Value Added Course

Course Details: Aptitude Building and Communication Skills

Name of the Course: - Aptitude Building and Communication Skills   **Code – PC01**

Course Offered to - B.Tech   **Course Duration — 50 Hours**

Course Coordinator: -

OBJECTIVE:

- To give complete knowledge of communication skills and English aptitude.
- Understand the role of communication in personal & professional success.
- Prepare and present messages with a specific intent.
- Prepare students, to increase their writing skills.
- Develop awareness of appropriate communication strategies
- To give a complete review of analytical skills.

PRE-REQUISITE(s):

- Dedication and Motivation: Stay committed and motivated to improve.
- Open-mindedness: Be receptive to new ideas and feedback.
- Curiosity and Learning Agility: Foster a thirst for knowledge and embrace learning opportunities.
- Practice and Persistence: Regularly practice aptitude-related activities and communication skills.
- Self-awareness: Reflect on strengths, weaknesses, and areas for improvement

OVERVIEW:

Aptitude Building and Communication Skills focus on developing cognitive abilities, problem-solving techniques, and effective communication strategies. This subject benefit personal and professional growth by improving critical thinking, verbal and written communication, interpersonal skills, and nonverbal communication. It enhances career prospects, boosts confidence, facilitates better relationships, and requires practice, feedback, and continuous learning.

In summary, Aptitude Building and Communication Skills help individuals develop essential skills for success in various areas of life.

Course Outcomes?

Upon completing the course students will

- Be able to demonstrate good speaking skills: Be able to acquire professional skills.
- Be able to perform presentation, public speaking Be able to analyse critical circumstances of business.
- Be able to demonstrate leadership skills and teamwork skills.
- Be able to practice business correspondence and professional writing.

- Be able to prepare and perform in Interview.
- Be able to acquire analytical skills via case studies.
- Be able to acquire speaking and retaining skills.
- Be able to acquire GD skills through rough debates.

What you will learn in this course:

In this course on Aptitude Building and Communication Skills, students will learn the following:

- Aptitude Building:
    - Cognitive Skills: Develop logical reasoning, numerical ability, and analytical thinking.
    - Problem-solving Techniques: Learn how to identify, analyse, and solve complex problems effectively.
    - Critical Thinking: Cultivate a critical mindset to evaluate information and make informed judgments.
- Communication Skills:
    - Verbal Communication: Improve your oral expression, articulation, and clarity in conveying ideas and messages.
    - Written Communication: Enhance your writing skills for effective correspondence, reports, and presentations.
    - Interpersonal Skills: Develop the ability to build rapport, listen actively, and collaborate with others.
    - Nonverbal Communication: Understand and utilize body language, gestures, and facial expressions to enhance communication.
- Effective Communication Strategies:
    - Active Listening: Learn techniques to listen attentively and understand others' perspectives.
    - Public Speaking: Develop skills for confident and impactful presentations to small or large audiences.
    - Conflict Resolution: Learn strategies for resolving conflicts and maintaining healthy relationships.
    - Professional Communication: Understand the nuances of communication in professional settings, including email etiquette and effective workplace communication.
- Application and Practice:
    - Engage in practical exercises, case studies, and real-life simulations to apply and reinforce learned skills.
    - Receive feedback from instructors or peers to improve your aptitude and communication abilities.
    - Reflect on your progress and areas for further growth.

By the end of this course, you will have acquired the knowledge and skills necessary to enhance your aptitude, critical thinking, and communication abilities. These skills will benefit you both personally and professionally, empowering you to excel in various contexts and effectively connect with others.

Who should take this course:

- This course on Aptitude Building and Communication Skills is beneficial for a wide range of individuals who are seeking to improve their abilities in these areas. It is particularly valuable for:
- Students: High school or college students who want to enhance their critical thinking skills, problem-solving abilities, and communication skills for academic success.
- Professionals: Individuals in various fields and industries who wish to improve their communication skills to excel in their careers. This includes professionals in business, management, sales, customer service, and leadership roles.
- Job Seekers: Individuals who are preparing for job interviews and want to enhance their aptitude and communication skills to stand out during the hiring process.
- Entrepreneurs: Business owners or aspiring entrepreneurs who need to effectively communicate their ideas, pitch to investors, and build strong relationships with clients and partners.
- Team Members: Individuals working in team settings who want to improve their collaboration, interpersonal skills, and communication within the team.
- Anyone Seeking Personal Growth: Individuals who are interested in personal development and self-improvement, as building aptitude and communication skills can enhance overall confidence, relationships, and problem-solving abilities in various aspects of life.
- Whether you are a student, professional, job seeker, entrepreneur, or simply someone looking to improve your aptitude and communication skills, this course can provide you with valuable knowledge and practical strategies to succeed in your endeavours.

