

**MANAGED BY JIVAN JYOT TRUST  
J.Z SHAH ARTS & H. P. DESAI  
COMMERCE COLLEGE,  
AMROLI-SURAT.**

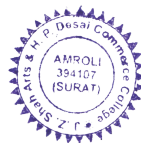
**Re-Accredited B++ (CGPA 2.94) BY NAAC (3<sup>rd</sup> Cycle)**

**Affiliated To Veer Narmad South Gujarat University, Surat**



**Certificate Short Term Course in  
“CYBER SECURITY & CHILD CARE AND  
DEVELOPMENT”**

**Total Hours: 30 Hrs.**



*Onehede*  
PRINCIPAL  
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## **Vision :-**

The ability to interpret body language is a skill that will enhance anyone's career. Body language is a powerful, subconscious form of communication, and just like any other form of communication, it can be improved with practice. Whether in sales or management, it is essential to understand the body language of others and to know exactly what your own body is communicating.

## **Mission:-**

- Demonstrate different body language that help to minimize misunderstanding.
- Minimize intimidation through strategic body positioning.
- Use facial expressions to improve the understanding of the message being sent.
- Identify nonverbal clues the customer gives that indicate a potential problem exists and calm the customer with nonverbal action.
- Identify nonverbal cultural differences and use these differences to enhance communication.

## **Objectives: -**

- Develop an awareness of body language.
- Use movement and language to as a means of communication.
- Understanding body language and how to respond to difficult people.
- Using body language for yourself and your empowerment.
- Understanding different people.
- Teaching you something people rarely learn.
- Identify the messages being portrayed by yours and others Body Language.



# **Syllabus of Cyber Security**

## **1. Introduction to Cyber security:**

- Overview of cyber security concepts and principles
- Importance of cyber security in the modern world
- Historical perspective and evolution of cyber security

## **2. Fundamentals of Networking:**

- TCP/IP protocols
- Network architecture and design
- Firewalls and network security

## **3. Operating Systems Security:**

- Security features in popular operating systems (Windows, Linux, macOS)
- User account management and permissions
- Patch management and updates

## **4. Cryptography:**

- Basic cryptographic concepts
- Encryption and decryption
- Public key infrastructure (PKI)
- Cryptographic protocols (SSL/TLS)

## **5. Cyber Threats and Attacks:**

- Types of cyber threats (malware, ransomware, phishing, etc.)
- Attack vectors and techniques
- Social engineering attacks

## **6. Security Policies and Procedures:**

- Developing and implementing security policies
- Incident response and management
- Business continuity and disaster recovery planning



## Syllabus of Childcare and Development

Module	Topics
1	Organization of Child Care Service
2	Nutrition for the Community



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