term course with duration of 30 hours from 2nd Jan onwards on Google meet platform on the topic of Stress Mangement by Prof. Bharat Shirgaonkar.

Certificate will be given on first come first serve basis. Kindly register your name with above mentioned professor on or before 30th Dec 2020.


I/C/Principal


Course Incharge



Course Outcome:

- Understand the basic principles of stress management
- Recognize your stress triggers and how to manage them
- Develop proactive responses to stressful situations
- Use coping tips for managing stress both on and off the job
- Learn to manage stress through diet, sleep and other lifestyle factors
- Develop a long-term action plan to minimize and better manage stress

Course Time Table:

Course will be conducted everyday for one and half hour from 2nd Jan 2021 to 05th Feb 2021
(Excluding Sundays) from 2.00 PM to 3.00 PM



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15th June 2020


Notice

Shri Chinai College of Commerce and Economics is organizing short term course with duration of 30 hours from 1st July onwards on Google meet platform on the topic of **Basics of Computer** by Prof. Vinay Jadhav.

Certificate will be given on first come first serve basis. Kindly register your name with above mentioned Professor on or before 30th June 2020.



Course In-charge



INCHARGE PRINCIPAL
SHRI CHINAI COLLEGE OF COMMERCE &
ECONOMICS ANDHERI (E), MUMBAI-400 069.

BASICS OF COMPUTER

DURATION: 30 HRS



SESSIONS: 30 LEC.

CONTENT:

- ❖ Knowing computer
- ❖ Operating Computer using Graphic User Interface (GUI) Based Operating System
- ❖ Understanding Word Processing
- ❖ Using Spread sheets
- ❖ Introduction to Internet, WWW and Web Browsers
- ❖ Communications and collaboration
- ❖ Making Small Presentation.

OBJECTIVES:

The objective of this course is to

- ❖ Impart a basic level knowledge of user interface in computers.
- ❖ Teach students to use spread sheets, internet and word processors.
- ❖ Enable students to understand how data can be communicated and collaborated within multiple computers.

OUTCOMES:

On the completion of this course,

- ❖ Students will be able to Understand Graphic User Interface and its role in operating systems.
- ❖ Produce electronic documents using various software applications.
- ❖ Illustrate the role of the computer for personal and professional uses.

TIME TABLE:

Course will be conducted every day for one hour from 1st July 2020 to 05th August 2020 (Excluding Sundays) from 1.00 PM to 2.00 PM