Course Outline:

	Topic	No. of hours allocated
Topic 1:	Introduction to Aptitude Building	10
Topic 2:	Critical Thinking and Decision Making	5
Topic 3:	Verbal Communication Skills	5
Topic 4:	Written Communication Skills	5
Topic 5:	Interpersonal Communication Skills	5
Topic 6:	Nonverbal Communication	5
Topic 7:	Professional Communication	5

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Bareilly

Department of Computer Science and Engineering

05 Feb 2022

CIRCULAR

VALUE ADDED COURSE (Aptitude Building and Communication Skill)- B. Tech (CSE/ AI/ CC)

Students of B. Tech (CSE/ AI/ CC) Ist & IInd year are hereby informed that the value-added course "Aptitude Building and Communication Skill" is scheduled from 11 February 2022 in your respective classroom, Academic Block-II.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Akshay Mani
- Duration: 2 hrs Per Day

Program Overview:

This course introduces the basic concept of Communication & Aptitude and its applications, challenges, and importance. It enables the students to apply these skills in their life and take advantage of it.

Dean
Faculty of Engineering & Technology
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Dr. Gaurav Agrawal
Head
(HOD)
Department of Computer Science
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Registrar
Invertis University
Bareilly

INVERTIS
UNIVERSITY BAREILLY

APTITUDE BUILDING AND COMMUNICATION SKILLS

Value Added Course

Program Overview -

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Head
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& Engineer
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Bareilly-243

Hod :
Dr. Gaurav Agrawal

Key Speaker :
Mr. Akshay Mani

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APTITUDE BUILDING AND COMMUNICATION SKILLS
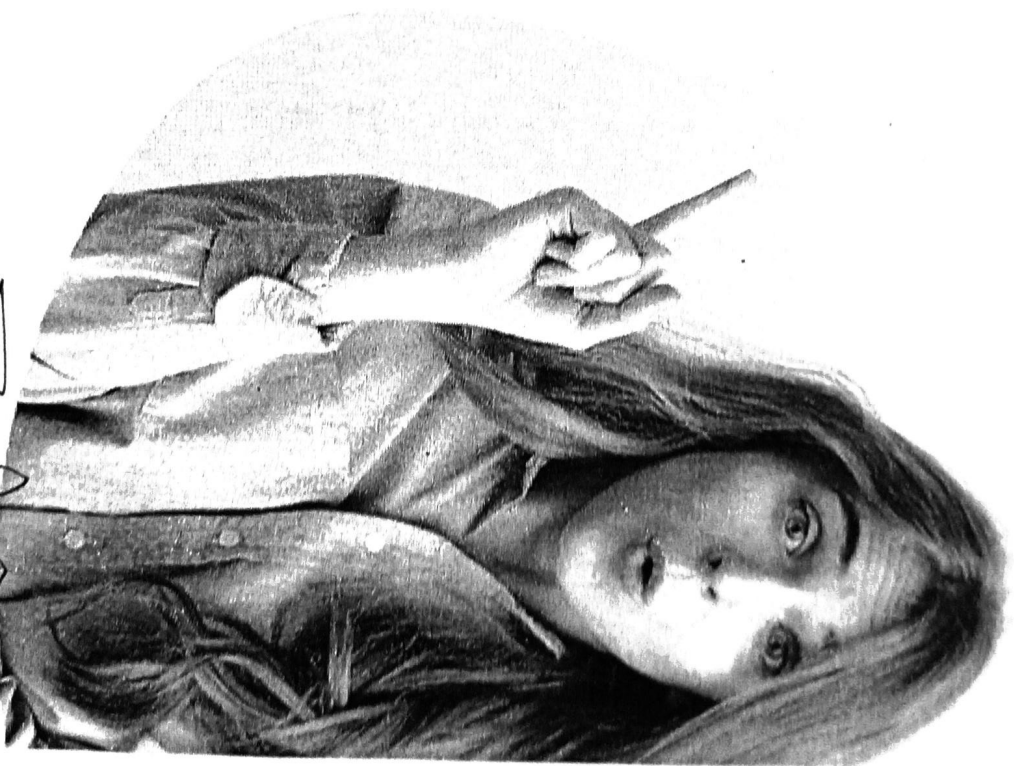
Organized by:

Department of computer
Science & Engineering

Program : B.Tech II & IV Sem)

🕒 03:00 pm - 05:00 pm

📅 11 FEB - 15 MARCH 2022

Hod :
Dr. Gaurav Agrawal

Key Speaker :
Mr. Akshay Mani