



M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)
CHENNAI – 600034
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DETAILS OF THE COURSES

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SOFT SKILLS



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PRESENTATION ETIQUETTE

Course Objective:

- To prepare presentations and visual aids that are interesting and persuasive
- To communicate key messages
- To identify the best ways to interact with the audience, control and handle challenging individuals

Course Content:

- Projection
- Body Language and Voice
- Performance – Interaction and Control
- Group discussion, presentation
- Dealing with difficult audience behaviour
- Pace, Projection and Posture Practise



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BODY LANGUAGE

Course Objective:

- To help individuals develop their interpersonal skills
- To use gestures and body language to build better rapport

COURSE CONTENT:

- Basics of Body Language psychology
- Reading Body Language
- Gender-based non-verbal Cues
- Workplace Body Language
- Controlling stress and anxiety under pressure
- Self-awareness of your body sign



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TELEPHONE ETIQUETTE

Course Objective:

- To answer and make telephone calls in a professional manner
- To learn techniques that enable you to efficiently respond to a customer call

Course Content:

- The importance of professional telephone skills
- Telephone communication challenges
- Answering the telephone
- Communication skills to handle enquiries
- Handling customer concerns and objections
- Recording information
- Responding to the complainant



PERSONAL SWOT

Course Objective:

- To help people with their personal development so they become the best versions of themselves
- To conduct the analysis and ask themselves questions about each of the four examined areas

Course Content:

- What advantages do you have that others don't have
- What do other people see as your strengths
- What work do you usually avoid because of lack of confidence?
- Do you have any negative work habits?
- What new technology can assist you?
- Could you create an opportunity by offering solutions to problems?
- Could any of your weaknesses lead to threats?
- How can you manage and eliminate threats



TABLE ETIQUETTE

Course Objectives:

- To make students choose the correct eating utensils and use it properly
- To teach students world class table manners

Course Content:

- Use of “Serviette or table napkin
- Do’s and Don’ts when dining in a restaurant setting
- Use of eating utensils - Fork & Knife
- Social and dining etiquette rules
- Different food items dining etiquette guide



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PEOPLE SKILLS

Course Objectives:

- To enhance the ability to communicate effectively with people
- To improve social skills to connect with others and build and maintain better relationships

Course Content

- Understanding different perspectives to a situation
- Framing solutions to different conflicts that come up in everyday life
- How to give an elevator pitch
- Discussing life challenges
- Ability to build trust and enhance agreeableness



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BASIC MANAGEMENT SKILLS

Course Objective:

- To enhance the skills of organising and planning
- To teach how to motivate individual performance and design reward systems

Course Content:

- Key principles of Management
- Motivation and Rewards
- Task, Jobs and systems of Work
- Making good and timely Management decisions
- Designing and changing the organisation's architecture.



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LANGUAGE & COMMUNICATION SKILLS



LANGUAGE LAB

Course Objectives:

- To maximise competency in language components (vocabulary and pronunciation) and language skills using computer-based exercises and activities
- To promote classroom engagement and interaction (listening, speaking, reading and writing).

Course Content:

- **BEGINNER LEVEL:** Basic practice exercises on LSRW skills along with vocabulary and grammar exercises are provided.
- **INTERMEDIATE LEVEL:** Intermediate level exercises on LSRW skills along with short story collection are given.
- **ADVANCED LEVEL:** Advanced level exercises on LSRW skills along with advanced novels, dictionaries.



PUBLIC SPEAKING

Course Objectives:

- To introduce students to speech communication which emphasizes the practical skill of public speaking
- To provide students with the basic principles and research needed for effective speeches

Course Content:

- Introduction to Public Speaking
- Analysing Audience - Adapting to audiences - evaluation techniques and listener needs
- Selecting the Topic, Purpose and Thesis - Researching the Speech- Organizing and outlining the Speech
- Language and Style - Speech Delivery - Speech Evaluation
- Preparation for Impromptu Speech - Developing, preparing and making an impromptu speech on short notice



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JAM CLUB

Course Objectives:

- To make students learn effective impromptu speaking
- To make students express the idea (s) on the given topic, within the duration of a minute

Course Content:

- Jam – Basics - Styles
- Time Management
- flow of thoughts and flow of speech
- Usage of proverbs - jokes and anecdotes to retain the audience's interest
- Quote examples from self-experiences.



