

III Year I Semester

L T P C

Code: 20HS5209

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EMPLOYABILITY AND CORPORATE READINESS SKILLS

(Skill Course)

Course Objectives:

1. To help students improve their communication (Spoken, Written & Presentations Skills)
2. To groom students for Campus to inculcate professional attitude and corporate etiquette leading to corporate transition
3. To give inputs on writing resumes and facing interviews.
4. To prepare students for campus recruitment tests -Verbal, Aptitude and Reasoning

Course Outcomes:

1. Demonstrate professional behaviour for corporate requirement
2. Confidence in attending campus recruitment interviews
3. Developing accuracy in attempting tests in verbal ability for campus recruitment tests.
4. Will be able to apply various quantitative techniques
5. Will be able to reason, model, and make decisions with mathematical, Statistical, and quantitative information.

CO – PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
1	-	-	-	-	-	-	-	-	✓	✓	-	✓
2	-	-	-	-	-	-	-	-	-	✓	-	✓
3	-	-	-	-	-	-	-	-	-	✓	-	✓
4	1	1	-	-	-	-	-	-	-	-	-	-
5	1	1	-	-	-	-	-	-	-	-	-	1

Unit I: Communication skills

Presentations - Group Discussions

Unit II: Resume Writing and Interview Skills

Components and Formats of RESUME - Interview Process and Formats - Interview Preparation - Interview Questions and Answering Strategies.

Unit III: Verbal

One-word substitutions - Subject-Verb Agreement -Error Analysis

Unit IV: Quantitative Aptitude

Averages - Ratio and proportion – Percentage - Profit and loss - Simple and compound interest - Time and distance – Geometry and Mensuration.

Unit V: Reasoning

Data sufficiency - Seating arrangement - Puzzle test – Syllogism - Blood relations

Data Interpretation – Decision Making – Assertion and Reason - Clocks

Reference Books:

1. English Conversation Practice; Grant Taylor; Tata McGraw-Hill Publishers.
2. Strengthen Your Communication Skills; Maruthi Publications, Edition 2014.
3. Strengthen Your Steps; Maruthi Publications 2013
4. A text book on Quantitative Aptitude, Logical Reasoning and Verbal Reasoning – R S Agarwal (S Chand Publications)
5. Logical Reasoning for CAT by Arun Sharma – McGraw Hill Publications
6. Test of Reasoning for Competitive examination – Edgar Thrope – McGraw Hill Publications
7. Quantitative Aptitude, Servesh Verma – Arihant Publications
8. General Studies and Engineering Aptitude, II Edition – B Singh ; Made Easy Publications

Web Links:

1. <https://aptitude.gateoverflow.in/4586/nptel>
2. <http://www.grammarly.com>
3. <https://englishtivi.com> > Skills