

DR. N.S.A.M. FIRST GRADE COLLEGE
KRISHNARAJAPURA VILLAGE, BENGALURU-89
ACADEMIC YEAR 2021-22

CIRCULAR

Date: 5/01/2022

This is to inform all the students of Final year B.Com and BBA that the Department of English has planned to conduct a certificate Course in **Communicative English** for 30 hours during the academic year 2021-22. The resource person for this program will be Ms. Arooj Ul Arsh, the Assistant Professor, Department of English.

The interested students are instructed to register their names to Ms. Arooj on or before 12/01/2022.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from 19/01/2022 onwards.


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Dr. N.S.A.M. First Grade College
Sy. No. 21, Krishnarajapura Village,
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Bangalore-560 089

DR. N.S.A.M. FIRST GRADE COLLEGE

KRISHNARAJAPURA VILLAGE, BENGALURU-89

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

ACADEMIC YEAR: 2021-22

Duration of Course - 30 Hours

Topics to be covered:

Module 1.

2 x 10 =20 Hours

- Ideas flow & Fluency (self-introduction) ----
- Listening skills, Speech generation, Initiating Communication,
- Confident Communication; Eye contact, Body language
- Fluency in asking Questions
- Impromptu Speech-flow techniques
- Fluency & moment to moment Speech Production
- Group communication
- Communication in writing, drafting an effective resume
- Presentation skills, speaking on Various Occasions
- Fluency & moment to moment Speech Production

Module 2.

10 Hours

- Soft Skills
- Group Discussions
- Mock Interviews

In Addition: Students asked to register at www.theinterviewguys.com

Assessment Method Written and Oral -- 25 Marks Each

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A REPORT ON COMMUNICATIVE ENGLISH CERTIFICATE COURSE
ACADEMIC YEAR 2021-22

On the basis of the feedback given by the stakeholders regarding the need of effective Communication in English for the students, the English department of Dr. N.S.A.M., First Grade College designed a course on **Communicative English**. During the academic year 2021-22. Ms. Arooz Ul Arsh, Assistant Professor, Department of English was the resource person for this course. The course curriculum designed was for 30 hours and was conducted in 15 sessions of 2 hours each.

This certificate program was conducted with the objectives of developing effective communication skills among the students with confidence and presenting their thoughts with clarity.

During the course, the sessions conducted were highly interactive. Many activity based sessions were conducted by the resource person involving students to make the learning more interesting.

Students were given practical exposure through the eRight Software installed in Language Lab to make them more confident about their usage of English as a media for communication. This Software helps students to get trained with right pronunciation. Training was given by making students listen to renowned orators so as to pick up the oratory skills easily.

At the end of session a written test as well as oral test by giving the topic for presentation was conducted for 25 marks each. The successful students were awarded certificates later.

The Outcome of this certificate program was very much evident, since students learnt how to present their views on any given topic with confidence convincingly. Many of them developed the capacity of participating in group discussion. The efforts put by the department in this direction helped students to develop employability.

Students feedback for the course was very encouraging while they expressed the desire of having such courses in future too so as to facilitate them to become more effective while communicating in English so as to make them employable.

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KRISHNARAJAPURA VILLAGE, BENGALURU-89**

**ACADEMIC YEAR 2020-21
CIRCULAR**

Date: 5/01/2022

This is to inform to all the students of B.Com and BBA that the College has planned to conduct an Online Certificate Course in **Microsoft Excel** for 30 hours in association with our knowledge partner "**Pro Edge Edutech Pvt Ltd.**" during the Academic Year 2020-21. The course curriculum is designed by the experts from Pro Edge Edutech Pvt Ltd. The interested students can enrol their names with Mr. Srinivas HS, the Assistant Professor, Department of Commerce and Management, on or before **12/01/2022**.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from **19/01/2022** onwards.


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CERTIFICATE COURSE MICROSOFT EXCEL
ACADEMIC YEAR: 2021-22

Duration of Course - 30 Hours

Topics to be covered:

- Introduction to Excel (2 Hours)
- Excel Basic (2 Hours)
- Essential Excel Functions (4 Hours)
- Data Tools (4 Hours)
- Formatting Data and Tables (8 Hours)
- Knowledge of all the essential Excel formulas (4 Hours)
- Excel Chart/Graph (6 Hours)

Assessment: (Online)

1. Viva Voce test from theory for 10 marks
2. Practical learnt to work with Excel for 15 marks Total marks is 25.

Minimum marks to get certificate is 12.



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***A REPORT ON CERTIFICATE COURSE IN MICROSOFT EXCEL
ACADEMIC YEAR 2020-21***

Dr. N. S. A. M. First Grade College planned to conduct a certificate course in Microsoft Excel (Basic) (**Online Due to Pandemic**) during the academic year 2021-22. The course curriculum was designed by knowledge partner "**Pro Edge Edutech Pvt Ltd.**" and the expert to train the students was also from Pro Edge for this course. The course curriculum designed was for 30 hours and was conducted in 15 sessions of 2 hours each.

This certificate course was basically offered to the students mainly to keep them updated with the knowledge of minimum required basic technological tools essential in present scenario to be placed or to do any job better.

The training was given to students online to make them proficient in Excel data tools like Sorting, Filtering, Data validations and Data importing. They were trained to use all the essential Excel formulas and create Pivot tables with slicers. The students were asked to Visually discuss about the data given with their peer using Bar charts, Scatter Plots, Histograms etc.

At the end of course Online Viva Voce for Theory and Practical test was conducted on Online mode for 10 and 15 marks respectively. The successful students were awarded certificates later.

Learning Outcome:

By the end of the course the students were able to understand the use of Excel in data feeding, maintenance, analysis, plotting graphs and analysing them and to interpret them. Students feedback for the course was very encouraging about the course and they expressed that if such courses are conducted every year it would be helpful to make students to better employable.

