

COURSES UNDER GRADUATE INTERNSHIP PROGRAMME**Programme Fee: (N/A)**

COURSES	CODE	DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Personal Career Development Plan	PDCP	1 DAY								3-4				
Developing Effective Leadership Skills	DELS	1 DAY								8				
Computer Training (Microsoft PowerPoint)	CTMP	1 DAY								9				
Effective Presentation Skills	EPS	1 DAY								10				
CV Writing	CW	1 DAY								11				
Effective Time Management	ETM	1 DAY								15				
Interpersonal Skills	IS	1 DAY								16				
Computer Training (Microsoft Word)	CPMW	1 DAY								17				
Customer Service Skills	CSS	1 DAY								18				
Computer Training (Microsoft Excel)	CTME	1 DAY								22				
Digital Media 1	DM	1 DAY								23				
Problem Solving and Decision Making Skills	PSDMS	1 DAY								24				
Economic Environment of Business	EEB	1 DAY								29				
Personal Leadership (Taking initiative)	PL	1 DAY									1			
Business Communication	BC	1 DAY									5			
Business Accounting	BA	1 DAY									6			
Financial Statement Analysis	FSA	1 DAY									7			
Project Management	PM	2 DAYS									12 & 14			
Business Communication	BC	1 DAY									15			
Business Management	BM	1 DAY									20 & 27			
Financial Budget Analysis	FBA	1 DAY									19			
Digital Marketing 2	DM	1 DAY									26			
Business Law	BL	1 DAY									21			
Business Management Feedback (Evaluation); Self-Assessment	BM	1 DAY									29			
INTERNSHIP	INTERN SHIP	1 DAY										03-31	01-30	