JAGANNATH UNIVERSITY

Skill Enhancement Program

An Initiative by

Center for Guidance and Career Counseling

2019-20

University Campus

NH-12, Chaksu Bypass, Tonk Road, Jaipur-303901
Phone : 0141-3020500/555, Fax : 0141-3020538

Plot No.-IP-2 & 3, Phase-IV, Sitapura Industrial Area, Jaipur-202022
Phone : 0141-4071551/552, Fax : 0141-4071562

Language Lab & Communication Skills

Objective:

To gives students the power to have an edge over others and further refine their essential skills, increase competence, confidence, and marketability

Course Content:

Module I

1. Grammar of English Language: Practice and Exercises
2. Vocabulary Building Skills

Module II

1. Active Listening Skills
2. Introduction to Phonetic Sounds
3. Reading Comprehension

Module III

1. Oral Presentations (Self Introduction, Extempore, Public Speech, Formal Presentation, Use of AV Aids, etc.)
2. Group Discussion (Unstructured & Structured)
3. Mastering Presentation Tools (Microsoft Word & Power Point)

Module IV

1. Preparation of & Appearing for the Interview
2. Situational Conversations
3. Understanding Importance of Body Language

Module V

1. Introduction to Body Language, Body Language Basics
2. How to Read Body Language,
3. Using Body Language to Your Personal Advantage,
4. Using Body Language in Your Career

Text books:

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2. Personality Development and Soft skills , Oxford University Press by Barun K. Mitra
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Yoga & Meditation

Objective:

1. To enable the student to have good health.
2. To practice mental hygiene.
3. To possess emotional stability.
4. To integrate moral values.
5. To attain higher level of consciousness.

Course Content:

Module I: Yog Kriyas I

1. Jalaneti
2. .Agnisara
3. Kapalabhati

Module II: Yog Kriyas II

4. Trataka
5. Sutraneti
6. Gajakarani
7. Vastradhauti
8. Madhyamanauli
9. Shankha Prakshalana

Module III: Meditation I

1. Traditional Meditation Techniques

2. Trataka : Bahiranga and Antaranga

Module IV: Meditation II

1. Ajapajapa
2. Antarmauna
3. Akashadharanas : Chidakasha, Hridayakasha, Daharakasha.

Module V: Meditation II

1. Transcendental Meditation
2. Preksha Dhyana
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Text books:

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Soft Skills

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To give the student knowledge and skills and to make them an effective manager with adequate soft skills required for any organization.

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3. Self Criticism
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1. Listening to Conversation (Formal and Informal)
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1. Tele – etiquette
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1. Skimming and Scanning
2. Levels of Reading
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Jagan Nath University, Jaipur

Introduction to Emerging Technologies

Objective:

1. To encourage higher-level thinking and creativity through emerging Technologies.
2. To deliver students with a learning experience in instructional technology.
3. To promote computer-based educational resources.
4. To make students aware of Information Technology.
5. To determine the practical use of technology integration

Course Contents:

MODULE I: Introduction

Introduction to Emerging Technologies, Evolution of Technologies, Role of Data for Emerging Technologies, Enabling devices and network (Programmable devices, Human to Machine Interaction, Future Trends in Emerging Technologies, Emerging technology trends.

Module II: Data Sciences & Big Data

Data Science, An Overview of Data Science, Data types and their representation, Data types from Computer programming perspective, . Data value Chain Data Acquisition, Data Analysis, Data Storage, Data Usage, Basic concepts of big data, What Is Big Data?

Module III: Artificial Intelligence

Artificial Intelligence (AI), What is Artificial Intelligence (AI), . Need for Artificial Intelligence , Goals of Artificial Intelligence, What Comprises to Artificial Intelligence, Advantages of Artificial Intelligence , Disadvantages of Artificial Intelligence, Levels of AI , Types of AI , Mapping human thinking to artificial intelligence components, . Influencers of artificial intelligence , Applications of AI, AI tools and platforms.

Module IV: Augmented Reality

Augmented Reality (AR), Overview of augmented reality, Virtual reality (VR), Augmented Reality (AR) vs Mixed reality (MR), Virtual Reality (VR, Augmented Reality (AR) , Mixed Reality (MR), The architecture of AR , Applications of AR Systems, AR In education , AR In Medicine, AR In Entertainment

Module V: Other emerging technologies

Nanotechnology , Fundamental concepts in nanoscience and nanotechnology, Applications of nanotechnology

Blockchain technology, Blockchain Explained , The Three Pillars of Blockchain Technology , How Blockchain Works, . Why do people use the peer-to-peer network, Application of blockchain

Cloud and quantum computing, Cloud computing, Advantages of cloud computing, Quantum computing, Advantages of quantum computing

Text Books:

