

III Year-I Semester
(20HS5209) Employability & Corporate Readiness Skills

Int. Marks	Ext. Marks	Total Marks	L	T	P	C
-	50	50	1	-	2	2

Pre- Requisites: None

Course Objectives:

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

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

Course Outcomes:

S.No	Course Outcomes	BTL
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	

Correlation of Cos with POs & PSOs:

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

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, Suresh 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