



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade


Deralakatte, Mangaluru -575018


Value Added Course

Certificate course on Jeevan Kaushal

VAC 103

ATTESTED


Dr. Gangadhara Somayaji K.S.
Registrar
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore- 575 018, Karnataka


31/07/2020.
PRINCIPAL

The Yenepoya Institute of Arts, Science,
Commerce & Management
Balmatta, Mangaluru-575002



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THE YENEPOYA INSTITUTE OF ARTS SCIENCE COMMERCE AND MANAGEMENT

**Organises
Add-on Certificate Course on**

Jeevan Kaushal

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Mangalore- 575 018, Karnataka

2019-20 Onwards

Jeevan Kaushal

Please Note:

*Certificates will be issued for students of
B.Com, BCA, BBA and B.Sc.*

For more information contact:

**Yenepoya Institute Of Arts, Science, Commerce
and**

Management

Balmatta Road, Mangaluru-575001

Website-www.yiascm.in



YENEPOYA
(Deemed to be University)




**YENEPOYA INSTITUTE OF ARTS SCIENCE
COMMERCE AND MANAGEMENT**

Add-on Course

JeevanKaushal

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CONTENTS

The Yenepoya Institute of Arts, Science, Commerce and Management, Yenepoya (Deemed to be University) offers 30 hours ADD ON Course once in a year for IYear Students.

Goals:

- To gain professional competency, language competency and self-confidence.

Objective:

- The course is designed to provide complete knowledge of softskills and English language.

Course Content

1. Communication
2. Basic Speaking Skills
3. Grammar
4. Interview and Letter Writing
5. Leadership
6. Listening and Reading Skills.

1. Communication

1. Definition
2. Principles of communication
3. Barriers of Communication
4. Ways to Overcome Communication Barriers.

2. Basic Speaking Skills

1. Vowel sounds
2. Consonant sounds
3. Syllables.
4. Public Speaking Skills: Types of speeches
5. Speech writing
6. Seminar presentation

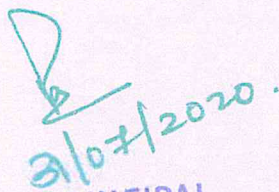
3. Basic Grammar

1. Subject Verb Concord and exercises
2. Tenses: Types and usage
3. Direct and Indirect Speech
4. Active and Passive voice.
5. Synonyms, Antonyms, Homonyms
6. One word substitutes

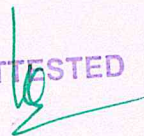
4. Interview Skills and Letter Writing

1. Types of interviews

Certificate course on Jeevan Kaushal/VAC 103


2/07/2020
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2. Preparation for interviews
3. Grooming
4. Group Discussion.
5. Do's and Don'ts of Interviews
6. Formal and Informal, CV , Resume and Biodata.

5. Leadership Skills:

1. Types of Leadership
2. Need to practice leadership
3. Theories of Leadership
4. Leadership in Review
5. Team Leading

6. Listening and Reading Skills:

1. Techniques of effective listening
2. Listening comprehension
3. Probing questions
4. Barriers to listening
5. Techniques of reading
6. Reading comprehension
7. Interpretation of texts.

- **Teaching methods:** lectures, videos, worksheets
- **Evaluation:** Continuous Internal Assessment.

Attendance requirement:

A candidate must have minimum **75% attendance throughout 30 hours.**

Medium of instruction: English

Award of certificate:

The candidate those who has attended the course with successful completion of CIA will be awarded a certificate jointly issued by Centre of Personality and Professional Development, Yenepoya (Deemed to be University) and The Yenepoya Institute of Arts, Science, Commerce and Management.

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