

Learning Assessment											
Bloom's Level of Thinking		Continous Learning Assessment(50% Weightage)								Final Examination (50% weightage)	
		CLA – 1 (10%)		CLA – 2 (10%)		CLA – 3 (20%)		CLA – 4# (10%)			
		Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice
Level 1	Remember	20%	20%	15%	15%	15%	15%	15%	15%	15%	15%
	Understand										
Level 2	Apply	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
	Analyze										
Level 3	Evaluate	10%	10%	15%	15%	15%	15%	15%	15%	15%	15%
	Create										
	Total	100 %		100 %		100 %		100 %		100%	

# CLA – 4 can be from any combination of these: Assignments, Seminars, Tech Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc

Course Designers		
Experts from Industry	Experts from Higher Technical Institutions	Internal Experts
Mr. S. Karthik, IT Analyst, Tata Consultancy Services	Dr. Neelanarayanan,, Professor, School of Computer Science and Engineering, VIT Chennai	1.Dr. S.Kanchana
		2.Mrs.E.Sweety Bakyarani

Course Code	Course Name	Professional Skills	Course Category	JK	Life Skill Course	L	T	P	C
UJK20401T						2	0	0	2

Pre-requisite Courses	Co-requisite Courses	Progressive Courses
Nil	Nil	Nil
Course Offering Department	Data Book / Codes/Standards	
Career Development Centre		Nil



Course Learning Rationale (CLR):		The purpose of learning this course is to:			Learning			Program Learning Outcomes (PLO)														
CLR-1 :	expose students to the requirements of job market			Level of Thinking (Bloom)	1	2	3	Fundamental Knowledge	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CLR-2 :	develop resume building practice																					
CLR-3 :	increase efficiency in speaking during group discussions																					
CLR-4 :	prepare students for job interviews																					
CLR-5 :	instill confidence in students and develop skills necessary to face audience																					
CLR-6 :	develop speaking and presentation skills in students																					
Course Learning Outcomes (CLO):		At the end of this course, learners will be able to:			Expected Proficiency (%)	Expected Attainment (%)																
CLO-1 :	understand the importance of resume preparation and build resume			3	80	70																
CLO-2 :	acquire group discussion skills			3	85	75																
CLO-3 :	face interviews confidently			3	85	80																
CLO-4 :	Ask appropriate questions during an interview			3	85	80																
CLO-5 :	understand various types of presentation and use presentation skills in projects			3	85	80																
CLO-6 :	build confidence during any presentation			3	85	80																

Duration (hour)	6	6	6	6	6
S-1	SLO-1	<i>Introduction of resume and its importance</i>	<i>Meaning and methods of group discussion</i>	<i>Meaning and types of interview (face to face, telephonic, video)</i>	<i>Types - Informative, Instructional, Arousing, Persuasive, Decision-making</i>
	SLO-2	<i>Difference between a CV, Resume and Bio Data</i>	<i>Procedure of group discussion</i>	<i>Dress code, background research</i>	<i>Structure of a presentation – Introduction of the event, Introducing the speaker, vote of thanks</i>
S-2	SLO-1	<i>Essential components of a good resume, common errors people make while preparing a resume</i>	<i>Group discussion – simulation</i>	<i>STAR Technique (situation, task, approach and response) for facing an interview</i>	<i>Working with audience – ice-breaking, Creating a 'Plan B',</i>
	SLO-2	<i>Resume building format</i>	<i>Group discussion – common errors</i>	<i>Interview procedure (opening, listening skills, closure, asking questions)</i>	<i>Getting the audience in the mood, working with emotions,</i>
					<i>PowerPoint presentation–body language and stage etiquettes</i>
					<i>PowerPoint presentation–body language and stage etiquettes</i>
					<i>PowerPoint presentation–practice session</i>
					<i>PowerPoint presentation–practice session</i>



<b>S-3</b>	SLO-1	Resume building using templates	Group discussion – types – Topic based	Important questions generally asked in an interview	Improvisation and unprepared presentations, man-woman view, feedback – appreciation and critique	PowerPoint presentation–practice session
	SLO-2	Resume building using templates	Group discussion – types – Case study based	Important questions generally asked in an interview	Improvisation and unprepared presentations, man-woman view, feedback – appreciation and critique	PowerPoint presentation–practice session
<b>S-4</b>	SLO-1	Resume building activity	Group discussion – practice session- Topic based	Mock interview – face to face	Power point presentation, skit, drama, dance, mime, short films and documentary – Dos and Don'ts	PowerPoint presentation–practice session
	SLO-2	Resume building activity - Feedback	Group discussion - Feedback	Mock interview- Feedback	Power point presentation, skit, drama, dance, mime, short films and documentary – Dos and Don'ts	PowerPoint presentation–practice session
<b>S-5</b>	SLO-1	Video resume – Tips and tricks	Group discussion – practice session- Topic based	Mock interview - face to face	PowerPoint presentation – content preparation	PowerPoint presentation–practice session
	SLO-2	Video resume – Do's and Don'ts	Group discussion - Feedback	Mock interview - Feedback	PowerPoint presentation–logical arrangement of content	PowerPoint presentation–practice session
<b>S-6</b>	SLO-1	Video resume – Templates	Group discussion – practice session- Case study based	Mock interview - face to face	PowerPoint presentation–using internet source, citations, bibliography	PowerPoint presentation–practice session
	SLO-2	Video resume – Templates	Group discussion - Feedback	Mock interview- Feedback	PowerPoint presentation–using internet source, citations, bibliography	PowerPoint presentation–practice session

<b>Learning Resources</b>	<p>1.Scott Bennett, <i>The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work</i>, AMACOM, 2014</p> <p>2.David John, <i>Tricks and Techniques of Group Discussions</i>, Arihant, 2012</p> <p>3.Singh O.P., <i>Art of Effective Communication in Group Discussion and Interview</i>, S Chand &amp; Company, 2014</p> <p>4. Paul Newton, <i>How to deliver a presentation</i> ; e-book</p> <p>5.Eric Garner, <i>A-Z of Presentation</i>, Eric Garner and Ventus Publishing ApS, 2012, bookboon.com</p>
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Learning Assessment					
Level	Bloom's Level of Thinking	Continuous Learning Assessment (100% weightage)			
		CLA-1 (20%)	CLA-2 (20%)	CLA-3 (30%)#	CLA-4 (30%) ##
		Theory	Theory	Theory	Theory
Level 1	Remember	10%	10%	30%	15%
	Understand				
Level 2	Apply	50%	50%	40%	50%
	Analyze				
Level 3	Evaluate	40%	40%	30%	35%
	Create				
	<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

# CLA-1, CLA-2 and CLA-3 can be from any combination of these: Online Aptitude Tests, Classroom Activities, Case Studies, Poster Presentations, Power-point Presentations, Mini Talks, Group Discussions, Mock interviews, etc.

## CLA – 4 can be from any combination of these: Assignments, Seminars, Short Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.,

Course Designers		
Experts from Industry	Experts from Higher Technical Institutions	Internal Experts
1. Ajay Zener, Director, Career Launcher	-	1. Mr Priyanand, Assistant Professor, CDC, E&T, SRMIST
		2. Ms Sindhu Thomas, Head in charge, CDC, FSH, SRMIST
		3. Ms Mahalakshmi, Assistant Professor, CDC, FSH, SRMIST