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DEBATE CLUB

Course Objectives:

- To enable students construct solid arguments in real time
- To make students learn effective impromptu speaking

Course Content:

- The Role of Argumentation
- Debate in Society
- Basics of debate – Etiquette - Flowing, or Notetaking
- Structuring Arguments
- Confidence and Research



BLOG & CREATIVE WRITING

Course Objectives:

- To provide extensive knowledge along with required skills to become successful
- To enable students to put into practice the various forms of creative writing

Course Content:

- Blogging - History of the Blogosphere - Insight into Blogging
- Dos and Don'ts - Blogging Strategy That Drives audience
- Fundamentals of Creative Writing - Meaning - Significance of Creative Writing – Genres - Poetry, fiction, non-fiction, drama and other forms
- Elements of Creative Writing - Plot, Setting, Character, Dialogue, Point of View - Grammar and the Structure of Language
- New Trends in Creative Writing - Web Content Writing - Script Writing - Journalistic Writing - Copywriting



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BOOK READING CLUB

Course Objectives:

- To make students explore books and make the time to enjoy them.
- To teach students to be an active reader

Course Content:

- Introduction – levels of reading
- Choosing a story – active reading (essays, articles, interviews, short stories, novels, biographical)
- Reading contexts and techniques - Reading Ritual Tracking Sheet
- Exploring Bookshops and Libraries - A Varied Reading Diet
- Tips to make notes



CALLIGRAPHY & HANDWRITING

Course Objectives:

- To teach the fundamentals of cursive writing and calligraphy
- To teach students to write different letters, lowercase and uppercase letters

Course Content:

- Introduction to cursive and calligraphy
- Calligraphy Tools - Ribbon-effect - Numbers
- Alphabet families and necklaces - Letters with diagonal strokes
- Special letters - Letter and word spacing - Layouts and add flourishes
- Creating capitals with straight, diagonal, and curved sides - Combining capitals and small letters



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LIFE SKILLS



FITNESS CLUB

Course Objectives:

- To make students understand the importance of fitness and exercise
- To teach the correct way of performing different types of exercises

Course Content:

- Introduction to group fitness exercise/aerobic exercise
- Cardio exercises for improving heart condition
Special focus exercises for Weight Loss - Weight Training exercises for toning & strengthening the entire body
- Stretching Exercises for improving flexibility
- Scientific Fitness Concepts - Giving the correct exercise formula for achieving results - Energy Systems during exercises.



SELF DEFENCE CLUB

Course Objectives:

- To enable students to protect themselves in unpredictable situations
- To emphasise bare hand techniques

Course Content:

- Warm-up exercises and stretching
Strengthening exercises (sit-ups and push-ups)
- Kicking, punching, blocking, throwing, falling, escaping etc.
Stance-work, ducking, weaving, bobbing, feinting, parrying, and evading
- Higher Technique Arm Grab - Throat Choke Techniques



YOGA

Course Objective:

- To enable students to have good health and have holistic development.
- To impart knowledge of the importance of yoga
- To enable the students to handle themselves in different life situations.

Course Content:

- Meditation, Pranayama and breathing techniques
- Strengthening Balance and standing postures
- Asanas that target therapy, prevention of illness and overall wellness
- Connecting cardiovascular Health and yoga
- Activating muscles through small movements



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FIRST AID CLUB

Course Objectives:

- To provide Students with the skills and knowledge to manage emergency first aid situations until professional medical support is available
- To develop the knowledge necessary to be effective as a first responder to accidents, injuries, and sudden illness

Course Content:

- Basic First Aid Techniques - Aims of first aid
- Types of Injuries - Sudden Illness
- Bandaging - General hygiene notes
- Dealing with an emergency - Resuscitation (basic CPR)
- Recovery position - Initial top to toe assessment



WORK-LIFE BALANCE

Course objectives:

- To understand the significance of maintaining work-life balance
- To identify a negative work-life balance and implement an optimal work-life regime

Course content:

- What is work-life balance
- Importance of work-life balance
- Absence of work-life balance and its effects
- Positive impact on mental health
- Maintaining work-life balance
- Communication of work-life balance to superiors



VALUES AND BELIEFS

Content Objectives:

- To understand how your values and beliefs are influenced by various factors in your social environment
- To develop a healthy belief system that is fruitful for yourself and those around you

Course Content:

- What are values
- What are beliefs
- Factors that influence your belief system
- Impact of social circles on your belief system
- How to identify toxic values and beliefs
- How to develop a healthy belief system
- Tolerating others' values and beliefs



SELF-ESTEEM

Course Objectives:

- To understand how self-esteem and the lack thereof affects your performance in various areas of life
- To learn how to boost self-esteem and use it to excel at life

