

ANNEXURE I

SYLLABUS FOR THE CERTIFICATE COURSE IN SPOKEN ENGLISH

The syllabus for the Certificate Course in Spoken English consists of following items. There shall be prescribed texts and Reference books. The duration is of 3 hours and one paper carries 100 marks.

Syllabus

1. Characteristics of English Language
2. Sounds of English-Vowels, Consonants, Diphthongs & Triphthongs
3. Syllable and Word
4. Sentence & Kinds of Sentence
5. Accent, Stress and Rhythm
6. Intonation

Prescribed Texts and Reference Books

J.D. O'Connor *Better English Pronunciation* (Cambridge)
Daniel Jones *English Pronouncing Dictionary* (Cambridge)
Subramaniam. *English Pronunciation for Indian Students* (Longman)
Peter Roach. *Phonetics and Phonology* (Cambridge)

Question Paper Pattern

- | | |
|--|-----|
| A. Answer any four of the following (4/5) 15x4 | =60 |
| B. Answer any four of the following (4/5) | 40 |
| a) Marking Stress | 10 |
| b) Transcription of Words | 10 |
| c) Transcription of Sentence | 20 |

SYLLABUS OF VACHAN KAMMATA CERTIFICATE COURSE

COURSE DURATION: 45 CALSSES

Curriculum

- 1. Text: Arivina Andolana :- D.M. Dhannur
(For B.A. I semester)**
- 2. Text: Nirmiti: Shri. Siddharam Sharanaru of Beldal
(For B.A. II semester)**
- 3. Text: Nirvachana:- Prof. Chandrashaker Vastrad
(For B.A. III semester)**

Syllabus for Personality Development Programme

Introduction

Gone are the days when HR recruiters screened prospective candidates for technical skills alone. These days, the job market is highly competitive and demanding.

Course Description:-

Recruitment teams evaluate candidates for soft skills to see if they can contribute towards the company's objectives with a positive attitude, along with the ability to build cordial and cohesive relationships with the rest of the team members. It is therefore imperative to develop one's personality notably those pertaining to Good Etiquette, Communication, Presentation, Leadership, Time Management, Job Interview Techniques along with Creative Problem Solving Techniques etc. This course is designed for fresh graduates who are keen on making a professional mark at their workplace while moving up in their careers.

CONTENT

- Theory of Certification Course for Personality Development
- Communication Skills
- Presentation Skills
- Leadership Skills
- Time Management Skills
- Job Interview Skills
- Team Skills
- Creative Thinking Skills

COURSE FEATURES

- Self-paced learning and self-assessment
- Real life scenario as examples

8. SYLLABUS OF ENGLISH GRAMMAR CERTIFICATE COURSE

COURSE DURATION: 60 CLASSES

Curriculum

1. Parts of Speech
2. Kinds of Nouns
3. Noun Number
4. Nouns Often Confused
 The Agreement of Noun with Verb
5. Noun and Case
6. Adjective —
7. Articles
8. Degrees of Comparison of Adjectives
9. Active voice Passive voice
10. Simple, Compound and Complex Sentences
11. Direct and Indirect Speech
12. Punctuation
13. Verb Patterns
14. Word Formation
15. Compound Words
16. Word Formation — The Use of Prefix and Suffix
17. One Word Substitution
18. Antonyms
19. Synonyms
20. Paronyms
21. Homonyms
22. Phrasal Verbs
23. Idioms and Phrases
24. Appropriate Use of Prepositions

SYLLABUS OF COMPUTER SCIENCE CERTIFICATE COURSE

COURSE DURATION: 60 CALSSES

Curriculum

1. Knowing Computer
2. Operation Computer using GUI based operation system
3. Understanding word processing
4. Using spread sheet
5. Introduction to Internet, www and web browse.
6. Making small presentation
7. Financial literacy for banking scheme and application.