

Seva Sadan College of Arts, Science and Commerce

Seva Sadan Marg, Ulhasnagar-421 003. Dist: Thane, Maharashtra, INDIA.



Announces

Short term course on

“EFFECTIVE CORPORATE COMMUNICATION”

Course Duration – 30 hours

Batch starts – 17th May, 2021

In take Capacity – 25 students

Online Lecture – Platform: Zoom

Other Features:

- *Experienced Faculty*
- *Interactive Sessions*
- *Personality Enhancement*
- *Soft copy of Notes*
- *Certificate will be provided*

**Course Fee
Rs. 500/-**

Course admission Registration on First come First Serve Bases

Registration form Link: Interested students can fill in the registration form by clicking on the link; <https://forms.gle/h7VVuaSuwiFfnhyb9>

Eligibility: A candidate passed / appearing in the Senior Secondary (10+2) Examination or F.Y /S.Y /T.Y or equivalent thereto is eligible to take up this course

For Queries write to us at naisha.chainani2013@gmail.com or call 8668281034

Payment to be made online – Transfer / NEFT/ RTGS (For Online Classes)

Account Name: Seva Sadan College of Arts, Science and Commerce

Bank: Axis Bank Account No. 605010100043616 IFSC Code: UTIB 0000605

Branch: Ulhasnagar, Maharashtra

Note: .Link of Online Classes will be shared only with registered students

About the College:

Seva Sadan College of Arts, Science and Commerce, established in the year 2009 by Seva Sadan Trust. The trust was formed by Philanthropic Seth Parsram Parumal Dabrai with the aim of spreading Education among people in year 1950. The Trust has various Educational Institutions such as R. K. Talreja College of Arts, Science and Commerce, Seva Sadan College of Education and others. They are affiliated to the University of Mumbai and located at Ulhasnagar-3. Seva Sadan College of Arts, Science and Commerce offers B.Com, BMS, B.Com(Accounting and Finance), B.Com (Banking & Insurance), B.Com (Financial Markets), and Add-on courses.

With the vision to provide holistic education to students, college has always come up with various opportunities and innovative ways to bring out the best in them. Here, during these tough times, the college has come up with another exciting way to keep students away from mental stress and utilise time productively.

About the Course:

The course “Effective Corporate Communication” is designed to equip students with the required skill set to deliver their duties well, when they enter corporate world after successful completion of their degree course. Students of all the classes can take up this course, in fact earlier the better as it will provide them with the proper practice of what they study. The essence of this course lies in the fact that it’s taken up by the faculties who have already seen the work of the student from past 1/2/3 years and can cater to their individual problem to help them grow.

Course Contents:

- ✚ Back to Basics: English Grammar
- ✚ Sentence Construction
- ✚ Punctuation
- ✚ Enrich your Vocabulary
- ✚ Choice of words
- ✚ Synonym, antonyms, Homophone, Homonym
- ✚ Idioms & Phrases
- ✚ Proverbs
- ✚ Comprehension
- ✚ Effective communication: 7 C’s
- ✚ Johari Window
- ✚ Types of communication
- ✚ Medium of Digital Communication
- ✚ Listening Skills: Ways to improve
- ✚ Business Correspondence: Types of business correspondence and How to draft them effectively
- ✚ Introduction to MIS
- ✚ Concept of E- correspondence
- ✚ Practice sessions