

Maitreya College of Education & Management Shaping Education

Affiliated to Aryabhata Knowledge University, Patna

Course Content Syllabus and CLOs of Value added courses



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Computing Skill Concepts

Duration: 42 Hrs

Syllabus/Curriculum of Value added course of Computing Skill Concepts

Lesson 1: Basic Concepts

Lesson 2: Operating System

Lesson 3: Using Windows 10/11

Lesson 4: Basics of MS-Word

Lesson 5: Working with text in MS-Word

Lesson 6: Working with tables, graphics and pages

Lesson 7: Document views and formatting

Lesson 8: Mail Merge

Lesson 9: MS-Excel Basics

Lesson 10: Formatting of worksheets

Lesson 11: Formulas and functions

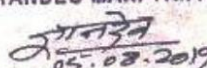
Lesson 12: Charts and graphics

Lesson 13: MS-PowerPoint Basics

Lesson 14: Preparing slides

Lesson 15: Fundamental of Internet

DR. GYANDEO MANI TRIPATHI


05.03.2019
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MAITREYA COLLEGE OF EDUCATION
& MANAGEMENT HAJIPUR, BIHAR

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Communication Skill Development

Duration: 46 Hrs

Syllabus/Curriculum of Value added course of Communication Skill Development

Lesson 1: Functional aspects

- Art of meeting/greeting/parting
- How to communicate with strangers
- Use of some courtesy words (sorry, thank you, excuse me, pardon etc.)
- Lecture on manners/soft skills/body language
- Welcome a guest/see someone off (parting)
- Use of let/Let's

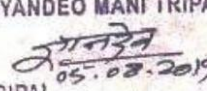
Lesson 2: Activities to improve listening and speaking skills

- Group discussion: Tips of effective group discussion, importance of GD
- Debates: Tips on effective debate
- Making Speech
- Situational conversation: chit-chat, walk in talk etc.
- Role play

Lesson 3: Activities to improve reading and speaking skills

- Picture reading to narrate story/incident
- Reading for scanning, skimming, inferences
- Reading newspaper as the base for further discussion
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Rules of Admission in Values Added Course

1. College students can take direct admissions after announcing of admission date of this course.
2. Class conducted two days in week in the morning or evening after/before regular course classes.
3. The course classes start at 08:30 to 09:30 am in morning or 4:00 to 5:00 pm on evening.
4. All learners must adhere to starting and finishing times.
5. A certificate to competency will be issued to those course participants who are found to be competent. Assessments are compulsory for all learners. If course does not have an assessment, and the full course is attended a certificate of attendance will be issued.
6. All mobile phones must be switched off in the classes of course.
7. Anyone arriving late on the first day will not allow for attending the course (unless prior arrangements have been made for the late arrival).
8. After completion of curriculum/syllabus of the course examination will be conducted for the issuance of certificate.

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CLOs of Value added courses

CLOs of Computing Skill Concepts:

- Understanding the concept of input and output devices of Computers
- Learn the functional units and classify types of computers, how they process information and how individual computers interact with other computing systems and devices.
- Understand an operating system and its working, and solve common problems related to operating systems
- Learn basic word processing, Spreadsheet and Presentation Graphics Software skills.
- Study to use the Internet safely, legally, and responsibly

CLOs of Communication Skill Development:

- The objective of this course is to introduce students to the theory, fundamentals and tools of communication.
- To help the students become the independent users of English language.
- To develop in them vital communication skills which are integral to their personal, social and professional interactions.
- The syllabus shall address the issues relating to the Language of communication.
- Students will become proficient in professional communication such as interviews, group discussions, office environments, important reading skills as well as writing skills such as report writing, note taking etc.

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