Value-Added Courses
Offered By
Cordia Group of Educational Institutes, Sanghol

Cordia Group of Educational Institutes, Sanghol offers five value-added courses like yoga, computer basics, personality development, bakery, and leadership skills. These courses play significant roles in education by enhancing students' overall learning experience and equipping them with practical skills. Here's how each contributes:

1. Yoga: Promotes physical health, mental well-being, and stress management. It teaches mindfulness and improves focus, which can enhance academic performance and overall quality of life.

2. Basics of Computer: Essential in today's digital age, this course provides foundational skills in technology, preparing students for further education and future careers. It fosters digital literacy, which is crucial for almost all fields.

3. Personality Development: Aids in building soft skills such as communication, teamwork, and leadership. This course helps students improve their self-esteem and interpersonal skills, making them more employable and socially adept.

4. Bakery: Offers practical skills in culinary arts, fostering creativity and entrepreneurship. It can also provide a sense of accomplishment and encourage students to explore potential career paths in the hospitality or food industries.

4. Developing Effective Leadership Skills*: A value-added leadership skills course plays a crucial role in education by equipping students with essential competencies that are vital for personal and professional success. Here are some key aspects of its role:

Developing Leadership Qualities, **Enhancing Communication Skills**, **Building Teamwork and Collaboration**, **Instilling Confidence**.

By providing opportunities for public speaking, project management, and peer feedback, students gain confidence in their abilities, which is crucial for effective leadership.

In summary, these courses enrich the educational framework by fostering holistic development, making students well-rounded individuals ready for both personal and professional challenges.

Details of Value-Added Courses:

S.No	Value-Added Course Name	Course Code	Duration	Offered By	Syllabus Page
1	Basics of Computer	CCBC-101	30 hours	Cordia College Sanghol	02
2	Yoga and Meditation	SJDCEYM-201	30 hours	Smt. Jawala Devi College of Education, Sanghol	05
3	Personality Development & Communication Skills	CIBMPDCS-301	30 hours	Cordia Institute of Business Management	08
4	Food Production: Bakery	DHMFPB-303	30 hours	Department of Hotel Management	10
5	Developing Effective Leadership Skills	CIBMLS-302	30 hours	Cordia Institute of Business Management	13

Syllabus Details

Course Title: Basics of Computer

Total Duration: 30 hours

Basics of Computer	CCBC-101	30 hours	Cordia College Sanghol

Here's a 30-hour syllabus for a "Basics of Computer" value-added course. The course is designed to introduce students to fundamental computer concepts, software applications, and basic troubleshooting skills.

Week 1: Introduction to Computers (6 hours)

Session 1: What is a Computer? (2 hours)
- Definition and types of computers
- Components of a computer: Hardware vs. Software
- Overview of computer systems and their uses

Session 2: Operating Systems (2 hours)
- What is an operating system?
- Introduction to popular operating systems (Windows, Linux)
- Basic navigation and user interface elements

Session 3: Computer Maintenance (2 hours)
- Importance of regular maintenance
- Basic troubleshooting tips
- Introduction to antivirus software and updates

Week 2: Software Applications (6 hours)

Session 4: Word Processing (3 hours)
- Introduction to Microsoft Word/Google Docs
- Creating, editing, and formatting documents
- Using templates and saving files

Session 5: Spreadsheets (3 hours)
- Introduction to Microsoft Excel/Google Sheets
- Basic functions: entering data, formulas, and formatting
- Creating charts and graphs

Week 3: Internet and Communication (6 hours)

Session 6: Internet Basics (2 hours)
- How the internet works
- Browsers, search engines, and online safety
- Understanding URLs and basic web navigation

Session 7: Email and Communication Tools (2 hours)

- Setting up an email account
- Email etiquette and best practices
- Introduction to communication tools (e.g., Zoom, Slack)

Session 8: Social Media (2 hours)
- Overview of popular social media platforms
- Privacy settings and online safety
- Best practices for personal branding

Week 4: Data Management and Security (6 hours)
Session 9: File Management (2 hours)
- Organizing files and folders
- Understanding different file formats
- Backing up data and cloud storage options

Session 10: Cybersecurity Basics (2 hours)
- Common threats: malware, phishing, etc.
- Safe browsing habits and password management
- Introduction to cybersecurity tools

Session 11: Basic Troubleshooting (2 hours)
- Identifying and solving common issues
- Using help resources and forums
- When to seek professional help

Week 5: Practical Applications and Projects (6 hours)

Session 12: Practical Project: Document Creation (2 hours)
- Create a resume or cover letter using Word
- Incorporate design elements (fonts, colors, images)