1. *Artificial Intelligence: The Insights You Need from Harvard Business Review,* By Thomas H. Davenport, Erik Brynjolfsson, Andrew McAfee, and H. James Wilson
2. *The Future Is Faster Than You Think,* By Peter Diamandis and Steven Kotler
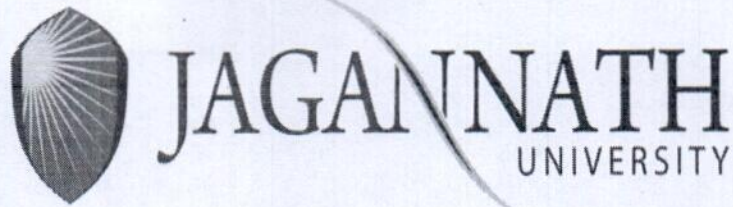
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MS Access - Introduction, concepts and terms; database and
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Power point- starting, browsing and saving, creating, editing, formatting
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Module V: Graphics and Multimedia

Clip art – create and insert; shapes- draw, insert and copy;
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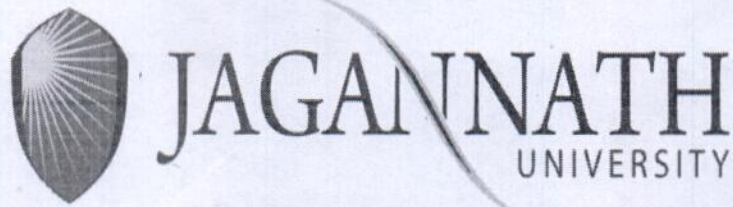**Module V:** Reading Skills Purpose, Process, Methodologies

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2017-18

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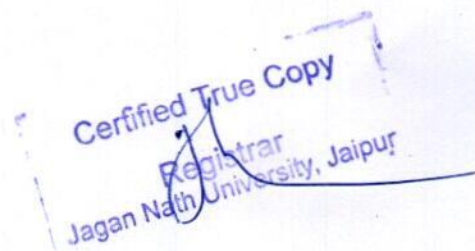### Module III: Meditation I

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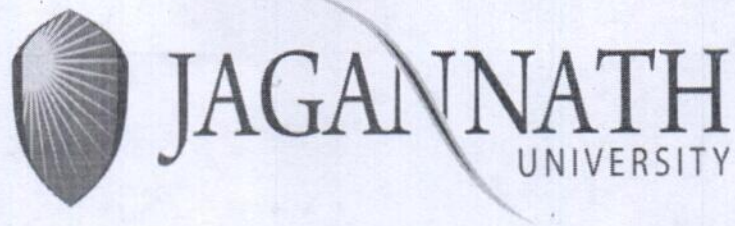**Module V:** Reading Skills Purpose, Process, Methodologies

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Computer Proficiency

Objective:

The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students with no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching

Course Contents:

MODULE I: Word processing

Auto formatting; Paragraph and character styles – creating ,
modifying and using styles; Templates – modifying, attaching and controlling; Tables and columns - creating, manipulating and formulating; mail merge; labels- creating

Module II: Data Management

MS Access - Introduction, concepts and terms; database and
tables- creating, data types, editing fields, renaming, resizing of fields, finding, sorting and displaying of data –printing

Module III: Spreadsheets

MS Excel – Worksheets – moving, copying, sorting, inserting of cells,
rows, columns; Charts – creating, editing, adding, rotating, printing, deleting and controlling; graphics- creating and placing, drawing lines and shapes; using multiple worksheets ; printing

Module IV: Presentations

Power point- starting, browsing and saving, creating, editing, formatting
of text and paragraphs, inserting tables and charts; Presentation through slides, handouts and printing.

Module V: Graphics and Multimedia

Clip art – create and insert; shapes- draw, insert and copy;
create a flow

Text Books:

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al.Tata Mc-Graw Hill, India
3. Working In Microsoft office 2006– Ron Mansfield ,Tata Mc-Graw Hill, India

Soft Skills

Objective:

To give the student knowledge and skills and to make them an effective manager with adequate soft skills required for any organization.

Course Content:

Module I: Self Management:

1. Self Awareness
2. Self Discipline
3. Self Criticism
4. Recognition of one's own limits and deficiencies
5. Independency etc.
6. Thoughtful & Responsible

Module II: : Listening Skills-I Purpose of Listening

1. Listening to Conversation (Formal and Informal)
2. Active Listening- an Effective Listening Skill
3. Benefits of Effective Listening
4. Barriers to Listening
5. Listening to Announcements- (railway/ bus stations/ airport /sports announcement/
6. commentaries etc.)

Module III: Team Building / Coordination Skills:

1. Team Building Practices through group exercises, team task / role play
2. Ability to mixing & accommodation
3. Ability to work together

Module IV: Communication Etiquettes:

1. Tele – etiquette
2. Receiving Calls
3. Transferring calls
4. Taking Message/ Voice Mails
5. Making Outgoing Calls
6. Receiving Fax

Module V: Reading Skills Purpose, Process, Methodologies

1. Skimming and Scanning
2. Levels of Reading
3. Reading Comprehension
4. Academic Reading Tips

Text books:

1. Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi- 110 055.
2. Meena.K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills : A Road Map to Success), P.R. Publishers & Distributors