WEST GUWAHATI COLLEGE OF EDUCATION



Estd.: 1992

1.2.2 Brochure and Course content along with CLOs of Valueadded course



WEST GUWAHATI COLLEGE OF EDUCATION

Templeghat, Pandu, Guwahati-12

OFFERS

VALUE-ADDED COURSE

IN

Soft Skills

CERTIFICATE COURSE ON SOFT SKILLS

COURSE CODE: CCISS04

OBJECTIVES

- 1. To know the soft skills.
- 2. To understand the value of soft skills.
- 3. To apply the soft skills.

Unit- 1:

- Defining soft skills- its concept, nature
- Importance of soft skills
- Criteria to improve self skills
- Types of soft skills.

Unit-2:

- Communication- its types, importance
- Forms of Verbal and non-verbal communication

Unit-3:

- Self concept- our identity
- Self esteem
- Self reflection-benefits-strategies
- Self confidence

Unit-4:

- Multiple perspectives
- Barriers of Multiple perspectives
- Strategies to develop multiple perspective approach.

Unit-5:

- Creativity-meaning, measuring creativity, components of creativity
- Critical thinking
- Team building
- Problem solving
- Co-ordination

ASSIGNMENT

- 1. Arrange a group activity in which soft skills are reflected.
- 2. Analyse a SWOC analysis of yourself.
- 3. Observe a problematic situation and write down the detailed description of the observation of due problem.

Evaluation Scheme:

Internal assessment : 30 marks
 External Examination : 70 marks

3. Duration: 30 Hours

Reference:

NSF II (Nouveau sans fronitieres) – Philippe Dominique & Jacky Girardet

Nouvel Espace II – Guy Cappelle

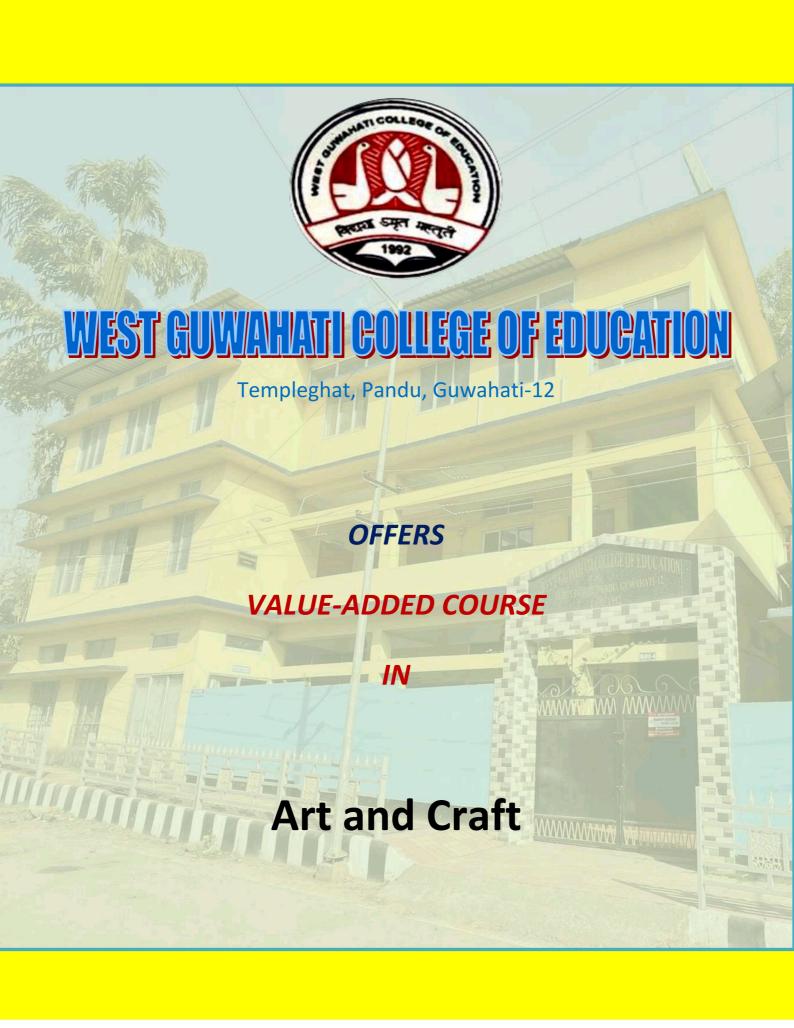
Cadences II - D. Berger & L. Merieux

WEBSITES:

www.fle.fr

www.bonjourdefrance.com

www.polarfle.com



CERIFICATE COURSE ON ART AND CRAFT

COURSE CODE: ADDC CP02AC

OBJECTIVES

- To develop the concept of crafts
- To understand their abilities
- To exercise their imagination through different creative works
- To identify their dormant potentialities

