

**Value Added Certificate Course on
Soft Skill Development Programme**

From A.Y.2018-2019

Duration: - 30 Hours

Course Content

Sr No	Course Content	Time
Personal Strengths & Value Systems		
1.	Health, Habits, Hygiene	01 Hour
2.	Self-Analysis – Attitude, Achievement Motivation:	01 Hour
3.	Positive Attitude	01 Hour
4.	Self Awareness and SWOT Analysis	01 Hour
5.	Time Management	01 Hour
6.	Anger Management and Stress Management	01 Hour
Digital Literacy		
7.	Computer and Internet basics	01 Hour
8.	MS Office and Email	01 Hour
9.	National Academic Depository, SWAYAM, e-PG Pathshala	01 Hour
10.	Cyber Security	01 Hour
Money Matters		
11.	Personal Finance	01 Hour
12.	Types of Bank Accounts, Opening a Bank Account	01 Hour
13.	Costs: Fixed vs Variable	01 Hour
14.	Online Banking	01 Hour
Preparing for Employment & Self Employment		
15.	Interview Preparation	01 Hour
16.	Preparing an Effective Resume	01 Hour
17.	Basic Workplace Terminology	01 Hour
Understanding Entrepreneurship		
18.	Concept of Entrepreneurship and Entrepreneur	01 Hour
19.	Characteristics of Entrepreneurship	01 Hour
20.	Leadership & Teamwork:	01 Hour
21.	Communication Skills: Listening & Speaking	01 Hour
22.	Problem Solving & Negotiation Skills	01 Hour
23.	Business Opportunities Identification	01 Hour
24.	Entrepreneurship Support Eco - System	01 Hour
25.	Entrepreneurship and Risk	01 Hour
26.	Understanding Successes and Failures in Entrepreneurship	01 Hour
27.	Basic Business Terminology	01 Hour
Liberty Topics		
28.	Group Discussion	01 Hour
29.	Goal Settings	01 Hour
30.	Honesty & Work Ethics:	01 Hour

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