

Value Added Courses

About the Course

Value added courses are the types of courses which help a particular individual to develop their own skills in their chosen field of the study. They are mostly independent to each type of the fields. GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana offering two value added courses since 2021 i.e. Digital Literacy and Communication Skills. The students have the option to choose the courses according to their desires and inclinations as they choose the desired items in cafeteria. From the expertise our students gain knowledge through the value-added courses, which will enable them to face the formidable challenges of the future.

Course Learning Outcomes

The main objectives of the Value-added courses are:

- To provide students an understanding of the expectations of education industry.
- To improve employability skills of students of GHGHCED.
- To bridge the skill gaps and make students industry ready.
- To equip the students to enhance their skills and add value to the existing curriculum.

Available Courses

Following Value Added Courses are being Offered at GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana

Sr.No.	Name of Course	Total Hours
1	Digital Literacy	30
2	Communication Skills	30

Course Faculty: Expert faculty from GHG Harparkash College of Education for Women Sidhwan Khurd Ludhiana.


Eligibility: Courses are open for all M.Ed./B.Ed./PG Diploma in Guidance and Counselling Students of the college.


Report of Value-Added Course on Digital Literacy

GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhina offered value added courses from 12-02-2022 to 19-02-2022. Total number of 34 students joined this Value-added course on Digital Literacy. Dr Ajay Kumar was the coordinator of this course and Mrs Manpreet Kaur, Assistant Professor GHG Harparkash College of Education for Women, was the resource person. On first day of the course Mrs Manpreet Kaur demonstrated the use of MS word, short cuts of MS word, short cut of how to create table with symbols, format print, super script and other shortcuts as well. The session was followed up by hands on practice session for students.

On the second day of this course Mrs Manpreet Kaur has given demonstration about Advanced feature of Excel like data analysis tool pack, handling data up to thousands of people. On third day students were gave hand on practice about Power Point Presentation and how to make an effective and declarative presentation. On the fourth day Mrs Manpreet Kaur made students aware about Google apps such as Google forms, google docs, google sheets etc. On the fifth day of this course students were made aware about how to generate e-certificates and how to dispatch them online. On sixth day of this course students gave hand on experiences to scan documents. Students also learned some WhatsApp web techniques. On seventh day of this course students were made aware about how to develop e-content through mix software and In-shot App on mobile. Students also learned Learning Management System.




(Dr Ajay Kumar)
Coordinator


(Dr Amandeep Kaur)
Principal
G. H. G. Harparkash College
of Education for Women
SIDHWAN KHURD (Ldh.)

**GHG HARPARKASH COLLEGE OF EDUCATION FOR WOMEN,
SIDHWAN KHURD LUDHIANA**

B.Ed.-2 Semester (Session 2021-23)

Date: 12-02-2022 to 19-02-2022

VALUE ADDED COURSE: Digital Literacy

Attendance Sheet

Serial No.	College Roll No.	Student Name	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6	Day-7
1.	210019	Amandeep Kaur	P	P	P	P	P	P	P
2.	210022	Amandeep Kaur	P	P	P	P	P	P	P
3.	210024	Amandeep Kaur	P	P	P	P	P	P	P
4.	210021	Ankita	P	P	P	P	P	P	P
5.	210016	Anmolpreet Kaur	P	P	P	P	P	P	P
6.	210014	Gagandeep Kaur	P	P	P	P	P	P	P
7.	210028	Gaganpreet Kaur	P	P	P	P	P	P	P
8.	210031	Gurdeep Kaur							
9.	210037	Gurjeet Kaur	P	P	P	P	P	P	P
10.	210029	Harpreet Kaur							
11.	210013	HimaniKataria	P	P	P	P	P	P	P
12.	210001	Jashandeep Kaur Gill	P	P	P	P	P	P	P
13.	210035	Jasvir Kaur	P	P	P	P	P	P	P
14.	210038	Jiwanjot Kaur	P	P	P	P	P	P	P
15.	210012	Kritika Bansal	P	P	P	P	P	P	P
16.	210043	Maninderjit Kaur	P	P	P	P	P	P	P
17.	210033	Manpreet Kaur	P	P	P	P	P	P	P
18.	210007	Manpreet Kaur	P	P	P	P	P	P	P
19.	210040	Navdeep Kaur	P	P	P	P	P	P	P
20.	210008	Navdeep Kaur	P	P	P	P	P	P	P
21.	210002	Paramjit Kaur	P	P	P	P	P	P	P
22.	210044	Parminder	P	P	P	P	P	P	P

		Kaur							
23.	210032	Preeti	P	P	P	P	P	P	P
24.	210025	Prinka	P	P	P	P	P	P	P
25.	210009	Puneet Kaur	P	P	P	P	P	P	P
26.	210017	Ramandeep Kaur	P	P	P	P	P	P	P
27.	210005	Ramanjeet Kaur	P	P	P	P	P	P	P
28.	210003	Ravneet Kaur	P	P	P	P	P	P	P
29.	210030	Sabia	P	P	P	P	P	P	P
30.	210006	Sahijpreet Kaur	P	P	P	P	P	P	P
31.	210015	Sonia Rani	P	P	P	P	P	P	P
32.	210004	Sumandeep Kaur	P	P	P	P	P	P	P
33.	210010	Sumandeep Kaur	P	P	P	P	P	P	P
34.	210036	Virpal Kaur	P	P	P	P	P	P	P



GHG Harparkash College of Education for Women

Sidhwan Khurd (Ludhiana), Punjab
(NAAC Re-accredited 'A' Grade College, CGPA 3.38)

Organizes

Value Added Course

on

Digital Literacy

CERTIFICATE

This is to certify that Ms. Jashandeep Kaur Gill student of

G.H.G. Harparkash College of Education for Women, Sidhwan Khurd (Ludhiana) has successfully completed Value Added Course on "Digital Literacy" from 12th February, 2022 to 19th February, 2022.

Dr. Amandeep Kaur
Principal

Dr. Ajay Kumar
Coordinator