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AXIS INSTITUTE OF HIGHER EDUCATION

AXIS INSTITUTE OF HIGHER EDUCATION - KN115
VALUE ADDED COURSES
SESSION : 2020-21

AXIS INSTITUTE OF HIGHER EDUCATION – KN115

Rooma Kanpur

VALUE ADDED COURSE

2020-21

SR.	COURSE CODE	COURSE NAME	DURATION
1	VACIC	Introduction To Computer	40 Hours
2	VAC/BBA/20-21/01	Critical Thinking and Problem Solving	30 Hours
3	VAC/BBA/20-21/02	Presentation Skills: Creating and Delivering Effective Presentations	30 Hours
4	VAC/BBA/20-21/03	Teamwork and Collaboration	30 Hours
5	VAC/BCA/20-21/01	Application Development Foundations	90 Hours
6	VAC/BCA/20-21/02	Communication and Presentation Skills	30 Hours
7	VAC/BCA/20-21/03	Time Management and Productivity	30 Hours

INTRODUCTION

The ever-changing global scenario makes the world more modest and needs high levels of lateral thinking and the spirit of entrepreneurship to cope up with the emergent challenges. Many a times, the defined skill sets that are being imparted to students today with Program Specific Objectives in educational institutions become redundant sooner or later due to rapid technological advancements. No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

The main objectives of the Value-Added Course are:

- ✓ **To provide students an understanding of the expectations of industry.**
- ✓ **To improve employability skills of students.**
- ✓ **To bridge the skill gaps and make students industry ready.**
- ✓ **To provide an opportunity to students to develop inter-disciplinary skills.**
- ✓ **To mold students as job providers rather than job seekers.**

Course Designing The department interested in designing a Value-Added Course should undertake Training Need Analysis, discuss with the employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus.

CONDUCTION OF VALUE ADDED COURSES

Value Added Course is not mandatory to qualify for any program and the credits earned through the Value-Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. It is a teacher assisted learning course open to all students without any additional fee. Classes for a VAC are conducted during the RESERVED Time Slot in a week on the regular class hours. The value-added courses may be also conducted during weekends / vacation period. Students will be encouraged to opt for the VAC offered by their Department. Industry Experts / Eminent Academicians from other Institutes are eligible to offer the value-added course. The course can be offered only if there are at least 5 students opting for it. The duration of value added course is of minimum 30 hours.

DURATION AND VENUE

- ❖ The duration of value-added course should not be less than 30 hours.
- ❖ The HOD of the Department shall provide class room/s based on the number of students/batches.

- VAC shall be conducted in the respective School itself.

GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

- Value Added Course is not mandatory to qualify for any program.
- It is a instructor supported learning course open to all students without any added fee.
- The value-added courses may be also conducted during weekends / vacation period if required.
- Each faculty member in charge of a course is responsible for maintaining Attendance and Assessment Records for candidates who have registered for the course.
- The Record must include information about the students' attendance and Assignments, seminars, and other activities that were carried out.
- The record shall be signed by the Course Instructor and the Head of the Department at the end of the semester and kept in safe custody for future verification.
- Each student must have a minimum of 75% attendance in all courses for the semester in order to be eligible to take certificate.
- Attendance requirements may be relaxed by up to 10% for valid reasons such as illness, representing the University in extracurricular activities, and participation in NCC.
- The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.

REGISTRATION PROCEDURE

The list of Value-Added Courses, along with the syllabus, will be available on the College Website. A student must register for a Value-Added Course offered during the semester by completing and submitting the registration form. The Department Head shall segregate according to the option chosen and send it to the HOD of the college offering the specific Value-Added Courses.

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INTRODUCTION TO COMPUTER

(COURSE CODE : VACIC)

Course Objectives:

To train the participants on basic usage of computers, preparing personal and official letters, viewing information on internet, writing and sending Emails, internet banking services etc.
To impart knowledge on file and folder making and saving of the documents.

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Course Outcomes:

This course aims to teach basics of computer knowledge and appreciate computer programs for the participants.

Module -1: Basic Knowledge of computer

Module -2: Introduction to information Technology

Module -3: Introduction to MS office, MS Word, MS Excel, MS power point

Module -4: Presentation skills

Module -5: Internet – search strategies, Email and Email etiquettes

Module -6: Online survey development tools

Critical Thinking and Problem Solving

(COURSE CODE : VAC/BBA/20-21/01)

Course Objectives:

This course aims to develop students' critical thinking and problem-solving skills. It focuses on enhancing analytical abilities, logical reasoning, and creative thinking, enabling students to approach complex issues systematically and find effective solutions.

