

T.Z.A.S.P.Mandal's

**PRAGATI COLLEGE OF ARTS & COMMERCE,
DOMBILVI (E)**

(Affiliated to Mumbai University)

DEPARTMENT OF BANKING & INSURANCE

Presents



Online Certificate Course in

“Skill Development”

(Duration : 30 Hours)

COURSE FEES : RS. 500 / PER STUDENTS

[About Course](#)

Department of Banking & Insurance is glad to announce fourth batch of **Certificate course in "Skill Development"**. The course intended to improve the confidence of the students in letter writing and also to enhance verbal abilities of students. Personal attention is given to the students by instructor. Department has successfully completed three batches earlier.

Objectives of Course

- To teach basic & practical skills required for written communication
- To know the basic steps involved in any letter writing

Course Syllabus

UNIT	Content	No. of Lectures
I	Developing the four skills of language:	02
	Listening- reading- writing –speaking	
II	Basic grammar:	08
	Techniques to improve vocabulary	
	Improving the personal diction	
	Basics of Power Point	
	Things to remember while making a presentation	
	Do's and don'ts of a PowerPoint presentation	
III	Soft skills:	08
	Proper use of body language-importance	
	Adaptive thinking	
	Self-motivation	
	Collaboration skills, team work, leadership	
	Developing enquiry skill -how to enquire	
	Problem solving with critical thinking	
IV	Written communication:	12
	Letter writing-structure-types -requesting for a leave, complaint , greeting , event, invitation, condolence, congratulating letters etc.	
	Notice- structure-drafting a notice - for meeting , events, holidays, announcements	
	Curriculum vitae -format and drafting an effective resume	
	Email-structure- language used in email – file attachment single/multiple -CC,BCC-marking-deleting-recovery emails.	

Examination will be conducted after the completion of 30 hours. The enrolled students will get certificate only after fulfilling passing criteria of the examination and attendance.



Join WhatsApp Group for Further Query

<https://chat.whatsapp.com/G9Nw7KHuu4XBDUxKTFC1W7>



Registration Link

https://docs.google.com/forms/d/e/1FAIpQLScsBKHO5owIF10qqW6p04CPESmiV18EJ4He_6mapFpMiTRkcw/viewform?usp=sf_link

Principal : Dr. Jyoti H. Pohane

For More details & queries, Contact us:-

Coordinator & Course Coordinator: Ms. Swati Pusalkar (Whatsapp no. 9969276503)

Course Co-coordinator: Ms. Tanya Ahuja (Whatsapp no. 9987885849)



Department of Banking & Insurance

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