EMPLOYABILITY AND CORPORATE READINESS SKILLS

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 behavior 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

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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 V : Quantitative Aptitude

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

Unit VI : 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 Mc Graw Hill Publications
- 6. Test of Reasoning for Competitive examination Edgar Thrope Mc Graw 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. <u>https://aptitude.gateoverflow.in/4586/nptel</u>
- 2. http://www.grammarly.com
- 3. <u>https://englishtivi.com</u> > Skills