

Skill-Enhancement Course

SEMESTER-VI

Paper-I: Life Skill Education

Course Outcomes (COs):

On completion of this course, the learners will be able to:

CO1: Identify career opportunities in consideration of their own potential and aspirations.

CO2: Gain self-competency and confidence.

CO3: Participate in simulated interview.

CO4: Analyse the role of digital literacy in professional life.

CO5: Develop interpersonal skills and adopt good leadership behaviour for self-empowerment and the empowerment of others.

CO6: Demonstrate a set of practical skills such as time management, self-management, conflicts management, team leadership etc.

CO7: Understand the importance of values in individual, social circles, career path and national life.

Course Contents

CO: Familiar with the concept of Life Skills.

Unit I: Introduction to Life Skills Education.

- Concept, need and objectives of life skills education.
- Recommendations of WHO and UNICEF over the years.
- Four Pillars of Education - Learning to Know, Learning to Do, Learning to Be, Learning to Live Together.

Unit 11: Social Skills

CO: Communicate efficiently and develop good interpersonal skills. CO: Use social digital platforms efficiently.

- Communication skill-types of communication, barriers to communication, strategies for effective communication.
- Interpersonal skills-determinants, maintaining and sustaining a relationship, conflict resolution.

- Digital literacy and social media-digital ethics and cyber security.

Unit III: Life Skills for Self-Management and Career Planning

CO: Develop awareness about one's own self and plan a career accordingly.

- Self-awareness-self-concept, self-esteem, time management and empathy.
- Emotional intelligence, social intelligence and spiritual intelligence.
- Choosing a career-sources of career information, preparation of resume, interview facing and group discussion.

Unit IV: Universal Human Values

CO: Understand the importance of values and develop values for life. • Truth, love, compassion and non-violence.

- Constitutional values- justice and human rights.
- Understanding happiness and prosperity correctly- a critical appraisal of the current scenario. Sample Questions
- What is meant by Life skills? (1 Mark)
- Mention any two life skills as laid down by WHO. (2 Marks, Within 50 words)
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- Define Communication. Discuss strategies for effective communication. (5 Marks, Within 300 words)
- Critically reflect on Four Pillars of Education. (8 Marks, Within 500 to 800 words).

<p>Mode of Course Transaction: Seminar, Team Teaching, Dialogue, Peer-Teaching, Collaborative and Cooperative Learning, Field Trip, Concept Mapping, Self-Learning.</p>

Activities

Each student will be required to prepare and submit a report on any one of the following:

- Prepare a report on the implications of any two pillars of education in developing life skills education in India.
- Examine the opportunities and challenges in application of life skills education and write a report.
- Conduct a semi structured interview on parents exploring the challenges of parenting and life skills needed for effective parenting. Compare the gender difference of parenting.

- Conduct Case study on life history of great personalities who contributed towards universal values.

Suggested Readings

- ✓ Dahama OP., Bhatnagar O.P, (2005). Education and Communication for Development (2nd Edn.). New Delhi: oxford & BH Publishing co. Pvt. Ltd.
- ✓ Hendricks, P.A. Developing Youth Curriculum Using the Targeting Life Skills Model: Incorporating Developmentally Appropriate Learning Opportunities to Assess Impact of Life Skill Development (Iowa State Extension Publication 4H-137A, 1998). Ames, IA: Iowa State University.
- ✓ Konar, N. (2011). Communication Skillsfor Professionals (Second Edition). New Delhi: PHI Learning Private Limited.
- ✓ Mangal, SK. ,and Mangal, U. (2014). Essentials ofEducational Technology, PHI Learning Pvt. Ltd. 3. ✓ Sampath, K, A., Panneerselvam, S.S. (2007).Introduction to Educational Technology. Sterling Publisher Pvt.

Ltd.

Verma, S. Development ofLife Skill-II, Vikas Publishing House.

