

GOVERNMENT DEGREE COLLEGE, GAJWEL

Certificate Course in Communication Skills & Technical Skills 2017- 2018

From 02.11.2017 to 30.01.2018

Syllabus:

1. Communication skills:

- Speaking Skills
- Introducing your self
- Group introduction
- Sentence formation
- Some intro about writing skills
- Writing skills
- Paragraph writing
- Creative writing
- Vocabulary building in both English & Mother Tongue.

2. Technical Skills/Computer Knowledge:

- Computer fundamentals
- Hardware and software
- MS- windows
- MS-word
- MS-excel
- Ms-PowerPoint
- Internet
- Internet of things
- Photo & Video Editing
- E-commerce
- MOOCs, Certificate Course

Date: 18.10.2017

Srijwel.

Meeting

The Coordinator, TSKC, Ms. R. Shobharani has called for a Committee meeting today, i.e. on 18th October, 2017 to discuss the following agenda.

1. Carrying out of various programmes conducted so far.
2. Discuss student feedback on the certificate course in Hardware and Networking offered last year.
3. Organising a Certificate course in Communication Skills.
4. Any other issue related to TSKC with the permission of the Chairperson.

following are the resolutions made in the meeting after a thorough discussion.

1. The members expressed their satisfaction over the programmes offered so far.
2. The members stated in unison that the Certificate course in Hardware and Networking had a very positive feedback from the students and that they are looking forward to joining the courses that are going to be offered.
3. The members unanimously expressed that some Technical Skills also may

be imparted along with Communication skills.

4. The Certificate Course in Communication Skills and Technical Skills (of 45 days duration) shall commence in the first week of November.

RA
Coordinator

RA
Coordinator
Rajis Kha
Lax