

SEMESTER - II Course Code: 201 Name of the Course: HUMAN RESOURCE MANAGEMENT	
Objectives: 1) To provide broad knowledge about the basic concepts, Techniques of HRM 2) To familiarize the students with the relevance of modern human resource requirements 3) To understand Role of HRM in Performance and Achievement of Goals of an Organization 4) To Inject HRM Skills 5) To identify the Contemporary Issues and Challenges in the HRM	
Learning Outcomes: On having completed this course student should be able to: 1) Understand of the basic Concepts, Functions and Processes of HRM 2) Understand the different roles of HR Managers/Practitioners in an Organizations 3) Design and formulate various HRM Policies/Processes/Systems such as Recruitment, Selection, Training, Development, Performance appraisals and Reward Systems, Compensation Plans 4) Identify the Contemporary Issues and Challenges in HRM 5) Develop Ethical Workplace Behavior & Culture and Responsible HRM Practices	
Pedagogy: This course uses multiple Pedagogies like Lecture Method, Group Discussion, Role Play, Case Lets, Video Case Studies, Gamification, Mini Project, Assignments, News/Journal/Magazine Article Review, Seminars/PPTs Presentation, Field Visit for Experiential learning	
UNIT I : INTRODUCTION TO HRM: Meaning, Definition, Scope, Need; Evolution of HRM; Functions of HRM; The changing Role of HRM in a changing Environment; Theory of HRM; Managerial and Operative Role of HRM; HRM Skills; Best Fit Models, SHRM; Themes of HRM; Forces Shaping HRM at Work; Legal framework for HRM Personnel Management vs. Human Resource Management; The Role of Globalization in HR Policy and Practice; Challenges before HRM	8 Hours
UNIT II : ACQUIRING HUMAN RESOURCES Human Resource Planning - Introduction, Meaning, Need and Importance; Stages of HRP, Short-Term and Long-Term HRP, Forecasting Techniques, Action Plans in case of shortage and surplus of HR Job Analysis – Meaning, Importance and Benefits of Job Analysis; Factors to be considered, Process of Job Analysis, Methods of collecting Job Information, Job Analysis Framework Job Description - Meaning, Importance and Benefits of Job Description; Factors to be considered Process of Job Description, Job Description Framework Job Specification – Meaning, Importance and Benefits of Job Specification; Factors to be considered, Process of Job Specification, Job Specification Framework Job Design – Meaning, Importance and Benefits of Job Design; Factors affecting Job Design-	16 Hours

Techniques of Job Design, Process of Job Design, Job Design Framework Job Evaluation, Job- Restructuring, Job Rotation, Job Enlargement and Job Enrichment, Internal Mobility (Only Concepts)	
UNIT III : EMPLOYEE RESOURCING Employee Resourcing- Introduction, Concept, Need and Importance. Recruitment – Meaning, Purpose, Need and Importance; Factors governing Recruitment; Sources of Recruitment; Alternative to Recruitment; Recruitment Process Selection - Meaning, Purpose, Need and Importance; Factors governing Selection; Steps involved in Selection; Types of Selection Tests; Types of Interviews Placement – Meaning; Induction and Orientation - Meaning, Purpose, Benefit, Content of an Induction Program and Orientation, Process of Induction and Orientation	14 Hours
UNIT IV : DEVELOPING HUMAN RESOURCES Developing Human Resources - Introduction, Need and Importance Training – Meaning, Purpose, Need and Importance; Steps involved in Training, Training need Identification, Types of Training – On the Job Training Methods, Off the Job Training Methods – Meaning, Features, Process, Merits and Limitation; Design of Training Programme; Implementation of Training; Evaluation of Training – Meaning, Methods, Benefits and Limitations; Retraining Learning & Development – Meaning of Learning, Purpose, Need and Importance; Learning Principles, Levels of Learning, Kolb’s Learning Cycle, Transfer of Learning; Management Development - Concept of Learning, Purpose, Need and Importance Management Development - Meaning of Management Development, Purpose, Need and Importance; Management Development Program; Management Development Methods Career Planning: Meaning, Purpose, Role and Significance of Career Planning, Stages in Career Planning, Impact of Career Planning on Productivity.	14 Hours
UNIT V : CONTEMPORARY ISSUES & CHALLENGES IN HRM Compliance with Laws and Regulation; Management Changes; Leadership Development; Adapting to Innovation; Compensation Management; Retaining Talented Employees; Workplace Diversity; Work-Life Balance; Workforce Adjustment; Employee Wellbeing; Work from Home; HRM and Technological Development; Talent Management; HR Accounting; Green HRM Practices; HR Audit; Trade Union; Employee Grievance Handling; HR Analytics; ICT in HRM; Ethical HRM Practices	8 Hours
Recommended Book: 1. C. B. Memoria & S. V. Gankar, Personnel Management, Himalaya Publishing House Reference Books: 1. Armstrong M., (2010), Handbook of HRM Practice, Kogan Page, USA 2. Basak S. P., (2012), Human Resource Management: Text & Cases, Pearson, New Delhi 3. David Lepak and Mary Gowan, Human Resources Management, Pearson 4. Decenzo and Robbins, Human Resources Management, John Willey 5. Dessler G., (2010), Human Resource Management, Prentice Hall, New Delhi 6. Sen Gupta, (2018), Human Resource Management (1st Edition), Sage Publication 7. P Subba Rao (2009), Human Resource Management, HPH	

