



## SYLLABUS OF CERTIFICATE IN SOFT SKILLS AND IT SKILLS (CSSITS)

For Academic Session 2017-18

### Programme Objectives

- Aims to increase learner's computer knowledge and unique soft skills so as to develop attributes that enhance an individual's interactions, earning power and job performance.
- The objective of the programme is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact.

Duration: 6 Months

Total Credits: 16

Course Code	Course Title	Credit
CSSITS-01	Soft Skill 1&2	4
CSSITS-02	Soft Skill 3 & Practical	4
CSSITS-03	Computer Fundamentals , Operating System & MIS	4
CSSITS-04	MS Office & Internet Applications	4

## Detailed Syllabus:

The syllabus covers soft skills and basic IT skills.

The key areas addressed in Soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, and Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills.

IT skills focuses on the basic principles of a computer, including the internal hardware, the operating system like Microsoft Word, Excel and PowerPoint, social and ethical issues around the Internet, and Management Information System.

**Instructional Methods:** Personal contact program, lectures, practical's, activities, assignments

Course Code	Course Title	Blocks	Course Details
CSSITS-01	Soft Skill 1& 2	Block-01 Soft skill 1	Unit 1: Introduction to Soft Skills Unit 2: Communication Skills Unit 3: Presentation Skills Unit 4: Time Management Skills
		Block-02 Soft skill 2	Unit 1: Body Language & Etiquettes Unit 2: Group Discussion & Interview Skills Unit 3: Preparation of CV
CSSITS-02	Soft Skill 3 & Practical	Block-03 Soft Skill 3	Unit 1: Emotional Intelligence Skills Unit 2: Life Skills Unit 3: Presentation on Soft Skills
		Block-04 Soft Skills Practical	Activities related to Soft Skills
CSSITS-03	Computer Fundamentals, Operating System & MIS	Block-05 Fundamentals of Computer Applications and Operating System	Unit 1 : Introduction to Computer Unit 2 : Windows
		Block-06 Management Information System	Unit1: MIS :Basic Concepts Unit2:MIS Application in Organization Unit 3 :MIS Issues & Challenges
CSSITS-04	MS-OFFICE & Internet Applications	Block-07 MS Word	Unit1 :Starting MS Word Unit2:Working with symbols and pictures Unit3:Working with tables Unit4: Working with headers, footers and other controls Unit5: Working with shortcuts

		Block-08 MS Excel	Unit1 : Starting MS Excel Unit2 : Working with Graphics Unit3: Formatting a worksheet Unit4: Working with Charts and other controls
		Block-09 MS PowerPoint	Unit1 : Starting MS Power point Unit2 : Working with textboxes and slides Unit3: Features of Power Point {Part -1} Unit4: Features of Power Point {Part -2} Unit5: Sharing a presentation
		Block-10 Internet Applications	Internet and its applications