

**A Course
on
Basic Computer Application and Business Communication**

(A Competency Based Short Term Non-Credit Course)



**Marsyangdi Multiple Campus
Besishahar 7, Lamjung**

Course Preparation Committee

Coordinator: Bhes Bahadur Boudel

Member: Hari Babu Thapa

Member: Shaligram Adhikari

Subject Expert: Binod Neupane




Background

This competency based and market oriented course has been designed to impart basic computer skills related to Bachelor level students of Marsyangdi Multiple Campus. The students from Management stream will be benefitted from this course. The course aims to develop practical knowledge of basic computer skills and business communication skill with knowledge, skills and attitude. After developing professional skill on computer and communication, the trainees are expected to get more on study job opportunity to continue their higher education.

Aim

The main aim of this course is to produce employable Computer Operator who could provide clerical services in the government, semi government and private organizations as well as creates self-employment opportunities.

Objectives

After completion of training the trainees will be able:

1. To acquire the concept of computer fundamentals
2. To use MSDOS to edit and run different types of programs
3. To Use MS Word, Excel, Tally and other programs use in business management.
4. To use Word Processing Program to edit, write and publish anything
5. To use Spreadsheet Program and keep simple daily transaction in proper way
6. To create the slides and show them in desired way using Presentation Program.
7. To edit & Design the photo using Photo Editing Program.
8. To browse Email and Internet
9. To use of computer hardware & Network in office automation.
10. To develop basic business communication skills in English

Course Structure

Module 1: Introduction to Computer	3 Hours
Module 2: Operating System CUI: DOS GUI: Windows XP, Windows 10, Open source	15 Hours
Module 3: Word Processing Program	15 Hours
Module 4: Spreadsheet Program	10 Hours
Module 5: Presentation Program	10 Hours
Module 6: Database Program	10 Hours

Module 7: Photo Editor Program	10 Hours
Module 8: Email, Internet & Webpage	10 Hours
Module 9: Computer Hardware & Networking	10 Hours
Module 10: Computer Security	6 Hours
Module 11: Entrepreneurship Development	6 Hours
Module 12: Basic Business Communication Skills	15 Hours

Duration

The total duration of this curricular program will be of 120 hours (Three months).

Target group

The target group for this course will be all the interested students of MMC studying BBS. Gradually, other interested students will be included based on their demand.

Group size

The group size of this course will be not more than 30.

Medium of Instruction

The medium of instruction for this training program will be Nepali or English or both.

Certificate requirement

MMC will provide the certificate of 'Basic Computer Application and Business Communication' to those individuals who successfully complete all the tasks with their related technical knowledge specified in this curriculum.

Instructional Media and Materials

The following instructional media and materials are suggested for the effective instruction and demonstration.

- Printed Media Materials (Assignment sheets, Case studies, Handouts, Information sheets, Individual training packets, Procedure sheets, Performance Check lists, Textbooks etc.).
- Non-projected Media Materials (Display, Models, Flip chart, Poster, Writing board etc.).
- Projected Media Materials (Opaque projections, Overhead transparencies, Slides etc.).
- Audio-Visual Materials (Audiotapes, Films, Slide-tape programs, Videodiscs, Videotapes etc.).
- Computer-Based Instructional Materials (Computer-based training, Interactive video etc.).

Teaching Learning Methodologies

The methods of teachings for this program will be a combination of several approaches. Such as Illustrated Lecture, Group Discussion, Demonstration, Simulation, Guided practice, Practical experiences, Fieldwork and Other Independent learning.

- Theory: Lecture, Discussion, Assignment, Group work.
- Practical: Demonstration, Observation, Guided practice and Self-practice.



The image shows a handwritten signature in black ink on the left, followed by an official circular stamp on the right. The stamp contains a central emblem with a book and a lamp, surrounded by the text "Amriyandi Multiple Campus", "Blaisahhar, Lamjung", and "2047".

A Soft Skill Course
on
Basic Montessori Training

(A Competency Based Short Term Non-Credit Course)



Marsyangdi Multiple Campus
Besishahar 7, Lamjung

Course Preparation Committee

Coordinator: Bhes Bahadur Boudel

Member: Hari Babu Thapa

Member: Shaligram Adhikari

Subject Expert: Binod Neupane




Background

This course has been designed to impart basic soft skills related to Montessori training for Bachelor level students of Marsyangdi Multiple Campus. The students from education and humanities stream will be benefitted from this course. The course aims to develop theoretical and practical knowledge of Montessori training to pre-service teachers for basic level. Furthermore, the purpose of this course is preparing “Montessorian” equipped with professional skills able to get employment in Early Childhood Centers and Schools.

It is a competency based non-credit course. It is specially designed to produce technical workforce in the field of education equipped with skills and knowledge related to Montessorian system of education in order to meet the demand of such workforce in the country so as to contribute in the national streamline of poverty reduction.

Aim

The main aim of this course is to produce lower level skilled workforce in the field of Montessorian system of education by providing training to the interested students of Marsyangdi Multiple Campus and link them to on study employment opportunities.

Objectives

After the completion of this course, the students will be able:

- To state Montessorian system of education
- To prepare teaching plans
- To prepare teaching/learning materials
- To manage classroom/lab
- To carry out platform skill
- To deliver the lessons
- To identify/apply teaching materials / media
- To introduce/demonstrate practical life exercises
- To introduce sensorial activities
- To introduce basic classroom language
- To introduce mathematical concept
- To introduce culture
- To introduce/demonstrate music and moves
- To make arts

- To assess/monitor children's performance/behavior
- To provide health care services
- To create/maintain montessorian environment
- To maintain safety
- To keep records
- To communicate with others
- To grow professionally

Course Structure

Module 1: Montessorian system of education	2 Hours
Module 2: Teaching Plans and Materials	10 Hours
Sub module 1: Teaching Plans	
Sub module 2: Teaching/Learning Materials	
Module 3 Delivery of Lessons	20 Hours
Sub module 1: Classroom/Lab	
Sub module 2: Platform Skill	
Sub module 3: Delivering the Lessons	
Sub module 4: T/L Materials / Media	
Sub module 5: Equal Opportunity	
Module 4: Child centered exercises/activities	20 Hours
Sub module 1: Practical Life Exercises	
Sub module 2: Sensorial Activities	
Sub module 3: Classroom Language	
Sub module 4: Basic Mathematics	
Sub module 5: Culture	
Sub module 6: Music and Movement (Nursery Rhymes)	
Sub module 7: Arts: Singing and Dancing	
Module 5: Assessing and monitoring Performance/Behavior	5 Hours
Module 6: Health Care Services (Provide Health Care Services)	6 Hours
Module 7: Management	15 Hours
Sub module 1: Maintaining Montessorian Environment	
Sub module 2: Safety Measures	

Sub module 3: Records Keeping	
Sub module 4: Basic Communication Skills	
Sub module 5: Professional Growth	
Module 7: Writing Capital and small letters (Roman Alphabets)	6 Hours
Module 8: Games and Rhymes	6 Hours
Sub module 1: Games and rhymes for alphabets	
Sub module 2: Games for numbers	
Module 9: Preparing materials out of paper	10 Hours
Module 10: Basic English Skills	20 Hours

Duration

The total duration of this curricular program will be of 120 hours (Three months).

Target group

The target group for this course will be all the interested students of MMC studying B.Ed. and B.A.

Group size

The group size of this course will be not more than 30 Target

Medium of Instruction

The medium of instruction for this training program will be Nepali or English or both.

Certificate requirement

MMC will provide the certificate of “Montessorian” to those individuals who successfully complete all the tasks with their related technical knowledge specified in this curriculum.

 