CVTEE 104
Skill Component

Sample Topics are given below-

- ✓ Hardware Resources and peripherals, Software Resources, installation and management.
- ✓ Text Editor (MS Word)- (saving text, copy and cut (move), finding a particular pattern, Inserting objects, etc., Spreadsheet (MS Excel)- (MS Excel interface, working with Work Book, merging of cells, Inserting, and entering data), MS Power point (inserting Slides, and Creating a new Presentation, Applying Design Templates, custom animation, slide transition, etc.)
- ✓ Basics of Internet (Connecting to the Internet, Computer Networks, URL, Search Engines, etc.)
- ✓ E-Content Development, Tools and techniques of e-content development
- ✓ Governance: An Introduction, applications and benefitsof e-governance, Types of Interactions in E-Governance, E-Governance Projects in India, Introduction to Technology Enabled Education(TEE), Future prospective of TEE, issues and challenges in TEE in India.
- ✓ Open Educational Resources (OERs), Rules, guidelines, and licenses types of OERs
- ✓ Massive Open Online Courses (MOOCs), Role of MOOCs in today's perspective.
- ✓ Introduction to E-Repositories, and Popular e-repositories
- ✓ Technology Enabled Education- Institutional initiatives (Govt. of India initiatives, i.e. Sakshat, e-PG Pathshala, etc.)
- ✓ Brief Introduction to SWAYAM, and NPTEL, Online examinations, online surveys, and online feedback system., Introduction to Cyber Security, Types of cyber attacks, Challenges in implementing cyber security
- ✓ Educational Technology- Role of ICT, Popular models of Technology Enabled Learning (TEL).
- ✓ Models of TEL and Social Media, Types of learning (i.e. traditional, virtual, online, blended, open and distance, correspondence, etc.)
- ✓ Basics of image editing, Basics of info graphics, various open source info graphics tools.
- ✓ Text Editor (MS Word)- II (bullets and numbering, working with fonts, page break, header and footer, page setup, managing Tables, etc.)
- ✓ Introduction to Spreadsheet (MS Excel)- II (functions & formulas, Modifying sheets, Analyzing data, sorting and Filtering Data, etc.)
- ✓ MS Power point- II (inserting Slides, and Creating a new Presentation, Applying Design Templates, custom animation, slide transition, etc.)
- ✓ Introduction to Google Sheets, Google docs, Google Slides, and Google Drive)
- ✓ Creating discussion forum, Blogs, and Newsgroup
- ✓ Google Forms, Create your form or quiz, Choose settings and preview, etc.
- ✓ Report writing and document formation, Essential stages of report writing
- ✓ Feedback and Surveys (types of feedback, feedback collection, steps to design a good questionnaire)
- ✓ Role of Technology Enabled education in Open and Distance Learning
- ✓ Introduction to Audio and Video Editing Tools, Open source tools of audio and video editing
- ✓ Video Conferencing/ managing virtual meetings.
- ✓ Video Channel Management (popularizing videos, channel management, business perspective and self employment)

- ✓ Learning Management System (LMS), Applications of LMS, List top LMS usually used in practice, Introduction to Content Management System
- ✓ Introduction to Communication, Barriers to Communication, Non-verbal Communication, Body Language- for Interviews, Reading Skills- Previewing, Skimming, and Scanning techniques.
- ✓ Technical Writing, and Proposal Writing, Basics of Report Writing, and Letter Writing, Bio-data, CV and Resume., Types of Soft Skills, Self-Management Skills, and aiming for Excellence, Developing Potential and Self-Actualization.
- ✓ SWOT, Strategic planning and Decision making, Conflict Resolution Skills, Team Building
- ✓ Importance of human relation, and Work Ethics & work culture
- ✓ Life skills and vocational skills, Future prospects of vocational education
- ✓ Types of personality, traits of personality, and Emotional intelligence (EQ)