Session 13: Practical Project: Data Analysis (2 hours)
- Analyze a sample dataset in Excel
- Create visual representations of the data (charts/graphs)

Session 14: Final Assessment and Review (2 hours)
- Review key concepts from the course
- Final assessment: a practical test covering all topics
- Q&A session and feedback

Course Materials
- Recommended Software: Microsoft Office Suite (Word, Excel), Google Workspace (Docs, Sheets)

- Additional Resources: Online tutorials, articles on cybersecurity, internet safety guides

  Evaluation
- Participation and attendance
- Practical projects (30%)
- Final assessment (70%)

  Learning Outcomes
By the end of the course, students should be able to:
- Understand basic computer hardware and software concepts.
- Use word processing and spreadsheet applications effectively.
- Navigate the internet safely and utilize communication tools.
- Manage files and understand basic cybersecurity practices.

Syllabus Details

Course Title: Yoga and Meditation

Total Duration: 30 hours

Value-Added Course Name	Course Code	Duration	Offered By
Yoga and Meditation	SJDCEYM-201	30 hours	Smt. Jawala Devi College of Education, Sanghol

Syllabus for 30-Hour Value-Added Course in Yoga and Meditation

Course Title: Integrative Yoga and Meditation for Wellness

Course Duration: 30 hours

Course Objectives:
- To introduce participants to the fundamental principles and practices of yoga and meditation.
- To enhance physical, mental, and emotional well-being through holistic practices.
- To develop personalized routines for stress management and self-awareness.
- To cultivate mindfulness and improve overall quality of life.

Course Outline:

Week 1: Introduction to Yoga and Meditation (6 hours)

Session 1: Foundations of Yoga (3 hours)
- History and philosophy of yoga
- Overview of different styles (Hatha, Vinyasa, Ashtanga, etc.)
- Importance of breath (Pranayama) in yoga practice

Session 2: Introduction to Meditation (3 hours)
- Understanding meditation and its benefits
- Different types of meditation (mindfulness, loving-kindness, guided)
- Setting up a meditation space and practice

Week 2: Physical Practices (6 hours)

Session 3: Asanas (Postures) for Beginners (3 hours)
- Basic yoga postures (standing, seated, and restorative)
- Alignment and safety in practice
- Creating a flow: Sun Salutations

Session 4: Pranayama Techniques (3 hours)
- Breathing techniques to enhance energy and relaxation
- Introduction to Nadi Shodhana (alternate nostril breathing)
- Practical session focusing on breath awareness

Week 3: Meditation Techniques (6 hours)

Session 5: Deepening Meditation Practice (3 hours)
- Guided meditation sessions
- Body scan and mindfulness practices
- Journaling reflections post-meditation

Session 6: Integrating Meditation into Daily Life (3 hours)
- Mindfulness practices for everyday activities
- Creating a daily meditation routine
- Group sharing and experiences

Week 4: Advanced Concepts and Practices (6 hours)

Session 7: Yoga Philosophy and Ethics (3 hours)
- The Eight Limbs of Yoga (Ashtanga)
- Yamas and Niyamas: Ethical guidelines
- Discussing the role of community and support

Session 8: Holistic Health and Wellness (3 hours)
- Nutrition and lifestyle for yoga practitioners
- Stress management techniques
- Understanding the mind-body connection

Week 5: Personal Development and Integration (6 hours)

Session 9: Creating a Personalized Yoga and Meditation Practice (3 hours)
- Assessing personal goals and intentions
- Designing a balanced routine
- Sharing and refining practices with peers

Session 10: Final Integration and Reflection (3 hours)
- Group discussion on experiences and transformations
- Final guided yoga and meditation session
- Feedback and resources for continued practice

Course Materials:
- Recommended reading list (books on yoga philosophy, meditation guides)
- Access to online resources (videos, articles, guided meditations)
- Journals for reflection and practice tracking

Evaluation:
- Participation in practical sessions
- Submission of a reflective journal at the end of the course
- Group presentation on personalized practice

Certification:
Upon completion of the course, participants will receive a certificate of participation in "Yoga and Meditation."

This syllabus provides a structured approach to exploring yoga and meditation, fostering both personal growth and practical skills for lifelong wellness.

Syllabus Details

Course Title Personality Development & Communication Skills

Total Duration: 30 hours

Value-Added Course Name	Course Code	Duration	Offered By
Personality Development & Communication Skills	CIBMPDCS-301	30 hours	Cordia institute of Business Management

Course Objectives:
- To enhance participants' self-awareness and confidence.
- To develop effective communication skills in personal and professional settings.
- To cultivate interpersonal skills and emotional intelligence.
- To provide tools for effective public speaking and presentation.

