PROFESSIONAL COMMUNICATION SKILLS

ASIAN EDUCATIONAL INSTITUTION

Session: 2022-23 (Jan-May)

Fundamentals of communication: This section covers the basic elements of communication, including the communication process, types of communication, and barriers to effective communication.

Verbal communication: This section focuses on the spoken word, including public speaking, presentations, and active listening.

Nonverbal communication: This section covers body language, facial expressions, and other nonverbal cues, and how they can be used to enhance verbal communication.

Interpersonal communication: This section deals with how to communicate effectively with others in one-on-one and group settings, including conflict resolution and negotiation.

Written communication: This section covers writing skills, including business writing, email, and report writing.

Digital communication: This section covers the importance of digital communication, including the use of social media, email, and other digital tools for effective communication.

Cultural and cross-cultural communication: This section covers how to communicate effectively with people from different cultural backgrounds, including understanding cultural norms, values and customs.

Self-reflection and feedback: This section covers how to evaluate your own communication skills and how to receive and use feedback from others.

Learning Communication Skills (LCS)

Communication Process:- Meaning, characteristics, Process, Barriers.

Parts of Speech:- Tenses, Adjectives, Connectors e.t.c

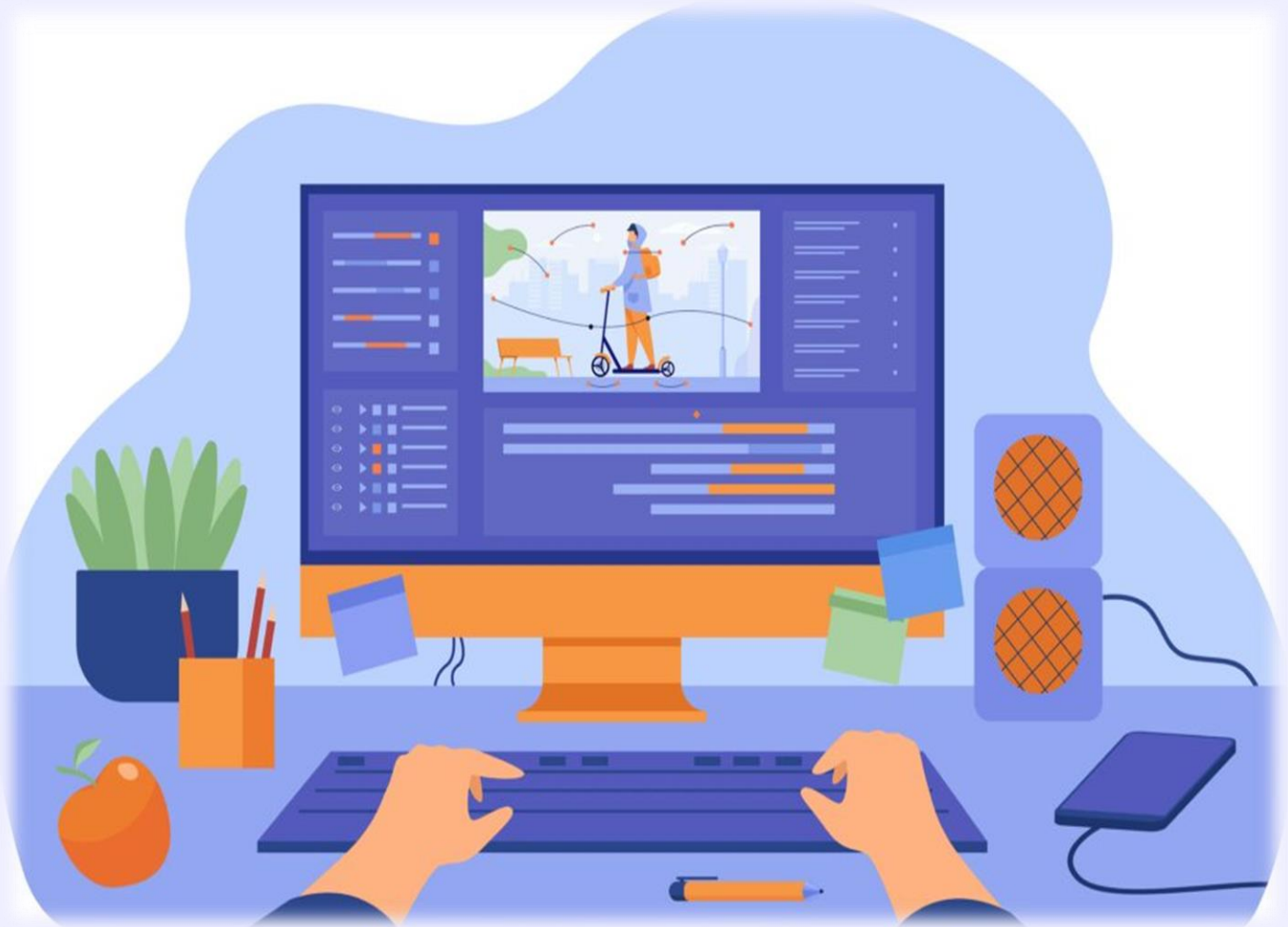Verbal and Non-Verbal Communication:- Body language, Gestures, Facial Expressions.

Self Introduction:- Introduction of self in various situations and places.

Spoken English:- Debates, Elocutions, Paper Presentation, Role-plays.

Etiquettes:- Behaviour and its applicability in various situations i.e Office etiquettes .

CV writing.

Interview Skills.

FUNDAMENTALS

OF

COMPUTERS

COURSE OVERVIEW

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

COURSE CONTENT

COMPUTER BASICS

- Computer Basics
- Creating Folder, Directories
- Input Unit, Output unit and Central Processing Unit
- Hardware and Software
- Windows short cut keys

MS WORD

Module 1: New, Open, Save document	Module 6: Header and Footer
Module 2: Text Basics	Module 7: Page Break and Indent
Module 3: Text Formatting & saving file	Module 3: Page Numbering and Layout
Module 4: Table and its Properties	Module 4: Borders and Margins
Module 5: Insert Menu	Module 5: Bullets and Lists

MS EXCEL

Module 1: Excel Environment	Module 5: Working with Charts
Module 2: Workbook, Worksheet, Cell, Row, Column, Cell Address	Module 6: Sorting and Filtering Data in Excel Sheet
Module 3: Working with Formula Bar	Module 7: Hiding Column
Module 4: Different Formulas in Excel	Module 8: Freezing Panes

MS POWERPOINT

Module 1: PowerPoint Environment	Module 5: Working with Charts
Module 2: Creating, Adding, Deleting, Renaming, Moving Slides	Module 6: Sorting and Filtering Data in Excel Sheet
Module 3: Slides Layout	Module 7: Hiding Column
Module 4: Animations	Module 8: Freezing Panes

INTERNET BASICS

Module 1: Introduction to Internet	Module 5: Sending Attachments in E-Mail
Module 2: Terms related to Internet	Module 6: Browsing in Search engines
Module 3: Creating Mail IDs	Module 7: Job Searching on Internet
Module 4: Sending E-Mails	Module 8: Reset or Change Passwords

WEB PAGE DESIGNING USING HTML

Module 1: Introduction to HTML	Module 5: Inserting Hyperlinks
Module 2: Basic HTML tags	Module 6: Creating Tables
Module 3: Creating Lists	Module 7: Working with Rows & Columns
Module 4: Adding Images	Module 8: Creating Forms in HTML

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