Course Code: 202 Name of the Course: ADVANCED MARKETING MANAGEMENT	
Objectives: 1) To provide broad knowledge about the Basic Concepts, Process and Models of Advance Marketing Practices 2) To understand Role of Marketing Managers in Performance and Achievement of marketing Goals of an Organization 3) To Inject Advanced Marketing Mgt Skills 4) To identify the Contemporary Issues and Challenges in the Advance Marketing Mgt.	
Learning Outcomes: On having completed this course student should be able to: 1) Understand of the Basic Concepts, Process and Models of Advance Marketing Practices 2) Understand the different roles played in Marketing Mangers in Competitive Market 3) Design and formulate various Advance Marketing Mgt. Policies/Processes/Systems 4) Identify the Contemporary Issues and Challenges in the Advance Marketing Mgt 5) Develop Ethical Workplace Behavioral & Culture and Responsible the Advance Marketing Practices	
Pedagogy: This course uses multiple Pedagogies like Lecture Method, Group Discussion, Role Play, Case Lets, Video Case Studies, Gamification, Mini Project, Assignments, News/Journal/Magazine Article Review, Seminars/PPTs Presentation, Field Visit for Experiential learning	
UNIT I : MARKETING RESEARCH Introduction to Marketing Research; Defining Research Problem; Research Approach; Research Design; Meaning, Need, Purpose; Methods of Marketing Research – Quantitative, Qualitative Methods and Interpretative Approaches; Marketing Research Report Preparation, Ethical Issues in Marketing Research	12 Hours
UNIT II : CONNECTING WITH CUSTOMERS Introduction; Consumer Behavior – Meaning, Factors affecting Consumer Behaviour; Types of Buying Decision Behavior; The Buyer Decision Process; The Buyer Decision Process for New Products; Models of Consumer Behavior – Black Box Model, AIDA Model, Howard-Sheth Model; Identify and influencing the New Consumer.	12 Hours
UNIT III : INTEGRATED MARKETING COMMUNICATION Meaning and Role of IMC in Marketing Process; One Voice Communication V/s IMC; Introduction to IMC tools (only Concept); Marketing Communication Process - Source, Message and Channels; Planning for Marketing Communication; Managing Digital Communications; Forms of Online Marketing Communication - Social Media, Mobile Marketing, Content Marketing, Influencer Marketing; Affiliate Marketing; SEO (Search Engine Optimization), Email Marketing.	14 Hours
UNIT IV : CUSTOMER RELATIONSHIP MANAGEMENT Introduction; Definition & Meaning; Emergence of CRM Practice; Factors Responsible for CRM growth; CRM Process; Benefits of CRM; Types of CRM; CRM and Cost-Benefit Analysis; Customer Value; Customer Expectation; Customer Satisfaction; Customer Centricity, Customer Acquisition; Customer Retention; Customer Loyalty; Customer Lifetime Value; Customer Experience Management; Web based Customer Support; CRM Planning.	12 Hours