Course Content:

- What is self-esteem
- Importance of developing self-esteem
- Concepts related to self-esteem: self-efficacy and self-confidence
- How to develop and maintain self-esteem
- Metrics related to self-esteem
- Positive impacts of developing self-esteem
- Prevention of over-confidence and maintaining a healthy balance



EMOTIONAL QUOTIENT

Course Objective:

- To understand the importance of growing emotional intelligence
- To understand what resources to use to develop various aspects of emotional intelligence

Course Content:

- What is EQ
- Importance of EQ
- EQ versus IQ
- Types of EQ
- Absence of EQ and its negative effects
- Benefits of developing EQ
- How to develop high levels of EQ



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AWARENESS OF TRENDS IN TECHNOLOGY



FORENSIC AUDIT

COURSE OBJECTIVES:

- To identify threats of fraud in an organization.
- To evaluate issues leading to identification of warning signs
- To analyze data recovery and discovery techniques.
- To define causes calling for forensic audit issues.
- To conduct effective investigation of systems and operations.
- To participate in planning and execution of corrective operations.

Threat Assessment

Evaluate data, documents, and other gathered information for viable threat intelligence.

Fraud Examination

Observe suspect interviews and interrogations, proficiently interpreting verbal and nonverbal cues.

Electronic Discovery

Identify effective, evidence-preserving data recovery methods and electronic discovery techniques.

Fraud Prevention and Internal Controls

Identify and clearly define forensic issues and root causes, recommending improved internal controls and business processes.

Fraud Reporting and Litigation

Conduct research and analyses associated with suspected occupational fraud activities.

Business Ethics and Regulatory Compliance

Determine adequate audit coverage of key business risks, compliance systems, core processes, and strategic initiatives.

Business Administration

Participate in planning and executing initiatives, ensuring high-quality, customer-focused, cost-effective operations.



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VOCATIONAL SKILLS



JEWELLERY MAKING

Course Objectives:

- To introduce jewellery making and quilling techniques
- To enable students to hone their skills and explore bounds of creativity

Course Contents:

- Fundamentals of design – colour techniques
- Theme based designing
- Beads and loops
- Making of an anklet and bangle.
- Learn to make Jhumka and bracelet



EMBROIDERY

Course Objectives:

- To introduce different categories of basic stitches of hand embroidery- their techniques and application
- To teach students to handle the materials and tools safely and correctly

Course Content:

- Introduction - Embroidery and Hand Embroidery -techniques
- Fabrics, other materials and accessories used in embroidery
- Lifting and handling procedures
- Hand on practice of various stitches
 - Running stitch
 - Back stitch
 - Stem stitch
 - Satin stitch
 - Kashmiri stitch
 - Couching stitch
- Hand on practice of various stitches
 - Cross stitch technique
 - Herringbone stitch
 - Cross stitch
 - Shadow work
 - Shadow work
 - Different type of loop stitches
 - Different types of knotted stitches



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FABRIC PAINTING

COURSE OBJECTIVES

- To teach students to create garments using various traditional forms art
- To enable students to create beautiful and unique designs on various kinds of fabrics

COURSE CONTENT

- Introduction to Traditional fabric painting
- Basic- Movement of Pencil - Freehand Drawing (Basic)
- Shades & Shading
- Methods & Materials
- Paintings – Warli , Bandana, Madhubani



TAILORING

Course Objective:

- To teach various types of tailoring and sewing
- To impart technical foundation in tailoring and sewing

Course Content:

- Basics of a sewing machine
- How to choose a fabric
- How to choose a thread
- The knowledge of the types of stitches and seam finishes
- How to use a pattern book
- How to sew a pillowcase and other basic items.



BLOUSE DESIGNING

Course Objectives:

- To impart knowledge of garment designing
- To teach different types of Stitching techniques

Course Content:

- Introduction to Sewing Machine, Pedalling & handling of machine.
- Stitching techniques with basic and normal stitches.
- Taking measurements, drawing & cutting of designs in paper.
- Cutting of Patch work designs in cloth
- Stitching and stone work.