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ACADEMIC YEAR 2020-21
CIRCULAR

Date: 5/01/2022

This is to inform to all the students of B.Com and BBA that the College has planned to conduct an Online Certificate Course in **Microsoft Excel** for 30 hours in association with our knowledge partner "**Pro Edge Edutech Pvt Ltd.**" during the Academic Year 2020-21. The course curriculum is designed by the experts from Pro Edge Edutech Pvt Ltd. The interested students can enrol their names with Mr. Srinivas HS, the Assistant Professor, Department of Commerce and Management, on or before **12/01/2022**.

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KRISHNARAJAPURA VILLAGE, BENGALURU-89
ACADEMIC YEAR 2021-22

CIRCULAR

Date: 03/01 /2022

This is to inform all the students of Final year B.Com and BBA that the Department of English has planned to conduct a 30 hours certificate Course in **Soft Skills** the academic year 2021-22. The resource person for this program will be Ms. Arooj Ul Arsh, the Assistant Professor, Department of English.

Interested students are instructed to register their names to Ms. Arooj on or before 12/01/2022.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from 19/01/2022 onwards.


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DR. N.S.A.M. FIRST GRADE COLLEGE
KRISHNARAJAPURA VILLAGE, BENGALURU-89
CERTIFICATE COURSE IN SOFT SKILLS
ACADEMIC YEAR 2021-22

Soft skills training program helps create a confident, organized, efficient, and adaptable individual who can work to the best of ability in any place.

Keeping this in the mind and based on the feedback given the stakeholders Dr. N.S.A.M. First Grade college has taken the initiative of conducting a Soft skill Training course for the students.

Duration of Course - 30 Hours

Topics to be covered :

Module 1:

10 Hours

- Interpersonal Communication
- Presentation Skills
- Email and Virtual Communication

Module 2:

10 Hours

- Assertiveness.
- Negotiation Skills

Module 3:

10 Hours

- Working in Teams
- Leadership Management
- Art of Effective Pitching

Assessment Method Written and Oral -- 25 Marks Each

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KRISHNARAJAPURA VILLAGE, BENGALURU-89
A REPORT ON SOFT SKILLS CERTIFICATE COURSE
ACADEMIC YEAR 2021-22

English department of Dr. N.S.A.M., First Grade College conducted a certificate course on Soft Skills during the academic year 2021-22 understanding the need of the hour and based on the review given by the HR professionals of various companies visited the campus. Ms. Arooj Ul Arsh. The course curriculum designed was for 30 hours and was conducted in 15 sessions of 2 hours each.

This certificate program was conducted with the objectives of developing Interpersonal communication, Virtual Communication with good vocabulary and skills for negotiation with assertion. The program also aims at building team spirit so as to inculcate among the students the leadership skills.

During the course, the sessions conducted were more interactive and dialogue based. Activity based training session was the key aspect of the program effectively conducted by the resource person. The session attracted students to involve themselves and come out with many ideas for making the session learner centric. Students were given practical exposure by allotting them different topics and present the same through innovative skill based activity.

At the end of session written test for 25 marks and mock presentation for 25 marks was conducted. The successful students were given certificates.

Outcome of this certificate program was seen in the placement record of the college. The enhanced number of students getting selected for placement was due to effective participation of students in Group Discussion, Impromptu presentation and convincing negotiation ability during interviews conducted by different employers.

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Date: 03/01 /2022

This is to inform all the students of Final year B.Com and BBA that the Department of English has planned to conduct a 30 hours certificate Course in **Soft Skills** the academic year 2021-22. The resource person for this program will be Ms. Arooj Ul Arsh, the Assistant Professor, Department of English.

Interested students are instructed to register their names to Ms. Arooj on or before 12/01/2022.

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ACADEMIC YEAR 2021-22

CIRCULAR

Date: 5/01/2022

This is to inform all the students of Final year B.Com and BBA that the Department of English has planned to conduct a certificate Course in **Spoken English** for 36 hours during the academic year 2021-22. The resource person for this program will be Ms. Prof. Victor.

The interested students are instructed to register their names with Prof. JB Janardana, HoD, Department of English on or before 12/01/2022.

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CERTIFICATE COURSE IN SPOKEN ENGLISH

ACADEMIC YEAR: 2021-22

Duration of Course - 36 Hours

Topics to be covered :

- Listening skills, pronunciation and comprehension. ----- 12 Hours
- Basics of Grammar, words and phrases ----- 12 Hours
- Dialogues, Public Speech and Telephonic Conversation ----- 12 Hours

Assessment Method Written -- 25 Marks

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A REPORT ON SPOKEN ENGLISH CERTIFICATE COURSE
ACADEMIC YEAR 2021-22

English department of Dr. N.S.A.M., First Grade College conducted a certificate course on Spoken English during the academic year 2021-22. Prof. Victor. Was the resource person for the program. The course curriculum designed was for 36 hours and was conducted in 18 sessions of 2 hours each.

This certificate program was conducted having the objectives of developing Basic Language Skills among the students, improving the vocabulary and communication skills and training students to use the language with confidence and have error free communication.

During the course, the sessions conducted were highly interactive and experimental. Many activity based sessions were conducted by the resource person for the students to make the learning more interesting. Students were given practical exposure through the software installed in Language Lab to make them more confident about their usage of English as a media for communication.

At the end of course written test for 25 marks was conducted. The successful students were given certificates.

Outcome of the certificate program was noticed after the completion of the course, since the students became more comfortable conversing in English by the end of the course. The students were able to speak in English without fear. Few of them could participate in group discussion and could also talk on any given topic.

Students feedback for the course was very positive and they expressed the desire of having such courses in future too.



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