



Sarva Vidyalaya Kelavani Mandal , Kadi managed
Pramukh Swami Science and H. D. Patel Arts College, Kadi



Certificate course on Communication Skills

General Information

Description

The primary purpose of this course is to bring into practice the components of professional communication so as to make the students aware of the Communication Skills required at professional front, and to help them develop these for their professional competence.

Entry Level

Std. 12 Pass and above

Duration: 35 Hrs. (Four days per week)

Description of course content

Unit: 1

18 Hours

Basics of Communication Skill

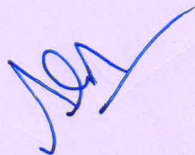
- Meaning of Communication Skills
- Importance of Communication skill
- Types of Communication Skill
- Channels of Communication

Unit: 2

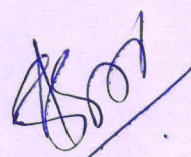
17 Hours

Self Development and Communication

- Barriers to effective Communication
- 7 C'S of communication
- Self Assessment
- Role Play


Course Co-ordinator




Principal
P. S. Science & H. D. Patel
Art's College KADI (N.G.)