# MAHANT LAXMINARAYAN DAS COLLEGE, RAIPUR Run by: Shiksha Pracharak Samiti, Raipur

(Affiliated to Pandit Ravishankar Shukla University, Raipur)

### **Syllabus**

Add On Course - Effective Language Learning (2021-22)

### **Course Contents**

### **Basic Components**

Introduction to Effective Language Communication	Effective Communication:
	Verbal & non - verbal communication.
	Group communication.
	Public speaking.
	Body language.
Effective Language Learning Strategies	Basic knowledge of pronunciation, intonation and spelling rules
	Basic knowledge of basic vocabulary and expression.
	Basic knowledge of morphology and basic grammatical structures.
	Basic knowledge of an awareness of language learning strategies
	including an awareness of their own progress.

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## **Syllabus**

Add On Course - Hardware and Networking (2022-23)

#### **Course Contents**

### **Basic Components**

Introduction to Hardware	<ul> <li>Introduction to PC Hardware.</li> <li>Hardware installation and configuration.</li> <li>PC debugging.</li> <li>Software installation and Configuration</li> </ul>
Introduction to Networking	<ul> <li>Networking fundamentals.</li> <li>Network Components/Hardware.</li> <li>Networking Basic and Configuration.</li> </ul>

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## **Syllabus**

Add On Course - Mass Media (2021-22)

### **Course Contents**

### **Basic Components**

Introduction to Mass media	<ul> <li>Concept of Mass Media and Various types of mass media and their characteristics.</li> <li>Print media: Newspaper, magazine, books.</li> <li>Electronic media: TV, Radio.</li> <li>Functions: inform, educate.</li> <li>Electronic Media and communicative tools.</li> </ul>
Journalistic Writing	<ul> <li>Definition—Journalistic writing.</li> <li>Print media terminology.</li> </ul>

1/4/2022

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### **Syllabus**

Add On Course - Taxation & Data Analytics (2022-23)

### **Course Contents**

### **Basic Components**

Introduction to Taxation	<ul> <li>Basics of Taxation: Introduction to Tax, Types of Tax, Basic concepts of Tax.</li> <li>Direct Tax: An Overview.</li> <li>Indirect Tax: An Overview.</li> <li>Computation of Taxes.</li> </ul>
Introduction to Data Analytics	<ul> <li>Data Analytics: An Overview.</li> <li>Importance of Data Analytics.</li> <li>Types of Data Analytics: Descriptive Analysis ,Diagnostic Analysis</li> <li>Predictive Analysis ,Prescriptive Analysis</li> <li>Benefits of Data Analytics.</li> <li>Data Visualization for Decision Making.</li> <li>Data Types, Measure of central tendency, Measures of dispersion.</li> <li>Correlation and Regression Analysis.</li> <li>Graphical techniques, Table Analysis.</li> </ul>

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