



# Certificate in Management Skills VS-1396

**Vskills Certifications**

**Vskills Brochure**



## Certificate in Management Skills

The certification is an introductory course for executives who either have been promoted to managerial position or will be taking up the responsibility of managerial level.

The course provides a detailed knowledge on up skilling oneself for the challenges and rigors of management.

### Why should one take this certification?

The certification not only prepares you for the managerial position but also assess your readiness to take up the trials and tribulations of managerial position.

### Who will benefit from taking this certification?

Supervisors, executives and executive cadre candidates, who want to progress to managerial openings in an organization, will benefit immensely by showing their credentials of Vskills certification for the position.

### Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

### Fee Structure

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

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## Sample Questions

1. The methods of arranging records side by side is known as
  - A. Computer filing
  - B. Lateral filing
  - C. Vertical filing
  - D. Horizontal filing
2. Which of the following is not a negativity?
  - A. Argument
  - B. Blame
  - C. Encouragement
  - D. None of the above
3. The view that puts a blue a blue line around each page that would be printed is the \_\_\_\_\_
  - A. Split View
  - B. Print Preview
  - C. Normal View
  - D. Page Break Preview
4. In order to email a Word document from within Word:
  - A. Go to File → Send To → Mail Recipient
  - B. Save the file as an email attachment
  - C. Start Outlook and attach the file while open in Word
  - D. This is an impossible operation
5. What excel feature can you use if you want to work with one record at a time?
  - A. Data form
  - B. Auto filter
  - C. Auto Complete
  - D. Sub totals

**Answers: 1 (B), 2 (C), 3 (D), 4 (A), 5 (A)**

## Certifications

- ▶ **Accounting, Banking & Finance**
  - Certified GST Professional
  - Certified AML-KYC Compliance Officer
  - Certified Business Accountant
  - Certified BASEL III Professional
  - Certified GAAP Accounting Standards Professional
  - Certified Treasury Markets Professional
- ▶ **Big Data**
  - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
  - Certified Cloud Computing Professional
- ▶ **Design**
  - Certified Interior Designer
- ▶ **Digital Media**
  - Certified Social Media Marketing Professional
  - Certified Inbound Marketing Professional
  - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
  - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
  - Certified Fitness Instructor
- ▶ **Hospitality**
  - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
  - Certified HR Compensation Manager
  - Certified HR Staffing Manager
  - Certified Human Resources Manager
  - Certified Performance Appraisal Manager
- ▶ **Office Skills**
  - Certified Data Entry Operator
  - Certified Office Administrator
- ▶ **Project Management**
  - Certified Master in Project Management
  - Certified Scrum Specialist
- ▶ **Real Estate**
  - Certified Real Estate Consultant
- ▶ **Marketing**
  - Certified Marketing Manager
- ▶ **Quality**
  - Certified Six Sigma Green Belt Professional
  - Certified Six Sigma Black Belt Professional
  - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
  - Certified International Logistics Professional
  - Certified Logistics & SCM Professional
  - Certified Supply Chain Management Professional
- ▶ **Legal**
  - Certified IPR & Legal Manager
  - Certified Labour Law Analyst
  - Certified Business Law Analyst
  - Certified Corporate Law Analyst
- ▶ **Information Technology**
  - Certified Angular JS Professional
  - Certified Basic Network Support Professional
  - Certified Business Intelligence Professional
  - Certified Core Java Developer
  - Certified E-commerce Professional
  - Certified IT Support Professional
  - Certified PHP Professional
  - Certified Selenium Professional
- ▶ **Mobile Application Development**
  - Certified Android Apps Developer
  - Certified iPhone Apps Developer
- ▶ **Security**
  - Certified Ethical Hacking and Security Professional
  - Certified Network Security Professional
- ▶ **Management**
  - Certified Corporate Governance Professional
  - Certified Corporate Social Responsibility Professional
  - Certified Leadership Skills Professional
- ▶ **Life Skills**
  - Certified Business Communication Specialist
  - Certified Public Relations Officer
- ▶ **Media**
  - Certified Advertising Manager
  - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
  - Certified Sales Manager
  - Certified Telesales Executive

& many more job related certifications

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