



CERTIFICATE COURSE ON ENGLISH LITERACY

Duration of Course: - 30 Hours

Course Credit: - 02

SYLLABUS

Sr. No.	Particulars																				
1	<p>UNIT 1 – LISTENING</p> <p>a) Audio (events) b) Audio & Video (animated) c) Short movies d) Panchtantra Video e) Recipes f) Vocabularies</p> <p>REFERENCES</p> <table border="1"><tbody><tr><td>Audio and Video</td><td>https://youtu.be/DotppT_JH3E</td></tr><tr><td>Audio and Video</td><td>https://youtu.be/YUJUTDW4Yfo</td></tr><tr><td>Short movies</td><td>https://youtube.com/watch?v=dieB9zAJXGE&feature=share</td></tr><tr><td></td><td>https://youtube.com/watch?v=sFrCTLpqKy0&feature=share</td></tr><tr><td>Panchtantra Video</td><td>https://youtube.com/watch?v=zTk7G73kbHo&feature=share</td></tr><tr><td></td><td>https://youtube.com/watch?v=mY29nWQ65Po&feature=share</td></tr><tr><td></td><td>https://youtube.com/watch?v=-4A4XzRx0UY&feature=share</td></tr><tr><td>Recipes</td><td>https://youtu.be/PN_4IpCgVIQ</td></tr><tr><td>At the Restaurant</td><td>https://youtu.be/bgfdqVmVjfk</td></tr><tr><td>Daily life conversation</td><td>https://youtu.be/h_KUklZdq5w</td></tr></tbody></table>	Audio and Video	https://youtu.be/DotppT_JH3E	Audio and Video	https://youtu.be/YUJUTDW4Yfo	Short movies	https://youtube.com/watch?v=dieB9zAJXGE&feature=share		https://youtube.com/watch?v=sFrCTLpqKy0&feature=share	Panchtantra Video	https://youtube.com/watch?v=zTk7G73kbHo&feature=share		https://youtube.com/watch?v=mY29nWQ65Po&feature=share		https://youtube.com/watch?v=-4A4XzRx0UY&feature=share	Recipes	https://youtu.be/PN_4IpCgVIQ	At the Restaurant	https://youtu.be/bgfdqVmVjfk	Daily life conversation	https://youtu.be/h_KUklZdq5w
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UNIT 2 – SPEAKING

- a) Sentence Construction
- b) Tense
- c) Event-based dialogues
- d) Group Discussions
- e) Debates
- f) Movie Review
- g) Creativity talk
- h) Cultural and Religious discussions
- i) Narrations
- j) Idioms

REFERENCES

Sentence Construction	Wren and Martin English Grammar and Composition
Tense	Wren and Martin English Grammar and Composition
Event based dialogues	at the grocery shop, at the wedding, at the railway station etc..
Group Discussions	Views on Education system, web series, future scope in particular subject
Debates	Bollywood and South Movies - which is best
Movie Review	Hard Times
Creativity talk	story telling
Cultural and Religious discussions	Represent your own culture and talk about religious festivals
Narrations	Whatever students want to speak/ about events/ good day/bad day/ experience
Idioms	relation of idioms with daily routine communication where to talk/why/how/relation

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UNIT 3 -READING

- a) Short Story
- b) Paragraphs of News Paper

REFERENCES

Short Story	Hibiscus Hut: A Collection of short stories for children by P.Latha
Paragraphs of News Paper	Time of India

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UNIT 4 – WRITING

- a) Paragraph writing
- b) Daily Routine
- c) Email writing

REFERENCES

Paragraph writing	Write about yourself, favorite movie, your favorite person, Your inspiration
Daily Routine	Write your Daily Routine
Dialogue Writing	Write a dialogue on asking for direction, Greetings, taking leave, congratulations on birthday and wedding,

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CERTIFICATE COURSE ON COMPUTER LITERACY

Duration of Course: - 30 Hours

Course Credit: - 02

SYLLABUS

Sr. No.	Particulars
1	UNIT 1 – COMPUTER FUNDAMENTALS a) Computer System – IPO system b) Basics of Hardware and Software
2	UNIT 2 – WORD PROCESSING a) Word Processing Basics b) Opening and Closing Documents c) Text Creation and manipulation d) Formatting the Text e) Table Manipulation
3	UNIT 3 - SPREAD SHEET a) Elements of SpreadSheet b) Manipulation of Cells & Sheet c) Formulas, Functions and Charts
4	UNIT 4 – PRESENTATION a) Creation of Presentation b) Manipulating Slides c) Presentation of Slides

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5	UNIT 5 - INTRODUCTION TO INTERNET AND WWW a) Basic of Computer Networks b) Internet c) Popular Web Browsers d) Exploring the Internet
6	UNIT 6 - E-MAIL, SOCIAL NETWORKING AND E- GOVERNANCE SERVICES a) Structure of E-mail b) Using E-mails c) Social Networking & e-Commerce d) Overview of e-Governance Services like Railway Reservation, Passport,etc. e) Digital Locker
7	UNIT 7 - DIGITAL FINANCIAL TOOLS AND APPLICATIONS a) Digital Financial Tools b) Internet Banking c) Online Bill Payment
	REFERENCE BOOKS- 1. Computer Fundamentals By PK Sinha And Priti Sinha 2. Computer Fundamentals By Anita Goel, Pearson 3. Fundamentals of Computers 5th Edition - V Rajaraman,PHI 4. Introduction to Computers : 4th Edition – PeterNorton

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CERTIFICATE COURSE ON KEYS TO SUCCESS