Unit-1

- Concept of crafts
- Concept of design and patter
- Different aspects of crafts

Unit-2

- Origin of block printing
- Tie and Dye
- Fabric painting of crafts in daily life
- Prospects of crafts

Unit-3

- Class assignment
- Home assignment (Hands on activities in class room activity on crafts)

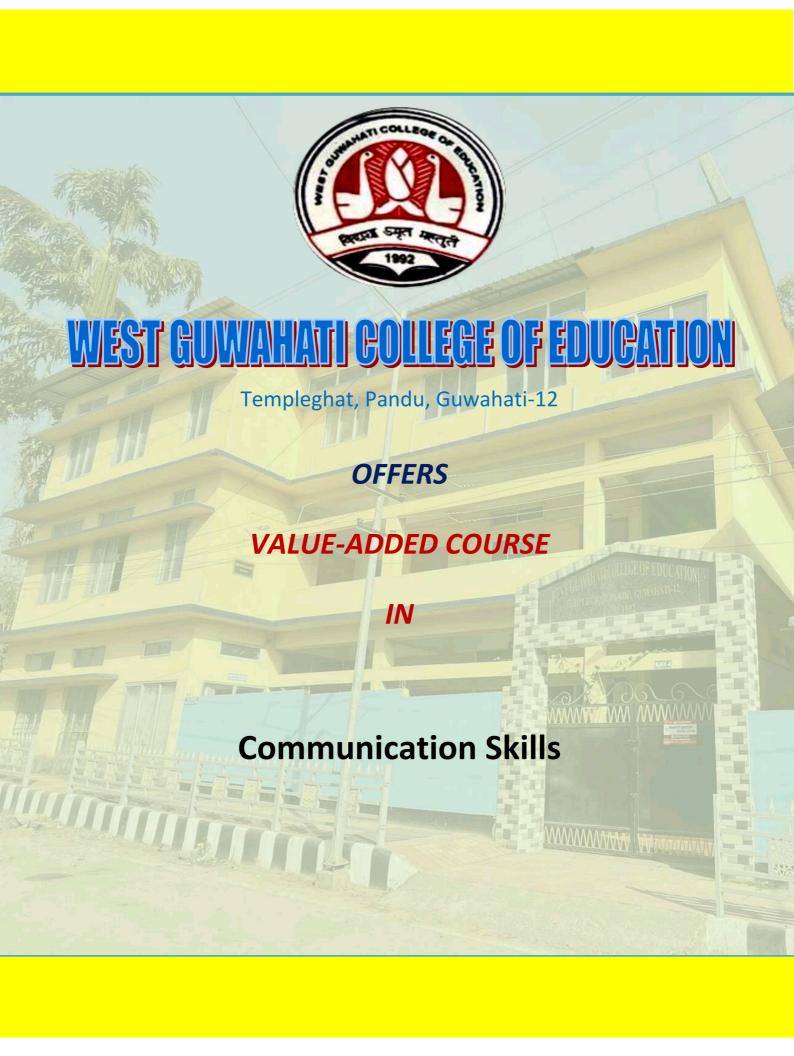
Practicum/ Assignment

- 1. Block printing, Tie and dye.
- 2. Students will do different activities on crafts of the teacher.

Evaluation Scheme:

Internal assessment : 60 marks
 External Examination : 40 marks

3. Duration: 30 Hours



CERTIFICATE COURSE IN COMMUNICATION SKILLS

COURSE CODE: CPO5CS

Objectives:

- 1. To understand and apply communication theory
- 2. To critically think about communication process.
- 3. To write effectively for a variety of contexts and audiences.
- 4. To interact skillfully and ethically.
- 5. Develop and deliver professional presentations.

Unit 1: Communication: An Introduction

- Definition, nature and scope of communication
- Importance and purpose of communication
- Process of communication
- Types of communication

Unit-2: Means of Non-verbal communication

- Personal appearance
- Gestures
- Facial expressions
- Eye contacts
- Body language
- Time language
- Silence
- Tips for improving non-verbal communication

Unit-3: Effective communication

(05)

(10)

(10)

- Essential of effective communication
- Communication technique
- Barriers to communication

Unit- 4: Communication in English

(05)

- Age of globalization and need for communicating in English
- English as he first or second language
- Uses of English in academic and non-academic situation in India

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VERBAL COMMUNICATION (ORAL-AURAL)

