

# **Dr. Babasaheb Ambedkar Open University**

## **Programme Guide**

### **Certificate in Communication Skills in English (CCSE)**

#### **Programme Title: Certificate in Communication Skills in English (CCSE)**

**About Dr. Babasaheb Ambedkar Open University:** A seed of vision planted by Government of Gujarat in 1994 has grown into a lush green ‘tree of knowledge’ in its fruitful journey of 27 years and counting. Dr. Babasaheb Ambedkar Open University (BAOU), houses its headquarter in state-of-the-art ‘Jyotirmay Parisar’ in Ahmedabad city; it is the **only Open University of the State of Gujarat** and a mighty contributor in the State’s higher education through open and distance learning mode. The University impacts the lives of citizens of Gujarat with easy access to higher education **without any barriers of age, time and space**; for it offers more than 70 programmes of Regular and Vocational-Professional courses comprising of Ph.D, M.Phil, Post-Graduate, Graduate, PG Diploma, Diploma and Certificate; with more than 250 Study Centres in a number of districts across Gujarat encompassing urban and rural areas.

#### **Quick Facts:**

- Establishment: Gujarat State Legislature passed the ‘Gujarat Act No.14’ in the year 1994, and the foundation of this University was laid on 13th April 1994.
- Only State Open University of Gujarat
- Unique Feature: The University provides Higher Education through Open, Distance and Online mode without any boundaries of age, caste, and geographical space.
- Present Vice Chancellor: Prof. Ami Upadhyay
- Total Number of Study Centres: 254+
- Total Number of Regional Centres: 06
- Total Number of Cumulative Registrations: around 8,00,000 + students
- Total Number of Active Students of last three years: 3,87,496 students
- Total Number of Programmes: 70+ ranging from Certificate, Diploma, Under Graduate, Post Graduate, Post Graduate Diploma and Research programmes M.Phil. and Ph.D.
- Headquarters: “Jyotirmay” Parisar, Dr. Babasaheb Ambedkar Open University, S. G. Highway, Ahmedabad, Gujarat

#### **The university caters to diverse groups of learners:**

- Women, particularly house-wives
- People engaged in different services, business or agriculture

- People living in rural and remote areas
- Persons deprived of admission in conventional universities of the state
- Persons deprived of higher education in young age and aspiring to improve their qualifications now
- People belonging to Scheduled Tribes, Schedule Caste, Nomadic Tribes and Socially Educationally Backward Class
- Physically handicapped
- Working people who wish to improve their professional skills

In order to reach these unadvantaged groups due to educational, economical, social, geographical and other circumstances, the BAOU has so far launched academic programs for all the "less educated", "educated" and "higher educated" groups.

**Introduction:** Open and Distance Learning (ODL) system is accepted across the globe as a system that is able to fulfil the educational needs and aspirations of larger population of learners both at university and school level. The inherent flexibility of the system is able to attract learners who are truly lifelong learners. These learners are looking for an opportunity to study at different points of time in their lives and the system fulfils this requirement. Distance learning with its use of technology is able to reduce the distance and bring teaching to the doorstep of the learner. It follows a learner-centric approach using teaching learning strategies and models that makes learning dynamic and interactive. The growth of the system at national and international level makes it a system which engages large numbers of teachers and other support staff in providing opportunities for employment.

**Aims of the Programme:** CCSE Programme will enhance the learners' understanding of communication, the learning process, the nature and structure of language, and eventually the teaching of it in terms of new and more effective methodologies of classroom management, material selection and evaluation. The learner will be able to more effectively utilize the four skills of speaking, listening, reading and writing in English.

- To create globally competent individuals equipped with employability-skills and life-skills;
- To impart knowledge and skills involving pedagogy, critical thinking, analytical ability and creative skills pertaining to English Language Teaching and Learning

**Target Group of Learners:**

- Aspirants towards learning Communication Skills in English
- Language Enthusiasts
- Aspirants of Competitive Exams, IELTS, TOEFL
- Aspirants towards career in Editing, Content Writing, Creative Writing, Technical Writing, Communications Executive, Radio Announcer, and more
- Learner interested in enhancing English Listening, Speaking, Reading, Writing Skills

### Programme Structure:

Sr. No.	Course Type	Course Title
		Block I – Learn English
1	Core	People
2	Core	Places
3	Core	Conversation
4	Core	Process
5	Core	Stories
<b>Total Credits</b>		<b>04</b>

**Programme Learning Outcomes:** The CCSE programme learning outcomes are the following:

The learners will be able to:

- Enhance their awareness of correct usage of English grammar in speaking and writing;
- Become effective communicators;
- Improve their speaking ability in English both in terms of fluency and comprehensibility;
- Deliver oral presentations;
- Improve their reading fluency skills through extensive reading;
- Enlarge their vocabulary;
- Strengthen their ability to write academic papers, essays and summaries using the knowledge gained;
- Advance their careers involving use of communication/office correspondence.