Course Outcomes:

1. Understand the principles of critical thinking and its importance in problem-solving.
2. Identify and analyze problems using structured methodologies.
3. Apply logical reasoning to evaluate arguments and evidence.
4. Develop creative and innovative solutions to complex problems.
5. Communicate solutions effectively and make reasoned decisions.

Module 1: Foundations of Critical Thinking (7 Hours)

1. **Lecture 1:** Introduction to Critical Thinking: Definition and Importance
2. **Lecture 2:** Characteristics of a Critical Thinker
3. **Lecture 3:** Recognizing and Avoiding Cognitive Biases
4. **Lecture 4:** Elements of Thought: Concepts, Assumptions, Inferences, and Implications
5. **Lecture 5:** Developing a Critical Thinking Mindset: Curiosity, Skepticism, and Humility
6. **Lecture 6:** Common Logical Fallacies and How to Avoid Them
7. **Lecture 7:** Workshop: Analyzing Everyday Arguments and Discussions

Module 2: Problem Solving Frameworks and Techniques (8 Hours)

1. **Lecture 1:** Understanding Problems: Problem Types and Characteristics
2. **Lecture 2:** Problem-Solving Models: The IDEAL and PDCA Frameworks
3. **Lecture 3:** Root Cause Analysis: The Five Whys Technique
4. **Lecture 4:** Brainstorming and Mind Mapping for Idea Generation
5. **Lecture 5:** SWOT Analysis: Identifying Strengths, Weaknesses, Opportunities, and Threats
6. **Lecture 6:** Decision Matrix and Weighted Scoring Models
7. **Lecture 7:** Risk Assessment and Mitigation Strategies
8. **Lecture 8:** Case Studies: Applying Problem-Solving Techniques in Real-World Scenarios

Module 3: Enhancing Analytical and Logical Reasoning Skills (8 Hours)

1. **Lecture 1:** Logical Reasoning: Deductive and Inductive Reasoning
2. **Lecture 2:** Evaluating Evidence: Credibility, Relevance, and Sufficiency
3. **Lecture 3:** Argument Analysis: Identifying Premises and Conclusions
4. **Lecture 4:** Constructing and Evaluating Arguments

5. **Lecture 5:** Quantitative Reasoning: Using Data and Statistics in Problem Solving
6. **Lecture 6:** Critical Reading and Writing: Analyzing and Synthesizing Information
7. **Lecture 7:** Ethical Considerations in Problem Solving and Decision Making
8. **Lecture 8:** Workshop: Developing and Presenting Logical Arguments

Module 4: Creativity and Innovation in Problem Solving (7 Hours)

1. **Lecture 1:** Introduction to Creative Thinking: Importance and Techniques
2. **Lecture 2:** Lateral Thinking: Challenging Assumptions and Thinking Outside the Box
3. **Lecture 3:** The SCAMPER Technique for Creative Problem Solving
4. **Lecture 4:** The Role of Divergent and Convergent Thinking in Innovation
5. **Lecture 5:** Overcoming Mental Blocks and Enhancing Creative Abilities
6. **Lecture 6:** Collaborative Problem Solving: Working in Teams and Group Dynamics
7. **Lecture 7:** Review key concepts

Presentation Skills: Creating and Delivering Effective Presentations

(COURSE CODE : VAC/BBA/20-21/02)

Course Objective:

This course aims to equip students with the skills necessary to create and deliver engaging and effective presentations. It covers key aspects of presentation design, public speaking, and the use of technology to enhance communication.

Course Outcomes:

1. Design clear, engaging, and visually appealing presentations.
2. Develop and structure content effectively for different audiences.
3. Utilize visual aids and technology to enhance presentations.
4. Deliver presentations with confidence and clarity.
5. Handle questions and feedback professionally during presentations.

