

SARASWATHI EDUCATION SOCIETY (R.)



# SARASWATHI LAW COLLEGE



## Add on Courses



### SARASWATHI LAW COLLEGE

Near Akashavani, C.K. Pura, Kelagote  
CHITRADURGA - 577 501  
Ph : 08194-224549

Affiliated to  
Karnataka State Law University, Hubballi  
Recognized by  
Bar Council of India, New Delhi





## PERSONALITY DEVELOPMENT SKILL

### 1. PERSONALITY

*Meaning, development, components of personality, elements of success, determinants of personality, soft skills – importance of soft skills, different types of skills, skills training.*

### 2. KNOW THEY SELF

*Know they self/ Self Discovery – Importance of knowing yourself, SWOT analysis, benefits of SWOT analysis, SWOT analysis grid, questions to complete the grid.*

### 3. FORMING VALUES

*Introduction, Meaning, what value and value is relating to education and others, Civic Responsibility, personal values, cultural values, social values.*

### 4. ART OF LISTENING

*Benefits of active listening, common poor listening habits, listening tips, Art of Reading, Determining reading rates, activities for increasing reading rates, Art of writing, writing tips, Art of E-Mail writing.*

### 5. BODY LANGUAGE

*Forms of body language, Parts of body language, developing confidence with correct body language, Etiquette and Manners, Benefits of Etiquette and manners, practicing good manners, manners in different places and functions.*

### 6. DEFINING COMMUNICATION

*Special features of Communication, Communication process, importance of Communication – Tips for effective Communication – Tips for powerful presentation – Art of Public Speaking – Public Speaking Tips.*

### 7. CAREER PLANNING

*Benefits of Career Planning – Guidelines for choosing for Career – Myths about choosing a Career – Tips for Successful Career Planning – Things one should know while starting Career and during his Career.*

### 8. PREPARING CV/RESUME

*Introduction – Meaning – Difference among Bio-data, CV and Resume – the purpose, facts, Tips of writing Bio-data, CV and Resume. Tips to write cover letter.*

### 9. INTERVIEW SKILLS

*Introduction – Types of Interview – Types of Questions asked – Telephonic Interview – Dress code – Tips to make Good Impression in an Interview – How to search for job effectively.*

### 10. TIME MANAGEMENT

*Importance of Time Management: Steps for Time Management – Features to Time – Secrets of Time Management – Tips for Effective Time Management. Stress Management – Effects of Stress – Kinds of Stress – Stress Management Tips.*

**Duration : 1 Month**



CODE - 202

**BASIC COMPUTER COURSE****Fundamentals**

- Typing
- Mouse

**Basics**

- Internet
- Software
- Presentation
- Spreadsheet
- E-mail
- Word processing
- Graphics
- Programming
- Hardware
- Formatting
- Multimedia

CODE - 203 **ENGLISH GRAMMAR COURSE****UNIT - I GRAMMAR and TRANSLATION**

- Construction of Sentences with there is, there are, it is etc.,
- Negative and Interrogative Sentences
- Usage of Articles, Tenses, Prepositions and Modals etc.,
- Translation of Sentences and Passages from Kannada to English

**UNIT - II COMMON ERRORS IN ENGLISH**

- Errors in use of Parts of Speech
- Correct usages with regard to Tenses
- Subject Verb Concord
- General errors in Sentence Constructions

**UNIT - III VOCABULARY BUILDING**

- Synonyms and Antonyms, use of appropriate words
- Words often confused/homonyms and homophones
- Foreign words used in Law
- Idioms and Phrases
- Legal Terms

**UNIT - IV READING, LISTENING AND COMPREHENSION SKILLS**

- Reading short passages aloud and discussion, Listening of Conversations and answering questions
- Comprehension of short passages
- Comprehension of Legal Text, Judgements and other passages

**UNIT - V SPEAKING SKILLS**

- Introducing oneself
- Conversation between two students on a given topic/ role play
- Impromptu speech on given a topic
- Debates on Logical Reasoning