**Teaching-learning processes:** The teaching learning process is a very comprehensive one in which the learner is supported through self-learning materials, which are available in both print and digital versions. Academic support is also provided through Interactive Radio Counseling, Audio-Video Lectures. The faculties provide support through counseling, and guiding learners wherever necessary.

**Assessment method:** The evaluation consists of term- end examination. The learner must get at least 40% marks in the course to claim the Certificate in Communication of English.

### Learner Support Services:

BAOU has established Study Centres throughout the State. These centres will have four major functions: organizing contact programmes, providing library facilities, disseminating information and advice, and making audio/video services available.

You will be allotted a Study Centre near your place of residence or work. You will also be attached to counsellors. They will be the immediate point of contact for you, and will guide you in the study of the Courses.

BAOU also provides facilities such as follows:

- Self-Learning Material (Print and Digital)
- OMKAR-e (Interactive E-learning Platform)
- Vande Gujarat Educational Channel 16 of Government of Gujarat
- Virtual Classroom
- Swadhyay Television and Swadhyay Radio (Audio/Video Lectures through web portal)
- Emails of concerned departments and subject faculties
- University website: [www.baou.edu.in](http://www.baou.edu.in)
- Online admission
- Cashless fees payment
- Educational mobile phone applications

### **Counselling Sessions:**

In distance education, face-to-face contact between the learners and their tutors/counsellors, though minimal, is an important activity. The purpose of such a contact session is to answer some of your questions and clarify your doubts, besides giving you an opportunity to meet your peers. The counselling sessions are not compulsory. However, they will be useful in certain respects: to share your views on the subject with your teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and to clarify many of your doubts.

Obviously, counselling sessions will be very different from usual teaching or lectures. Your tutors/counsellors will not be delivering lectures or speeches. They will try to help you overcome the difficulties which you may face (academic as well as personal) while studying for CCSE.

The counselling sessions will be usually conducted at the nearest Study Centre close to your residence. Before you go to the counselling sessions, please go through your course materials. Unless you have gone through the Units/Blocks, there may not be much to discuss. During the counselling sessions try to concentrate on the relevant and the more important issues (it is quite likely that some minor issues may distract your attention and you may not have time to discuss the major ones). You may also establish personal contact with your fellow participants to get mutual help and exchange ideas. Try to get the maximum possible help from your counsellors/tutors and peers.

### **Term End Evaluation:**

The evaluation of the performance of the students in the term-end examination will be based on both marks and grading system.

<b>Letter grade</b>	<b>Notional correlates</b>	<b>Corresponding percentage in numerical marks</b>
<b>A</b>	Excellent	70% and above
<b>B</b>	Very good	55% and above but less than 70%
<b>C</b>	Good	45% and above but less than 55%
<b>D</b>	Satisfactory	35% and above but less than 45%

E	Unsatisfactory	Below 35%
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**The degrees and diplomas of this University are recognized and have the same status as those of any other Central and State University in the country**

**Term End Examinations will be conducted twice a year in June/July and in December/January.**

**Course Details: Course 1 (Compulsory): Learn English:** This course incorporates Units entitled, People, Places, Conversation, Process and Stories. After the completion of this course, the learners will be able to understand nouns, verbs, adverbs, adjectives; identify parts of sentences, type of sentences; interpret the process of communication; engage into meaningful conversations in English; have working knowledge and understanding of English.

**Programme Outline:**

- **Eligibility:** Individual who has successfully cleared Standard/Grade 8<sup>th</sup> Examination of Gujarat Board or Equivalent Board
- **Medium of Instruction:** English
- **Duration:** Minimum 6 Months, Maximum 2 Years
- **Fees :** Rs 700/-
- **Examination:** Objective Examination conducted Twice a Year (40% Marks Required to Qualify the Examination)
- **Centres:** Recognized/Approved Study Centres/ Regional Centres of University
- **SLM (Self learning Material):** It will be provided to all Enrolled students / e-SLM is available free of cost on University's Website

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