

**Certificate Course
Communication Skill English
(CCCSE - I)**

Duration: 04 weeks (32 Hours)

Credits: 2

Course Outcomes:

After completing the course, the student teacher will be competent in:

1. Achieving precise pronunciation in speech by conducting a comprehensive analysis of phonetic sounds.
2. Utilizing English grammar syntax for effective communication.
3. Cultivating fluency through consistent practice and honing speaking skills with proficient vocabulary use.
4. Participating in classroom discussions to enhance interactive communication skills and eliminate deficiencies in spoken English.
5. Crafting relevant dialogues to consolidate educational learning experiences effectively.
6. Assessing conversations, speeches, and digital content to identify, analyze, and remediate language errors.

Unit No:	Description	Theory	Practical	Total
Unit I	Unit I Phonetics Sounds of English – Vowels, Consonants and Diphthongs	4	2	6
Unit II	Vocabulary Words used for day today communication	3	3	6
Unit III	Common Communication Functions Module I - Greetings and Introducing oneself Module II – Personal Information Module III – Hobbies and Interest Module IV – Everyday Activities Module V – Directions and Instructions Module VI – Job Interviews Module VII – Visiting places Module VIII – Enquiring Module IX – Thanking people and responding to thanks Module X – Apology and responding to sorry Module XI – Permission to do something	10	6	16
Unit -IV	Grammar Important parts of speech, Auxiliary verbs, Tenses, Active & Passive voice, Direct and reported speech	2	2	4
	Total	19	13	32

References:

- Handbook provided by College



Certificate Course Computer Literacy (CCCL-II)

Duration: 04 weeks (32 Hours)

Credits: 2

Course Outcomes:

After completing the course, the student teacher will be competent in:

7. Fostering digital literacy skills in learners.
8. Choosing appropriate computer hardware, software, and operating systems for personal use.
9. Employing fundamental technology skills for web-based applications, social networking tools, and effective search strategies.
10. Creating innovative teaching and learning materials using MS Office applications and multimedia.
11. Harnessing internet technology to develop e-support systems, e-content, e-classrooms, e-assessments, tutorials, remedial interactive automated modules to facilitate e-learning, and engaging in web authoring.

	Description	Theory	Practical	Total
Unit I	Introduction to Computers Fundamentals, anatomy, classification, input-output devices, types of memory devices, operating system basics and types of software.	3	3	6
Unit II	Graphical User Interface (GUI) and Windows Desktop OS Getting started with Windows, securing and manipulating work with Windows Operating System. Saving and retrieving files from secondary storage devices. (CD and Pen drive).	4	2	6
Unit III	Internet Basics Introduction to internet of things: e-mail, surfing, browsing, chatting, search engines and websites. Accessing and browsing the internet for relevant information: Google.com, Kiddle.com, Courseera.com, Eden, SWAYAM , Animations, Remixing media and feedback analysis using Google forms	4	4	8

Unit -IV	MS Office Packages:	6	6	12
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	<ul style="list-style-type: none"> • MS Word – Customizing word documents, pursuing objects, comments and tables. • MS Excel – Worksheets, simple functions, charts and graphs. • MS Power point – Creating, customizing and showcasing presentations. • MS Publisher - Creating letters, greetings, newsletters and web pages. • MS Access – Creating database: Primary, secondary keys, forms, queries and reports. 			
	Total	17	15	32

References:

