

EMPLOYABILITY & SKILLS DEVELOPMENT

EMPLOYABILITY SKILLS-I

Course Objectives:

The main objective of this course is to assist students in developing employability skills and personal qualities related to gaining and sustaining employment.

Course Outcomes: The end of the course student will be able to

- ☑ Understand the corporate etiquette.
- ☑ Make presentations effectively with appropriate body language
- ☑ Be composed with positive attitude
- ☑ Understand the core competencies to succeed in professional and personal life

UNIT I:

Analytical Thinking & Listening Skills: Self-Introduction, Shaping Young Minds - A Talk by Azim Premji (Listening Activity), Self – Analysis, Developing Positive Attitude, Perception.

Communication Skills: Verbal Communication; Non Verbal Communication (Body Language)

UNIT II:

Self-Management Skills: Anger Management, Stress Management, Time Management, Six Thinking Hats, Team Building, Leadership Qualities

Etiquette: Social Etiquette, Business Etiquette, Telephone Etiquette, Dining Etiquette

UNIT III:

Standard Operation Methods: Note Making, Note Taking, Minutes Preparation, Email & Letter Writing

Verbal Ability: Synonyms, Antonyms, One Word Substitutes-Correction of Sentences-Analogies, Spotting Errors, Sentence Completion, Course of Action -Sentences Assumptions, Sentence Arguments, Reading Comprehension, Practice work

UNIT IV:

Job-Oriented Skills –I: Group Discussion, Mock Group Discussions

UNIT V:

Job-Oriented Skills –II: Resume Preparation, Interview Skills, Mock Interviews

Text Books and Reference Books:

1. Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
2. S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.
3. R.S. Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S.Chand & Company Ltd., 2018.
4. Raman, Meenakshi & Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.

e-resources:

1. [www. Indiabix.com](http://www.Indiabix.com)
2. www.freshersworld.com

EMPLOYABILITY SKILLS-II

Course Objectives:

The main objective of this course is to assist students in developing employability skills and personal qualities related to gaining and sustaining employment.

Course Outcomes: After completion of this course

- ☑ Solve various Basic Mathematics problems by following different methods
- ☑ Follow strategies in minimizing time consumption in problem solving Apply shortcut methods to solve problems
- ☑ Confidently solve any mathematical problems and utilize these mathematical skills both in their professional as well as personal life.
- ☑ Analyze, summarize and present information in quantitative forms including table, graphs and formulas

UNIT I:

Numerical ability I: Number system, HCF & LCM, Average, Simplification, Problems on numbers

Numerical ability II: Ratio & Proportion, Partnership, Percentages, Profit & Loss

UNIT II:

Arithmetical ability I: Problems on ages, Time & Work, Pipes & Cistern, Chain Rule.

Arithmetical ability II: Time & Distance, Problems on boats & Steams, Problems on Trains

UNIT III:

Arithmetical ability III: Allegation, Simple interest and compound interest, Races & Games of skills, Calendar and Clock,

Logical ability: Permutations and Combination and Probability.

UNIT IV:

Mensuration: Geometry, Areas, Volumes

UNIT V:

Data interpretation: Tabulation, Bar graphs, Pie charts, line graphs

Text Books And Reference Books:

1. R. S. Aggarwal "Quantitative Aptitude", Revised ed., S Chand publication, 2017 ISBN:8121924987

E- resources:

1. https://blog.feedspot.com/aptitude_youtube_channels/
2. https://www.tutorialspoint.com/quantitative_apititude/
3. <https://www.careerbless.com/aptitude/qa/home.php>

