



Tag On Career Solutions

SCHOOL OF BUSINESS STUDIES

About TOCS

Tag On Career Solutions (TOCS) is a global career advancement hub registered with MSME India, MCA India, and ASIC Australia, and affiliated with ASMATEC, Sydney. We specialise in skill-based, industry-focused programs that equip learners with real-world capabilities for both domestic and international career success.

LEARNING MODES AT TOCS

We offer three flexible modes of learning tailored to your lifestyle and goals:

- **TOCS Regular**: Classroom-based learning with full-time faculty guidance and campus support.
- **TOCS Modular**: Hybrid model blending online self-study with scheduled on-campus sessions.
- **TOCS Digital**: 100% online and self-paced programs designed for working professionals and remote learners.

All programs are exam-free and failure-free, using practical assessments and real-world case studies to ensure deep understanding and job readiness.

OUR CREDENTIALS

- ✓ Registered with MSME INDIA
- ✓ Registered with ASIC Australia
- ✓ Registered with MCA India
- ✓ Affiliated with ASMATEC, Sydney
- ✓ Certifications recognized in 230+ countries



Courses Offered – School of Business Studies

CERTIFICATE COURSES (3 MONTHS)

1. Fundamentals of Business Management

Overview: This course introduces essential business management concepts, ideal for aspiring entrepreneurs and professionals looking to enter the corporate world.

Career Opportunities:
Business Coordinator | Management Trainee | Office Administrator | Entrepreneur (Small Business Startups)

Fees:
Regular: ₹13,000 | Modular: ₹5,000 | Digital: ₹3,000

Modules Include:
Introduction to Business Management | Principles of Leadership & Decision-Making
Business Ethics & Corporate Social Responsibility | Organizational Structures & Operations
Business Communication & Negotiation Skills | Problem-Solving & Critical Thinking in Business
Case Studies in Business Management

2. Retail & Sales Management

Overview: Equip yourself with practical knowledge of sales strategies, customer service, and retail business operations essential for today’s competitive market.

Career Opportunities:
Retail Sales Associate | Store Manager (Trainee) | Sales Representative | Customer Service Executive

Fees:
Regular: ₹15,000 | Modular: ₹6,000 | Digital: ₹4,000

Modules Include:
Introduction to Retail Management | Consumer Behavior & Buying Patterns
Sales Techniques & Customer Service Excellence| Merchandising & Inventory Management
Digital Retail & E-Commerce Trends | Store Layout & Visual Merchandising Strategies
Pricing & Promotional Strategies

3. Financial Accounting & Budgeting

Overview: This course provides a foundational understanding of financial management, essential for professionals handling accounts and budgeting in businesses.

Career Opportunities:
Accounts Assistant | Finance Clerk | Bookkeeper | Budget Analyst

Fees:
Regular: ₹18,000 | Modular: ₹7,000 | Digital: ₹5,000

Modules Include:
Introduction to Financial Accounting | Basic Bookkeeping & Ledger Maintenance | Understanding Financial Statements (Balance Sheet, Profit & Loss) | Budgeting & Forecasting Techniques | Cost Control & Expense Management
Taxation Basics & Compliance| Accounting Software & Digital Tools

4. Primary Teaching

Overview: This course equips aspiring teachers with essential skills for primary education, covering child development, classroom management, lesson planning, and modern teaching methods.

Career Opportunities:
Primary School Teacher (Lower Primary & Upper Primary)| Assistant Teacher | Teaching Aide | Learning Support Assistant

Fees:
Regular: ₹15,000 | Modular: ₹6,000 | Digital: ₹4,000

Modules Include:
Foundations of Primary Education | Child Development & Educational Psychology | Lesson Planning & Curriculum Design
Teaching Methodologies & Activity-Based Learning | Classroom Management Techniques | Assessment & Evaluation
Educational Technology & Teaching Aids

5. Human Resource & Marketing Management

Overview: This course offers essential knowledge in HR and Marketing Management, covering recruitment, employee relations, performance appraisal, branding, market research, and customer engagement—ideal for entering the corporate sector.

Career Opportunities:
HR Assistant | Recruitment Coordinator | Marketing Executive | Brand Promoter | Digital Marketing Associate

Fees:
Regular: ₹15,000 | Modular: ₹6,000 | Digital: ₹4,000

Modules Include:
Introduction to HR & Marketing | Recruitment & Talent Acquisition | Training, Development & Performance Appraisal
Fundamentals of Branding & Promotion | Basics of Digital & Social Media Marketing | Workplace Ethics & Employee Relations
Market Research & Customer Engagement



DIPLOMA COURSES (12 MONTHS)

1. Diploma in Business Administration & Leadership

Overview: Develop managerial and leadership skills, preparing for administrative and executive roles in businesses.

Career Opportunities:

Business Administrator | Management Executive | HR Coordinator | Operations Manager (Trainee)

Fees:

Regular: ₹40,000 | Modular: ₹15,000 | Digital: ₹7,000

Modules Include:

Introduction to Business Administration | Leadership & Organizational Behavior |
Human Resource Management & Talent Acquisition | Business Law & Corporate Governance |
Financial Planning & Budgeting | Marketing & Brand Management |
Strategic Planning & Competitive Analysis | Business Communication & Crisis Management

2. Diploma in Marketing & Sales Strategy

Overview: Focus on marketing fundamentals, consumer behavior, and sales techniques, ideal for those aspiring to enter marketing, advertising, or sales sectors.