- 1) Glance Publishers – California – text books
- 2) Digital Learning - Journal [www.digital learning](http://www.digitallearning.org).
- 3) Kumar K.L. Educational Technology, New Age Institutional (P) Limited Publishers
- 4) Usha Rao, Educational Technology, Himalaya Publishing House.
- 5) Calhan S.S. Innovation in Teaching-learning process, New Delhi. Vikas Publishing House Pvt. Ltd.
- 6) Vanaja. M: Educational Technology, Neelkamal Publication Pvt. Ltd.
- 7) Ramakrishna A.S. Educational Technology (Telugu Version).
- 8) Vani, M, Ch.Chandrasekhar: educational Technology, Neelkamal Publications Pvt Ltd.
- 9) Sharma R.R. Educational Technology, New Delhi, Loyal Publication.
- 10) Sharma Yogendra K Fundamental Aspects of Educational Technology Kanishka Publishers. & Distributors, New Delhi.
- 11) Schwatz & Schltz (2000) Office 2000, BPB Publications, New Delhi.
- 12) Sinha P.K. (1992) Computer Fundamentals, BPB Publications, New Delhi.
- 13) Intel Teach to the future Pre Service Curriculum Binder 2004.
- 14) Peter Norton www.educationinindia.net



Developing Writing Skill (CCDWS – V)

Duration: 4 weeks (32 hours)

Credits: 2

Course Outcomes:

After completing the course, the student teacher will be competent in:

1. Appraising the evolution of Writing Skill Development.
2. Analyzing the importance of Writing Skill Development in Education
3. Planning, organizing and performing different forms of Writing Skill Development aligning with need-based themes.
4. Designing rubrics for assessing the skills of Writing Skill Development.

Unit No.	DESCRIPTION	Theory	Practical	Total
Unit I	<p>➤ Basics of Writing Skill Development in Education</p> <ul style="list-style-type: none">• Basics of Writing Skill• Script writing• Dialogue writing	05	10	15
Unit II	<p>➤ Criteria of Evaluation</p> <ul style="list-style-type: none">• Writing Skill Development collaboration with school Writing• Quality of script• Dialogue style / language• Effect of presentation	07	10	17
TOTAL		12	20	32

References:

1. Writing Skill Development.
2. Writing Skills – Rath Emil
3. Steeps Of Handwriting – Karan Sing
4. Development Of Writing Skills – Lavender larry





Bhima Shaikshanik Nyas,
Subhashanna Kul College of Education

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President - Adv.Rahul Subhasharao Kul

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Mob.No - 9890280232

सूचना

दिनांक-10/09/2019

सर्व विद्यार्थ्यांना कळविण्यात येते की दिनांक 15/09/2019 ते 29/09/2019पर्यंत मूल्यवर्धित अभ्यासक्रम सुरू करण्यात येत आहे. तरी या अभ्यासक्रमास प्रवेश घेणाऱ्या विद्यार्थ्यांनी आपली नावे

प्रा.वळू एस एस यांच्याकडे देण्यात यावी.




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सूचना

दिनांक-21/08/2020

सर्व विद्यार्थ्यांना कळविण्यात येते की दिनांक 28/08/2020ते
12/09/2020 पर्यंत मूल्यवर्धित अभ्यासक्रम सुरू करण्यात येत आहे.
तरी या अभ्यासक्रमास प्रवेश घेणाऱ्या विद्यार्थ्यांनी आपली नावे

प्रा.गावडे .एस .वाय यांच्याकडे देण्यात यावी.




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सूचना

दिनांक-16/08/2021

सर्व विद्यार्थ्यांना कळविण्यात येते की दिनांक 21/08/2021 ते 12/09/2021 पर्यंत मूल्यवर्धित अभ्यासक्रम सुरू करण्यात येत आहे. तरी या अभ्यासक्रमास प्रवेश घेणाऱ्या विद्यार्थ्यांनी आपली नावे प्रा.कांबळे बी.आर यांच्याकडे देण्यात यावी.




