Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre

Skill Development Course

Title of course- Basic Communicative English (V0001004)

Syllabus

Nodal Department of HEI to run course	Department Of English
Broad Area/Sector-	Basic Skills in English
Sub Sector-	Language Skills
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course –Free/Paid	
Stipend to student expected from industry	As Mutually Decided by College & PCE (Aptech)
Number of Seats-…………	
Course Code-…………..	As suggested by the college
Max Marks…100…… Minimum Marks………	Credits- 03 (1 Theory, 2 Practical)
	Theory 40% and Practical 60%
Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)	It leads to various academic and employment opportunities

Syllabus

Unit	Topics	General/ Skillcomponent	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills,Enhancing Vocabulary,Grammar	Theory and Practical	2 Hours	6 Hours
II	Reading for Academic Purpose	Reading comprehension – Types of Texts – Persuasive, Argumentative, Narrative, Descriptive, Expository	Theory and Practical	2 Hours	6 Hours
III	Writing for Academic Purpose	Basics of Writing,Types of Writing,Note Taking, Translation, CV, Resume	Theory and Practical	3 Hours	12 Hours
IV	Speaking for Academic Purpose	Importance of CommunicationSkills, Types of Conversations - Telephonic, Informal, Formal	Theory and Practical	4 Hours	12 Hours
V	Listening for AcademicPurpose	Comprehending Audio, Videos,Captioning	Theory and Practical	2 Hours	12 Hours
VI	Introduction to Computer Application	Application ofMS Word,	Theory and Practical	2 Hours	12 Hours

Sachin Sirohi

R.G. (P.G.) Computer Centre Meerut

Principal

Raghunath Girls' Post Graduate College Meerut

		PowerPoint, Email Etiquettes,Blogging, Referencing andStyling			

Suggested Readings:
1. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
2. Academic Writing by Dorothy E Zemach.
3. Pronunciation by Jonathan Smith & Annette Margobs.
4. English Grammar by Wren & Martin.
5. Common Error in English Language by Kiran Prakashan.
6. Basic Knowledge of Computer by John Monyjok.
7. Objectives of Reading, Writing & Listening Skills by Pavni Jain.

Suggested Digital platforms/ web links for reading:
1. https://www.smashigmagzine.com
2. https://files.eric.ed.gov
3. https://site.nationalacademies.org

Suggested OJT/ Internship/ Training/ Skill partner

Suggested Continuous Evaluation Methods:

Course Pre-requisites:
- No pre-requisite required, open to all
- To study this course, a student must have the subject …English.. in class/12th/ certificate/diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:
- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

Sachin Sisohi
R.G. (P.G.) Computer Centre
Meerut