

# Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre  
Skill Development Course

Title of course- Personality Development & Communication Skills (V0001027)

## Syllabus

Nodal Department of HEI to run course	Department Of English (All UG)
Broad Area/Sector-	Basic Skills in English
Sub Sector-	Language Skills
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course -Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	
Number of Seats-.....	As suggested by college
Course Code-.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks..... Minimum Marks.....	
Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)	It leads to various academic and employment opportunities

## Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar	<b>Theory/ Practical</b>	2	5
II	Reading for Academic Purpose	Reading comprehension -Types of Texts -Persuasive, Argumentative, Narrative, Descriptive, Expository	<b>Theory / Practical</b>	2	10
III	Writing Skills (Content for Website / Literature / Business) Purpose	Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume	<b>Theory / Practical</b>	3	15
IV	Speaking, Presentation Skills & Group Discussion	Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal	<b>Theory / Practical</b>	4	15

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V	Listening for Academic Purpose	Comprehending Audio, Videos, Captioning	Theory/ Practical	4	15
<p>Suggested Readings:</p> <ol style="list-style-type: none"> <li>1. A Reading for Academic Purpose by Robyn Brinks &amp; Kelly Sipped.</li> <li>2. Academic Writing by Aptech Onlinevarsity</li> <li>3. Pronunciation by Jonathan Smith &amp; Annette Margobs.</li> <li>4. English Grammar by Aptech Learning Center.</li> <li>5. Oxford Online LSRW</li> <li>6. Basic Knowledge of Computer by John Monyok.</li> <li>7. Objectives of Reading, Writing &amp; Listening Skills by Aptech Academy.</li> </ol>					
<p>Suggested Digital platforms/ web links for reading:</p> <ol style="list-style-type: none"> <li>1. <a href="https://www.smashmagazine.com">https://www.smashmagazine.com</a></li> <li>2. <a href="https://files.eric.ed.gov">https://files.eric.ed.gov</a></li> <li>3. <a href="https://site.nationalacademies.org">https://site.nationalacademies.org</a></li> <li>4. <a href="http://www.aptechmeerut.com">www.aptechmeerut.com</a>      <a href="http://www.aptechlearning.com">www.aptechlearning.com</a>      <a href="http://www.aptechaviationacademy.com">www.aptechaviationacademy.com</a></li> </ol>					
Suggested OJT/ Internship/ Training/ Skill partner- Aptech Learning Center, Meerut					
<p>Suggested Continuous Evaluation Methods: <b>Total Marks: 25, House Examination/Test: 10 Marks</b></p> <p><b>Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks</b></p> <p><b>Class performance/Participation: 5 Marks</b></p>					
<p>Course Pre-requisites:</p> <ul style="list-style-type: none"> <li>• No pre-requisite required</li> </ul>					
Suggested equivalent online courses: Aptech Learning Center, Meerut					
Any remarks/ suggestions:					
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Number of units in Theory/Practical may vary as per need</li> <li>• Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year</li> <li>• Credits for Theory =01 (Teaching Hours = 15)</li> <li>• Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)</li> </ul>					

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