Unit-5: Listening skill-I (10)• Purpose of listening • Listening to conversation (Formal and Informal) • Active Listening- an effective listening skill • Benefits of listening • Listening to announcements- (railway/bus stations/ airport/sports announcement/commentaries Unit-6: Listening skill-II (05)• Academic listening (Listening to Lectures) • Listening to talks and presentations • Note taking tips Unit-7: Oral Communication skills (speaking skills) (05)• Importance of Spoken English • Status of spoken English in India • Spelling and pronunciation Unit-8 Oral communication skills-II (communication in context-I) (10)• Asking for and giving information • Offering and responding to others • Requesting and responding to requests • Expressing condolences • Congratulating people on their success Asking questions and responding politely Apologising and forgiving Expressing opinions (like and dislikes) Unit- 9 Techniques of reading skills (10)Purpose, process, methodologies • Skimming and scanning • Levels of reading • Reading comprehension Academic reading tips Unit-10 Verbal communication (written) (10)• Elements of Effective writing • Types of sentence

- Paragraph Reading
- Letter Writing (formal and informal)
- Essay writing
- Notices
- Summarising
- Precis Writing
- Note making

Unit- 11 Development of telephonic skills

(10)

- Basics of telephonic communication
- How to handle calls- Telephone manners
- Leaving a message
- Greetings and leave taking over phone (etiquette)

Unit-12 Soft skills for leadership and team management

(10)

- Qualities of a good teacher
- Leadership styles
- Decision making
- Interpersonal skills
- Intrapersonal skills
- Problem solving
- Critical thinking
- Negotiation skills

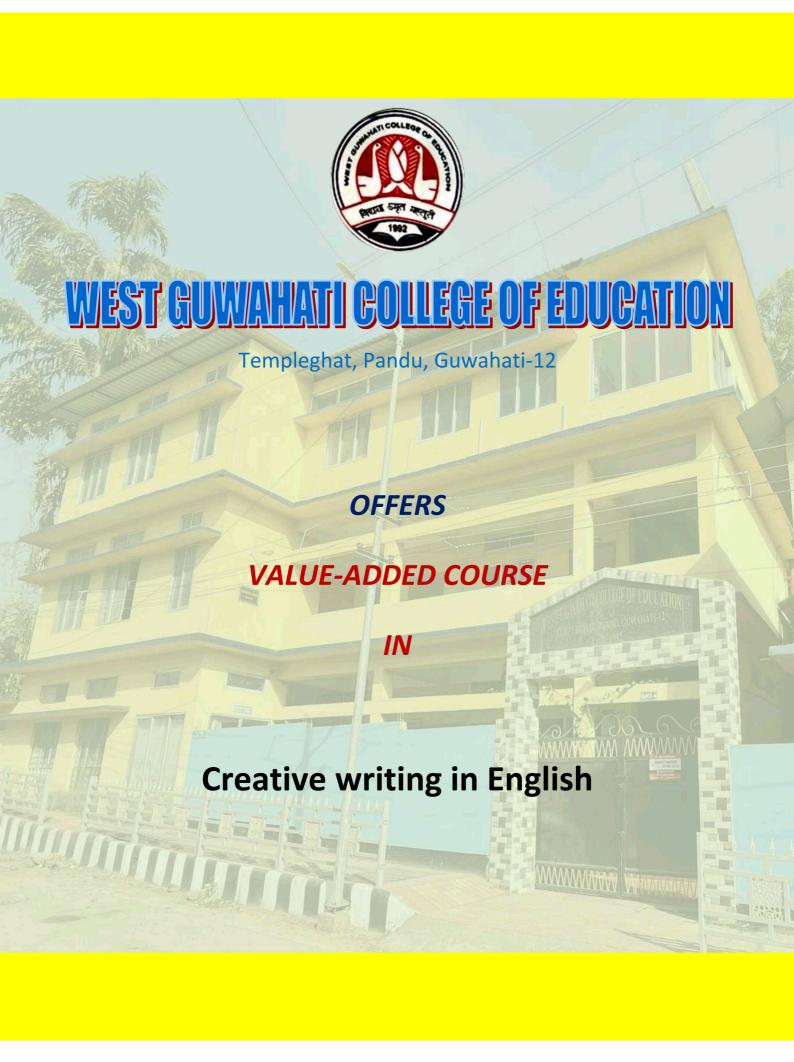
Assignment

Evaluation Scheme:

1. Internal assessment:

2. External Examination: 100 marks

3. Duration: 30 Hours



CERTIFICATE COURSE IN CREATIVE WRITING IN ENGLISH

COURSE CODE: CWIE07

OBJECTIVES

- 1. To build creative writing skills of students is the main motto of creative writing viz poetry, fiction (novel and short stories), Non-fiction (life narratives, autobiographies and biographies and drama).
- 2. To inculcate practical skills in students by mapping their creative talent which be beneficial for employability too.
- 3. To develop knowledge about the different aspects of creative writing.
- 4. To perform hands on activities for students to develop their creative skills through practical sessions.

