



# TEERTHANKER MAHAVEER UNIVERSITY, MORADABAD FACULTY OF ENGINEERING & COMPUTING SCIENCES

Come & Join this summer



## SKILL CLOUD

Ms. Manveer Kaur

## ENGLISH COMMUNICATION & SOFT SKILLS

Dr Sandeep Kumar Verma  
Dr Barun Kumar Jha



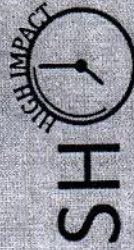
## ANDROID : MOBILE APPS DEVELOPMENT

Mr. Harjinder Singh, 9457580600  
Mr Ajay Chakravarty, 9897844622



## PHP Professionals

Mr P K Shah, 9917703333  
Mr Manish Joshi, 9897147852



# SHORT-TERM COURSES

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24<sup>th</sup> JUNE -2019

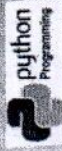
## ORACLE

Introduction to ORACLE  
11G SQL & VB.NET

Mr Ajay Rastogi, 9897694600  
Ms Swati Vishnoi, 9412552978

## INTERNET OF THINGS

Mr Ajay Rastogi, 9897694600



## LET'S PLAY WITH

## PYTHON PROGRAMMING

Vineet Saxena, 9719426186  
Mr Rupal Gupta, 9927040798  
Mr Mohan Vishal Gupta, 9456032866



## CCNA

## ROUTING & SWITCHING

Priyank Singhani, 9319905957  
Rajendra Prasad Pandey, 9411636250



## Java Essential

## The Professional Module

Dr Rajeev Kumar, 9897672215  
Mr. Amit Vishnoi, 9528716907



## WEBSITE CREATION USING

## ANIMATED TOOLS

Ms Shikha Gambhir, 8791563390  
Ms Hina Hashmi, 7417240458

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## SYLLABUS

### Short Term Course of English Communication & Soft Skills (32 Hours)

#### Module-1

(08 Hours)

1. Importance of English Language (01 Hour)
2. Acquaintance with English Speech Sounds (1.5 Hours)
3. Newspaper Reading (01 Hour)
4. JAM Session (1.5 Hours)
5. Speech on: a. Digitalisation of India, b. India of My Dream, c. Social Networks and our Young Generation, d. Freedom of Press Gone Too Far, e. Why We Will Rely on Robots? (03 Hours)

#### Module-2

(08 Hours)

1. Employability Skills (45 Minutes)
2. Future Job Opportunities (45 Minutes)
3. Technical Skills for Employment (01 Hour)
4. Corporate Behaviour (1.5 Hours)
5. Debate on: a. Good and Bad Effect of Demonetisation on Indian Economy, b. Advantage and Disadvantage of Using Smart Mobile Phone, c. Mr. Narendra Modi Should be the Next Prime Minister of India or Not, d. Privatisation of Education is Good or Bad, e. Use and Misuse of Freedom of Speech in India. (04 Hours)

#### Module-3

(08 Hours)

1. Dos and Don'ts of Group Discussion (01 Hour)
2. Group Discussion on: a. Banking Scams, b. Impact of technology on Jobs, c. Social Media: Impact on human behaviour and society, d. Is India ready for cashless Economy? e. Death penalties for perpetrators of crime against women. Is it justified? f. Does Travelling help in generating ideas and experiential learning? (07 Hours)

#### Module-4

(08 Hours)

1. Personality Development: Dressing Sense, Personal Hygiene, Office Etiquettes, Positive Attitude, Building Self Confidence and SWOT Analysis, Team Building, Traits of Leadership, Negotiation, Stress and Time Management (02 Hours)
2. Presentation Strategies: Defining Purpose, Audience, Locale, Audio-Visual Aids, Voice Dynamics and Body Language (01 Hours)
3. Interview Skills: Tips for Preparation for Interview and Types of Interview (01 Hour)
4. Mock Interview (04 Hours)

#### Reference Books:

1. Balasubramanian T., *A Textbook of English Phonetics for Indian Students*, Macmillan India Ltd., Madras. 1995.
2. Taylor Grant, *English Conversation Practice*, McGraw Hill New Delhi.
3. Nesfield J.C., *English Grammar*, Macmillan Publishers, New Delhi.
4. Allen W. S., *Living English Structure*, Publication, New Delhi.
5. Allen W. S., *Living English Speech*, Oriental Longman, New Delhi.
6. McCarthy, Michael, *English Vocabulary in Use*, Cambridge University Press.
7. Raman Meenakshi & Sharma Sangita, *Technical Communication-Principles & Practices*, O.U.P. New Delhi, 2008.
8. Mitra Barun K., *Personality Development and Soft Skills*, O.U.P., New Delhi, 2012.
9. Onkar R.M., *Personality Development and Career Management: A Pragmatic Perspective*, S. Chand & Co. Ltd., New Delhi, 2011.
10. Mishra Sunita & Muralikrishna C., *Communication Skills for Engineers*, Pearson Education, New Delhi.
11. Hornby A.S., *Oxford Advanced Learners Dictionary of Current English*, 7<sup>th</sup> Edition, O.U.P. New Delhi.