



Kanoria PG Mahila Mahavidyalaya

(NAAC Accredited, Affiliated to the University of Rajasthan)

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Visit kanoriacollege.in for more details or scan this QR code to visit college website

SKILL ENHANCEMENT COURSES (SEC)

Office Productivity Software

The college is offering a skill enhancement course focused on office productivity software, aiming to equip students with essential tools for professional success. The course curriculum covers essential features such as document creation, spreadsheet management, email communication, and presentation design, providing students with practical skills highly sought after in today's job market. Students will learn to proficiently use software like Microsoft Office Suite, Google Workspace, and other relevant applications to streamline tasks and boost efficiency in various workplace settings. By completing this course, students will gain a competitive edge and be better prepared to excel in their future careers.

Effective Communication Skills

This course will develop understanding of key concepts of communication and its components, non-verbal communication. The course will enhance reading & writing skills, listening & speaking skills that will prepare them for course and employment. The students will be able to participate in a digital lifestyle conversant with computers and Internet applications.

Quantitative Aptitude and Data Interpretation

Quantitative Aptitude is a critical component of various competitive exams. It assesses numerical and mathematical ability to solve complex problems quickly and accurately. At its core, Quantitative Aptitude involves mathematical concepts such as arithmetic, algebra, geometry, number theory, and data interpretation. It measures aptitude for dealing with quantitative information, making it an essential skill in today's data-driven world.

Data Literacy

Data literacy is reading, writing, analyzing, and communicating with data. It's a skill that allows individuals and organizations to make better, data-driven decisions. As with other key competencies, it's not a one-size-fits-all concept; multiple facets make up data literacy. It is more than just data analysis; instead, it involves understanding what data means and how to present those findings.

Vermicomposting

Vermicomposting involves use of worms to decompose organic waste into nutrient-rich compost. This skill enhancement course provides students with hands-on practical session in setting up and managing vermicomposting systems, imparting knowledge on optimizing worm populations, maintaining ideal environmental conditions, and harvesting compost effectively. Students learn sustainable waste management techniques while contributing to soil health and reducing environmental impact.