Unit 1: 20

- Introduction to creative writing- meaning and importance
- Imagination and writing- Peer interaction, Activities and imagination
- Tropes, Motif and figure- Learning troops, motifs and figures through videos, Discussion on the findings.
- Craft of writing- Figure of speech, word play, Character creation
- Character creation- Dialogue Enaction, Learning characters through discussion on famous writing, Character Analysis, Writing Activities on Creative different types of characters (gender/social/background/ethnicity)

Unit 2: 15

- Close Reading
- Analysis and interpretation- Reading different works in literature, Discussion small groups, practice writing sessions
- Proof reading and Editing- Practice session on Proof reading and Editing of different
- Types of Writing

Unit 3: 15

- Steps of creative writing- Writing, Post writing/ final draft.
- Types of creative writing (poetry, Fiction, Non-fiction Life narratives drama)
- Creative writing and media- Film review and book review, other things in medis, submission and publication

Unit 4: 20

- Learning to write poetry-reading and understand poetry, practicing tone rhythm meter, versus, writing session
- Learning to write poetry-reading and understand fiction practicing different elements of fiction; (short story, novella and novel); writing sessions
- Learning to write Non-fiction: reading and understanding nonfiction (Biographies and Non-biographies), writing sessions.
- Learning to write Drama- reading, understanding and practicing different elements (plot, character and climax, verbal and non-verbal cues) of Drama, writing sessions.

Practicum (any three)

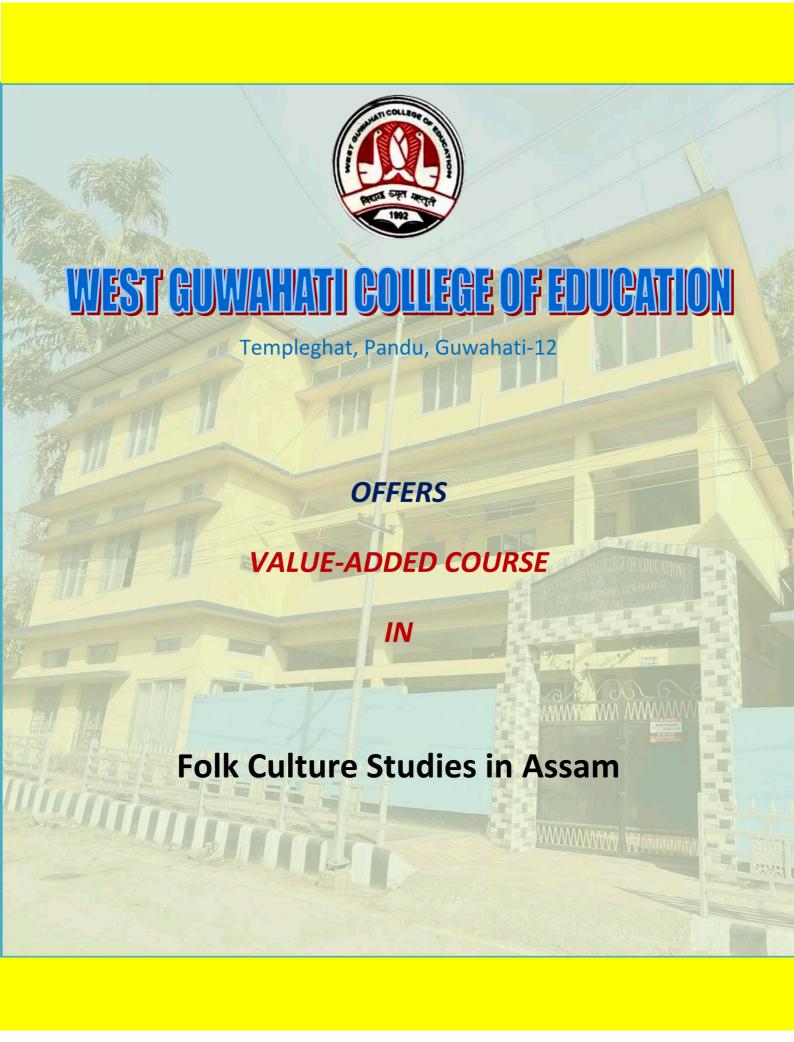
- 1. Practice different writing sessions on various topics.
- 2. Narratives of self created stories.
- 3. Narrate events of everyday life.
- 4. Presentation of unseen topics.

Evaluation Scheme

1. Internal assessment:

2. External Examination: 100 marks

3. Duration: 30 Hours



CERTIFICATE COURSE IN FOLK CULTURE STUDIES IN ASSAM (Blended Mode)

COURSE CODE: CP03FCSA

OBJECTIVES:

After completion of the course the students will be able to:

- 1. Know the folk cultures and Assam.
- 2. Find out the concept of folk culture.
- 3. Identify the different folk cultures of Assam.
- 4. Understand the various traditions of different cultures.

