


**8. Name of the Course: 48- hour Add-on Certificate Course on
Employability Skills
(2021-22)**

BROCHURE:



P.N. Das College
Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas
Affiliated to West Bengal State University
NAAC Accredited

Employability Skill 2021-2022

An Add On / Value Added Course Organised by P.N. Das College, Palta

Mode: Online Mode

Duration: 48 Hours

Venue: P.N. Das College

Registration Fee: NIL

Objective of the Course: The course is designed to enhance ability of the students to make them competent in the global job market. The institution is keen to make an all-round development of its students. The course will run by the dedicated faculties of this institution. Interested students and ex-students can participate in the course alongside his/her regular courses. Certificates will be given to the participants after the successful completion of the course.

Course Topics:


- **Basic Communicative English**
- **Basic Computer Skill Development**
- **Basic Mathematical Abilities**
- **GK and GI**

Chief Patron: Dr. Sharmila De Principal, P.N. Das College

Convener: Prof. Prosenjit Pramanick

Coordinator: Prof. Bablu Biswas

Contact Details: 9474339614/932602050 E-mail: prosenjitpramanick@pndacollege.in


Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

Syllabus of Employability course:



P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com
Website : www.pndascollege.in

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COURSES ON EMPLOYABILITY SKILLS (48 hours)

1. MATHEMATICAL ABILITIES

PERIOD: SIX CLASSES OF 2 HOURS EACH= TOTAL 12 (HOURS)

SYLLABUS:

1. Number Systems: Computation of Whole Numbers, Decimals and Fractions, Fundamental arithmetical operations: Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Time and distance, Time and work. [4 hours]
2. Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and solution Linear Equations. [2 hours]
3. Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centers, Circle and its chords, tangents; quadrilateral and its various kinds.[2 hours]
4. Statistics and probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities [2 hours]
5. Miscellaneous: Clock problems, Calendar etc. [2 hours]

De
15/3/2022

Bablu Biswas





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2. BASIC COMPUTER COURSE (BCC)

OBJECTIVES:

The course is designed to aim at imparting a basic level computer appreciation programme for the students of the college for job employability. After completing the course the student will be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows students to be also a part of computer users list by making them digitally literate.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

DURATION:

12 Hours. (Theory: 6 hrs + Practical: 4 hrs. + Tutorial: 02 hrs.)

This Online Computer course will be offered as 06 days intensive course on every Saturday from last week of April, 2022 to last week of June, 2022.

ACTIVITY SCHEDULE:

Date	Topic	Theory Hours	Tutorial Hours	Practical Hours
23.4.22	Knowing computer	1	0	1
30.4.22	Word Processing	1	0	1
07.5.22	Using Spread Sheet (Excel)	1	1	0
14.5.22	Introduction to Internet, WWW	1	0	1
21.5.22	Communications	1	1	0
28.5.22	Making Power Point Presentation (PPT)	1	0	1
	Total Hours	6	2	4

SYLLABUS OUTLINE:

- Knowing computer:** What is Computer, Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), VDI

De 15/3/2022

Principals





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and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software: Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, languagesetting and thesaurus; Printing of word document.
3. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
4. **Introduction to Internet, WWW:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
5. **Communications:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails.
6. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show.

15/3/2022

Pradyot Das





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3. English Communicative skills & Personality development

OBJECTIVES:

The course is designed to aim at imparting English communicative skills and Personality development for job employability of the students of the college. After completing the course the communication skills of the students will be enhanced. They will be able to communicate themselves writing their personnel/business letters/e-mails, preparing CVs etc. This course will also help them to know how to appear in job interviews, group discussions and also how to behave in their job places.

DURATION:

12 Hours. (Theory: 7 hrs + Practical: 5 hrs)

This course will be offered as 06 days for 2 hours per day in online mode.

SYLLABUS OUTLINE:

1. Definition of Communication-Verbal & Non-Verbal Communication (Theory-1 hour)
2. Four skills of language-Listening, speaking, reading & writing (Theory-1 hour, Practical-1 hour)
3. Personality development & Communication Skills-
 - a. Theory-Reading & Writing (1 hour)
 - b. Practical-Listening & Speaking (1 hour)
4. Introducing myself using describing words (Adjectives)-Applied Grammar Theory (1 hour) & Practical-1 hour)
Interview skills (Practical- 1hour)
Group discussions- (Practical- 1hour)
CV writing & writing e-mails (Theory-1 hour)
5. Business etiquettes-Role & behavior of body language-soft skills behavior (Theory-2 hour)

Be
15/3/2022

Karshi Sengupta





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4. GENERAL KNOWLEDGE AND GENERAL INTELLIGENCE (GK & GI)

OBJECTIVES:

The course is designed to aim at enhancing General Knowledge, Current affairs and General Intelligence for job employability of the students of the college. This course helps the students to do well in competitive examinations, class debates, entrance tests, group discussions and interviews, and also boosts their conversational skills by allowing them to speak on a variety of topics with ease. This raises their confidence level and puts them one step ahead of others.

DURATION:

12 Hours. (Theory: 10 hrs + Tutorial: 4 hrs)

This course will be offered as 06 days for 2 hours per day in online mode.

SYLLABUS OUTLINE:

1. G.K on History & Geography (Indian History- ancient, medieval and modern, World history , Physical and Indian geography) (2 hour)
2. G.K on Science (Basic science & technology) (2 hours)
3. Indian Constitution, fundamental concepts and Indian economy (1hour)
4. Current affairs, sports & games, awards & prizes, famous personalities (1 hour)
5. Reasoning/Mental ability: (6 hours)
 - Number & Letter series
 - Venn Diagram
 - Coding and decoding
 - Blood relations
 - Route directions
 - Odd man out
 - Analogy
 - Symbols & their relations



Bipan Chakrabarty
Prosenjit Pramanick

15/10/2021