

# Subbaiah Institute of Dental Sciences

NH-13, Holehonnur Road, Purle, Shivamogga - 577222



## Computer Skills

*First and Second week of every month (Saturday)  
At Lecture Hall 1, 08am onward*

*For 1st BDS Students only*

**Course Co-ordinator:**

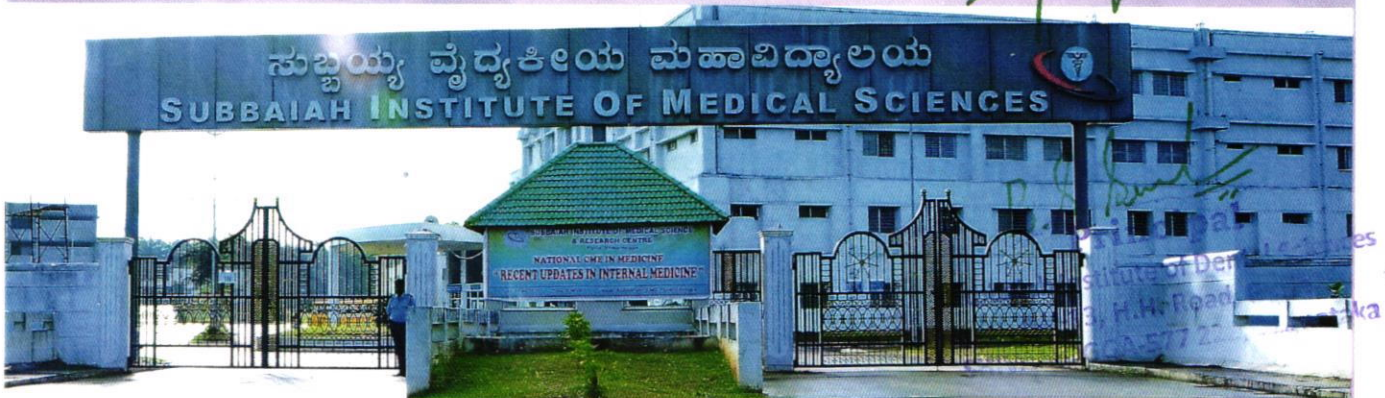
• **Mr. Ganesh Rao**

IT Incharge,  
Subbaiah Institute of Medical Sciences

• **Dr. B. S Suresh**  
Principal

• **Dr. Vinaya Srinivas**  
Executive Director

**Subbaiah Institute of Dental Sciences,  
Shimoga**





# SUBBAIAH INSTITUTE OF DENTAL SCIENCES

NH-13, PURLE, HOLEBENNAVALI POST-577222, SHIMOGA

## CERTIFICATE IN COMPUTER SKILLS

### SYLLABUS

#### Computer course

1. Introduction of computer
2. Acquire confidence in using computer techniques available to users
3. Browse the internet, content search, email and collaborate with peers;
4. Use e-governance applications;
5. Use computer to improve existing skills and learn new skills.
6. Introduction of MS office
7. Working with MS word, MS excel or spread sheet and power point
8. Introduction of Google forms
9. Introduction of Google
10. Working with Google, Gmail, maps, Google drive Etc.
11. Understand data, information and file management, backup
12. Understand cybercrime, cyber security, computer virus
13. Introduction of social media, digital marketing
14. Working with zoom meeting, Microsoft team and Google meet

#### TOTAL HOURS FOR THE COURSE

Didactics – 10-12 hours

Practical - 15-20 hours

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**Principal**  
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577222, Shimoga

# Subbaiah Institute of Dental Sciences

NH-13, Holehonnur Road, Purle, Shivamogga - 577222



## Communication Skills

*First 6 months of every year (Thursday)  
At Lecture Hall 4, 08am onward*

*For 2nd BDS Students only*

**Course Co-ordinator:**

• **Dr. Vinaya Srinivas**

Executive Director  
Subbaiah Institute of Dental Sciences

• **Dr. B. S Suresh**  
Principal

• **Dr. Vinaya Srinivas**  
Executive Director

**Subbaiah Institute of Dental Sciences,  
Shimoga**

*B.S. Suresh*  
Principal

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# SUBBAIAH INSTITUTE OF DENTAL SCIENCES