Unit-1: Marks: 10

- 1.1 Meaning of the folk culture
- 1.2 Concept of folk culture
- 1.3 Characteristics of folk culture

Unit-2: Marks: 20

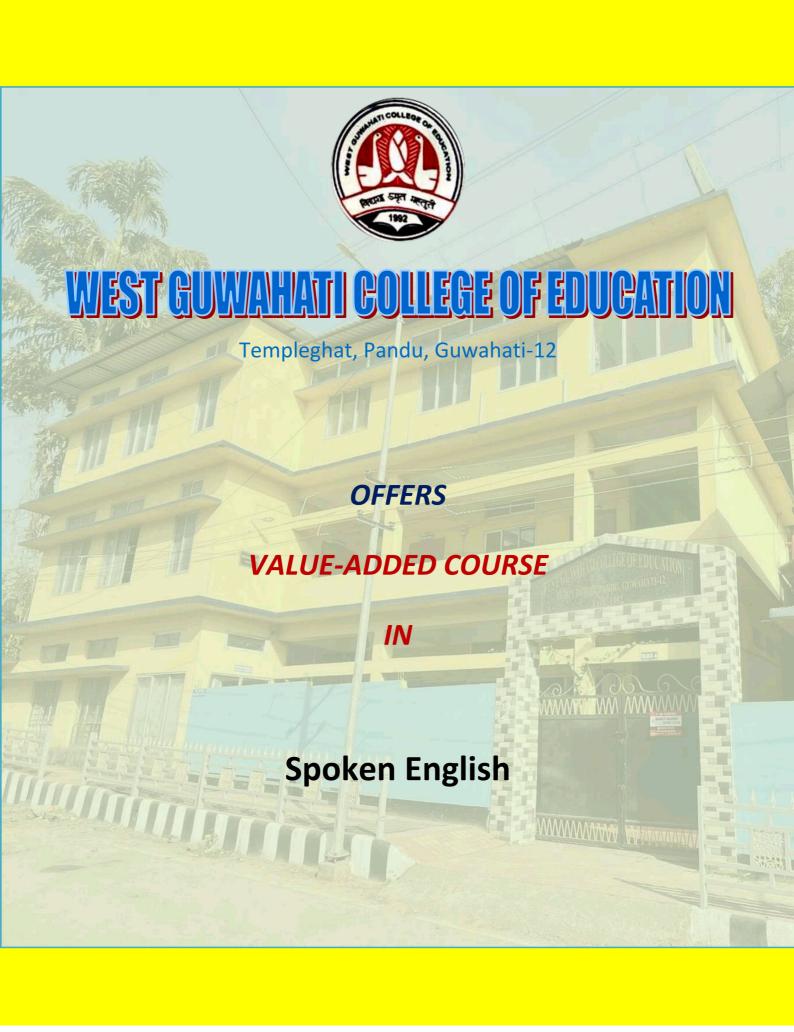
- 2.1 Elements of Folk culture in Assam
 - 2.2 Folk Dance
 - 2.3 Folk art and painting
 - 2.4 Folk Theatre
 - 2.5 Folk Costumes
 - 2.6 Folk traditions and practices

Unit-3: Marks: 20+10

3.1 Project work on folk culture and presentation

Unit-4: Marks: 40

4.1 Field Work



CERTIFICATE COURSE IN SPOKEN ENGLISH

COURSE CODE: CCSP03 TOTAL MARKS-100

Objectives:

After completion of the course the student trainees will be able to:

- 1. Communicate effectively and appropriately in real life situation.
- 2. Use English effectively for study purpose across the curriculum.
- 3. Develop interest in and appreciation of Literature.
- 4. Develop and integrate the use of the four language skills i.e Listening, Speaking, Reading and Writing.

Unit-1

Listening:

- Listening to text
- Listening to CD/Audio
- Trails of good listener

Pronunciation

- Introduction to English Phonetics
- Symbols of consonants and vowels with illustration in use

Listening and Comprehension

- Interpretation of text based on question-answer
- Interpretation among students

Reading skill:

• Techniques of reading

Reading Comprehensive of unseen passages

• Identifying the context and the central idea

Vocabulary and Word formation:

- From different text and
- Dictionary

Unit-2

Basic Grammar:

• Perspective/Descriptive approaches grammatically-appropriateness-grammar in context-grammar in spoken and written

Practice:

- Exercise on the use of different grammatical construction in context
- Use of grammatical devices from different text like newspaper, poems, stories etc.

Words and Phrases used for conversations:

• Making statements, questions, orders and suggestions-denying-rejecting-disagreeing-possibility-ability, permission, obligations etc.

