



SREE NARAYANA GURU COLLEGE OF COMMERCE

NOTICES OF CERTIFICATE COURSES

ACADEMIC YEAR

2019-2020

**Institutional programme brochure/notice for Certificate/Value
added programs**

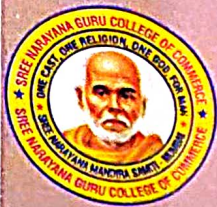


SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
SPOKEN ENGLISH**

ACADEMIC YEAR

2019-2020



SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE 'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

P. L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400 089. ☎ 9326063380 / 9326083775 ✉ sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.com

Date: 3rd July, 2019.

Notice

It is hereby informed to all the students of all departments that "The Language Club" of Sree Narayana Guru College of Commerce is going to introduce a Certificate Course of 30 Hours on "Spoken English" from 16th July 2019. The interested students can register by submitting their names to their respective class teachers.

Important Features of the Certificate Course:

- Grammar and vocabulary instruction
- Pronunciation practice
- Conversational skills development
- Listening comprehension activities
- Speaking exercises
- Error correction and feedback
- Cultural context awareness
- Vocabulary expansion strategies
- Real-life situation simulations
- Role-plays
- Technology integration
- Assessment and certification upon completion

Course Fees: Free of Cost

Interested students can email their queries to Ms. Lakshnichaya Kale (Teacher Incharge) – lakshnichayakale@gmail.com.

Principal

Dr. Ravindran Karathadi



Principal
Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg
Chembur, Mumbai 400 089.

Sree Narayana Guru College of Commerce

RE ACCREDITED BY NAAC WITH GRADE 'B' (CGPA 2.45)
(PERMANENTLY AFFILIATED TO THE UNIVERSITY OF MUMBAI)
MANAGED BY: SREE NARAYANA MANDIRA SAMITI (REGD)
P.L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400089.

Curriculum of **Certificate Course on** **Spoken English**

Module 1: Foundations of Conversational English

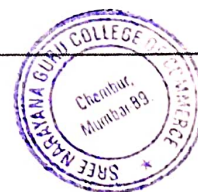
1. Introduction and Greetings
 - Learning common greetings and introductions
 - Understanding cultural variations in greetings
 2. Everyday Conversations and Small Talk
 - Practicing everyday conversational phrases and expressions
 - Techniques for initiating and maintaining small talk in various settings
 3. Expressing Opinions and Sharing Ideas
 - Vocabulary and phrases for expressing opinions and thoughts
 - Strategies for engaging in meaningful discussions and debates
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Module 2: Communication Skills in Different Contexts

4. Describing People, Places, and Things
 - Vocabulary and descriptive language for describing people, places, and objects
 - Practice exercises for improving descriptive skills
 5. Talking About Hobbies and Interests
 - Expressing hobbies, interests, and leisure activities
 - Initiating conversations about common interests and finding common ground
 6. Giving and Receiving Directions
 - Vocabulary and phrases for giving and receiving directions
 - Practice exercises for giving clear and concise directions
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Module 3: Practical Communication Scenarios

7. Ordering Food and Making Reservations
 - Vocabulary and phrases for ordering food in restaurants
 - Role-playing exercises for making reservations and interacting with restaurant staff
8. Discussing Travel Experiences



- Sharing travel experiences and anecdotes
 - Vocabulary and phrases for discussing travel plans and destinations
9. Talking about Family and Relationships
- Vocabulary for describing family members and relationships
 - Practice exercises for talking about family dynamics and personal relationships
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Module 4: Current Events and Effective Communication

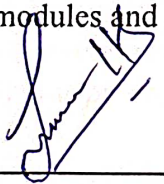
10. Discussing Current Events and News
- Vocabulary for discussing current events and news topics
 - Strategies for expressing opinions and engaging in discussions on current affairs
11. Practicing Phone Conversations
- Techniques for effective telephone communication
 - Role-playing exercises for common phone conversations
12. Role-playing Scenarios: Work and Social Situations
- Simulated scenarios for practicing communication skills in work and social settings
 - Feedback and reflection on role-playing exercises
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Module 5: Presentations and Public Speaking

13. Giving Presentations and Public Speaking
- Structuring presentations for clarity and impact
 - Techniques for delivering engaging and persuasive presentations
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Course Conclusion and Certification

- Final assessment and evaluation
- Certificate of Completion awarded to participants who successfully complete all modules and assessments



IQAC COORDINATOR





SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
COURSE ON COMMUNICATION
SKILL AND CONFIDENCE BUILDING**

ACADEMIC YEAR

2019-2020

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Date: 2nd May, 2019.