UNIT V : DIGITAL TRANSFORMATION IN MARKETING Digital Marketing Analytics - Meaning, Need, Types, Role of Marketing Analyst; Social Media Analytics - Meaning, Need; Neuro-Marketing - Meaning, Need, Importance; Artificial Intelligence in Marketing – Meaning of Artificial Intelligence, Application of Artificial Intelligence in Marketing, various AI tools and Challenges; Data-Driven Marketing – Meaning, Need, Importance, Ethical Issues in Digital Transformation in Marketing, Contemporary Issues and Challenges in Marketing	10 Hours
Recommended Book: 1. Kotler, P., Armstrong, G., Agnihotri, P. Y., & Ul Haq, E, Principles of Marketing: A South Asian Perspective, Pearson. Reference Books: 1. Matthew Harrison, (2016), Market Research in Practice: An Introduction to Gaining Greater Market Insight, Kogan Page 2. Naresh K. Malhotra, (2013), Essentials of Marketing Research, Pearson Education 3. Das Satyabhusan and Malhotra Naresh K, (2019), Marketing Research: An Applied Orientation, Pearson 4. Kumar Leon G., Schiffman; Joe, Wisenblit; S. Ramesh, (2018), Consumer Behavior, 12 Edition, Pearson 5. S. Ramesh Kumar, (2017), Consumer Behaviour: The Indian Context (Concepts and Cases) 6. Daniel D. Prior, Francis Buttle , (2024), Customer Relationship Management 7. Don Peppers and Martha Rogers, (2022), Managing Customer Experience and Relationships: A Strategic Framework 8. Robyn Blakeman, Integrated Marketing Communication: Creative Strategy from Idea to Implementation (Third Edition), Rowman & Littlefield Publishers 9. Gibson, (2017), Retail Management (5th Edition), Pearson Education 10. Swapna Pradhan, (2020), Retailing Management: Text and Cases (6th Edition), McGraw Hill 11. George Westerman, Didier Bonnet, and Andrew McAfee, Leading Digital: Turning Technology into Business Transformation 12. PR Smith & Ze Zook, Marketing Communications: Integrating Online and Offline, Customer Engagement and Digital Technologies 13. Philip Kotler, Marketing 5.0: Technology for Humanity	

Course Code: 203 Name of the Course: COST ACCOUNTING FOR MANAGERS	
Objectives: 1) To provide broad knowledge about the basic concepts and Principles of Cost Accounting 2) To outline the fundamental Functions of Cost Accountants 3) To inject essential skills required for discharging Cost Accounting Functions 4) To through light on latest development in Cost Accounting 5) To identify the Contemporary Issues and challenges in the field of Cost Accounting	
Course Outcomes: On successful completion of the course, the students will - • Be able to demonstrate an understanding of the elements of cost and prepare a cost sheet. • Be able to prepare material related documents, understand the management of stores and issue procedures. • Develop the ability to calculate Employee costs. • Able to classify, allocate apportion overheads and calculate overhead absorption rates. • Understand and reconcile cost and financial accounts.	
Pedagogy: Classroom lectures, Tutorials, and Problem Solving.	
Unit 1: Introduction to Cost Accounting	Hours
Introduction: Meaning, Objectives, Importance and Uses of Cost Accounting, Functions of Cost Accounting Department in an Organization, Difference between Cost Accounting and Financial Accounting; Various elements of Cost and Classification of Cost; Cost Object, Cost Unit, Cost Driver, Responsibility Centers; Cost Reduction and Cost Control; Methods and Techniques of Costing(Meanings only); Use of IT in Cost Accounting; Limitations of Cost Accounting; Cost Sheet: Meaning and Cost Heads in a Cost Sheet, Presentation of Cost information in Cost Sheet/Statement- Problems on Cost Sheet, Tenders and Quotations.	12 Hours
Unit 2: Materials Cost	
Materials: Meaning, Importance and Types of Materials - Direct and Indirect Material. Materials Procurement: Procedure for procurement of materials and documentation involved in the procurement of materials- (Bill of materials, Material requisition note, Purchase requisition note, Purchase order, Goods received note); Materials Storage and Records: Duties of Storekeeper, Store records- (Bin cards, Stores Ledger, Stock Control Cards); Materials Issues and Valuation: Procedure for material issues, Documents used in material issues- (Material Requisition Note, Material Transfer Note, Materials Return Note); Valuation of material issues- preparation of Stores Ledger/ Account - FIFO, LIFO, Simple Average Price and Weighted Average Price Methods- problems. Inventory Control: Inventory control techniques and determination of various stock levels- Problems on Level Setting and Computation of EOQ; ABC Analysis, FSN Inventory, VED Inventory, HML Inventory, Physical Control- Two-Bin system, KANBAN, JIT Inventory Management technique, Perpetual Inventory	14 Hours