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Certificate course in communication skill English

Time table

Sr.no.	date	program	Time
1	01-09-2021	Sounds of English – Vowels, Consonants and Diphthongs	8.00 to 11.00
2	2-09-2021	Words used for day today communication	8.00 to 11.00
3	3-09-2021	Greetings and Introducing oneself	8.00 to 11.00
4	4-09-2021	Personal Information	8.00 to 11.00
5	05-10-2021	Hobbies and Interest Everyday Activities Directions and Instructions Job Interviews	8.00 to 11.00
6	6-10-2021	Visiting places Enquiring	8.00 to 11.00
6	07-10-2021	Thanking people and responding to thanks	8.00 to 11.00
7	8-10-2021	Apology and responding to sorry Permission to do something	8.00 to 11.00
8	09-10-2021	Hobbies and Interest Everyday Activities Module Directions and Instructions Job Interviews	8.00 to 11.00
9	10-11-2021	Visiting places Enquiring	8.00 to 11.00
10	11-11-2021	Thanking people and responding to thanks	8.00 to 11.00
11	12-11-2021	Apology and responding to sorry Permission to do something	8.00 to 11.00
12	13-12-2021	Hobbies and Interest Everyday Activities Directions and Instructions Job Interviews	8.00 to 11.00
13	14-12-2021	Visiting places Enquiring	8.00 to 11.00
14	15-12-2021	Thanking people and responding to thanks	8.00 to 11.00
15	16-12-2021	Important parts of speech, Auxiliary verbs, Tenses, Active & Passive voice, Direct and reported speech	8.00 to 11.00




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Certificate Course Computer Literacy (CCCL-II)
Time table

Sr.no.	Date	program	Time
1	21-08-2020	Fundamentals, anatomy, classification, input-output devices, types of memory devices,	8.00 to 11.00
2	22-08-2020	operating system basics and types of software	8.00 to 11.00
3	23-08-2020	Getting started with Windows, securing and manipulating work with Windows Operating System.	8.00 to 11.00
4	24-08-2020	Saving and retrieving files from secondary storage devices. (CD and Pen drive).	8.00 to 11.00
5	25-08-2020	Introduction to internet of things: e-mail, surfing, browsing, chatting, search engines and websites.	8.00 to 11.00
6	26-08-2020	Accessing and browsing the internet for relevant information: Google.com, Kiddle.com,	8.00 to 11.00
7	27-08-2020	Courseera.com, Eden, SWAYAM ,	8.00 to 11.00
8	28-08-2020	Animations, Remixing media	8.00 to 11.00
9	29-08-2020	feedback analysis using Googleforms	8.00 to 11.00
10	30-08-2020	<ul style="list-style-type: none">MS Word – Customizing word documents, pursuing objects, comments and tables.	8.00 to 11.00
11	01-09-2020	<ul style="list-style-type: none">MS Excel – Worksheets, simple functions, charts and graphs.MS Power point – Creating, customizing and showcasing presentations.	8.00 to 11.00
12	02-09-2020	MS Publisher - Creating letters, greetings, newsletters and web pages	8.00 to 11.00
13	03-09-2020	MS Access – Creating database:, forms, queries and reports	8.00 to 11.00
14	04-09-2020	Primary, secondary keys	8.00 to 11.00
15	05-09-2020	queries and reports	8.00 to 11.00




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Developing Writing Skill (CCDWS – 3)

Time table

Sr.no.	Date	program	Time
1	15-09-2019	Basics of Writing Skill Development in Education	7.30 TO 10.30
2	16-09-2019	Basics of Writing Skill Development in Education	7.30 TO 10.30
3	17-09-2019	Basics of Writing Skill	
4	18-09-2019	Basics of Writing Skill	7.30 TO 10.30
5	15-09-2019	Basics of Writing Skill	
6	20-09-2019	Script writing	7.30 TO 10.30
7	21-09-2019	Script writing	
8	22-09-2019	Script writing	7.30 TO 10.30
9	23-09-2019	Dialogue writing	
10	24-09-2019	Dialogue writing	7.30 TO 10.30
11	25-09-2019	Dialogue writing	
12	26-09-2019	Writing Skill Development collaboration with school Writing	7.30 TO 10.30
13	27-09-2019	Quality of script	
14	28-09-2019	Dialogue style / language	7.30 TO 10.30
15	29-09-2019	Effect of presentation	




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