

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

OF

ADD-ON COURSE

IN

Capacity Building & Life Skill Development

(Conducted for IDC, II DC & I PG students)

Academic Year: 2020-21



DEVA MATHA COLLEGE KURAVILANGAD

*Add on Courses offered
Students: 2020-2021*

- **CAPACITY BUILDING & LIFE SKILL DEVELOPMENT**
- **FOUNDATION COURSE IN HUMAN RIGHTS**

for I DC, II DC & I PG Students



General Coordinators : Ms. Arunima Sebastian

Dr. Brincy Mathew, Mr. Lenin Joy

Name of the Course: Capacity Building & Life Skill Development

Beneficiaries: Students of IIDC, I DC & IPG

Module-1 Basic IT Skills and Business Communication

Syllabus

Unit1 Business Communication Using Email

Objectives

- To identify email etiquette
- To identify practises that are considered professional
- To identify practises that improve Efficiency at workplace

Mailing list To, CC and BCC options and it's advantages

Parts of a business email- Salutation, opening statement, main body, closing statement, signing off, signature

Bad habits to avoid in business emails

Unit 2 Work Environment Applications

Objectives

- To identify the purpose of various apps for work environment
- Differentiate between proprietary vs open-source applications

Categories of Office Applications,

Mobile applications for productivity

Bundled Applications for collaboration

LMS- Learning Management System

SYLLABUS

Module- II Financial Literacy

Objectives-

- To make the students aware of the benefits of financial planning.
- To help students to take informed financial decision making.
- To acquaint students with skills and knowledge required to manage finance.

Unit I

Financial literacy – Concept – Interest –Dividend- Capital Gain- Inflation-Savings and Investment – Financial Freedom- Budgeting- Income tax- Tax Saving investments- Investment avenues- Myths in financial decision making process.

(Expected duration of video: 30 minutes)

Unit II

Financial markets – DEMAT Account- SEBI-Indices – IPO- Bull vs Bear- Types of securities – Mutual Fund- SIP.

(Expected duration of video: 30 minutes)

Unit III

Banking – RBI-Types of accounts – Types of loans – Types of cards – E-services – Payment systems- Payment network processor

(Expected duration of video: 30 minutes)

Outcomes:

- 1.Practice online payments
- 2.Understand operation of stock market.
- 3.Apply financial principles to demonstrate sound practical decision-making

Module: III DigiLocker & Other Important Digital India initiatives

Digital India initiatives – DigiLocker-installation steps – usage – validity of certificates. UMANG- installation-services in UMANG. eSkillIndia- eLearning Aggregator from NSDC- courses overview. SWAYAM – registration-courses overview.myGov-installation-competitions in myGov –opinion polls **(3 hour)**

MODULE IV- GROUP DISCUSSION, INTERVIEW TRAINING & INTERPERSONAL SKILLS

Instructional Hours: 3

Instructor: Anu P. Mathew

Course Outcomes:

- Focus on strategies and techniques of cracking a Group Discussion to perform well in Group Discussion stage of selection process.
- Describe the preparatory stages of an interview so that a favourable impression can be created in front of the employers.
- Describe various types of job interviews and identify how to present oneself according to the nature of interviews
- Develop interpersonal skills to foster employability aligned to industry demands.

Syllabus Content

Unit 1- Group Discussion Skills (30 minutes)

Characteristics of a Group Discussion- Process of Group Discussion- - Traits to be possessed-Essential requirements- Do's and Don'ts in a GD

Unit- 2 Preparation before the Interview (30 min)

Preparing before an interview- Assess strengths & weakness, likes & dislikes, goals- Preparation for the interview- Research, Practice questions, Dress rehearsal

Unit- 3 Preparation during the Interview (30 min)

Types of interviews- Presenting oneself during the interview- Body Language- Talking and Concluding the Interview- Following up after an interview

Module-V Public Speaking Course

COURSE DETAILS

Our Effective Public Speaking course is designed to make public speaking a positive and memorable experience. Whether speaking at a conference, lecturing for the first time or presenting at a company-wide meeting you will build your confidence to deliver impactful messages that maintain your audience's interest. An Effective Public Speaking course will enable you to deliver more effective presentations and speeches that reflect positively on you and your organisation.