**UNIT - VI WRITING SKILLS**

- Writing correctly (Grammar, Punctuation)
- Paragraph Writing
- Letters - structure and layout (Business & official letters)
- Essay Writing

**UNIT - VII PRESENTATION TECHNIQUES**

- Preparing Power Point Presentations
- Preparing for Class Room Presentations
- Resume Writing
- Impromptu speeches

**Duration : 1 Month**





## ಕನ್ನಡ ಪಠ್ಯಕ್ರಮ

### ಘಟಕ -1 ಭಾಷೆ ಮತ್ತು ಕಾನೂನು

- ಆಡಳಿತ ಭಾಷೆಯಾಗಿ ಕನ್ನಡ
- ಕನ್ನಡದಲ್ಲಿ ಕಾನೂನು ಸಾಹಿತ್ಯ ಬೆಳೆದು ಬಂದ ದಾರಿ
- ಕನ್ನಡ ಭಾಷೆಯ ಪ್ರಾಚೀನತೆ
- ಭಾಷೆ ಮತ್ತು ಸಾಂವಿಧಾನಿಕ ಹಕ್ಕುಗಳು

### ಘಟಕ - 2 ಕಾನೂನು ಮತ್ತು ಪತ್ರ ವ್ಯವಹಾರ

- ಕ್ರಯಪತ್ರ
- ಅಧಿಕಾರ ಪತ್ರ
- ವಾದಪತ್ರ
- ಪ್ರತಿವಾದ ಪತ್ರ
- ಮಾಲೀಕ - ನೌಕರರ ಕರಾರು ಪತ್ರ
- ಬಾಡಿಗೆ ಕರಾರು ಪತ್ರ
- ಸಾಲದ ಕರಾರು ಪತ್ರ
- ಪ್ರಮಾಣ ಪತ್ರ
- ಉಯಿಲು
- ನೋಟೀಸು

### ಘಟಕ -3 ಪತ್ರ ರಚನೆ

- ಪತ್ರ ರಚನೆಯ ವಿವಿಧ ಅಂಗಗಳು.
- ಪ್ರಬಂಧ ರಚನೆ
- ವಾಕ್ಯಗಳ ರಚನೆ ಅರ್ಥದ ದೃಷ್ಟಿಯಿಂದ ವಾಕ್ಯಗಳ ರಚನೆ
- ರಚನೆಯ ದೃಷ್ಟಿಯಿಂದ ವಾಕ್ಯದ ರಚನೆ
- ವಾಕ್ಯದ ವಿವಿಧ ಅಂಗಗಳು ಶಬ್ದಗಳ ಸ್ವೀಕಾರ ಬಳಕೆ, ಬೆಳವಣಿಗೆ
- ಕಾನೂನು ಪದಕೋಶ

### ಘಟಕ - 4 ರಚನೆ ಮತ್ತು ಭಾಷಾಭ್ಯಾಸ

- ಗಾದೆ ವಿಸ್ತರಣೆ
- ಸಂಕ್ಷೇಪ ಲೇಖನ

### ಘಟಕ - 5 ಕನ್ನಡ ಭಾಷೆಯ ವಿವಿಧ ಮಜಲುಗಳು

- ಹಳಗನ್ನಡ
- ನಡುಗನ್ನಡ
- ಹೊಸಗನ್ನಡ

### ಪಠ್ಯಕ್ರಮ

- ಕಾನೂನು ಕನ್ನಡ
- ಆಡಳಿತ ಕನ್ನಡ -ಎಚ್ ಎಸ್ಸೆ
- ಕನ್ನಡ ಸಾಹಿತ್ಯ ಚರಿತ್ರೆ - ರಂ ಶ್ರೀ ಮುಗಳಿ
- ಕನ್ನಡ ಮತ್ತು ಭಾಷಾಂತರ-ಕಂಠೀರಾವ್

Duration : 1 Month