Course Outline:

Week 1: Foundations of Personality Development (6 hours)

Session 1: Understanding Personality (3 hours)
- Definition of personality and its components
- Personality traits and their impact on behavior
- Self-assessment: Identifying personal strengths and weaknesses

Session 2: Building Self-Confidence (3 hours)
- Techniques for boosting self-esteem
- Overcoming self-doubt and negative thinking
- Goal setting for personal growth

Week 2: Effective Communication Skills (6 hours)

Session 3: Basics of Communication (3 hours)
- The communication process: sender, message, receiver
- Types of communication: verbal, non-verbal, and written
- Barriers to effective communication and how to overcome them

Session 4: Active Listening and Empathy (3 hours)
- The importance of active listening in communication
- Techniques for improving listening skills
- Building empathy and understanding in conversations

Week 3: Interpersonal Skills and Emotional Intelligence (6 hours)

Session 5: Developing Interpersonal Skills (3 hours)
- Understanding interpersonal dynamics
- Building rapport and trust with others
- Conflict resolution strategies

Session 6: Emotional Intelligence (3 hours)
- The components of emotional intelligence (self-awareness, self-regulation, motivation, empathy, social skills)
- Techniques for improving emotional intelligence
- Role-playing scenarios for practice

Week 4: Public Speaking and Presentation Skills (6 hours)

Session 7: Fundamentals of Public Speaking (3 hours)
- Overcoming fear of public speaking
- Structuring a speech: introduction, body, conclusion
- Tips for engaging your audience

Session 8: Practical Presentation Skills (3 hours)
- Delivering effective presentations (using visuals, body language, etc.)
- Practice sessions: peer feedback and improvement
- Techniques for handling Q&A sessions

Week 5: Integration and Personal Action Plan (6 hours)

Session 9: Personal Branding and Networking (3 hours)
- Understanding the concept of personal branding
- Networking strategies for personal and professional growth
- Creating an elevator pitch

Session 10: Creating a Personal Development Plan (3 hours)
- Reflecting on the course learnings
- Setting long-term personal and communication goals
- Sharing personal action plans with the group

Course Materials:
- Recommended reading list (books on personality development, communication strategies)
- Access to online resources (articles, videos, and workshops)
- Journals for reflection and tracking progress

Evaluation:
- Participation in discussions and practical exercises
- Submission of a reflective journal at the end of the course
- Final presentation on personal growth and communication strategies

Certification:
Upon successful completion of the course, participants will receive a certificate of participation in "Mastering Personality Development and Effective Communication."

This syllabus provides a comprehensive approach to enhancing personality and communication skills, preparing participants for success in both personal and professional contexts.

Syllabus Details

Course Title: Food Production: Bakery

Total Duration: 30 hours

Value-Added Course Name	Course Code	Duration	Offered By
Food Production: Bakery	**DHMFPB-303**	**30 HOUR**	**The Department of Hotel Management under Cordia Institue of Business Management**

Course Objectives:
- To provide participants with fundamental baking techniques and skills.
- To understand the science behind baking ingredients and processes.
- To explore a variety of baked goods, including bread, pastries, and desserts.
- To foster creativity and innovation in baking.

Course Outline:

Week 1: Introduction to Baking Basics (6 hours)

Session 1: Introduction to Baking (3 hours)
- Overview of baking: history and importance
- Understanding different types of baked goods
- Essential tools and equipment in baking

Session 2: Baking Ingredients and Their Functions (3 hours)
- Overview of key ingredients: flour, sugar, fats, leavening agents, and liquids
- The role of each ingredient in baking
- Understanding measurements and conversions

Week 2: Bread Making Techniques (6 hours)

Session 3: Introduction to Bread Baking (3 hours)
- Types of bread: white, whole grain, sourdough, and enriched
- The bread-making process: mixing, kneading, proofing, and baking
- Hands-on activity: Basic white bread

Session 4: Advanced Bread Techniques (3 hours)
- Exploring sourdough and artisan breads
- Techniques for shaping and scoring bread

- Hands-on activity: Making a sourdough starter and basic artisan bread

---

Week 3: Pastries and Desserts (6 hours)

Session 5: Introduction to Pastry (3 hours)
- Types of pastry: puff pastry, shortcrust, and choux pastry
- The pastry-making process: rolling, folding, and baking
- Hands-on activity: Making puff pastry and cream puffs

Session 6: Cakes and Cupcakes (3 hours)
- Types of cakes: sponge, butter, and layered cakes
- Techniques for frosting and decorating
- Hands-on activity: Baking and decorating a simple layer cake

