

Personality, Behavioral & Computer Skills

S. No	Topic	Marks
1.	Computer Skills: Emailing, Creating a document on computer in English & Hindi, Normal computer operations, Typing comfortability and speed, Shutting down, restarting computers, Use of internet and its importance, Accessing internet, Usage of PowerPoint to give presentations.	20
2.	Behavior and attitude with reference to western culture : Team work, Ability to get together and mingle with people, General behaving habits (eating, drinking, effectively communicating with others, how to control aggressiveness & anger etc), Independence (Swaavalamban), Self Responsibility (Attitude of do-it-yourself, Not passing own personal work to others, Dedication and devotion to cause, sincerity, punctuality, purity of thoughts, professionalism, flexibility which means ability and desire to interact with different sections of society such as children and elders) Politeness of words, Habits of cleanliness. This area is most important and has to be implemented seriously in day to day life.	10 – Exam 10 – Judgment of behavior/ attitude during the course duration
3.	Book on “How to win friends and influence people”	10
	Total	50

Notes:

- Books referred
 - Any computer book
 - Vyavhaar Bhaanu
- These topics are high level only, so each topic can be expanded to provide more details.