system (Concepts only).	
Unit 3: Employee Cost	
Employee Cost: Meaning, Components, Classification and Importance of Employee (Labour) Cost in Organizations; Attendance Procedure- Timekeeping and Time Booking, Idle Time- Causes and treatment of Normal and Abnormal Idle Time, Overtime- Causes and treatment (Theory only); Methods of Remuneration (Payment of Wages and Incentives) Problems on calculation of earnings under Time Rate (Straight time rate, Halsey and Rowan Methods) and Piece rate systems (Straight piece rate and Taylor's differential piece rate); Employee Turnover- Meaning, Reasons and Effects of LTO/ETO.	10 Hours
Unit 4: Overheads	
Overheads: Meaning and Classification of Overheads; Accounting and Control of Manufacturing Overheads: Estimation and Collection, Cost allocation, Apportionment, Re-apportionment and Absorption of Manufacturing Overheads; Problems on Primary and Secondary distribution and Secondary distribution using Reciprocal Service Methods only (Repeated Distribution Method and Simultaneous Equation Method); Accounting and Control of Administrative, Selling and Distribution overheads; Absorption of overheads: Meaning and Methods of Absorption of overheads; Problems on Machine hour rate	14 Hours
Unit 5: Reconciliation of Cost and Financial Accounts	
Reasons for differences in Profits under Financial and Cost Accounts; Procedure for Reconciliation –Ascertainment of Profits as per Financial Accounts and Cost Accounts and Reconciliation of Profits of both sets of Accounts – Preparation of Reconciliation Statement – Problems.	10 Hours

Skill Developments Activities:

- Prepare a Cost Sheet with imaginary figures.
- List the documents required in Inventory Management.
- Demonstrate the valuation of inventory using any one method of pricing material issues.
- Calculate the amount of Wages under Halsey / Rowan Plans, using imaginary data.

Text Books:

1. Jain and Narang, Cost Accounting, Kalyani Publication House.
2. M.N Arora, Cost Accounting , HPH
3. N.K. Prasad, Cost Accounting, Books Syndicate Pvt. Ltd.
4. Dr. V Rajeshkumar, Dr. R K Srikanth, Cost Accounting, MH India
5. P V Ratnam, Cost Accounting, Kitab Mahal
6. P C Tulsian, Cost Accounting, MHE India
7. Nigam & Sharma, Cost Accounting, HPH
8. Dr. B. Mariyappa, Cost Accounting, HPH
9. Khanna, Ahuja & Pandey, Practical Costing, S Chand & Co. Ltd.
10. B.S. Raman, Cost Accounting, United Publisher
11. Ravi M. Kishore, Cost Management, Taxmann

Note: Latest edition of text books may be used.

BBA SEMESTER II **BASIC ENGLISH**

(3 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs. Exam)

Unit 1. Language through Prose (1 hour / week; 20 Marks)

1. How to be Better Manager – An Interview with N. R. Narayan Murthy
<https://bankedge.in/how-to-be-a-better-manager-an-interview-with-narayana-murthy/>
2. Somanath's life is full of stories of determination and perseverance By Nirmal Jovial
<https://www.theweek.in/theweek/cover/2023/12/15/isro-chairman-s-somanath-life-education-family-career.html>
3. Meet Tilak Mehta – India Today Article
<https://timesofindia.indiatimes.com/etimes/trending/meet-tilak-mehta-who-became-an-entrepreneur-at-13-and-now-owns-a-rs-100-crore-company/articleshow/102401504.cms>
4. Ritesh Agarwal – Karan

Unit 2. Language through Poetry (1 hour / week; 20 Marks)

1. Who Are You Sir? – K. S. Narasimha swamy. Tr. G. S. Amur
2. Stopping by Woods on a Snowy Evening – Rober Frost
3. Ambulances – Philip Larkin
4. The Miner – Henrik Johan Ibsen

Unit III. Basics of Language: Sentences to Paragraphs (1 hour / week; 20 Marks)

1. Inter change of sentences (AV to PV, Assertive to exclamatory remove to – too, use enough, use if etc.)
 2. Framing Questions (with ‘Wh-’ words & yes/no questions)
 3. Structuring paragraph: Topic Sentences, beginning, middle and ending etc.
 4. Punctuations (Capitalization, Comma, Period, Question Mark and Exclamation Mark)
- Learn punctuation through the poem: Punctuation marks by Tan Pratonix
(<https://images.app.goo.gl/2fkRWckp8hiB3SoJA>)

Unit IV Power of Speech (1 hour / week; 20 Marks)

1. Defining Speech
2. Organization of Speech
3. Speech Delivering Skills
4. Body Language
5. Inspiring Wisdom and Insights – Dr Velu Mani
<https://youtu.be/48MXsyMmuFI>
6. Purpose in Life – Anand Mahindra
<https://youtu.be/6uUblznfrsk>
7. Conflict Resolution - Sukhsimranjit Singh
<https://youtu.be/KdfLzZi7s6k>
8. Ideas for India's future – Nandan Nilekani
https://www.ted.com/talks/nandan_nilekani_ideas_for_india_s_future?utm_campaign=tedsread&utm_medium=referral&utm_source=tcdc_omshare
9. Activity: Select a role of your choice and deliver a speech
Prepare a video of 3 to 5 minutes of your role play on famous personalities related to sports, films, speakers, scientists, Business, Stock market etc.