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INTERIOR DESIGNING

Course Objectives:

- To introduce the principles for designing various interior spaces
- To make students recognize the diverse forms and uses of art and accessories in interiors

Course Content:

- Introduction to Interior Design - Concepts of Interior Design
- Colours In Interior Design - Lighting
- Furniture Design - Graphics In Interior Design
- Services - Floriculture
- Kitchen Design - Materials and Green Building Technology



BOUQUET MAKING

Course Objectives:

- To learn to create whimsical designs suitable for all occasions
- To make students understand the importance of visual and physical balance

Course Content:

- Bouquet Making – Basics – Types – Flower cutting Techniques
- Pageant bouquet
- Posy bouquet
- Composite bouquet
- Cascade bouquet



COSMETOLOGY

COURSE OBJECTIVES

- To give basic knowledge about the techniques, tools, and apparatus used in the cosmetic treatment of skin, hair, and nails
- To foster skills in students to solve the beauty related issues.

COURSE CONTENT

- Skin Care - Skin analysis – use of skin testing gadgets, use of facial masks for treating dehydrated skin, anti-aging and anti-acne
- Nail Care – Nail Tips & Nail Wrap application – French manicure/pedicure
- Hair Care - Hair colouring, hair cutting
- Makeup – Corrective Make-up
- Make-up Products Knowledge



HAIR STYLING AND MAKE UP

Course Objective:

- a. To arm students with the right technical skills and knowledge of make-up and hair styles.
- b. To improve client management skills and also provide hands-on training.

Course Content:

- Introduction to make-up Artistry
- A complete guide to eye make-up
- Different face shape and Skin Type Make Up
- Different types of hair and how to handle them
- How to match make-up and hair styles
- Vintage Looks- 20s, 30s and 40s



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MEHNDI ART

Course Objective:

- a. To teach how to apply novel designs.
- b. To help students express themselves through art and understand the complexity of different designs and how to master them

Course Content:

- Introduction to the concept of Mehndi designs
- Mixing Mehndi
- Basic Shapes and Designs
- Filler designs and basic Motifs
- How to darken Mehndi
- How to remove Mehndi



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PHOTOGRAPHY

Course Objective:

- a. To enable students to handle camera and its working
- b. To teach how to compose images beautifully with basic photographic rules

Course Content:

- Introduction to the parts of a camera
- Different types of Camera and Lenses
- Composition, Focus and Depth of the Field
- White Balance and Colour
- Lighting and Flash Photography
- Mobile Photography



HANDMADE PAPER PRODUCTS

Course Objectives:

- To discover abilities which lead to craft attainment
- To impart the knowledge of the raw materials used in Handmade paper Industry

Course Content:

- Cell phone pouch
- Bag/desk organizer
- Bag-bottle holder
- Album/scrapbook model
- Book with purse
- Envelope and Enhancement
- Tag file
- Gift box



STANDUP COMEDY

Course Objectives:

- To teach the basic stages of stand-up comedy
- To make students have embodied and integrated the various components of stand-up comedy

Course Content:

- Introduction – A guide to writing phases
- Introduction to the tools - Mic, stand, recording device
- Creating Comedy – Structure of Jokes – Tagging punchlines – Improvisation of Jokes
- Humour Tricks of the trade
- Character Act – Booming – Practice assignment



VEGETABLE CARVING

Course Objectives:

- To teach the fast-carving techniques
- To give knowledge on carving tools that will give the best results with the least effort.

Course Content:

- 2 Animal Designs carved from carrot — a duck and songbird.
- Watermelon Serving Bowl and Basket
- 2 Elegant Flowers from beet root – **Orchid and Chaba flower.**
- Tomato Roses and Flowers – 6 designs, 3 constructed of the skins and 3 using the whole tomato
- After carving procedures - Final carving display



CHAT & CHINESE CUISINE

Course Objectives:

- To introduce different kinds of ingredients and spices
- To teach the specific techniques, ingredients and spices unique to Chinese Cuisine

Course Content:

Chaat:

- Sev Puri
- Oats Chat recipe

Chinese:

- Mexican Pizza
- Lasagna Pasta

Baking:

- Baking Bread
- Muffins
- Cookies
- Chocolate Fudge Cake



NO FIRE COOKING

COURSE OBJECTIVES

- To foster students' creativity and explore their hidden talents
- To make students explore new recipes and methods of food preparation

COURSE CONTENT

- Strawberry Ritz
- Peanut butter balls
- Mixed Sprout salad
- Apple cookies
- Dates Smoothie
- Pinwheel sandwiches
- Banana peanut butter smoothie
- Biscuit Magic
- Fruity Frozen pizza



SOUPS AND SALADS

Course Objective:

- a. To enhance healthier lives through interesting soups and salads.
- b. To make dieting more motivating through various types of soups and salads.

