



Eight-week certificate course on **Essential Skills**

As per reports from employers, computer science graduates consistently receive stellar marks for their technical knowledge. At the same time, employers express concern about underlying abilities, such as listening, interpersonal effectiveness, intercultural sensitivity and teamwork among their entry-level employees. The need of the hour therefore is Soft skills, which is about projecting oneself and one's professional skills in the best possible way and taking a holistic view of things. It is all about how one interacts with and reacts to others when one comes into contact with them; they enable them to zero in on the most important point one wants to make, but in an attractive and charming manner.

NIT has realized this need of the hour and had come up with a 'Soft Skills' training course which will enable students find specific intellectual strategies to help them develop these fundamental soft skills that will prepare them better for success in their chosen field.

A) Soft Skills – 3 weeks

Part 1- Interpersonal Skills - 2 week

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| 1. Jam and role-play | 6. Team Work |
| 2. Group discussion & Public speaking | 7. Problem Solving |
| 3. Info Gathering | 8. Communication skills |
| 4. Presentation Skills | 9. Writing Skills |
| 5. Reading Skills | |

Part 2 - Self Development & Interview Skills - 1week

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| 1. Self Confidence in Conversation | 6. Conflict Management |
| 2. Constructive Criticism | 7. CV, Interview & Preparation |
| 3. Goal Setting and Time management | 8. How to Learn and Study |
| 4. Thinking Skills | 9. Personality development |
| 5. Motivation | 10. Intro to Entrepreneurship |

B) Spoken English and English Proficiency - 2 weeks

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| 1. Articles, Prepositions & Conjunctions | 7. Verbs and its Tenses |
| 2. Introduction to the usage of English | 8. Vocabulary Building |
| 3. Report Writing Skills | 9. Word Accent |
| 4. Reading | 10. Phonetics-1 |
| 5. Phonetics-2 | 11. Phonetics-3 |
| 6. Rhythm & Intonation | 12. Spoken English - The Art of Conversation |



C) Basic IT awareness - 3 weeks

1. Introduction to PCs and Application Software - 1 week

This course is intended for end users who want to learn basic concepts and components of a computer. Participants will be introduced to basic features and functionality of Windows 2000 / XP, software applications, e-mail and the Internet.

Topics included in this part of the course:

- Personal Computer: An Introduction
- Working with Windows 2000 / XP
- Basic Application Software
- Internet, WWW and E-mail

2. MS Office 2002 / XP Curriculum - 2 week

Microsoft Office XP is the new version of Microsoft's Office product line, which includes Microsoft Word, Excel, PowerPoint, Access, Outlook and FrontPage. Office XP greatly improves personal productivity through simplifying tools used in Office applications. It also enables document collaboration, which extends Microsoft Office beyond the desktop, enabling people to integrate additional services and easily access information any time.

This course focuses on the new features within Office XP from the perspective of a user familiar with Office 97 and /or Office 2000, and provides instruction on the new features, benefits and new skills related to the use of Office XP and its components.

Topics included in this part of the course:

- Microsoft Office 2000 / XP
- Microsoft Word 2002 Fundamentals
- Microsoft Excel 2002 Fundamentals
- Microsoft PowerPoint 2002 Fundamentals
- Microsoft Outlook 2002 Fundamentals