Unit-3:

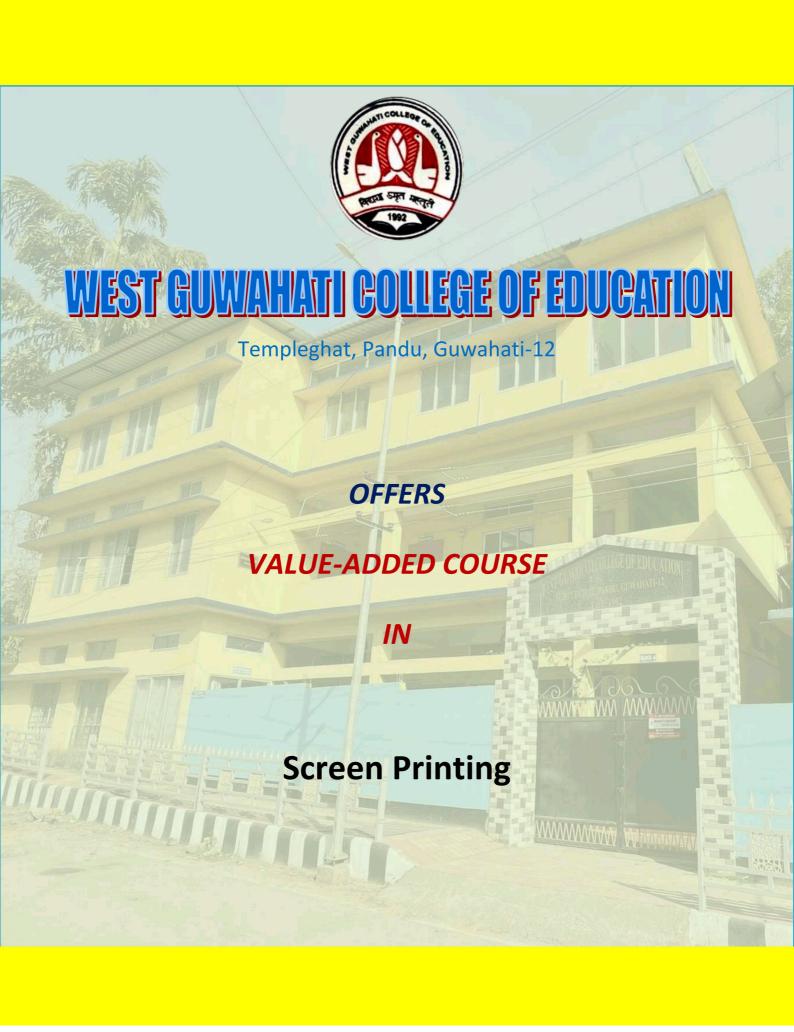
- Dialogues
- Public Speech
- Telephonic Conversation

Unit-4: (Practicum)

- Writing advertisement
- Classroom discussions
- Designing and preparing materials-listening, speaking and reading.
- Listening to briefing commentary, talks, announcements etc.

Practicum/ Assignments/ Assessment:

- 1. Practicum- 20 marks
- 2. Internal and External Examination- 80 marks.
- 3. Duration- 1 Hours



CERTIFICATE COURSE ON SCREEN PRINTING COURSE CODE: ADDC CP02AC

SYLLABUS:

DURATION: 30HOURS

TIME: 4.00pm to 5.00pm

Total Marks: 100

Objectives:

• To develop the concept of print

- To understand their abilities
- To exercise their imagination through different creative works
- To identify their dormant potentialities

Unit1:

- Concept of Screen Print
- Concept of design and screen printing
- Different aspects of screen printing

Unit 2:

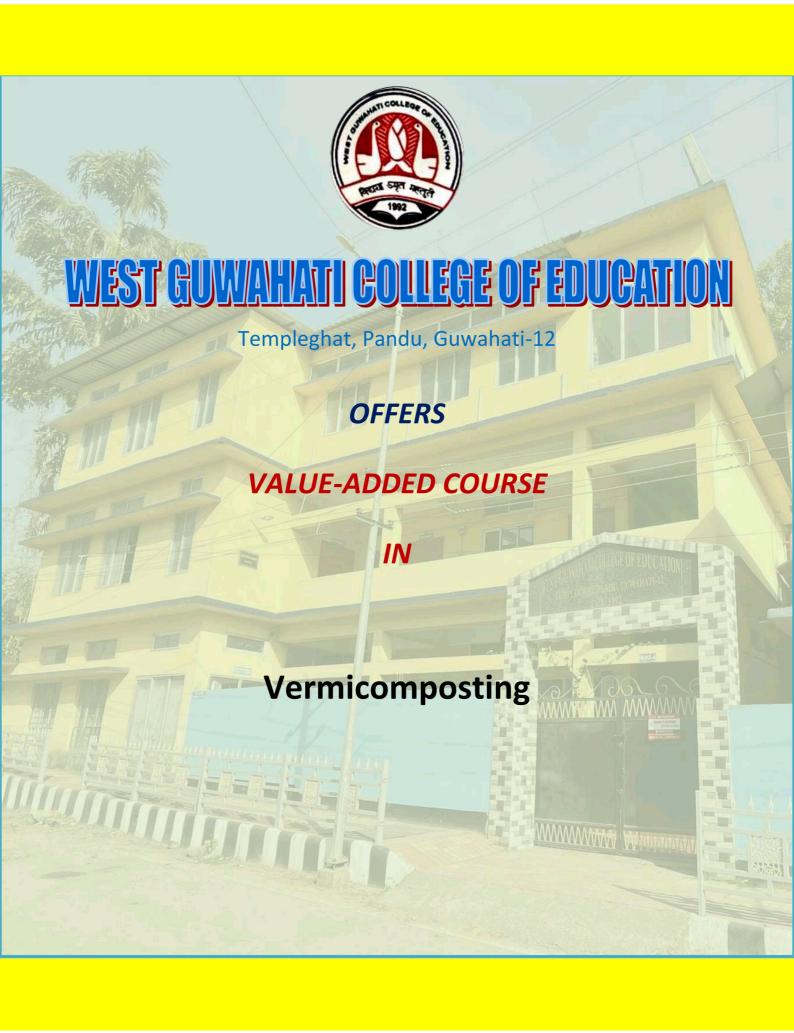
- Origin of printmaking
- Screen Printing
- Screen printing use in daily life
- Prospects of screen printing

