

**Certificate Course on 21<sup>st</sup> Century Skills (CC-21<sup>st</sup> CENT)**

**Contents**

| Sr. No. | Module                              | Duration (h) |
|---------|-------------------------------------|--------------|
| 1       | Career Planning                     | 2            |
| 2       | Personality Development             | 5            |
| 3       | Public Speaking                     | 4            |
| 4       | Time Management                     | 3            |
| 5       | Stress Management                   | 4            |
| 6       | Corporate Etiquettes                | 2            |
| 7       | Learning Ms- Excel                  | 2            |
| 8       | Mastering Power-point PPT           | 2            |
| 9       | English for business                | 4            |
| 10      | Spice(Smart Presentation)           | 4            |
| 11      | Pocket money of professional salary | 10           |
| 12      | Freelancing (Solopreneurship)       | 3            |
| 13      | How to start a start up             | 7            |
| 14      | How to scale a start up             | 6            |
| 15      | People Management                   | 3            |
| 16      | Human Resource                      | 6            |
| 17      | Team Management                     | 3            |
|         | Total                               | 70           |



  
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