

COASS - 104 Skill Component (Workshop)

Total Credit- 04

Max. Marks- 100

Note: Five days' Workshop will be conducted in face-to-face or in online mode. Typically, the following topics will be covered-

- Introduction to verbal, Non-verbal Communication, and Telephone & E-Mail Communication.
- Listening, Reading, and Writing Skills.
- Personality, Habits, Behavioural Skills, Presentation Skills, and Interview Skills.
- Introductory concepts in Office Automation.
- Basics of Computer Networks, Internet and World Wide Web.
- Computer Security Threat and Safety Tips, E-Office Management Tools.
- Overview of text editing tool (MS Word).
- Overview of spreadsheet (MS Excel).
- Getting Started with MS PowerPoint.