



# B.E. SESSIONS OF TRAINING

**'B.E. Sessions of Training' (BEST) is part of the career and soft-skill development program, targeting students applying for internship and preparing for a job market.**

- Reservation is first come first serve.**
- Training sessions are to be held at least twice a semester in the future to ensure meeting with students' demand.**
- Before registration, make sure you can join the course at specified date and time. Otherwise, organizing events as such are not efficient.**
- B.E. Office can issue certificate upon course completion on student's request, which can be included in your portfolio. Hence, your attendance will be tracked.**
- All training this semester will be conducted online. Zoom link will be provided once registration period is over.**



# Career & Networking 101

## Networking and communication

### Level: B2

Choose one option from the following modules:

**Module A ( for internship application )**

**Module B ( for job application )**

### Course Information

The course aims to prepare and train students for careers using business conversations and correspondences in work-related contexts. The course covers professional English in real-life situations in terms of both spoken and written communication.

### Learning Outcomes

- Write a resume in English correctly using a business style
- Write a cover letter in English correctly with a purpose
- Write emails in Business English for suitable bad and good news
- Interview in English with correct pronunciation, words, and grammar
- Speak in Business English using business-related terms to attract audience

### Major Contents:

#### Job/internship application (9 hours)

- Hands-on experience on job / internship applications
- Real job application models: Good vs bad examples
- Workshop on CV writing and job/internship application

#### Business contact (6 hours)

- Business correspondences in real business
- Business etiquettes in conversations
- Workshops on business writing and small-group discussions

### End products:

1. Professional CV for job/internship application
2. Business language and etiquettes in small-group discussion

### Date & Time (15 hours)

16:00 - 19:00

Wed. Oct. 6 and 13, 2021

Fri. Oct. 22, 2021

13:00 - 16:00

Sat. Oct. 9 and 23, 2021

Registration >>



# Introduction to Data

## Visualization with Power BI

### Lecturer:

**Tanaj Kamheangpatiyooth**

**BE#17**

**Risk Analyst**

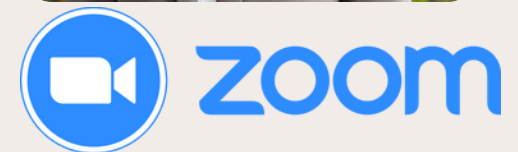
**Social Security Office (Thailand)**



### Recommend for

Junior

Senior



### Date & Time (6 hours)

#### Group 1

16:00 - 19:00 Wed. Oct 6, 2021

13:00 - 16:00 Sat. Oct. 9, 2021

#### Group2

16:00 - 19:00 Wed. Oct 27, 2021

13:00 - 16:00 Sat. Oct. 30, 2021

**30 Students Limited**

### Introduction to Data Visualization with Power BI

Power BI (Business Intelligence) was introduced by Microsoft and it has been a solid tool for business. Even more powerful than pivot table in excel, this interactive cloud-based tool can do a lot more, display multiple stunning and intuitive business information. The brief course is to introduce students to basic usage and learn how we can utilize Microsoft Office integration with Power BI effectively.

Registration >>



# Microsoft Excel

## Lecturer:

**Dr. Winai Homsombat**  
**BE Lecturer**



## Recommend for

- Freshman
- Sophomore
- Junior
- Senior



## Date & Time (6 hours)

16:00 - 19:00 Fri. Oct 8, 2021

13:00 - 16:00 Fri. Oct. 15, 2021

## Microsoft Office

An intensive course from basic and intermediate use of Microsoft Excel, this course covers how to efficiently manage documents and data.

Not only preparing for an intern or job market, this program also aids your study via practicing these following essential tools.

Excel

Data input, formatting, functions, pivot, lookup

Registration >>



# Google Data Studio

## Lecturer:

### Sansuwan Chansatarpornkul

Data scientist  
Colgate Palmolive (Thailand)



**30 Students Limited**

## Recommend for

- Freshmen
- Sophomore
- Junior
- Senior

## Date & Time (3 hours)

Sat. Oct. 16, 2021 13:00 - 16:00

## Google Data Studio

Very much like Microsoft's Power BI, Google Data Studio was launched in 2016 as an interactive and informative dashboard tool. Tight integration with other Google tools such as Google Sheets, Data Studio can produce powerful, while dazzling, interactive report. Students are to be introduced how to utilize tools and produce basic report from scratch.

Registration >>



# Delivering Effective Presentation

## Lecturer:

**Ajarn Suwalya Khemvaraporn**  
BE Lecturer



## Recommend for

- Freshmen
- Sophomore



## Date & Time

Fri. Oct. 22, 2021 16:00 - 19:00

Fri. Oct. 29, 2021 16:00 - 19:00

**30 Students Limited**

## Delivering Effective Presentation

1. Helping students understand effective communication and presentation and how they play an essential role in real-world work experience.
2. Providing skill and theory necessary for developing effective presentations focusing on preparation, presentation and, Q&A sessions.
3. Offering students in-class presentation experience with direct feedback in each session to promote improvement and effectiveness

Registration >>



# Marketing Data Analysis

**Lecturer:**

**Jiraphum Akkrawichayawong**

Retail Marketing Manager  
Colgate Palmolive (Thailand)



**Recommend for**

Marketing Minor

**Date & Time (6 hours)**

Wed. Oct. 20, 2021 16:00 - 19:00

Sat. Oct. 30, 2021 13:00 - 16:00

**Marketing Data Analysis**

Participants will learn how to organise and transform raw data into market insights. During this session, the course will show how to conduct analysis on market trend, company performance and competitors. Also, the course will demonstrate application of basic business analysis framework (i.e. SWOT, BCG matrix, etc). Case study will encourage participants to be able to use findings to recommend business solutions.



**30 Students Limited**

Registration >>



# SQL

## Lecturer:

**Tanetpong Choungprayoon**

**BE#18**

**PhD Student in Retail Analytic  
Stockholm School of Economic**



## Recommend for

- Student who are interested in data management

## Date & Time (6 hours)

13:00 - 16:00 Sat. Nov. 6, 2021

13:00 - 16:00 Sat. Nov. 13, 2021

## SQL (6 hours)

'SQL' pops up in many job market sites. Of course, it has received a lot of attention in this digital age. SQL, or 'Structured Query Language', is basically a dynamic programming language designed specifically for data management such as update, retrieve, insert and even manipulate database. This short course can help provide basic understand of basic SQL for students interested in data management.



Registration >>

