

L_3 _General_Education

1. COMPUTING SKILLS

Details	Method/ language	Thrust	Activities
Introduction to – Computer Lap top Calculator Email Using Fax, Printer, mobile- inter connectivity	English and regional	Computer parts Function Usage Using calculator	Notes Practical Practice
Basics of internet and goggling MS Office Tally and EXCEL Purposive surfing		Need to learn Mail Fax etc MS Office	Practical sessions Lab exercises Demo

2. ANY FOREIGN LANGUAGE OR ANY OTHER INDIAN LANGUAGE OTHER THAN NATIVE.