International Institute of Information Technology Bangalore

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ज्ञानमुत्तमम्

Email Etiquette Training

2015-16

Course Code : *VACEET*
Duration : *34HRS*

ABOUT THE COURSE:

In this age of fast changing technology, email is the preferred and often most efficient form of business communication. Yet many organizations overlook the etiquette framework that should be in place when using this very important business communications tool.

For Registration & more Information

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COURSE OBJECTIVES:

In this course you will:
a) Develop a heightened awareness of the potential perils of digital communication
b) Master effective email structures to achieve clarity and successful communication
c) Learn to write for the reader, starting with effective subject lines
d) Make the most of 'email estate'
e) Carefully consider the email recipients
f) Learn to work within principles or 'rules of thumb' to ensure professional, clear & effective emails
g) Perfect grammar because it matters
h) Format messages for readability

FUNDAMENTALS OF COMPUTING

2015-16

ABOUT THE COURSE:

Today's world is an information-rich world and it has become a necessity for everyone to know about computers. Computer fundamentals is also very useful for undergraduate students of computer science, engineering, business administration, management, science, commerce and arts, where an introductory course on computers is a part of curriculum.

COURSE OBJECTIVES:

Upon completion of the course, the students will be able to:

a. Bridge the fundamental concepts of computers with the present level of knowledge of the students.
b. use standard word, and spreadsheets, graphics generation packages.
c. Demonstrate the building up of Sequential and combinational logic from basic gates.
d. explain the representation of data and information in computer systems

Course Code : *VACFC*
Duration : *30HRS*

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Internet and its Applications

2015-16

ABOUT THE COURSE:

Internet is a network of computers linking many different types of computers all over the world. It is a network of networks sharing a common mechanism for addressing(identifying) computers, and a common set of communication protocols for communications between two computers on the network.

COURSE OBJECTIVES:

Course material and assignments provide opportunities to:
Effectively control, facilitate, and govern objects near or far. Study the basic taxonomy and terminology of the computer networking and enumerate the layers of OSI model and TCP/IP model. Study Session layer design issues, Transport layer services, and protocols.

Course Code : *VACIA*
Duration : *40HRS*

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MANAGERIAL COMMUNICATION

2015-16

ABOUT THE COURSE:

Managerial communication explores what the managers do in business, meaning that managers use the communication system to plan, organize, direct and control activities and people.

Course Code : *VACMC*
Duration : *40HRS*

COURSE OBJECTIVES:

Course material and assignments provide opportunities to: -

• Train students to enhance their skills in written as well as oral Communication through practical conduct of this course. This course will help students in understanding the principles & techniques of business communication

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TIME MANAGEMENT

Course Code : *VACTM*

Duration : *34HRS*

2015-16

ABOUT THE COURSE:

Manage time more effectively and work more efficiently with practical strategies and options. Essential, but often overlooked, skills to help you be more organized, work efficiently, increase productivity and save time. Improving time management is a core skill for anyone wishing to work efficiently and establish good habits. Implementing you action plan will help you reduce stress and enhance your productivity.

COURSE OBJECTIVES:

The aim of the current research was to determine the relationship between the time management skills and academic achievement of the students. Time management is very important and it may actually affect individual's overall performance and achievements. However, all of these are related by how individuals manage their time to suit their daily living or to make it flow steadily with their routines. Conducive settings and environment will surely promote positive outcomes to the students, besides having good lectures given by their teachers. Nevertheless, students' time management can be considered as one of the aspect that can move a student to be a good student. A good time management is vital for students to shine.

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BASIC
NETWORKING

2015-16

ABOUT THE COURSE

Switches, routers, and wireless access points are the essential networking basics. Through them, devices connected to your network can communicate with one another and with other networks, like the Internet. Switches, routers, and wireless access points perform very different functions in a network.

COURSE OBJECTIVES

COURSE MATERIAL AND ASSIGNMENTS PROVIDE OPPORTUNITIES TO: -

- ⊘ Understand the fundamentals of networking and will be able to understand the recent networking models.
- ⊘ Implement the basic networking concepts with modern networking techniques.

Course Code	Duration
VACBN	32HRS

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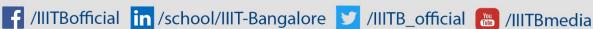**For Registration & more Information**

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Data Analytics with

R PROGRAMMING

Course Code : *VACDAR*
Duration : *32HRS*

DATA ANALYTICS WITH R

2015-16

COURSE OBJECTIVES:

This course presents a gentle introduction into the concepts of data analysis, the role of a Data Analyst, and the tools that are used to perform daily functions. You will gain an understanding of the data ecosystem and the fundamentals of data analysis, such as data gathering or data mining. You will then learn the soft skills that are required to effectively communicate your data to stakeholders, and how mastering these skills can give you the option to become a data driven decision maker.

COURSE OBJECTIVES:

Course material and assignments provide opportunities:

To plan, organize, direct and lead full-scale data analytics projects and business ventures. Source specialized student talent for companies interested in hiring data analytics expertise. Provide training sessions in the above methodological and technical areas to help companies in Nova Scotia realize the benefits of data analytics. Assist with applications for project funding, early start-up funding, and venture capital.

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