Duration of Course: - 30 Hours

Course Credit: - 02

SYLLABUS

Sr. No.	Particulars
1	UNIT 1 – GOAL SETTING How to set goal? Why to set goal? Setting personal goal.
2	UNIT 2 – POSITIVE ATTITUDE What is positive attitude? How we can cultivate it? and benefits of positive attitude in our life.
3	UNIT 3 – TIME MANAGEMENT Importance of Time management, setting up priorities, how to manage time effectively?
4	UNIT 4 – SELF IMPROVEMENT Knowing the positives and negatives of Self, Identifying areas of self-improvement and Approach to be adopted for self-improvement.
5	UNIT 5 – LADDER TO SUCCESS Definition – Success, Important steps for Success in life, overcoming obstacles and leading towards a successful life.
6	UNIT 6 – FLEXIBILITY AND ADAPTABILITY Understanding change, adjusting to the change and learning ways to be flexible and adapt to situations of life.
7	UNIT 7 – TEAM WORK AND LEADERSHIP Importance of a team and team work, How to be a good team member?, Who is a leader?, How leadership skills enhance once personality
8	UNIT 8 – PROBLEM SOLVING – DECISION MAKING Understanding the problems, How to find out ways to solve the problem?, Assessing all possible outcomes of problem, How to take an informed decision?
9	UNIT 9 – SPIRITUAL WELLNESS – MENTAL AND PHYSICAL Understanding spiritual wellness, Importance of spiritual wellness in our life and how does it impact our mental and physical health, Practices of spiritual wellness in our daily routine.

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10	UNIT 10 – RELATIONSHIP MANAGEMENT Developing relationships, managing the relationships and importance of relationship management.
11	UNIT 11 – PRESENTATION SKILLS Pre-requisites for a good presentation, body language, speech modulation and content creation for presentation.
12	UNIT 12 – DIGITAL LITERACY – RIGHT USE OF TECHNOLOGY Concept: Digital Literacy, Do's and Dont's for use of technology
13	UNIT 13 - PUBLIC SPEAKING How to remove fear of speaking in public?, Practices to be adopted for becoming a good public speaker, Important things to be kept in mind while delivering a public speech.
14	UNIT 14 – RESUME MAKING How to build a strong resume?, Different formats of resume, How to write a covering letter?
15	UNIT – 15 – INTERVIEW ETIQUETTES – JOB HUNTING Appearance at an Interview, Things to be taken care of during interview, Available sources for Job hunting.
16	UNIT – 16 – EMAIL AND PHONE COMMUNICATION Things to be considered for drafting an email, Difference between a formal and informal communication over the phone, Ideal ways to communicate in a formally over phone.

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CERTIFICATE COURSE ON RESEARCH METHODOLOGY

Duration of Course: - 30 Hours

Course Credit: - 02

SYLLABUS

Sr. No.	Particulars
1	UNIT 1 – INTRODUCTION OF RESEARCH METHODOLOGY a) Objective of Research b) Types of Research c) Research Approaches d) Significance of Research e) Research and Scientific method f) Research Process g) Project Proposal h) Funding Agencies
2	UNIT 2 – PUBLISHING LITERATURE ARTICLE a) How to write a research paper? b) How to find the right journal? c) Types of Journals, Journal ratings, H-index d) Conflict of interest
3	UNIT 3 – PLAGIARISM a) What is plagiarism and its consequences? b) How to avoid plagiarism?
4	UNIT 4 – REFERENCE MANAGEMENT TOOLS a) Zotero b) Mendeley

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CERTIFICATE COURSE ON THE ART OF EFFECTIVE LIVING

Duration of Course: - 30 Hours

Course Credit: - 02

SYLLABUS

Sr. No.	Particulars
1	UNIT 1 – Habit 1 - Be Proactive a) Th a) Maturity Continuum - Dependence (You), Independence (I) & Interdependence (We) b) Effectiveness in terms of production (p) and production capacity (pc) c) Principles of Personal Leadership d) The Four Human Endowments - Self-Awareness, Imagination, Conscience & Independent Will e) Character vs Competence f) Proactive Model g) Reactive vs Proactive Language h) Circle of Concern vs Circle of Influence
2	UNIT 2 – Habit 2 - Begin with the end in mind a) Leadership and Management - Doing the Right things vs Doing the things right b) Personal Mission Statement c) Four life supporting factors - Security, Guidance, Wisdom & Power d) Principle-Centred Leadership for the four life supports References: 1. Exercises - The Funeral Exercise - Write your own eulogy
3	UNIT 3 - Habit 3 - Put First Things First a) Time Management Matrix - Urgent and Important b) Long-term and Weekly Scheduling
4	UNIT 4 – Habit 4 - Think Win Win a) Six Paradigms of Human Interaction - Win-Lose matrix b) Scarcity vs Abundance Mentality
5	UNIT 5 - Habit 5 - Seek first to understand and then be understood a) Principles of Empathic Communication
6	UNIT 6 - Habit 6 – Synergize a) Principles of Creative Cooperation b) What is and What is not - to synergize? c) Valuing the differences

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| 7 | UNIT 7 - Habit 7 - Sharpen the Saw <ul style="list-style-type: none">a) Four Dimensions of Renewal - Physical, Mental, Social & Spiritualb) The Upward Spiral of Growthc) Traditional Wisdom vs 7 Habitsd) Difference b/w Effective & Ineffective People for each of the 7 Habitse) Seven Principles Upon which the Seven Habits are basedf) Pyramid of Influenceg) Basic Characteristics of Good Mission Statementsh) Six Levels of Initiativei) Personal Immune System |
|----------|---|

Reference:- The Seven Habits of Highly Effective People by Stephen R. Covey

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