NH-13, PURLE, HOLEBENNAVALI POST-577222, SHIMOGA

## CERTIFICATE IN COMMUNICATION SKILLS

### SYLLABUS

#### **CCS-1: ASPECTS OF COMMUNICATION**

##### **Unit-1: Communication: An introduction**

- . Definition, nature and scope of communication
- . Importance and purpose of communication
- . Process of communication
- . Types of communication

##### **Unit-2: Non- verbal communication**

- . Personal appearance
- . Gestures
- . Postures
- . Facial expressions
- . Eye contacts
- . Body language (kinesics)
- . Time language
- . Silence
- . Tips for improving Non-verbal Communication

##### **Unit-3: Effective communication**

Essentials of effective communication

- . Communication technique

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. Barriers to communication

#### **Unit-4: Communication network in an organization-I**

. Personal communication

. Internal operational communication

. External operational communication

#### **Unit-4: communication network in an organization-II**

. Horizontal (Lateral) communication

. Vertical (Downward) communication

. Vertical (upward) communication

#### **Unit-6: Communication in English /kannada**

. Age of Globalization and need for communicating in English

. English as the first or second language

. Users of English in academic and non- academic situations in India

#### **CCS-2: VERBAL COMMUNICATION (ORAL-AURAL)**

##### **Unit-7: listening skills-1**

- Purpose of listening
- Listening to conversation (formal and informal)
- Active listening- an effective listening skill
- Benefits of effective listening
- Barriers to listening

##### **Unit-8: listening skills- II**

- Academic listening (listening to lectures)
- Listening to talks and presentations
- Note taking tips

##### **Unit-9: oral communication skills (speaking skills-I)**

- Importance of spoken English
- Status of spoken English in India
- International phonetics alphabet (IPA) symbols

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- Spelling and pronunciation

**Unit-10: oral communication skills-II (communication in context-1)**

- Asking for and giving information
- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

**Unit-11: oral communication skills- 111 (communication in context-II)**

- Giving instructions
- Seeking and giving permission
- Expressing opinions (likes and dislikes)
- Agreeing and disagreeing
- Demanding explanations
- Asking for and giving and suggestions
- Expressing sympathy

**Unit-12: Reading skills**

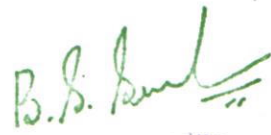
- Purpose, process, methodologies
- Skimming and scanning
- Levels of reading
- Reading comprehension
- Academic reading tips

**CCS-3: VERBAL COMMUNICATION (WRITTEN)**

**Unit-13: effective writing skills-I**

- Elements of effective writing (what is writing)
- The sentence, phrases and clauses
- Typing of sentence

**Unit-14: effective writing skills-II**

  
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- Main form of written communication
- Paragraph writing (linkage and cohesion)
- Letter writing (formal and informal)
- Essay writing
- Notices

**Unit-15: effective writing skills-III**

- Summarising
- Precise writing
- Note –making

**Unit-16: understanding and applying vocabulary**

- Words often confused- pairs of words
- One word substitutes
- Synonyms and antonyms
- Word formation: prefixes, bases and suffixes (derivational and inflectional)

**Unit-17: remedial English Grammar and usage-1**

- Articles
- Parts of speech
- Tenses
- Modals

**Unit-18: Remedial English grammar and usage-II**

- Prepositions and words followed by prepositions
- Concord (agreement of the verb with the speech)
- Error analysis (correction of errors in a given sentence- errors in the use of words- errors of indianisms-use of slang –errors in punctuation)

**TOTAL HOURS FOR THE COURSE**

Didactics – 20-25 hours

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