

ANDHRA CHRISTIAN COLLEGE :: GUNTUR
(Day, Evening & P.G.)

NOTICE

Date : 15-07-2018

All the 1st, 2nd and 3rd year B. A. Students are hereby informed to submit their names for the certificate course on “COMMUNICATION SKILLS” for the academic year 2018 -2019 to the H. O. D Department of English, Guntur on or before 26-07-2018. The Course will commence from 10-08-2018 and the duration of the course in 15 days.


H. O. D

Department of English


PRINCIPAL
Andhra Christian College
GUNTUR.
PRINCIPAL

Copy to :

- 1) The Co-ordinator, IQAC, Andhra Christian College, Guntur.
- 2) The Office Manager, Andhra Christian College, Guntur.

ANDHRA CHRISTIAN COLLEGE :: GUNTUR

Department of English
Certificate Course on
COMMUNICATION SKILLS
2018 -2019

Objectives for Communication skills :

- 1) Enhance verbal communication
- 2) Improve Non – verbal Communication
- 3) Strengthen written Communication
- 4) Develop listening skills
- 5) Handle difficult conversations
- 6) Utilize technology for communication

Course Syllabus

UNIT.I.

Introduction to Communication:

- a) Definition and importance of communication
- b) Elements of communication process
- c) Types of Communication : Verbal, Non – verbal, written and Visual

UNIT. II.

Professional Communication:

- a) Business Communication : Essentials and best practices
- b) Communicating in meetings and conferences
- c) Presentation and public speaking in professional

UNIT. III.

Communication for Leadership:

- a) Communication styles of effective leaders
- b) Motivating and inspiring through communication
- c) Crisis communication and management

UNIT .IV.

Communication and Technology:

- a) Impact of technology on communication
- b) Effective use of digital communication tools
- c) Challenges and solutions in virtual communication

**COURSE SCHEDULE
COMMUNICATION SKILLS
(30 hours)**

Sl. No	TOPIC	HOURS
1	Introduction to Communication	8
2	Professional Communication	8
3	Communication for Leadership	7
4	Communication and Technology	7



Andhra Christian College
Department of English

Certificate Course in Communication Skills

Dept. of English.

2018-2019.

Sr. No.	Name of the Student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
1.	V. Kalyani	X	X	X	X	X	a	X	X	X	a	X	X	X	a	X
2.	O. Nayya	X	X	a	X	X	X	X	X	X	a	X	X	X	X	X
3.	V. Jyothi	X	a	X	X	X	a	X	X	X	X	X	a	X	X	X
4.	N. Raja	X	X	X	a	X	X	X	X	X	a	X	X	X	X	X
5.	K. Manoj Kumar	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
6.	B. Navcen	X	X	X	X	X	X	a	X	X	X	X	X	a	X	X
7.	G. Sandeep Kumar	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
8.	E. Deepak	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X
9.	P. Aravind	X	X	a	X	X	X	X	X	X	X	X	X	X	a	X
10.	R. Sashank	X	X	X	X	a	X	X	X	X	X	X	X	X	a	X
11.	K. Anantha sai	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
12.	P. Raghu	X	X	X	a	X	X	X	a	X	X	X	X	X	X	X
13.	M. Avinash	X	X	a	X	X	X	a	X	X	X	X	a	X	X	X

14.	D. Sudharani	X	X	X	X	X	X	X	X	X	a	X	X	a	X
15.	R. Harisha	X	a	X	X	X	a	X	X	X	X	X	X	X	X
16.	M. Vijaya Harsha	X	X	X	X	X	X	X	a	X	X	X	X	X	X
17.	N. Suman	X	X	X	X	X	X	X	X	X	a	X	a	X	X
18.	M. Rupas	X	X	X	a	X	X	a	X	X	X	X	X	X	X
19.	K. Srikanth	X	X	X	X	X	X	X	X	a	X	X	X	X	X
20.	J. Myna	X	X	X	a	X	X	X	X	X	X	X	a	X	X
21.	P. Bala Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	Ch. Yaswanth Kumar	X	X	X	X	X	a	X	X	X	X	X	X	X	X
23.	B. Vineel Gautham	a	X	X	X	X	X	X	X	X	a	X	X	X	X
24.	Y. Chaitanya Kalyan	X	X	X	X	a	X	X	X	X	X	X	X	X	X
25.	Ch. Vigneeswara Reddy	X	X	X	X	X	X	X	a	X	X	X	X	X	X
26.	G. Thirupathi Rao	X	X	X	X	X	X	a	X	X	X	X	X	X	X

27.	A. Anjaneyulu Naik.	X	a	7	7	+	x	X	Y	L	a	/	X	X	X	X
28.	J. Koteswara Rao	x	7	7	7	a	7	x	Y	x	x	X	X	X	X	X
29.	T. Solomon Samrat	7	7	7	7	7	7	7	X	a	X	x	X	X	X	X
30.	N. Anthony Swaroop.	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
31.	R. Lakshmi Prasanna Kuro ^{vi}	X	X	7	a	7	X	X	X	7	X	a	X	X	X	X
32.	M. Naveen Kumar.	X	X	X	X	X	a	7	7	X	X	X	X	X	X	a
33.	T. Solomon Samrat.	X	X	7	X	a	7	7	7	7	7	7	X	X	X	a
34.	Ch. Sandeep Trnmanuel Raju.	X	X	7	a	7	X	X	X	a	7	7	X	X	X	7
35.	B. Gopi Krishna	X	X	a	X	X	a	7	7	7	7	X	X	X	X	X
36.	Md. Rahim Baig.	X	X	X	7	7	7	7	a	a	a	X	7	7	a	a
37.	V. Peter Paul.	X	X	X	X	X	7	7	a	7	7	a	7	7	a	7
38.	S. Bharathi	X	X	a	X	7	7	a	a	a	7	7	7	a	X	X
39.	A. Mark.	7	7	7	7	7	7	7	a	a	7	7	7	7	7	7
40.	Balu. P.	a	7	X	X	a	X	X	X	X	X	X	X	X	X	7
41.	A. Padma.	X	X	X	X	a	7	7	a	7	7	7	7	7	a	7

"Ye shall know the Truth and the Truth shall set you free"

Andhra Christian College::Guntur

(Day, II Shift & P. G.)

Accredited with A-grade by NAAC



Estd. 1885

CERTIFICATE

This is to certify that Mr. / Ms. _____,

*Class _____, Regd. No. _____ has participated and successfully completed Certificate Course in **Communication Skills** conducted by the Department of English from 10-08-2018 to 01-09-2018 and obtained Grade _____.*

Coordinator

Principal