---

Week 4: Cookies and Specialty Baked Goods (6 hours)

Session 7: Cookie Fundamentals (3 hours)
- Types of cookies: drop, rolled, and bar cookies
- Techniques for perfecting cookies: mixing, baking, and cooling
- Hands-on activity: Baking classic chocolate chip cookies and biscotti

Session 8: Specialty Baked Goods (3 hours)
- Introduction to international baked goods (e.g., tarts, brownies, and éclairs)
- Techniques for unique presentations and flavors
- Hands-on activity: Baking a fruit tart and brownies

Week 5: Final Projects and Business Basics (6 hours)

Session 9: Creative Baking Projects (3 hours)
- Participants create a baked item of their choice using learned techniques
- Focus on creativity and presentation
- Group presentations of final baked goods

Session 10: Introduction to Bakery Business (3 hours)
- Basics of starting a bakery: business planning and marketing
- Understanding food safety and sanitation in baking
- Discussion on trends in the baking industry

Course Materials:
- Recommended reading list (books on baking techniques and recipes)
- Access to online resources (videos, articles, and baking forums)
- Baking journal for tracking recipes and progress

Evaluation:
- Participation in hands-on activities and discussions
- Submission of a final project and presentation
- Reflective journal documenting the baking process and learning

Certification:
Upon successful completion of the course, participants will receive a certificate of participation in "Food Production: Bakery"

Syllabus Details

Course Title: Developing Effective Leadership Skills

Total Duration: 30 hours

Value-Added Course Name	Course Code	Duration	Offered By
Developing Effective Leadership Skills	CIBMLS-302	30 hours	Cordia Institute of Business Management

Syllabus for 30-Hour Value-Added Course on Leadership Skills

Course Title: Developing Effective Leadership Skills

Course Duration: 30 hours

Course Objectives:

- To equip participants with essential leadership skills for personal and professional development.
- To enhance self-awareness and emotional intelligence in leadership contexts.
- To explore various leadership styles and their applications.
- To cultivate effective communication and team-building skills.

Course Outline:

Week 1: Introduction to Leadership (6 hours)

Session 1: Understanding Leadership (3 hours)
- Definition and importance of leadership
- Key leadership theories and models (trait, behavioral, situational)
- Self-assessment: Identifying personal leadership style

Session 2: Emotional Intelligence and Self-Awareness (3 hours)
- The role of emotional intelligence in leadership
- Techniques for developing self-awareness
- Practical exercises in self-reflection and feedback

Week 2: Leadership Styles and Strategies (6 hours)

Session 3: Exploring Leadership Styles (3 hours)
- Overview of different leadership styles (transformational, transactional, servant leadership, etc.)
- Understanding when to use different styles
- Case studies of effective leaders

Session 4: Decision-Making and Problem-Solving (3 hours)
- Techniques for effective decision-making
- Problem-solving frameworks
- Group exercises: Analyzing real-world leadership challenges

---

Week 3: Communication and Influence (6 hours)

Session 5: Effective Communication Skills (3 hours)
- Key principles of effective communication
- Techniques for active listening and giving feedback
- Role-playing exercises to practice communication skills

Session 6: Persuasion and Influence (3 hours)
- Understanding the art of persuasion
- Strategies for influencing others positively

- Practical exercises: Crafting persuasive messages

Week 4: Team Building and Conflict Resolution (6 hours)

Session 7: Building and Leading High-Performance Teams (3 hours)
- Characteristics of effective teams
- Techniques for team building and motivation
- Group activity: Designing a team project

Session 8: Conflict Resolution Strategies (3 hours)
- Understanding sources of conflict in teams
- Techniques for resolving conflicts constructively
- Role-playing exercises: Navigating difficult conversations

Week 5: Vision, Goal Setting, and Continuous Improvement (6 hours)

Session 9: Creating a Leadership Vision (3 hours)
- The importance of vision in leadership
- Techniques for articulating a clear vision
- Workshop: Developing a personal leadership vision statement

Session 10: Setting Goals and Personal Development Plans (3 hours)
- SMART goals and their role in leadership
- Creating a personal development plan for ongoing growth
- Final reflections and group sharing

Course Materials:
- Recommended reading list (books on leadership, articles, and case studies)
- Access to online resources (videos, podcasts, and leadership forums)
- Journals for reflection and tracking progress

Evaluation:
- Participation in discussions and practical exercises
- Completion of a personal leadership development plan
- Final presentation of leadership vision and goals

Certification:
Upon completing the course, participants will receive a certificate of participation in "Developing Effective Leadership Skills."

THE END