Module 1: Fundamentals of Effective Presentations (6 Hours)

1. **Lecture 1:** Introduction to Presentation Skills: Importance and Objectives
2. **Lecture 2:** Understanding Your Audience: Tailoring Content and Delivery
3. **Lecture 3:** Structuring Your Presentation: Opening, Body, and Conclusion
4. **Lecture 4:** Crafting a Clear and Compelling Message
5. **Lecture 5:** The Art of Storytelling in Presentations
6. **Lecture 6:** Workshop: Analyzing Successful Presentations

Module 2: Designing Visual Aids and Presentation Materials (8 Hours)

1. **Lecture 1:** Principles of Visual Design: Clarity, Simplicity, and Consistency
2. **Lecture 2:** Creating Effective Slides: Layouts, Fonts, and Color Schemes
3. **Lecture 3:** Using Graphics, Charts, and Diagrams to Illustrate Points
4. **Lecture 4:** Incorporating Multimedia: Videos, Animations, and Sound
5. **Lecture 5:** Utilizing Presentation Software: PowerPoint, Keynote, and Alternatives
6. **Lecture 6:** Ensuring Accessibility and Inclusivity in Presentation Design
7. **Lecture 7:** Common Pitfalls in Slide Design and How to Avoid Them
8. **Lecture 8:** Workshop: Creating Slides and Visual Aids

Module 3: Public Speaking and Delivery Techniques (10 Hours)

1. **Lecture 1:** Overcoming Stage Fright and Building Confidence
2. **Lecture 2:** Vocal Techniques: Tone, Pace, and Volume Control
3. **Lecture 3:** Body Language and Non-Verbal Communication
4. **Lecture 4:** Engaging the Audience: Eye Contact and Interaction
5. **Lecture 5:** Using Notes and Cues Effectively
6. **Lecture 6:** Timing and Pacing Your Presentation
7. **Lecture 7:** Handling Questions and Audience Interaction
8. **Lecture 8:** Using Technology: Clickers, Remote Controls, and Presenters
9. **Lecture 9:** Managing Technical Issues and Unexpected Situations

10. **Lecture 10:** Practice Session: Delivering a Presentation

Module 4: Advanced Presentation Techniques and Feedback (6 Hours)

1. **Lecture 1:** Advanced Techniques: Persuasive Presentations and Sales Pitches
2. **Lecture 2:** Virtual Presentations: Best Practices for Online Delivery
3. **Lecture 3:** Customizing Presentations for Different Contexts and Audiences
4. **Lecture 4:** Gathering and Incorporating Feedback
5. **Lecture 5:** Continuous Improvement: Reviewing and Refining Your Skills

Lecture 6: Review key concepts

Teamwork and Collaboration

(COURSE CODE : VAC/BBA/20-21/03)

Course Objective:

This course is designed to help students understand the dynamics of teamwork and develop the skills necessary to work effectively in groups. It focuses on communication, leadership, conflict resolution, and collaborative problem-solving, with the aim of enhancing team performance and productivity.

Course Outcomes:

1. Understand the fundamental principles of teamwork and group dynamics.
2. Communicate effectively within a team setting.
3. Demonstrate leadership and facilitate collaborative decision-making.
4. Resolve conflicts constructively and maintain positive team relationships.
5. Contribute to the success of a team by leveraging individual strengths.

Module 1: Understanding Team Dynamics (7 Hours)

1. **Lecture 1:** Introduction to Teamwork: Benefits and Challenges
2. **Lecture 2:** Stages of Team Development: Forming, Storming, Norming, Performing, and Adjourning
3. **Lecture 3:** Roles and Responsibilities in Teams: Identifying and Balancing Team Roles
4. **Lecture 4:** Building Trust and Cohesion in Teams
5. **Lecture 5:** Understanding and Leveraging Team Diversity
6. **Lecture 6:** Psychological Safety in Teams: Encouraging Open Communication
7. **Lecture 7:** Workshop: Team Building Exercises and Activities

Module 2: Effective Communication and Collaboration (8 Hours)

1. **Lecture 1:** Communication Styles and Their Impact on Team Dynamics
2. **Lecture 2:** Active Listening and Providing Constructive Feedback
3. **Lecture 3:** Non-Verbal Communication: Body Language and Cues
4. **Lecture 4:** Facilitating Effective Meetings and Discussions
5. **Lecture 5:** Collaborative Decision-Making Processes
6. **Lecture 6:** Using Technology for Team Communication and Collaboration
7. **Lecture 7:** Overcoming Communication Barriers in Teams
8. **Lecture 8:** Workshop: Role-Playing and Communication Drills

Module 3: Leadership and Conflict Resolution in Teams (8 Hours)

