

**Rathnavel Subramaniam College of Arts & Science (Autonomous), Sulur,
Coimbatore-641402**

**School of Computer Studies - MCA
Master of Computer Applications**



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Register Number : 1P23MC024

Class : I - MCA

Subject of Study : Career and Professional Development- I

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Bonafide Certificate

Certified that this is a *bonafide* record of Practical
work done by Mr./Ms..... Register
No.....pursuingin First Semester during the academic year 2023-2024.

Faculty

Director: RVS Training Academy

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UNIT -I
TITLE: GROOMING
(Internal Grooming , External Grooming)

Introduction:

In class, I learned about two types of grooming: First of all, Grooming is defined as preparing and training for a particular purpose yourself or activity (Developing personalities, self development), internal and external grooming. Internal grooming is how we take care of our thoughts and feelings, while external grooming is how we take care of our appearance. This topic is essential as it helps us understand self-care and presenting ourselves effectively.

Key Concepts:

- Internal grooming: Personal Development, confidence, motivation.
- External grooming: Taking care of our appearance.

Summary of Learning:

I've learned that internal grooming is about handling our feelings and thoughts, like managing stress or staying positive. External grooming involves personal hygiene and dressing well to make a good impression.

Personal Insights:

Internal grooming helps me to bring confidence level, while external grooming makes a good impression about me.

Challenges Faced:

Sometimes, managing stress and finding time for self-care can be tough, but it's worth the effort.

Application in Real Life:

I can use what I've learned to handle stress in exams or interviews. Dressing well can boost my confidence in job interviews.

Takeaways:

- Take care of my external appearance.
- Habits and routines.
- Carrying some essentials.

- Being Confident.
- Having positive body language.

Additional Resources:

Self books reading, online platform for develop grooming.

Website: <https://thegroomingschool.in/>

Conclusion:

Internal and external grooming is valuable for taking care of myself and making a good impression. It's a crucial part of self-improvement.

UNIT-II

Title: Body Language

Introduction:

I learned about body language, which is how we communicate without words. It's vital as it helps us understand people better and improve our own communication skills.

Key Concepts:

- Keep your head up.
- Eye contact.
- Avoid touching our face or body while speaking.
- Avoid fidgeting.
- Smile.
- Be excited.
- Nodding while listening.

Summary of Learning:

I've learned that body language can reveal attitudes. It includes things like eye contact, confidence level and facial expressions.

Personal Insights:

Understanding body language helps me connect with others and be more aware of how I present myself.

Challenges Faced:

At first, it was challenging to remember all the different signals, but with practice, it became easier.

Application in Real Life:

I can use body language to know if someone is comfortable or not, even if they don't say anything. It's crucial in job interviews, meetings, and building relationships.

Takeaways:

- Body language is a powerful form of communication.
- First impression is the love at first sight of busy world.

Additional Resources:

Website: https://en.wikipedia.org/wiki/Body_language

Various books, online channel to develop body language.

Conclusion:

Learning about body language like learning a new language that can help me connect with people and understand them better. I'm excited to keep improving my skills in this area.

UNIT-III

Title: Group Discussions

Introduction:

I learned about group discussions, a crucial skill for working together and sharing ideas. It fits into the course as it helps us become effective communicators and problem solvers.

Key Concepts:

- Group discussion: Discuss about a topic.
- Knowledge sharing.
- Opportunity to hear others opinion.

Summary of Learning:

Group discussions are about listening and speaking effectively to achieve a common goal. It's not just talking; it's about understanding and being understood.

Personal Insights:

Group discussions have taught me the importance of active listening. It's not just about speaking but also giving others a chance to express their ideas.

Challenges Faced:

Initially, I face challenging to speaking in front of others. I had to practice to become a better group participant.

Application in Real Life:

Group discussions are essential in work meetings, team projects, and decision-making. They help us gather diverse ideas and make better choices.

Takeaways:

- Active listening.
- To arrive at a solution.

