

STS5002	Preparing for Industry				L	T	P	J	C
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Pre-requisite					Syllabus version				
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Course Objectives:									
1. To develop the students’ logical thinking skills 2. To learn the strategies of solving quantitative ability problems 3. To enrich the verbal ability of the students 4. To enhance critical thinking and innovative skills									
Expected Course Outcome:									
1. Enabling students to simplify, evaluate, analyze and use functions and expressions to simulate real situations to be industry ready.									
Student Learning Outcomes (SLO): 9, 10									
Module:1	Interview skills – Types of interview and Techniques to face remote interviews and Mock Interview				3 hours				
Structured and unstructured interview orientation, Closed questions and hypothetical questions, Interviewers’ perspective, Questions to ask/not ask during an interview, Video interview, Recorded feedback, Phone interview preparation, Tips to customize preparation for personal interview, Practice rounds									
Module:2	Resume skills – Resume Template and Use of power verbs and Types of resume and Customizing resume				2 hours				
Structure of a standard resume, Content, color, font, Introduction to Power verbs and Write up, Quiz on types of resume, Frequent mistakes in customizing resume, Layout - Understanding different company's requirement, Digitizing career portfolio									
Module:3	Emotional Intelligence - L1 – Transactional Analysis and Brain storming and Psychometric Analysis and Rebus Puzzles/Problem Solving				12 hours				
Introduction, Contracting, ego states, Life positions, Individual Brainstorming, Group Brainstorming, Stepladder Technique, Brain writing, Crawford's Slip writing approach, Reverse brainstorming, Star bursting, Charlette procedure, Round robin brainstorming, Skill Test, Personality Test, More than one answer, Unique ways									
Module:4	Quantitative Ability-L3 – Permutation-Combinations and Probability and Geometry				14 hours				

	and mensuration and Trigonometry and Logarithms and Functions and Quadratic Equations and Set Theory	
Counting, Grouping, Linear Arrangement, Circular Arrangements, Conditional Probability, Independent and Dependent Events, Properties of Polygon, 2D & 3D Figures, Area & Volumes, Heights and distances, Simple trigonometric functions, Introduction to logarithms, Basic rules of logarithms, Introduction to functions, Basic rules of functions, Understanding Quadratic Equations, Rules & probabilities of Quadratic Equations, Basic concepts of Venn Diagram		
Module:5	Reasoning ability-L3 – Logical reasoning and Data Analysis and Interpretation	7 hours
Syllogisms, Binary logic, Sequential output tracing, Crypto arithmetic, Data Sufficiency, Data interpretation-Advanced, Interpretation tables, pie charts & bar charts		
Module:6	Verbal Ability-L3 – Comprehension and Logic	7 hours
Reading comprehension, Para Jumbles, Critical Reasoning (a) Premise and Conclusion, (b) Assumption & Inference, (c) Strengthening & Weakening an Argument		
	Total Lecture hours:	45 hours
Reference Books		
1.	Michael Farra and JIST Editors(2011) Quick Resume & Cover Letter Book: Write and Use an Effective Resume in Just One Day. Saint Paul, Minnesota. Jist Works	
2.	Daniel Flage Ph.D(2003) The Art of Questioning: An Introduction to Critical Thinking. London. Pearson	
3.	David Allen(2002) Getting Things done : The Art of Stress -Free productivity. New York City. Penguin Books.	
4.	FACE(2016) Aptipedia Aptitude Encyclopedia.Delhi. Wiley publications	
5.	ETHNUS(2013) Aptimithra. Bangalore. McGraw-Hill Education Pvt. Ltd.	
Websites:		
1.	www.chalkstreet.com	
2.	www.skillsyouneed.com	
3.	www.mindtools.com	
4.	www.thebalance.com	

5.	www.eguru.ooo		
Mode of Evaluation: FAT, Assignments, Projects, Case studies, Role plays, 3 Assessments with Term End FAT (Computer Based Test)			
Recommended by Board of Studies		09/06/2017	
Approved by Academic Council		No. 45 th AC	Date 15/06/2017