Course Content:

- Benefits of Soups and Salads
- Basic necessities to a simple salad/soup
- Taco Salad
- Rainbow Salad
- Broccoli Soup
- Sweet Potato Soup
- Soup and Salad Dressing and Plating



BAKING

Course Objectives:

- To teach basic baking terminology, essential equipment and uses and ingredient functions
- To help students develop their culinary skills and food knowledge to become employable

Course Content:

- Basic Baking Equipment & Uses – Terminology
- Basic baking ingredients - Characteristics and functions of flour, sugar, eggs, milk (liquids), leavening agents, chocolate and cocoa, salt, and spices and flavourings.
- Commonly occurring problems in baking, their causes and solutions
- Ingredient Temperature Guidelines
- Hands on training on preparation of Cakes, Cookies and Pizza



DJ CLUB

Course Objectives:

- To teach the various essential aspects of DJ training
- To make students learn the art of beat matching

Course Content:

- Introduction To Basics: Setting Up Equipment – Terminology - Equipment Types- Balancing Audio Levels
- Intensive Music Knowledge- Programming the Music - Music Genres
- Trigger Songs - Songs Never to Play - Reading the Dance Floor
- Basic Hands-On Mixing Skills Including Chop-Mixing
- Voice & Microphone Training



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RJ CLUB

Course Objective:

- a. To teach how to talk effectively and interview and/or be interviewed in a radio program
- b. To teach the art of entertaining people through different types of discussions.

Course Content:

- How to introduce oneself
- How to behave on a set
- The different ways to approach the topic of discussion
- Practicing interviewing skills
- How to address guests on a show



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PERFORMING ART SKILLS



DANCE -FOLK

COURSE OBJECTIVES

- To make students perform the basic steps and movement patterns
- To develop an understanding of rhythms and tempo used in folk dance

COURSE CONTENT

- History of Folk Dance – Introduction to dancing
- Movement and Movement Skills - Fundamental Movement Skills- Body awareness- Space awareness
- Rhythm – Body postures
- Group Dance - Memorize movement sequences – Nuances in dancing with partners
- Performance planning - costume, music, set and props



CONTEMPORARY DANCE

COURSE OBJECTIVES

- To enable students to perform with good facial expression
- To build inside rhythm

COURSE CONTENT

- Introduction - floor exercises on spot
- Moving floor exercises – Point line
- Complexity part
- How to use space - Emotions & thoughts
- Movement qualities



LIGHT MUSIC

COURSE OBJECTIVES

- To give basic knowledge and techniques about light music
- To enable students to take music as their career

COURSE CONTENT

- Introduction – definition of some terms
- Voice production training - Three Step Formula for Vocal Rendition
- Five Effective Breathing Exercises before the Practices- Producing voice Through Om rendition
- How rhythms and beats work - Types of 'Taal's'
- Indian beats and rhythms - Basic vocalism of Raga Bhairav



WESTERN MUSIC

Course Objectives:

- To apply different vocal registers and head voice
- To learn the tips to engage and connect with the audience

Course Content:

- Fundamentals of Music - Elements of Music, Note Values, Voice and Singing Posture
- Pitch- Different types of Pitch, how to identify and use correctly
- Vocal Training - Voice exercises using different Pitch and Rhythm techniques
- Scales and other music building techniques - Voice Modulation
- Techniques used in famous songs



THEATRE ENGLISH

Course Objectives:

- To develop students' general theatre knowledge and skills
- To enable students to manipulate body movements and facial expressions to convey appropriate emotion and meaning in dramatizations

Course Content:

Getting to know Theatre

- Insight would be provided into what a theatre performance is all about.
- General interactive theatre games and activities would be used to encourage students to open up.

Use of Space, Body and sounds in Theatre

- Understand that a performer need not need a script to express emotions and feelings, before a performer understands a script.
- They should be well aware of their own bodies, voice and surroundings.

Improvisation and Vocal Training

- The art of improvisation is a must have for a performer.
- Enhance one's ability to think spontaneously without relying on a script
- Train one's ability to use their optimum voice without the need to shout.

Group Performance project preparation

- Students will be divided into groups and expected to choreograph a performance based on newspaper headlines.

Script Analysis

- Students are brought into dissecting a script into beats, units, scenes and acts.
- Learn the different meaning in change of tone and what a director expects from the performer.



THEATRE HINDI

Course Objectives:

- To explain the elements of theatre art
- To give knowledge about the forms, history and development of the language

Course Content:

- Hindi language and its evolution to its current form
- Evolution of Hindi script over time - rich heritage of Hindi literature
- Development of the story as a form of a genre in Hindi
- Basic concepts of Script Writing and Dialogue writing for Hindi channels
- Literature from other languages translated in Hindi. - Contribution of Hindi language towards the development of society.



