

School of Vocational Education and Training

Learning Outcome

1. Improve communication skills in English in the areas of listening, speaking, reading and writing
1. 2) Develop IT skills through MS Word, MS PowerPoint, MS Excel, MS Access
2. 3) Enable professional life to go forward for upward mobility at the workplace

BPOI-006

- 1) Discuss about grammar to hone editing skills
- 2) Explains interpersonal and communicative skills
- 3) Prepares for improving pronunciation of sounds, word stress, intonation and vocabulary as well
- 4) Discuss the entire gamut of real-life situations which may be confronted with at the workplace
- 5) Provides CD for practicing listening and speaking skills

Assessment

- 1) Assignment and Term end exam
- 2) Verbal examination

BPOI-007

- 1) Discuss about PC and its different components
- 2) Explain MS Office covering MS Word, MS Power Point, MS Excel and MS Access
- 3) Explain web-based technologies
- 4) Describes Data based Management Systems
- 5) Provides hands on experience on different tools and techniques of MS Office

Assessment

- 1) Assignment and Term end exam
- 2) Practical examination