



Autonomous (2016-17)

Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE

**OF COMMERCE, ARTS & MANAGEMENT STUDIES
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

Syllabus Along With Course Objectives

And

Outcomes Of The Value Added Courses Offered.

**DR. (MRS.) ANCY JOSE
PRINCIPAL**





Nagindas Khandwala College

Autonomous

- **Name of the STC – Certificate Course on Functional English**
- **Number of Credits – 2**
- **Students who complete the Course, it will be written as ‘Successfully Completed.’ There will be no grades awarded.**

Certificate Course on Functional English

Semester I

Course Objectives:

- 1) To define and classify the various class functions that words come under.
- 2) To describe the types and functions of basic grammar.
- 3) To define basic rules of spelling and punctuation.
- 4) To identify and give examples of, and create different types of sentences

Course Outcomes:

- 1) CO 1: Learners will be able to name and give examples of different word classes (Level: Remember and Understand).
- 2) CO 2: Learners will be able to identify different tenses and Voice as well as Concord (Level: Remember).
- 3) CO 3: Learners will be able to recognize the rules of spelling and punctuation (Level: Remember).
- 4) CO 4: Learners will be able to recognize and classify sentences, as well as construct required sentences (Level: Remember, Understand and Create).

Modules at a Glance

| Sr. No | Modules | No. of Lectures |
|--------------|---------------------------|-----------------|
| 1 | Word Class | 02 |
| 2 | Tenses, Concord and Voice | 02 |
| 3 | Spelling and Punctuation | 02 |
| 4 | Sentences | 02 |
| Total | | 08 |

| Sr. No | Modules/Units |
|--------|---|
| 1 | Word Class |
| | Articles, Prepositions, Verbs, Adverbs, Conjunctions, Interjections |
| 2 | Tenses, Concord, Voice |
| | Tense and Aspect, Subject and Verb Agreement, Person and Number, Active and Passive Voice |
| | Spelling and Punctuation |

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MALAD (W), MUMBAI - 400 064**



| | |
|---|---|
| 3 | Rules of Punctuation, Basic Rules of Spelling |
| 4 | Sentences Types of Sentences, Conversion of Sentences |

Practical Module:

- 1) Introductions
- 2) Narration
- 3) Practice Sessions with Linguaphone

Semester II

Course Objectives:

- 1) To apply the rules of pronunciation and intonation while reading.
- 2) To analyse the given situation and construct the appropriate monologue or dialogue.
- 3) To remember and identify words and phrases used in the English language.
- 4) To gain the ability to construct essays, letters or written dialogue.

Course Outcomes:

- 1) CO 1: Learners will be able to show fluency in reading a passage of moderate difficulty (Level: Apply).
- 2) CO 2: Learners will be able to examine the given situation and devise and execute an appropriate speech (Level: Analyse and Create).
- 3) CO 3: Learners will be able to define words and phrases, and to show the ability to use them appropriately (Level: Remember and Apply).
- 4) CO 4: Learners will be able to construct the appropriate form and content of the required written communication (Level: Create).

Modules at a Glance

| Sr. No | Modules | No. of Lectures |
|--------------|---------------------|-----------------|
| 1 | Reading Skills | 04 |
| 2 | Speaking Skills | 04 |
| 3 | Vocabulary Building | 03 |
| 4 | Writing Skills | 04 |
| Total | | 15 |

| Sr. No | Modules/Units |
|--------|--|
| 1 | Reading Skills Comprehension, Phrases, Summarisation |
| 2 | Speaking Skills Intonation, Word Stress, Conversation, Body Language |
| 3 | Vocabulary Building |
| 4 | Writing Skills Coherence, Cohesion, Composition, 7Cs |



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Practical Modules:

- 1) Picture Composition
- 2) Dialogues
- 3) Presentation



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