Structure of Assessment:

Internal Assessment (IA): 20 Marks

(2 Internal Tests: 5+5 marks, Assignment: 05 marks and Seminar/Group Discussion 5 marks)

Semester End Examination: 80 Marks

Total : 100 Marks

Question Paper Pattern

I.	10 objective questions 5 from Prose and 5 from Poetry on Unit I & II	10x01=10
II	01 essay type question out of 2 on Unit I	01x10=10
III.	01 essay type question out of 2 on Unit II	01x10=10
IV.	02 short notes out of 4: 1 from Prose and 1 from Poetry on Unit I & II	02x05=10
V.	01-mark questions on each topic of Unit III	04x05=20
VI.	05 marks questions on each topic on Unit IV	04x05=20
Total		80

Topics for Group Discussion

1. The Role of Startups in Economic Development
2. Should India Adopt a Universal Basic Income Policy?
3. The Effect of Global Recession on Emerging Markets
4. Is Social Media a Tool for Social Change or Just a Trend?
5. Are Ethical Business Practices Important for Long-Term Success?
6. The Role of Education in Reducing Social Inequality
7. How Can Companies Address the Gender Pay Gap?
8. The Effectiveness of Government Policies in Tackling Unemployment
9. The Impact of Climate Change on Business Operations
10. The Implications of the Latest Union Budget on Small Businesses
11. Should Companies Focus More on Customer Experience or Product Quality?
12. The Importance of Digital Marketing in Today's Business World
13. How Can Startups Compete with Established Corporations?
14. The Future of Traditional Retail vs. Online Shopping
15. Should the Government Increase Tax Rates to Fund Development Projects?
16. Cryptocurrency: A Bubble or the Future of Finance?

References

<https://timesofindia.indiatimes.com/etimes/trending/meet-tilak-mehta-who-became-an-entrepreneur-at-13-and-now-owns-a-rs-100-crore-company/articleshow/102401504.cms>

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<https://turpentinewith.wordpress.com/wp-content/uploads/2013/01/ogdens-basic-english.pdf>

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Ludlow, R. & Panton, F. (1998). The Essence of Effective Communications. Prentice Hall of India Pvt. Ltd.

Murthy, J. D. Contemporary English Grammar for Scholars and Students, Book Palace, New Delhi.

N. Krishnaswamy. Modern English, Macmillan Publications, New Delhi

Sinha. R.N. Current English Grammar and Usage, OUP, New Delhi.

Thill, J. V. & Bovee, G. L. (1993). Excellence in Business Communication. McGraw Hill, New York.



ರಾಣಿ ಚನ್ನಮ್ಮ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ
ಶಾಸ್ತ್ರೀಯ ಕನ್ನಡ ಭಾಷಾ ಅಧ್ಯಯನ ಸಂಸ್ಥೆ
ಬಿ.ಬಿ.ಎ/ಬಿ.ಸಿ.ಎ ಎರಡನೆಯ ಸೆಮಿಸ್ಟರ್ (೨೦೨೪-೨೫)

ಕನ್ನಡ ಭಾಷಾ ಪಠ್ಯ-೨ (Ability Enhancement Compulsory Course) ಪತ್ರಿಕೆ

ಕನ್ನಡ ಭಾಷಾ ಪಠ್ಯ-೨ (Ability Enhancement Compulsory Course) ಪತ್ರಿಕೆ

ಪಠ್ಯಕ್ರಮ

ಭಾಗ-೧ (೫೦ ಅಂಕಗಳು)

(ವಾರಕ್ಕೆ ೦೪ ಗಂಟೆಗಳ ಪಾಠ, ಥಿಯರಿ ಪರೀಕ್ಷೆಗೆ ೮೦ ಅಂಕಗಳು, ಆಂತರಿಕ ಗುಣಾಂಕಕ್ಕೆ ೨೦ ಅಂಕಗಳು, ಒಟ್ಟು ೧೦೦ ಅಂಕಗಳು, ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯಕ್ಕೆ ೦೩ ಗಂಟೆಗಳ ಪರೀಕ್ಷಾ ಅವಧಿ, ೦೩ ಕ್ರೆಡಿಟ್‌ಗಳು)