Notice

It is hereby informed to all the students of all departments that Sree Narayana Guru College of Commerce is going to introduce a Certificate Course of 30 Hours on "Communication and Personality Development" from 5th May, 2019. The interested students can register by submitting their names to their respective class teachers.

Important Features of the Certificate Course:

- Self-awareness through assessments and reflection
- Effective verbal and non-verbal communication skills
- Confidence-building techniques
- Structuring and delivering engaging presentations
- Understanding body language and non-verbal cues
- Developing interpersonal skills for building rapport and resolving conflicts
- Cultivating emotional intelligence for better communication and decision-making
- Learning professional etiquette and business communication norms
- Networking strategies for career advancement
- Introduction to leadership principles and conflict resolution
- Interview preparation and resume crafting
- Creating a personal brand aligned with career goals
- Goal setting and time management techniques
- Cultural sensitivity and diversity appreciation
- Embracing continuous learning and growth mindset

Course Fees: Free of Cost

Interested students can email their queries to Ms. Lakshmichaya Kale (Teacher Incharge) – lakshmichayakale@gmail.com.



Principal

Dr. Ravindran Karathadi

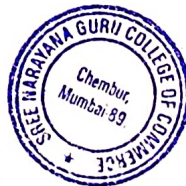
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ACADEMIC YEAR 2019-2020

Certificate Course on

Communication and Personality Development

CURRICULUM

Module 1: Building Self-Awareness and Confidence

1. Self-awareness through assessments and reflection
 - Introduction to self-assessment tools for personal and professional development
 - Reflective practices for gaining insight into strengths, weaknesses, and values
2. Confidence-building techniques
 - Strategies for overcoming self-doubt and building self-confidence
 - Practical exercises for developing a positive self-image
3. Cultivating emotional intelligence
 - Understanding emotions and their impact on communication and decision-making
 - Techniques for enhancing self-awareness, self-regulation, empathy, and social skills

Module 2: Effective Communication Skills

4. Effective verbal and non-verbal communication skills
 - Importance of clear and concise verbal communication
 - Understanding the role of non-verbal cues in communication
5. Structuring and delivering engaging presentations
 - Techniques for organizing content for maximum impact
 - Tips for delivering presentations confidently and engagingly
6. Understanding body language and non-verbal cues
 - Interpreting and utilizing body language effectively in communication
 - Practicing active listening and observing non-verbal cues in others

Module 3: Interpersonal Skills and Professional Etiquette

7. Developing interpersonal skills for building rapport and resolving conflicts
 - Strategies for building positive relationships and resolving conflicts constructively
 - Effective communication techniques for fostering collaboration



8. Learning professional etiquette and business communication norms
 - Understanding the importance of professional conduct in the workplace
 - Navigating business communication protocols and etiquette
 9. Networking strategies for career advancement
 - Techniques for building professional networks and leveraging connections
 - Tips for effective networking in both virtual and in-person settings
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Module 4: Career Development and Personal Branding

10. Introduction to leadership principles and conflict resolution
 - Exploring leadership styles and principles of effective leadership
 - Strategies for resolving conflicts as a leader or team member
11. Interview preparation and resume crafting
 - Crafting a compelling resume that highlights skills and experiences
 - Preparing for interviews and mastering common interview questions
12. Creating a personal brand aligned with career goals
 - Identifying personal strengths, values, and career aspirations
 - Developing a personal brand strategy for career advancement

Module 5: Personal Growth and Development

13. Goal setting and time management techniques
 - Setting SMART goals and prioritizing tasks effectively
 - Time management strategies for maximizing productivity
 14. Cultural sensitivity and diversity appreciation
 - Understanding and appreciating cultural differences in communication and collaboration
 - Strategies for promoting diversity and inclusion in the workplace
 15. Embracing continuous learning and growth mindset
 - Cultivating a mindset of lifelong learning and personal growth
 - Strategies for staying adaptable and resilient in a changing world
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Course Conclusion and Certification

- Final assessment and evaluation
 - Certificate of Completion awarded to participants who successfully complete all modules and assessments
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This curriculum is designed to equip participants with essential communication, interpersonal, and career development skills necessary for success in various professional settings.