Additional Resources:

In my class, happened group discussions activity about Social media impact, what I have learned from that is how I introduced myself , my opinion about topic and the most important thing is conclusion .I learn this topic from online platform and training of my speaking skills.

Conclusion:

Learning about group discussions is improve my teamwork and communication skills. It's a valuable tool for success in both my academic and professional life.

UNIT-IV

Title: Just a Minute (JAM)

Introduction:

I learned about "Just a Minute" (JAM), an important speaking exercise. It's relevant to the course as it helps improve our communication skills and confidence.

Key Concepts:

- Just a Minute (JAM): A speaking exercise with a one-minute time limit.
- KISS-Keep Interesting Short and Simple.

Summary of Learning:

JAM is about speaking confidently for one minute on a given topic. It's spontaneous and helps improve our ability to think on time.

Personal Insights:

JAM has boosted my confidence to speak in front of others . It's okay to make mistakes as long as I keep going and stay on topic.

Challenges Faced:

At first, managing my time within a minute was challenging. I had to practice to get better.

Application in Real Life:

JAM skills are valuable in job interviews, public speaking, and everyday conversations. Being able to speak confidently and concisely is a valuable skill.

Takeaways:

- JAM improves proper overthinking.
- Test of fluency.
- Test of vocabulary(rich or poor)
- Confidence is key in effective communication.

Additional Resources:

- Public speaking.
- Books focusing on improving speaking skills and overcoming stage fright.
- Online platforms offering speaking exercises and tips for enhancing spontaneous speaking abilities.

Conclusion:

Learning from JAM has been a confidence booster. It's a way to enhance speaking skills and is a valuable tool for better communication. I'll keep practicing to improve further.

UNIT-V

Title: Self-Introduction

Introduction:

I learned about self-introduction, a crucial skill for effectively introducing myself.

Key Concepts:

- Self-introduction: Introducing myself confidently and concisely.
- Educational qualification of higher studies.
- Tell about my strength and what I do in lesure time.

Summary of Learning:

I've learned that self-introduction is about sharing essential information about me, such as name, where I from, and education details, in a clear and engaging way.

Personal Insights:

Self-introduction class has taught me that being concise and highlighting my strengths.

Challenges Faced:

Initially, I struggled with being concise and getting my key points across. Practicing and getting feedback helped me improve.

Application in Real Life:

Self-introduction is useful in job interviews. It should be in profession.

Takeaways:

- Being clear, concise, and engaging is key.

Additional Resources:

I got tips from youtube channels to build a self-intro.

Conclusion:

It's a skill that I can use in many situations to establish connections and showcase my best self. I'll continue to refine and use it in my personal and professional life.

UNIT-V(A)
Title: My self introduction

Hi there! I'm Jayashri, I'm passionate about the world of technology and computer applications. With a strong academic foundation, I hold a Bachelor's degree in Computer Applications (BCA) with an impressive overall CGPA of 87%. Currently, I'm furthering my education by pursuing a Postgraduate degree in Computer Applications (PG-MCA).

I have successfully completed certificate courses in Python and Java, and I possess fundamental knowledge in HTML, CSS, MySQL, SQL, Python, and Java. These technical skills have not only broadened my horizons but have also allowed me to tackle a wide range of projects and challenges.

Recognizing the importance of well-rounded skills, I've also invested time in enhancing my employability. I completed a certificate program by Rubicon Training to sharpen my professional skills.

Throughout my academic journey, I've been acknowledged for my proficiency as a student and have had the opportunity to demonstrate leadership qualities. I'm excited about the opportunity to join [Company Name], a place that values innovation and excellence. I've successfully completed portfolio project, showcasing my commitment to delivering innovative solutions.

I connect with [Company Name]'s values and how they work. I have a mix of technical skills and a can-do attitude. I'm excited to help out in the software developer role and grow with the company.

Let's connect and discuss how I can contribute to [Company Name]'s success. Thank you for considering my application. Looking forward to it!