೧. ಬಾಲ್ಯ

೧. ದಡ್ಡಮಗ : ಜಾನಪದ

೨. ಯಾರಿವನು (ಸ್ವಾಮಿ ವಿವೇಕಾನಂದರ ಜೀವನ ಚರಿತ್ರೆಯ ಭಾಗದಿಂದ) : ಕುವೆಂಪು

೩. ನಮ್ಮ ಮನೆಯ ದೀಪ : ಹಾ. ಮಾ. ನಾಯಕ

೨. ಕನಸು

೧. ತಿರುಕನ ಕನಸು : ಮುಪ್ಪಿನ ಷಡಕ್ಷರಿ

೨. ಕೊಳದ ಗೌರಿ : ಸು. ರಂ. ಯಕ್ಕುಂಡಿ

೩. ಖಾಲಿ ಕೋಣೆ : ಯಶವಂತ ಚಿತ್ತಾಲ

೪. ಅಕ್ಕಕೇಳವ್ವ ನಾನೊಂದು ಕನಸು ಕಂಡೆ : ಅಕ್ಕಮಹಾದೇವಿ

೩. ಸಂಕೀರ್ಣ

೧. ದಾರಿಯ ಬುತ್ತಿ : ಶಂಬಾ ಜೋಶಿ

ಭಾಗ-೨ (೧೦ ಅಂಕಗಳು)

೪. ಬಹುಶ್ತೀಯ (ಮಲ್ವಿಡಿಸಿಪ್ಲಿನರಿ) ಅರಿವು : ನಾಟಕ

೧. ಶಿವರಾತ್ರಿ - ಚಂದ್ರಶೇಖರ ಕಂಬಾರ-ನಾಟಕದ ವಿಮರ್ಶಾ ಲೇಖನ (ಕತೆ, ರಂಗಪಠ್ಯ, ನಿರ್ದೇಶನ, ರಂಗತಂತ್ರ, ಪಾತ್ರಗಳು, ರಂಗಪರಿಕರಗಳು ಹಾಗೂ ವೈಚಾರಿಕತೆಗಳನ್ನು ಅನುಲಕ್ಷಿಸಿ ಚರ್ಚಿಸುವುದು.)

ಭಾಗ-೩ (೨೦ ಅಂಕಗಳು)

೫. ಕೌಶಲ್ಯ ಕನ್ನಡ (ಕಾರ್ಯಕ್ರಮ ನಿರೂಪಣೆಯ ತಂತ್ರಗಳು)

೧. ವೇದಿಕೆ ಕಾರ್ಯಕ್ರಮಗಳ ವಿಧಗಳು ಹಾಗೂ ಮಾತುಗಾರಿಕೆ

೨. ಆಹ್ವಾನ ಪತ್ರಿಕೆ ಸಿದ್ಧಪಡಿಸುವುದು

೩. ಕಾರ್ಯಕ್ರಮ ಪಟ್ಟಿ ಸಿದ್ಧಪಡಿಸುವುದು

೪. ನಿರೂಪಣೆ ಕಲೆ, ಸಂಘಟನೆ

೫. ಭಾಷಾ ಶುದ್ಧತೆ, ಸಾಹಿತ್ಯ ಜ್ಞಾನ, ಪದಸಂಪತ್ತು

ವಿ.ಸೂ : ಸದರಿ ಪಠ್ಯಕ್ರಮವು ಪುಸ್ತಕರೂಪದಲ್ಲಿ ಪ್ರಕಟವಾಗುವುದನ್ನು ಕಾಯದೆ, ಅಭ್ಯಾಸಕರುಗಳು ಈ ಮೇಲಿನ ಪಠ್ಯಕ್ರಮ ಸಾಮಗ್ರಿಯನ್ನು ತಮ್ಮ ಮೂಲದಿಂದ ಸಂಗ್ರಹಿಸಿಕೊಂಡು ಪಾಠಬೋಧನೆ ಮಾಡಲು ತಿಳಿಸಲಾಗಿದೆ. ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ಮಾದರಿಯನ್ನು ಪುಸ್ತಕದ ಕೊನೆಯ ಭಾಗದಲ್ಲಿ ನೀಡಲಾಗುವುದು.