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**Curriculum** of Certificate  
Courses for the Year **2017-2018**

## Curriculum of Certificate course in Soft skills

**DEPARTMENT OF ENGLISH  
CERTIFICATE COURSE IN SOFT SKILLS**

(October to December 2017)

### Course Syllabus

S.No	Topic	Hours Required
1.	Body Language	2
2.	Communication Skills	5
3.	Personality Development	3
4.	Presentation Skills	2
5.	Time Management	2
6.	Etiquette	2
7.	Motivation	2
8.	Positive Thinking	3
9.	Interpersonal Communication	2
10.	SWOC Analysis	3
11.	Team Skills & Leadership	3
12.	Test	1



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## Curriculum of TISS- Certificate course in Management and Soft Skills

### About the Course

Name of the Course	“Management & Soft Skills Programme” under the TISS - APUSESD Employability training Programme
Duration	270 Hours
Organized by	Jawahar Knowledge Centre
No. of students Registered	54
No. of students completed the course	23
Resource persons	Dr. Koteswara Rao (Lecturer in English), Dr. U. Narasimhulu (Lecturer in Commerce), Sri. Girish (JKC Mentor)
Class Timings	Morning 9 AM to 10 AM & Evening 5 PM to 6 PM

### Syllabus

S.No	Title	Allotted Hours
1.	English Communication	60
2.	Financial Literacy	45
3.	Analytical Skills	45
4.	Youth Leadership & People Skills	30
5.	Digital Literacy	45
6.	Social Entrepreneurship	45
<b>Total Hours</b>		<b>270</b>

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## Curriculum of Certificate course in Human Rights

### SYLLABUS FOR CERTIFICATE COURSE ON HUMAN RIGHTS

#### Module I – 8 Hours

- 1) Historical Legacies – Civil Liberties Movements during Freedom Struggle in India, and Making of the Chapter on Rights by the Constituent Assembly
- 2) Constitutional Vision – Fundamental Rights and Directive Principles; and Power of Courts and Human Rights

#### Module II – 18 Hours

- 1) Understanding Human Rights
- 2) United Nations and Human Rights
- 3) Human Rights and NGOs

#### Module III – 6 Hours

- 1) Enforcement of Human rights – Human Rights Commissions
- 2) Enforcement of Human Rights – Special Commissions for Weaker Sections

#### Module IV – 10 Hours

- 1) Threats to Human Rights – Para Statal Groups; Social Institutions and States
- 2) Charter of Human Rights

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