COURSE OBJECTIVES

The main objective of this course is to empower—

- the ability to speak confidently in front of any audience
- understanding of the requisites of a great speech and a phenomenal presentation
- ability to cater to one's grooming, self-image and body language
- content delivery techniques keeping the audience in mind

Unit 1 – Introduction to Public Speaking

- Principles of Public Speaking
- Personal Benefits of Public Speaking
- Evolution of Public Speaking
- 7 Elements of Public Speaking

Unit2 – Public Speaking Structure& Voice Modulation

- How to prepare for public speaking
- Creating a powerful structure
- Using your voice effectively:
- Dynamic language

Module 3– Body Language & Presentation in Public Speaking

- What is Body Language
- Different types of Body Language
- Body Language tips
- Way of Presentation

Module VI Social Media Marketing

Social Media- Types- Facebook, YouTube, Whatsapp, Instagram, Snapchat, Pinterest, Twitter, LinkedIn, Reddit, Statistics, Social Media Marketing (SMM) –Channels, Strategy- R3Mat, creating Material- [canva.com](https://www.canva.com), BG Remove- Advantages, Disadvantages.

Module-VII Digital Publishing

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Digital publishing

Introduction to digital publishing, Different forms of digital publishing, Traditional publishing versus digital publishing, Pros and cons of Digital publishing

Digital book publishing, structure of a book, common parts and contents of a book, creation of ISBN portal account, copy right registration for books, Creative Commons licence (1 hour)

Preparation of manuscript using google doc, book cover design (1 hour)

Self-publishing platforms, publishing a book in self-publishing platforms
Sale and promotion of books online (1 hour)

Module VIII- Syllabus of research and publication ethics

What constitutes research ethics?

Types of research misconduct

intellectually honest

Definition of Plagiarism.

When plagiarism happens?

Consequence of plagiarism

Avoiding plagiarism

Self- Plagiarism

Plagiarism checking software

Module-IX DIGITAL TRANSACTIONS

SYLLABUS

Course Objectives

- To Increase students' knowledge about digital transaction
- To understand working of various Electronic Payment Systems based on Applications.
- To understand the concept of Electronic Payment System and its security services
- To learn the role of banks in Electronic payments.

Unit-1

- **Digital Transaction-** Meaning-Advantages-Disadvantages-Types of digital payment systems

Unit-2

- **Debit card-** Features-Advantages-Disadvantages
- **Credit card-**Features-Advantages-Disadvantages
- **Rupay, Visa and Mastro cards-** Meaning-Difference between Rupay, VISA and Master card.

Unit-3

- **Net banking-** Meaning-NEFT-RTGS-IMPS
- **Mobile Banking-** Meaning-Features
- **Digital wallet-** Meaning-Types of digital wallet-Google pay-phone pay-Paytm etc..

Unit-4

- **UPI-**Meaning-Features , **USSD-**Meaning-Process , **E-RUPI-**Meaning- Process , **QR Code-** Meaning-Features-Process
- **Demo Presentation**

Course Outcome

- Understand the basic concepts in digital transactions
- Apply the knowledge of electronic transactions in practical life.
- Analyse the security of Electronic Payment System
- Evaluate the role of banks in electronic payments.

Syllabus for the Xth Module of Add on Course Social Skills

Definition-Meaning-Different Social Skills- Social Skills and Soft Skills- Notion of Power-Soft Power- Hard Power-Social Skills as Individual's Soft Power. Soft Skills is/as Individual's Power.

Outcomes

- Students were able to identify key aspects of email etiquette.
- Students were able to differentiate between informal and formal business communication
- Practice online payments.
- Apply financial principles to demonstrate sound practical decision-making.
- Focus on strategies and techniques of cracking a Group Discussion to perform well in Group Discussion stage of selection process
- Create and present organized and focussed messages in public speaking settings.
- Publishing book in self-publishing platforms

Mode of Evaluation

Online Exam & Assignment

Grading

4.50 to 5.00 – A+ - Excellent

4.00 to 4.49 – A – Very Good

The following faculty members served as the resource persons, who engaged various sessions.

TOPIC	RESOURCE PERSON
Group Discussion , Interview Training And Interpersonal Skills	Ms Anu P Mathew
Financial Literacy	Mr. Jithin Joy
Public Speaking	Dr. Brincy Mathew
Digital Publishing	Ms. Deepthi John
Social Media Marketing	Mr. Benny Kochery
Basic IT Skills and Business Communication	Mr. Justin Jose
Digi Locker	Dr. Syju Thomas
Publication Ethics	Dr. Sunil Jose K
Digital Transactions	Mr. Vince Sebastian
Social Skills	Mr. Reneesh Thomas



Annu Mathew

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