

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 |