<http://www.um>

[org](http://www.um)

<http://www.who.i>

[nen/](http://www.who.i)

Paper-II: Quantitative and Logical Thinking

Course Objectives

1. To select and apply appropriate methods to solve real world problems;
2. To interpret quantitative model and understand a variety of methods of communicating them;
3. To improve decision making skills, problem solving skills and setting goals.

Course Outcomes

After completion of the course, learners will be able to

CO1: To apply appropriate methods to solve real world problems,

CO2: To understand various methods to solve the difficulties and communicating thereafter, **CO3:** To draw conclusion and / or make decisions based on analysis and critique of quantitative information using proportional reasoning.

Unit -I:

Whole numbers, Integers, Rational and irrational numbers, Fractions, Square roots and Cube roots, Surds and Indices, Problems on Numbers, Divisibility; Steps of Long Division Method for Finding Square Roots.

Unit -II:

Basic concepts, Different formulae of Percentage, Profit and Loss, Discount, Simple interest, Ratio and Proportion, Mixture, Time and Work, Pipes and Cisterns, Basic concepts of Time, Distance and Speed; relationship among them **Unit -III:**

Concept of Angles, Different Polygons like triangles, rectangle, square, right-angled triangle, Pythagorean Theorem, Perimeter and Area of Triangles, Rectangles, Circles.

Unit-IV:

Analogy basing on kinds of relationships, Simple Analogy; Pattern and Series of Numbers, Letters,

Figures. Coding-Decoding of Numbers, Letters, Symbols (Figures), Blood Relations. Logical Statements –

Two premise argument, more than two premise argument using connectives; Venn Diagrams, Mirror

Images, Problems on Cubes and Dices.

Suggested Readings

*Skill Enhancement Compulsory Course-II – Quantitative and Logical Thinking (Special Course)
– Odisha*

*State Higher Education Council, Bhubaneswar (The recommended Books are to be decided by
the Board of*

Studies)

Paper-III: Income Tax E-return Filing

Paper-IV: Organic Farming

Paper-V: Bio-fertilizer

Paper-VI: Type Setting in Latex

Objective: The objective of this course is to familiarize students how to write research papers and books using the book format process of type setting by Latex, how to prepare for document presentation

Learning Outcomes: After completion of this course, the students will be able to:

CO1: handle different types of documents, organize documents into different sections, subsections, etc., learn formatting pages

(margins, header, footer, orientation).

CO2: learn formatting text and writing of complex mathematical formulae, tables and images.

CO3: learn cross-referencing, bibliography writing, indexing, read error messages as and when required, learn to create presentations using Beamer.

This is a practical paper. Students will be externally examined on their expertise on following aspects of typing as per the rules of the university/affiliated institutions:

Installation of Latex and different IDEs, Creating the first document using Latex, organizing content into sections using article and book class of Latex, formatting the page by setting margins, paper size, use package, customizing header and footer, changing the page orientation, dividing the document into multiple columns, reading different types of error messages.

Formatting text (styles, size and alignment), adding colors to text and entire page, and adding bullets and numbered items, Creating basic tables, matrices and arrays, adding simple and dashed borders, merging rows and columns, and handling situations where a table exceeds the size of a page, adding an image, exploring different properties like rotate, scale, etc., writing equations in different formats, creating various form of mathematics documents, create items, add cross-referencing (refer to sections, table, images), add bibliography (references), and create back index, introduction to creating slides, adding frames, dividing the slide into multiple columns, adding different blocks, etc.

BOOK RECOMMENDED:

1. Latex Beginner's Guide: Create visually appealing texts, articles, and books for business and science using Latex, 2nd Edition, Packet Publishing, 2021.
2. Firuza Karmali Aibara: A short introduction to Latex: A book for beginners, Create space Independent Publishing Platform, 2019.

3. Dilip Datta: Latex in 24 Hours: A Practical Guide for Scientific Writing, 1st ed., Springer, 2017.
4. Suggestive digital platforms web links: NPTEL/SWAYAWMOOCS,
5. e-Learning Source <http://ndl.iitkgp.ac.in>; <http://ocw.mit.edu>;
<http://mathforum.org>