Lakshmi
In charge



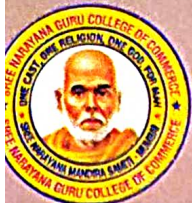


SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
COURSE ON COMMUNICATION AND
PERSONALITY DEVELOPMENT**

ACADEMIC YEAR

2019-2020



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Date: 23rd July, 2019.

Notice

It is hereby informed to all the students of all departments that Sree Narayana Guru College of Commerce is going to introduce a Certificate Course of 30 Hours on "Communication Skills and Confidence Building" from 3rd August 2019. The interested students can register by submitting their names to their respective class teachers.

Important Features of the Certificate Course:

- Fundamentals of communication: verbal, non-verbal, and written skills.
- Public speaking strategies: overcoming anxiety and engaging audiences.
- Assertiveness training: expressing oneself confidently and respectfully.
- Interpersonal skills: building rapport, empathy, and resolving conflicts.
- Self-confidence boosting: tackling negative self-talk and setting achievable goals.
- Effective presentation techniques: structuring content and maintaining audience interest.
- Constructive feedback and coaching for improvement.
- Role-playing and simulations for practical skill application.
- Cultural sensitivity in communication.
- Integration of technology for digital communication skills.

Course Fees: Free of Cost

Interested students can email their queries to Ms. Lakshmichaya Kale (Teacher Incharge) – lakshmichayakale@gmail.com.

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Certificate Course on

Communication Skills and Confidence Building

CURRICULUM

Module 1: Foundations of Effective Communication

1. Introduction to Communication Basics
 - Understanding the fundamentals of communication
 - Types of communication and their significance
 2. Assertiveness Training: Expressing Yourself Confidently
 - Recognizing the difference between assertiveness, aggressiveness, and passiveness
 - Techniques for assertive communication
 3. Self-Confidence Boosting: Overcoming Negative Self-Talk
 - Identifying and challenging negative self-talk patterns
 - Building self-confidence through positive affirmations and visualization exercises
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Module 2: Advanced Communication Techniques

4. Public Speaking Strategies: Overcoming Anxiety
 - Understanding the root causes of public speaking anxiety
 - Practical strategies for managing and overcoming anxiety
5. Interpersonal Skills: Building Rapport and Empathy
 - Developing empathetic listening skills
 - Techniques for building rapport and fostering positive relationships
6. Effective Presentation Techniques: Structuring Content
 - Crafting clear and engaging presentations
 - Strategies for organizing content for maximum impact



Module 3: Mastering Communication in Various Settings

7. Public Speaking Strategies: Engaging Audiences
 - Techniques for capturing and maintaining audience attention
 - Incorporating storytelling and visual aids to enhance engagement
 8. Assertiveness Training: Respectful Communication
 - Communicating assertively while maintaining respect for others
 - Handling challenging situations with diplomacy and tact
 9. Interpersonal Skills: Conflict Resolution
 - Strategies for managing and resolving conflicts constructively
 - Effective negotiation and compromise techniques
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Module 4: Application and Feedback

10. Self-Confidence Boosting: Setting Achievable Goals
 - Setting SMART goals for personal and professional growth
 - Overcoming obstacles and staying motivated
 11. Effective Presentation Techniques: Maintaining Audience Interest
 - Techniques for adapting to audience feedback and maintaining engagement
 - Handling Q&A sessions and addressing audience concerns
 12. Feedback and Coaching for Improvement
 - Receiving and giving constructive feedback effectively
 - Implementing feedback for continuous improvement
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Course Conclusion and Certification

- Final assessment and evaluation
 - Certificate of Completion awarded to participants who successfully complete all modules and assessments
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This curriculum aims to provide participants with a comprehensive understanding of communication skills, from foundational principles to advanced techniques, and empower them to communicate confidently and effectively in various personal and professional settings.


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