

WEST GUWAHATI COLLEGE OF EDUCATION



Estd.: 1992

1.2.2 Brochure and Course content along with CLOs of Value-added course



WEST GUWAHATI COLLEGE OF EDUCATION

Templeghat, Pandu, Guwahati-12

OFFERS

VALUE-ADDED COURSE

IN

Soft Skills

SYLLABUS
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:

1. Internal assessment : 30 marks
2. External Examination : 70 marks
3. Duration: 30 Hours

Reference:

NSF II (Nouveau sans frontieres) – 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



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OFFERS

VALUE-ADDED COURSE

IN

Art and Craft

SYLLABUS

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 patten
- 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:

1. Internal assessment : 60 marks
2. External Examination : 40 marks
3. Duration: 30 Hours



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VALUE-ADDED COURSE

IN

Communication Skills

SYLLABUS
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 (10)

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

Unit-2: Means of Non-verbal communication (10)

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

Unit-3: Effective communication (05)

- 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 the 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 etc.)
- 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



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VALUE-ADDED COURSE

IN

Creative writing in English

SYLLABUS

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 tropes, 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 medias, 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



WEST GUWAHATI COLLEGE OF EDUCATION

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VALUE-ADDED COURSE

IN

Folk Culture Studies in Assam

SYLLABUS

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



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VALUE-ADDED COURSE

IN

Spoken English

SYLLABUS
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
- Traits 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 Comprehension 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



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VALUE-ADDED COURSE

IN

Screen Printing

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**



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VALUE-ADDED COURSE

IN

Vermicomposting

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.



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VALUE-ADDED COURSE

IN

Proficiency in Assamese Language

CERTIFICATE COURSE ON PROFICIENCY 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: 3 months

Number of lectures: 30 Hrs.

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:

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

Evaluation:

- 1) Internal Assessment (30 marks)
- 2) Written Assessment (40 marks)
 - Unit II- 10 marks
 - Unit III- 20 marks
 - Unit 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. | 10 marks |
| ii) The student will visit the nearest place and submit a report. | 10 marks |
| iii) Recitation/ story telling practice. | 10marks |

(B) Course Content : 70 marks

Unit I- বাচনিক উন্নয়ন

১০

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

১০

ক) অসমীয়া লিপি

খ) অসমীয়া ভাষাৰ বিশিষ্ট বৰ্ণ

গ) অসমীয়া আখৰ - জোঁটনি

Unit III- অসমীয়া ভাষাৰ শব্দ ভাণ্ডাৰ, বাক্য ৰীতি

২০

ক) অসমীয়া বাক্য ৰীতি

খ) সমার্থক শব্দ

গ) বিপৰীত শব্দ

ঘ) জতুৱা ঠাচ

ঙ) থণ্ডবাক্য

Unit IV - পদ্য পাঠ

১০

অসম আমাৰ ৰূপহী

- ড॰ ভূপেন হাজৰিকা

মোৰ দেশ

- হিৰেণ ভট্টাচাৰ্য

দুবৰি বন

- পাৰ্বতী প্ৰসাদ বৰুৱা

Unit V- গদ্য পাঠ

১০

লাজ লাগি গল

- ড০ নগেন শইকীয়া

লংকাৰ সংবাদ কি

- ভোলানাথ দাস

গৌৰৱ

- কালিৰাম মেধি

Unit VI- লিখন দক্ষতা

১০

ক) চিঠি লিখন

খ) আবেদন লিখন

গ) ৰচনা লিখন