



**DEPARTMENT OF COMMERCE
SADIYA COLLEGE, CHAPAKHOWA.PIN- 786157**

Memo No. SC/COM/23/2

Date: 24/05/23

INVITATION FOR APPLICATION

Applications are invited for admission into the Certificate course on Business Communication & Soft Skills by Department of Commerce, Sadiya College. Students across all the departments of the college can apply for the Course. The details of the course are provided below. Interested candidates can fill the following google form <https://docs.google.com/forms/d/1MXX0zcKhUH6sryABK7Yb117SCNqLx5Tw6hnORMwTHM8/edit?usp=drivesdk> The list of selected candidates will be notified on the website. The last date of filling the form is 27th of May 2023.

gobinda deoni

**Head of the Department
Sadiya College,
Chapakhowa.**

CERTIFICATE COURSE ON BUSINESS COMMUNICATION & SOFT SKILLS

Duration of the course: 3 months (60 lectures)

Intake Capacity: 45

Learning Outcomes of the course:

1. To make the students ready for the job market by offering skill sets which are required for any office environment.
2. To impart writing skills to the students which are required for business communication.
3. Preparing the students to take active part in group discussions, presentations & public speaking.
4. Preparing the students with basic business etiquettes that are required in a professional environment.

Course Curriculum:

Module1: Introduction to Business Communication, Writing emails, job applications, Business Letters & Resumes. (15 Lectures)

Module 2: Introduction to soft skills, preparing presentations, addressing a public gathering, Group Discussions. (15 Lectures)

Module 3: Learning about Business Etiquettes: Non Verbal Communication & Listening skills. (15 Lectures)

Module 4: Development of Basic Problem solving skills based on real life business examples. (15 Lectures)