1. **Lecture 1:** Leadership Styles and Their Impact on Teams
2. **Lecture 2:** Developing Leadership Skills within a Team Context
3. **Lecture 3:** Conflict Types and Sources in Teams
4. **Lecture 4:** Conflict Resolution Strategies: Negotiation and Mediation
5. **Lecture 5:** Managing Difficult Conversations and Team Dynamics
6. **Lecture 6:** Promoting a Positive Team Culture and Motivation
7. **Lecture 7:** Case Studies: Successful Leadership and Conflict Resolution in Teams
8. **Lecture 8:** Workshop: Simulated Team Challenges and Leadership Exercises

Module 4: Enhancing Team Performance and Productivity (7 Hours)

1. **Lecture 1:** Setting Team Goals and Objectives: SMART Criteria
2. **Lecture 2:** Time Management and Task Prioritization in Teams
3. **Lecture 3:** Monitoring and Evaluating Team Performance
4. **Lecture 4:** Strategies for Continuous Improvement and Learning in Teams
5. **Lecture 5:** Handling Remote and Virtual Teams: Best Practices
6. **Lecture 6:** Celebrating Successes and Learning from Failures
7. **Lecture 7:** Key concepts Review

Application Development Foundations

(COURSE CODE : VAC/BCA/20-21/01)

Course Objective:

- To introduce students to the fundamental concepts of application development.
- To provide hands-on experience in using Oracle technologies for software development.
- To develop skills in database management, programming, and application design.

Course Outcomes:

- Students will understand the core principles of application development.
- Students will gain practical experience in using Oracle tools for building applications.
- Students will be able to design, develop, and manage databases effectively.

Students will acquire the ability to write, test, and debug code in a structured manner

Course Modules: As mentioned on Oracle Academy portal

Communication and Presentation Skills

(COURSE CODE : VAC/BCA/20-21/02)

Course Objective:

- To enhance students' verbal and non-verbal communication skills.
- To improve public speaking abilities and presentation techniques.
- To develop confidence in delivering professional presentations.

Course Outcomes:

- Students will demonstrate improved verbal communication and presentation skills.
- Students will be able to effectively use body language and non-verbal cues.
- Students will gain confidence in public speaking and presenting in front of an audience.
- Students will learn to create engaging and informative presentations.

Course Modules:

1. **Introduction to Communication:**
   - Basics of communication
   - Barriers to effective communication
   - Importance of communication in professional settings
2. **Verbal Communication:**
   - Techniques for effective speaking
   - Active listening skills
   - Handling Q&A sessions
3. **Non-Verbal Communication:**
   - Body language and gestures
   - Facial expressions and eye contact
   - The role of posture and space
4. **Public Speaking Skills:**
   - Overcoming stage fright
   - Structuring speeches
   - Engaging the audience
5. **Presentation Techniques:**
   - Creating impactful presentations
   - Using visual aids effectively
   - Time management during presentations
6. **Practical Sessions:**
   - Practice presentations
   - Peer and instructor feedback
   - Refining communication skills
7. **Final Presentation:**
   - Delivering a full-length presentation
   - Evaluation and feedback
   - Areas for improvement

Time Management and Productivity

(COURSE CODE : VAC/BCA/20-21/03)

Course Objective:

- To teach students effective time management strategies.
- To help students increase their productivity through goal setting and prioritization.
- To provide tools and techniques for managing tasks and deadlines.

Course Outcomes:

- Students will be able to prioritize tasks effectively and manage their time efficiently.
- Students will develop strategies for setting and achieving goals.
- Students will learn techniques to enhance personal and professional productivity.
- Students will be able to manage stress and avoid burnout.

Course Modules:

1. **Introduction to Time Management:**
    - The importance of time management
    - Identifying time-wasters
    - Benefits of effective time management
2. **Goal Setting:**
    - Setting SMART goals
    - Long-term vs. short-term goals
    - Aligning goals with personal and professional aspirations
3. **Prioritization Techniques:**
    - The Eisenhower Matrix
    - Task prioritization strategies
    - Balancing multiple responsibilities
4. **Productivity Tools:**
    - Introduction to productivity apps and tools
    - Using calendars, to-do lists, and reminders
    - Time-tracking and task management
5. **Overcoming Procrastination:**
    - Understanding procrastination
    - Techniques to overcome procrastination
    - Building motivation and focus
6. **Stress Management:**
    - Recognizing signs of stress
    - Techniques for stress relief
    - Maintaining a work-life balance
7. **Final Assessment:**
    - Creating a personal time management plan
    - Implementing productivity techniques in daily life

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