

SYLLABUS

C. Voc. (Soft Skill & E- Office Management) / D. Voc. (Soft Skill & E- Office Management)

SEMESTER- I

Course Name- Workshop

Course Code- CVEOM / DVEOM – 103

Total Credit- 4

Maximum Marks- 100

Day 1 Introducing soft skills and effective communication, etc.

Day 2 Behavioural Skills, Stress Management and etc.

Day 3 Writing skills, RTI, and etc.

Day 4 E-office management, tools and tactics, etc.

Day 5 Mailing services and Internet skilling; Assessment/ Viva Voce