

AICTISS MCS COURSE

Day	Subject	Subject Description	Hour
1	Business Communication	Written Communication official letters,reports,minutes,legal documents,press release(to emphasize on the guidelines,code of ethics to be followed while using and from of Press),compliance(firm specific)	3
	Business Communication	Management of Meetings,Mock Meetings,Written Communication	3
2	Interview Preparation	Focus on Deliverables/Value addition	3
	Interview Preparation	Focus on Client Orientation /Satisfaction	3
3	Strategic Thinking	Understanding Strategic Thinking	3
	Strategic Thinking	Strategies in Business and Business Models	3
4	Professional Ethics	Ethics-meaning & nature,Ethics in profession,belongingness towards pfeession,How to work ethically Fundndmental Princiles of professional Ethics for professional Accnotants -integrity,objectivity,professional competence & due care confidentiality & professional behavior Threats to Fundamental Principles-self-interest threats self-reviewthreats,advocacy threats,familiatnty threats & intimidation threats,Safeguards that reduce threats to Fundamental Principles -safeguards created by the profession,legisiation or regulation and selfguards in the work environment	3
	Professional Ethics	Ethical Conict Resolution Professional or other Misconduct-definition professional or other misconduct by the members as provided in the schules Disciplinary Action Members liable to disciplinary action under section 21 of the Chartered Accountants Act if found gulty of any professional or other misconduct procedure in inquiries for disciplinary matters realting to misconduct of the members of the Institute, Case Study -case studies on clauses of schedules	3
5	Interpersonal and Negotiation Skills	Interpersonal Effectiveness Assertive Skills & Preception Management	3
	Interpersonal and Negotiation Skills	Art of Negotiation Conict Management	3
6	Leadership Team Building & Career Development	How to build successful teams and how to build teamwork culture ,How to market self	3
	Leadership Team Building & Career Development	Compilance,Ethics Penalty for Non-compliance Role and Qualities of a Leader	3
7	Presentation	Do's and Don'ts in Presentation Skills	3
	Presentation	Tips on Creationd Good Slides	3
8	Interpersonal and Negotiation Skills	Leadership Skills Human & Organisational Behavioural Approach	3
	Interpersonal and Negotiation Skills	IQ vs EQ vs MQ Building Versatility & Adaptability	3
9	Business Communication	Winning Communication Strategy	3
	Presentation	The anatomy of a Successful Presentation	3
	Business Communication	How to use Official Communication judiciously on Social Media	3

10	Interpersonal and Negotiation Skills	Client Interfacing Stress Management	3
11	Office etiquettes	Professional attire Managing business Lunch/Dinner/parties Table etiquettes ,How etiqu are essential both at the personal and professional level, Rules for business etiquettes ,Do's and Don't's while enteracting with government officials and other dignatores	3
	Office etiquettes	Basic etiquette at the office-Hand Shake, Interview etiquette Non Verbal communication -Why is it improtant,Understanding the mevement and bidy Language etc.	3
12	Leadership Team Building & Career Development	Workshop on Team Building for a Stornng synergy and harmony	3
	Interpersonal and Negotiation Skills	Understanding one's Attitude, Gender Sensitivity	3
13	Presentation	Technique for structuring Content that resonates with your audience	3
	Presentation	Technique for structuring Content when you are presenting to senior Executive	3
14	Presentation	Strategies for Sturcturing Content	3
	Leadership Team Building & Career Development	Professional Opportunities for CAs, Enhancing Opportunities for Woman Member-Identifying emerging areas for upliftment of women members wherein they can contribute their services for their professional growth	3
15	Interview Preparation	CV writing CV evaluation workshop Group Discussion-Tips and Practice	3
	Interview Preparation	Interview -Tips Practice Mock Interviews	3