



## THE UNIVERSITY OF BURDWAN

### **Skill Based Vocational Course at the time of exit at the end of first year of UG studies**

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#### **Detail Syllabus** **Certificate in Soft Skills**

**Syllabus (4 Credits / Theory classes 3 hours per week and practical classes 2 hours per week for 8 weeks – Total 40 hours) - To be covered in 8 weeks during summer term for the students want to exit after one year of UG studies**

1. Understanding the communication process
2. The different types of communication methods
3. Communicating in English
4. First language (Mother Tongue) Interference
5. Importance of listening when learning English
6. Organs of speech
7. Vowels & Vowel sounds practice
8. Consonants & Consonant sounds practice
9. Pronunciation
10. Vocabulary
11. Speaking as a language skill
12. Business Communication
13. Public Speaking and Presentation Skills
14. Presentation by trainees

#### **Syllabus Reference:**

NQR Code:2019/ITES/NIELIT/3171

Sector IT-ITeS

Course Name: Certificate Course in ITES BPO, Soft Skills & Communicative English

#### **Reference Books on Certificate in Soft Skills**

1. Soft Skill for everyone by Jeff Butterfield
  2. The art of Ex - plan – nation by Ros Atkins
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## THE UNIVERSITY OF BURDWAN

### Skill Based Vocational Course at the time of exit at the end of second year of UG studies

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#### Detail Syllabus Diploma in Entrepreneurship Development

**Syllabus (4 Credits / Theory classes 3 hours per week and practical classes 2 hours per week for 8 weeks – Total 40 hours) - To be covered in 8 weeks during summer term for the students want to exit after two years of UG studies**

1. What is Soft Skills
2. Self Esteem & Stress Management
3. Communication Skills
4. Listening Skills
5. Leadership Skills
6. Problem Solving
7. Team Work
8. Corporate Culture
9. CRM- The Management Model
10. Time Management
11. Public Speaking and Presentation Skills
12. Introduction to Entrepreneurship
13. Understanding of the basic aspects of Business Management
14. Legal aspects, regulatory aspects of SMEs and Launching Formalities
15. Business Strategy and Growth
16. Business Opportunities Identification Techniques
17. Conducting Market Survey
18. Preparation of Business Plan
19. Getting funds – options and opportunities.

#### **Syllabus Reference:**

NQR Code:2019/ITES/NIELIT /3171, Sector IT-ITeS

Course Name: Certificate Course in ITES BPO, Soft Skills & Communicative English&

NQR Code:NARQ40001, Sector: Education, Training & Research

Course Name: Entrepreneurship Development Programme (EDP) for Micro Entrepreneurs

#### **Reference Books on Diploma in Entrepreneurship Development**

1. The Entrepreneur Revolution by Daniel Priestly
2. Hell Yea or No by Derek Sivers
3. The Third Door by Alex Banayan