THEATRE TAMIL

Course Objectives

- To enable the students to study folk and performing art, which is in consonance with nature
- To make students appreciate the religious sentiments of the people, their social life, beliefs, customs and ethos, relationships and emotional components, associated with these performing arts

Course Content

- Basic Concepts of Theatre - Nature of Performing Artists - Ancient examples
- Grammar of Indian Acting and Melodramatic Acting
- Theatre Trainings - Dialogue Delivery - Songs Delivery - Acting for Stage
- Folk songs and its varieties
- Folk tales and its varieties



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FINE ART SKILLS



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ART OF PENCIL SKETCHING

COURSE OBJECTIVES

- To become familiar with the basic methods, techniques and tools of drawing
- To make students learn the nuances of drawing

WESTERN

- Introduction to Art – Basic Sketching techniques
- Precise sketch of facial features from the photo
- sketching different types of facial expression
- Shadings and Colour tonnage –Usage of graphite pencils and their degree of hardness, brightness and darkness
- Self portrait



ART CARICATURE

COURSE OBJECTIVES

- To make students understand the uniqueness of people faces
- To enable students to Create cute caricature character drawings

COURSE CONTENT

- Introduction – Basics (Face and Body)
- Colours – Principle – Combinations
- Lighting – Principles – Frame – side view angle
- Male caricature creation
- Female caricature creation



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PAPER ART

Course Objective:

- To enhance creativity, motor skills and improve focus
- To improve imagination and use paper art as an effective way of recreation.

Course Content:

- Paper Quilling
- Origami
- Card Making
- Papermaking through Paper Mache
- Paper masks



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CAREER MANAGEMENT SKILLS



RESUME WRITING

Course Objectives:

- To understand the necessity of working on your resume and displaying your professional life in a succinct manner
- To learn how to write optimal resumes with best impact

Course Content:

- What is a Resume
- Resume vs CV
- Format of a Resume
- Characteristics of a good Resume
- Dos and Don'ts
- Identifying relevant information for your Resume
- Covering letter



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COMMUNICATION AND CORPORATE CULTURE

Course Objectives:

- To understand the importance of communication in a corporate setting
- To develop professional communication skills to deliver best results in a corporate environment

Course Content:

- Corporate leadership
- Effective organizational communication
- Role of opinion, attitudes and beliefs
- Conducting meetings
- Corporate norms and rules



GROUP DISCUSSIONS AND INTERVIEW SKILLS

Course Objectives:

- To understand how to train yourself for the process of job selection
- To understand how to perform optimally in interviews and group discussions

Course Content:

- Effective communication skills
- Power of listening
- Topic awareness
- Body language
- Jotting down of points and summarizing



APTITUDE

Course Objectives:

- To teach various topics of aptitude tests
- To develop good mathematical and logical skills

Course Content:

- Logical reasoning
- Basic calculation and simplification
- Tricks and shortcuts
- Algebra and arithmetic
- Permutation and combination
- Probability
- Statements and assumptions



REASONING

Course Objectives:

- a. To learn various topics under reasoning skills
- b. To understand how to apply them in aptitude tests

Course Content:

- Analogy
- Series
- Coding - Decoding
- Puzzle test
- Blood relations
- Classification
- Missing numbers



ETIQUETTE AND GROOMING SKILLS

Course Objectives:

- To understand the importance of grooming and behaving appropriately in a professional setting
- To develop professional etiquette

Course Content:

- Image analysis
- Tips on good grooming
- Dressing
- Dining etiquette
- Business social etiquette



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CAMPUS TO CORPORATE

Course Objectives:

- To enable students to effectively transition from student to work life
- To develop and foster professional mannerisms

Course Content:

- Making great first impressions
- Professional meeting and greeting etiquette (Shaking hands, business card etiquette, making introductions etc.)
- The Do's and don'ts of meeting management
- Interpersonal interactions with co-workers, supervisors, clients, and company policy



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ACADEMIC WRITING SKILLS



ACADEMIC WRITING SKILLS

COURSE OBJECTIVES

- To acquire the knowledge and skills for academic writing
- To enable students to write clear, detailed and well-structured texts for academic journal

COURSE CONTENT

- Types of academic writings
- Choice of words
- Grammar
- Paragraphing
- Power of statistics
- Drafting
- Editing
- Plagiarism
- Citations and references
- Publishing