AADEIS ICT Continuing Education Centre- Course Plan (SUGGESTED) Courses for DEI Students/ Jobseekers 2020-21 **Course Title Target Audience (Faculty/Field)** Recommended Semester 10 **WEEKDAYS, SUNDAYS AND HOLIDAYS** 8 9 Dip/Hon PG ¹ Basic Computer Skills and Microsoft Office* All Faculties Unix and Perl Technical(with prerequisites) Science (Hon, PGD, & MSc, etc) Engg. 3 Tally ERP 9* Commerce BBM MBA MOM (Cert) • (Dip) BBM MOM(Cert) (Dip) Technical, Science (CS and PGDCSA) and C-Programming An Intro to Networking and Network Technical(with prerequisites), Science and Administration ⁷ Technical Writing Science Faculty (3 year programs), Engg 8 Basic Soft Skills* All Faculties/ Fields 9 Advanced Soft Skills* Science, Engg, Commerce, BBM, MBA, MSc, MPhil, PhD Workshops (Proposed) **SUNDAYS & HOLIDAYS** 1 Time Management* All Faculties/Semesters 2 Interview Skills* All Faculties/Final Year 3 Personality Dev* All Faculties/Semesters 4 (MS) Excel * All Faculties/Semesters 5 Communication Skills* All Faculties/Semesters 6 Presentation Skills* All Faculties/Semesters 7 Creative Problem Solving All Faculties/Semesters 8 A Career in Civil Services All Faculties/Semesters **Duration of Short Courses:** 12 weeks, once/week (Sundays), approx. ΙT 27-30 hours with lab 8 weeks, 3-4 days /week, approx. 36 hours with role-plays and speaking activities and Soft Skills mock interviews 4-5 classes, -8 hours Resume Writing 675/ for 5 week courses 150/250 for Workshops 150 for all Online Courses* During 2020 Sem.1 (special) *Also Available to Jobseekers from Branches Preference is given to final year students **DEC Courses* Proposed via Edusat/Other** SUNDAYS &HOLIDAYS **Course Title Target Audience (Faculty/Field) Recommended Semester** 1 Tally ERP 9* B. Com MOM&SP ~ 2 Basic Computer Skills and Microsoft Office* All Programs/Semesters 3 Spoken English* All Programs/Semesters 4 Personality Development (Soft Skills) All Programs /Final Year (2 Semesters) 5 Interview Skills All Programs/Final Year (2 Semesters)

*Also Available to Jobseekers of respective

Branches