Unit 3:

- Class assignment
- Home assignment
- Hands on activities in class room activity on screen printing

Practicum/Assignment

- Screen printing
- Student will do different activities on screen printing in front of the teac



Certificate Course in Vermicomposting

Duration: 1 month

Objectives:

• This intensive one-month certificate course aims to equip participants with fundamental

knowledge and hands-on skills in vermicomposting.

• The course focuses on providing a condensed yet comprehensive understanding of

sustainable waste management and the practical aspects of vermicomposting.

Course Highlights:

Course Title: Certificate Course in Vermicomposting

Duration: 1 month

Objectives:

• This intensive one-month certificate course aims to equip participants with fundamental

knowledge and hands-on skills in vermicomposting.

• The course focuses on providing a condensed yet comprehensive understanding of sustainable waste management and the practical aspects of vermicomposting.

Course Highlights:

Introduction to Vermicomposting:

Basics of vermicomposting and its environmental benefits.

Overview of key concepts in sustainable waste management.

Vermiculture Techniques:

Practical sessions on setting up and managing small-scale vermicomposting bins.

Selection and care of worm species for effective composting.

Compost Quality and Application:

Understanding the nutrient content of vermicompost.

Practical applications of vermicompost in gardening and small-scale agriculture.

Troubleshooting and Maintenance:

Identifying and addressing common issues in vermicomposting.

Maintenance tips for optimal compost production.

Practical Sessions:

Participants will engage in hands-on activities, including setting up vermicomposting bins,

monitoring compost quality, and troubleshooting common challenges.

Assessment:

Evaluation will be based on practical demonstrations, short quizzes, and a small project where

participants design and implement a basic vermicomposting system.

Certification:

Upon successful completion of the 1-month course, participants will be awarded a Certificate

in Vermicomposting, recognizing their proficiency in basic vermicomposting techniques.

Who Should Enrol:

Student Trainee seeking a quick introduction to sustainable waste management.

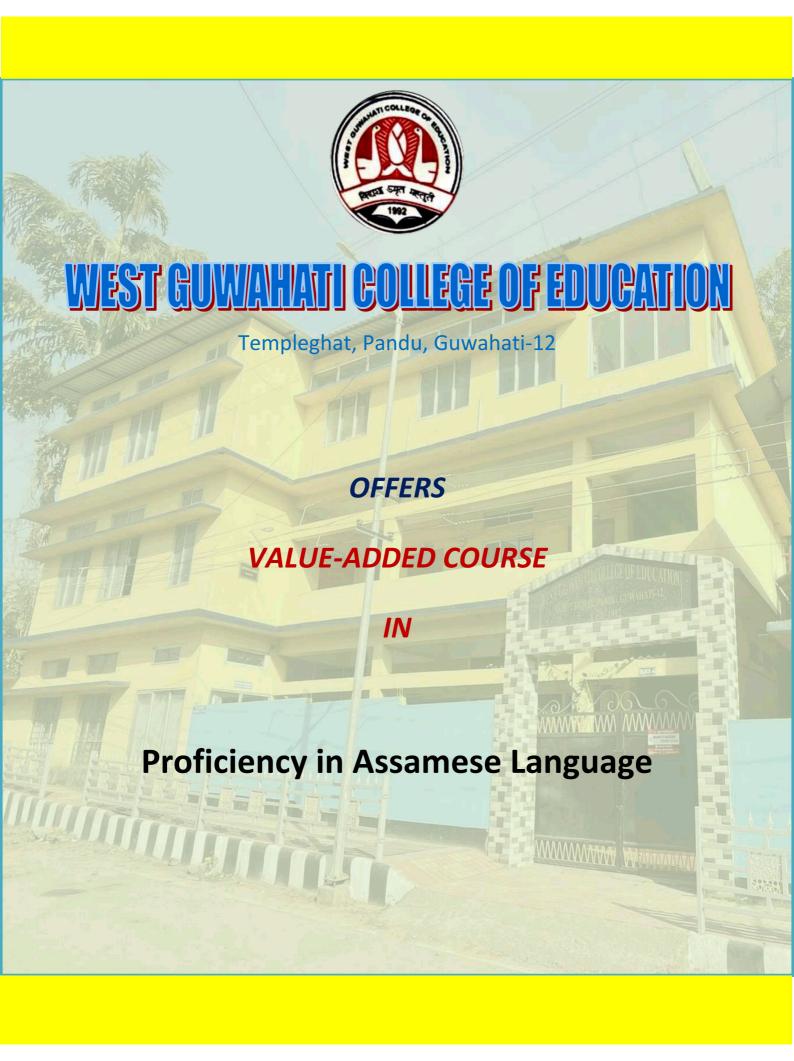
Home gardeners and urban dwellers interested in composting. Basics of vermicomposting and its environmental benefits.

