



# The Department of English (UG & PG), Belda College

Offers

Online Certificate Course on

# Business Communication

**Course Duration: 30 Hours**

**Available Seats: 50**

**Eligibility: 10+2 or Equivalent**

**Commencement of Course**

**26th Sep. 2021**

**Last Date of Registration: 25th Sep. 2021**

**COURSE FEE : RS. 500 ONLY**

## OUTLINES

An Introduction to Communication  
Concept of Business Communication  
Vocabulary & Study Skills  
Meetings & Editing  
Technical Writing

Coordinators

AnupKumar Rakshit (7602792952)

Rituparna Mahapatra (7076893473)

**To Enroll & Register -**

**CLICK HERE**

**Session  
2020-21  
Platform  
Google Meet**