

**Guruvarya SadanandMaharaj Arts and Commerce College,
Kondhwa Bk, Pune-411048**

Certificate Course In Communication Skill

Objectives of Course

- Building Awareness
- Providing Information or Educating
- Creating Interest
- Motivating People/Audiences
- Increasing Efficiency

SYLLABUS

Total Lectures- 30

Medium- Marathi/English

Unit-1) Communication: An Introduction

- 1.1- Definition, Nature and Scope of communication
- 1.2- Importance and Purpose of communication
- 1.3- Process & Types of communication

Unit-2) Non-Verbal Communication

- 2.1- Personal Appearance
- 2.2- Body language
- 2.3- Tips for Improving Non-Verbal Communication

Unit-3) Effective Communication

- 3.1- Essentials of Effective Communication
- 3.2- Communication Techniques
- 3.3- Barriers of Communication

Method-

- 1) Lectures by Regular Faculties
- 2) Guest Lectures
- 3) Documentaries & Other Visual Sources

Evaluation Scheme-

- 1) Written Examination
(Objective type Questions) -60 Marks
 - 2) Participatory Sessions - 20 Marks
 - 3) Written Assignment - 20 Marks
- (Certificate will Issue to all participants after completing the course)

Reference Books-

- 1) Sanjay Kumar, Pushp Lata - Communication Skills.
- 2) Barun Mitra - Personality Development and Soft Skills
- 3) RUTHERFOORD, BASIC COMMUNICATION SKILLS FOR TECHNOLOGY



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Co-ordinator

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