Career Opportunities:

Marketing Executive | Sales Coordinator | Brand Associate | Digital Marketing Assistant

Fees:

Regular: ₹42,000 | Modular: ₹16,000 | Digital: ₹8,000

Modules Include:

Introduction to Marketing & Sales | Market Research & Consumer Behavior | Branding & Advertising Strategies |
Digital Marketing & Social Media Campaigns | Public Relations & Corporate Communications |
Sales Strategy & Lead Generation Techniques | Retail & B2B Marketing Approaches |
Measuring Marketing Performance & ROI



PG DIPLOMA COURSES (6 MONTHS)

1. PG Diploma in Strategic Business Management

Overview: Develop business strategies and management techniques to lead organizations effectively.

Career Opportunities:

Business Analyst | Strategy Consultant | Operations Manager | Corporate Planning Executive

Fees:

Regular: ₹50,000 | Modular: ₹18,000 | Digital: ₹9,000

Modules Include:

Business Strategy Development & Execution | Market Analysis & Competitive Intelligence | Corporate Finance & Investment Planning | Risk Management & Crisis Handling | Process Optimization & Innovation in Business | Change Management & Leadership Strategies | Business Analytics & Decision-Making Tools | Case Studies in Strategic Management

2. PG Diploma in Financial Management & Investment

Overview: Prepare for financial analysis, investment strategies, and portfolio management roles.

Career Opportunities:

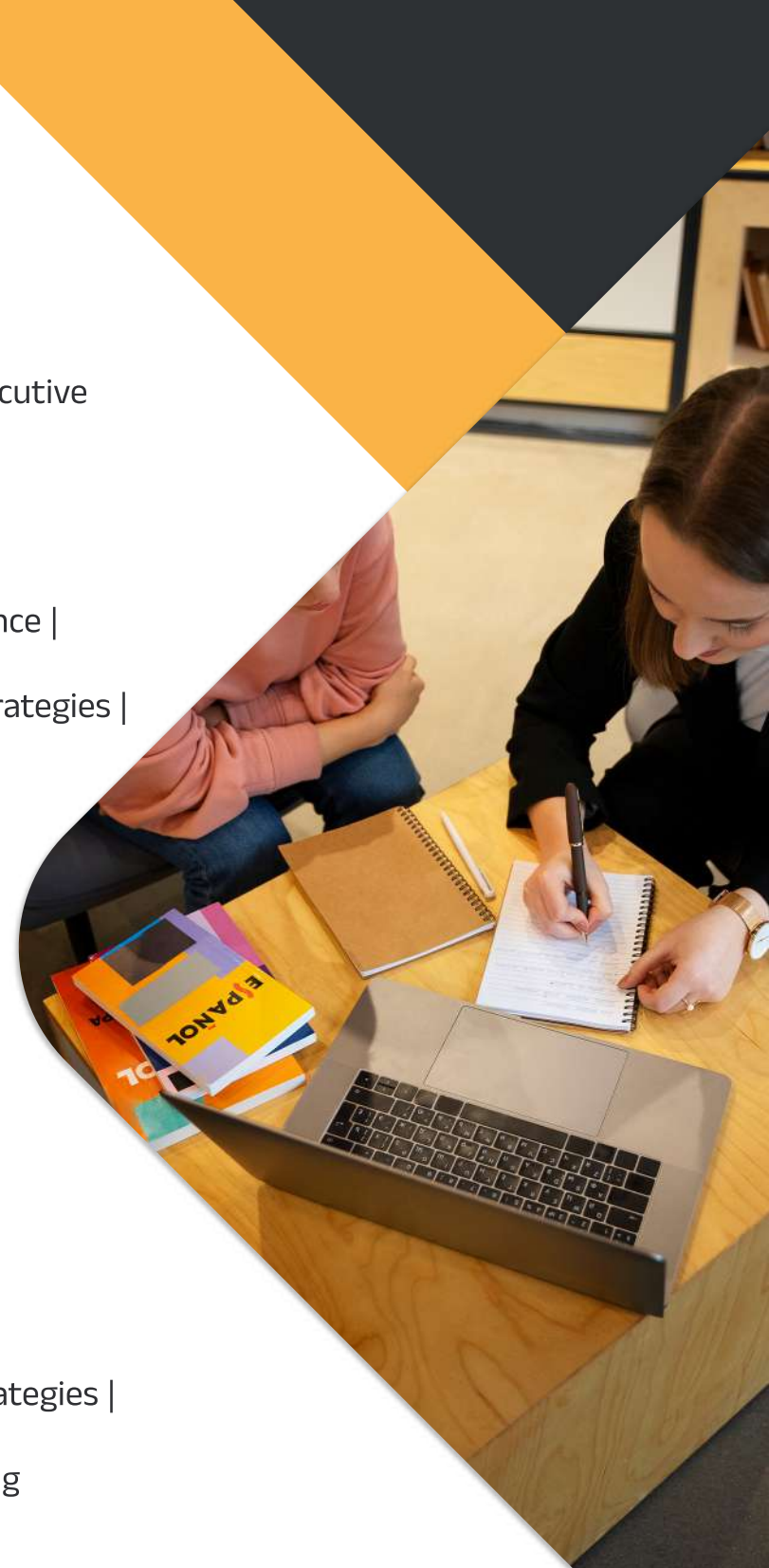
Financial Analyst | Investment Consultant | Wealth Manager | Risk Analyst

Fees:

Regular: ₹55,000 | Modular: ₹20,000 | Digital: ₹10,000

Modules Include:

Introduction to Financial Management | Corporate Finance & Capital Structure | Investment Planning & Portfolio Management | Financial Markets & Stock Trading Strategies | Risk Analysis & Management Techniques | Budgeting & Financial Forecasting | Wealth Management & Retirement Planning | Case Studies in Financial Decision-Making



ENROLL NOW

Start your journey in Business Studies with Tag On, an internationally recognized educational provider.

For more details, contact us today!

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