Course

Course Code Number: CIT-001

Year/Semester: I/I

Credit Hours: 5

Main Objectives

Communication and Information Technology Development Course intends to enhance the practical skills of candidates (both teachers & students) who have been doing the UG/PG at MWU. As the title suggests, the course provides in-depth knowledge and skills of Communication and IT. The rapid growth of science and technology has brought students and teachers in such a specific context where communication and IT knowledge and skills become crucial. Therefore, this is a supplementary course to all the faculties, subjects and levels.

Thus, you will increase your technical ability and its usages. In addition, you will learn practical skills needed to get a job done, such as communication and computer skills taught by us in further modules, and you will gain a theoretical and practical understanding of IT in everyday works. Therefore we brought you this introductory course for the first semester of your program.

Enabling Objectives

After the completion of all the learning modules of this course, learners will be able to:

- ⑩ Develop students' communication and soft skills
- ⑩ Develop academic and professional content writing skills
- ⑩ Develop online, public speaking, and leadership skills
- ⑩ Develop students' problem-solving and computational thinking skills;
- ⑩ Expose students to IT health and safety standards that empower them to set healthy boundaries and make wise decisions when using technology;
- ⑩ Develop learners who are confident, self-motivated, self-directed, able to work independently and interact effectively with peers;
- ⑩ Introduce students to a variety of IT jobs so that they can choose an informed career;
- ⑩ Provide students with the knowledge of proper behavior and 'etiquette' when using technology especially the Internet and communications;
- ⑩ Involve students in activities that will instil a sense of importance in their work and respect and respect for the creation of others;
- ⑩ Encourage students' awareness of the basics of IT so that they can gain access to the latest technology and the Internet;
- ⑩ Provide students with the life skills needed to survive in a competitive digital age around the world.

Module 1: Communication and Soft Skills

Module 2: Academic and Professional Content Writing

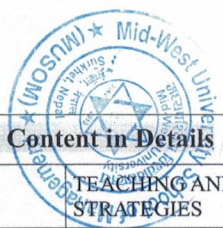**Module 3:** Computer Elemental and Careers in IT

Module 4: Online and Public Speaking Skills

Module 5: Software Application Tools(Microsoft and Google Products/Apps)

Module 6: Profession based IT Skills

Course Content in Details

SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING STRATEGIES	ASSESSMENT STRATEGIES
Module 1: Communication and Soft Skills			
1.1 Enhance the basics of effective communication	Essentials of effective communication	- short lecture - video presentation - classroom interaction	Written and spoken test
1.2 Explore the theoretical knowledge and abilities of professional communication	Principles, process and models of communication	- Brainstorming/Discussion	Group presentation
Module 2: Academic and Professional Content Writing			
2.1 Promote the theoretical understanding of academic and professional content writing	- Basics of academic writing - Fundamentals of professional writing	- Presentation and demonstration	Individual presentation and written assignment
2.2 Develop topic and context based content writing	- Topic based writing skills - Context based writing skills	- Exploration and discussion	- Classroom assignments and presentation
Module 3: Computer Elemental and Careers in IT			
3.1 Develop the fundamentals and specification of a computer	- Software specification, Hardware specifications, Internet of Things and Database Management System	- Discussion	- Student presentations
3.2 Identify the careers and opportunities in IT	- Software designing, development, and deployment	- Oral/Visual Presentation - Short lecture	- Class room MCQ based assignment.
Module 4: Online and Public Speaking Skills			
4.1 Demonstrate the underlying abilities of online and public speaking	- Designing content in online and physical speech	- Presentation and discussion	- Question answers
4.2 Present a sample of online and physical presentation	- Delivering content in online and physical speech	- Role play and simulations	- Speech presentation both in physical and online mode
Module 5: Software Application Tools(Microsoft and Google Products/Apps)			
5.1 Enhance the usages of software application	- Word, Excel, and PowerPoint - Google docs, drive, blogger, forms and so on	- Project based learning	- Individual assignment
5.2 Support on installation of software and Hardware	- Computer Peripheral - Installation Guide on Windows, Office, Antivirus etc. - Troubleshooting	- Lab visit	- Classroom Assignment
Module 6: Profession based IT Skills			
6.1 Pure IT Based Profession	- Use of Computer programming, Server Management, Database Management, Application development, Various troubleshooting and counseling,	- Piratical Work	- Home Assignment (Instructor)
6.2 Non IT based Profession	- Knowledge and skills for Bankers, Teachers, Businessmen and managers.	- Presentation and Discussion	- Group discussion and presentation

Conclusion

While applying for this course, It is highly recommended that the experts administer it, mainly to the faculties and students struggling in communication and IT-related works and activities. This course supports the candidates to solve both communication and technology-related problems and obstacles in their profession. As we all know, this era is rapidly evolving various innovations to tackle both every day and professional challenges of all work of individuals, society, and the whole world. This course is at your fingertips to address the need and interest of the present context and scenario.

Mid-West University
School of Management (MUSOM)
Non-Credit Courses
Communication and IT Skills Development

Section	Time	Day			
	02:00 to 04:00	Friday	8:00 to 8:30	08:00 to 10:00	
Section A Morning	English	Reading and Oral Communication Skills SC.K	Break	Saturday	
		Basic/Advanced English Grammar AK.B		Academic Writing Skills - C.T	Fundamentals and MS Office Practicum A.S

Area	Subjects	Credit Hour	Faculty
English Skills	Reading and Oral Communication Skills	0	SC.K Asso. Prof. Dr. Sarad Chandra Kashyav
	Basic/Advanced English Grammar	0	AK.B Aishwarya Kumari Bista
	Academic Writing Skills	0	C.T Chhetra Timilsena
Computer/Digital Skills	Fundamentals and MS Office Practicum	0	A.S Amrit Shahi

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