Students with a limited timeframe but a keen interest in vermicomposting.

Enrolment:

Limited seats are available. Interested individuals can apply online through the college website or visit the admissions office.

Join us for a month of.



CERTIFICATE COURSE ON POFICIENCY IN ASSAMESE LANGUAGE

SYLLABUS

Title of the Course: Certificate course on proficiency in assamese language

Course Code: ADDPA

Intake Capacity: 30 student per batch

Total Marks: (30+40+30=100)

Passing Mark: The candidate must obtain 40% of the total marks

Selection: First come first served basis

Duration of the course: 3months

Number of lectures: 30Hrs.

Fee structure: Rs.100/- (the fee covers tuition fee and study material only)

Centre: WGCE College Campus

Level: Certificate

Status: To be implemented from the academic year September 2021

Aim: The Course is designed to enhance the four language skills viz listening, Speaking, Reading and Writing(LSRW) of learners to strengthen their overall proficiency in Assamese.

Objectives:

- To enable the learner to communicate effectively.
- 2. To develop and integrate the use of the four language skills.
- To able to pronounce the words correctly and able to identify the usage of words according to occasion

Evaluation:

- 1) Internal Assesment (30 marks)
- Written Assesment(40 marks)Unit II- 10marksUnit III- 20 marksUnit VI- 10 marks

3) Oral/Viva(30 marks)
Unit I – Oral Examination in Spoken Assamese(10 marks)
Unit IV & V- Reading of unseen passage(Prose & Poetry) 20 marks

(A)Internal Assesment: 30 marks

i) Narrating a story or describing a visit to a place or picture or a flim.
 ii) The student will visit the nearest place and submit a report.
 iii) Recitation/ story telling practice.
 10 marks
 10 marks

(B) Course Content: 70 marks

Unit I- বাচনিক উন্নয়ন ১০ ক্রিক

ক) দৈনন্দিন ব্যৱহৃত কথা বতৰা

খ)অসমীয়া বাৰ সমূহৰ নাম

গ) শাক- পচলিৰ নাম

ঘ) ফল-মূলৰ নাম

ঙ)১-১০০ লৈ সংখ্যাৰ ধাৰণা

চ) অসমীয়া বাৰ-মাহৰ নাম

Unit II- অসমীয়া বৰ্ণ, আখৰ, আখৰ জোঁটনি

ক) অসমীয়া লিপি

থ) অসমীয়া ভাষাৰ বিশিষ্ট বৰ্ণ

গ) অসমীয়া আখৰ - জোঁটনি

Unit III- অসমীয়া ভাষাৰ শব্দ ভাণ্ডাৰ, বাক্য ৰীতি ২০

ক) অসমীয়া বাক্য ৰীতি

থ) সমার্থক শব্দ

গ) বিপৰীত শব্দ

ঘ) জতুৱা ঠাচ

ঙ) থণ্ডবাক্য

Unit IV - भना भार्ठ

50

অসম আমাৰ ৰূপহী

- ড০ ভূপেন হজৰিকা

মোৰ দেশ

-হিৰেণ ভট্টাচাৰ্য

पूर्विः वन

-পাৰ্বতী প্ৰসাদ বৰুৱা

Unit V- शप्र भार्ठ

50

লাজ লাগি গল - ড০ নগেণ শইকীয়া

লংকাৰ সংবাদ কি

- ভোলানাখ দাস

গৌৰৱ

- কালিৰাম মেধি

Unit VI – লিখন দক্ষতা

50

ক) চিঠি লিখন

থ) আবেদন লিখন

গ) ৰচনা লিখন