

17CS32AC – PROFESSIONAL ETHICS AND LIFE SKILLS

Course Category:	Audit Course	Credits:	0
Course Type:	Theory	Lecture – Tutorial – Practical:	2-0-0
Prerequisite:	Require the fundamentals of basic sciences	Sessional Evaluation: Univ. Exam Evaluation: Total Marks:	40 60 100
Objectives	<ul style="list-style-type: none"> • Demonstrate various principles involved in solving mathematical problems and thereby reducing the time taken for performing job functions. • Practice assigning variables to quantities in order to describe relationships between those quantities • Understand their own communication style, learn the essentials of good communication and improve their confidence to communicate effectively. • Ability to give contribution to the planning and coordinate team work to make problem solving decisions related to ethics. 		

Course Outcomes	Upon the successful completion of the course, the students will be able to :	
	CO1	Interpret quantitative information (i.e., formulas, graphs, tables, models, and schematics) and draw implications from them.
	CO2	Manipulate with algebraic formulas and critical thinking about graphical representation of data to verify data sufficiency
	CO3	Understand the basic perception of profession, professional ethics, various moral & social issues, industrial standards, code of ethics and role of professional ethics in engineering field.
	CO4	Identify key issues within each case to study and investigate the role behaviour of engineers within the context corporate culture
	CO5	Participate in discussion to acquire personal reflection , understand current personal working practices and identify the ways in which how to improve to face interviews
	CO6	Integrate, synthesize, and apply knowledge of vocabulary to improve the focus of compose, use, type and learn the structured English to avoid various problems
Course Content	<p><u>UNIT – I</u></p> <p>Quantitative Aptitude: Number System-L.C.M & H.C.F- Find the Unit digit-Remainder Theorem- Problems on Ages- Problems on Averages-Percentages-Simple Interest-Compound Interest-Profit and Loss, Permutations and Combinations, Probability, Boats and Streams- Pipes and Cisterns- Data Interpretation-Table Graph-Bar Graph- Line Graph- Pie Chart.</p> <p><u>UNIT – II</u></p>	

	<p>Reasoning: Number and Letter Series- Coding and Decoding, Directions, Classifications-Venn Diagrams- Syllogism-Seating Arrangement-Analogy-Blood Relation-Clocks-Calendar- Puzzle Test-Coded Inequality- Data Sufficiency.</p> <p style="text-align: center;"><u>UNIT – III</u></p> <p>Professional Ethics and Human Values: Morals, Values and Ethics – Integrity – Work Ethic – Service Learning – Civic Virtue – Respect for Others – Living Peacefully – caring – Sharing – Honesty – Courage – Valuing Time – Cooperation – Commitment – Empathy – Self-Confidence – Character – Spirituality</p> <p style="text-align: center;"><u>UNIT – IV</u></p> <p>Business Etiquette and Personal Grooming : Great First Impression: How to present yourself to people, Greetings, Introductions The art of small talk - How to make proper introductions, Paying & Receiving Compliments, Small Talk & Networking ,Developing Professional and Personal Image, Personal Hygiene & Polish interpersonal skill. Etiquette of Dressing: The do’s and don’ts in dressing, Understanding various dress codes, Clothes and Corporate Culture</p> <p style="text-align: center;"><u>UNIT – V</u></p> <p>Accent Neutralization: P – Pitch, I – Inflection, C – Courtesy, T – Tone, U – Understanding, R – Rate of speech & E – Enunciation Identifying and dealing with Mother Tongue Influence (MTI) Preparation for interviews: Conducting Research & Commonly asked questions, speaking up during interviews, GDs, Debate & Resume Building.</p> <p style="text-align: center;"><u>UNIT – VI</u></p> <p>Verbal Ability Essay Writing, Comprehension, Email writing, Correction of Sentences, Synonyms & Antonyms.</p>
<p style="text-align: center;">Text Books and References</p>	<p>TEXT BOOKS AND REFERENCES:</p> <ol style="list-style-type: none"> 1. Quantitative Aptitude for Competitive Examinations by Dr.R.S.Agarwal, S.Chand Publications 2. A Modern Approach to Verbal & Non-Verbal Reasoning by Dr.R.S. Aggarwal, S. Chand Publications 3. Soft Skills: Know Yourself & Know the World 01 Edition by Dr.K.Alex, S.Chand Publications 4. Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Third Edition, Oxford University Press Publishers. 5. Charles D. Fleddermann, “Engineering Ethics”, Pearson Education / Prentice Hall, New Jersey, 2004 (Indian Reprint).
<p style="text-align: center;">E-Resources</p>	<ol style="list-style-type: none"> 1. https://nptel.ac.in/courses/106105166/ 2. https://onlinecourses.nptel.ac.in/noc17_cs22/preview

17MS2201- TECHNICAL ENGLISH AND SOFT SKILLS

Course Category:	Basic Sciences	Credits:	0
Course Type:	Theory	Lecture – Tutorial – Practical:	2-0-2
Prerequisite:	Basic Level of LSRW skills	Sessional Evaluation: Univ. Exam Evaluation: Total Marks:	40 60 100
Objectives	Students undergoing this course are expected: <ul style="list-style-type: none"> • To develop their basic technical writing skills in English. • To learn specific technical verbal competence. • To acquire soft skills and work efficiently in a realistic professional working environment. • To develop soft skills including problem solving skills, working in groups and leadership skills. 		

Course Outcomes	Upon successful completion of the course, the students will be able to:	
	CO1	Present technical papers and equip technical verbal proficiency.
	CO2	Develop group discussion skills and summarizing skills.
	CO3	Write effective resumes and job applications.
	CO4	Develop soft skills and effective nonverbal communication skills.
	CO5	Develop motivational skills and problem solving skills.
	CO6	Develop professionals with idealistic, practical and moral values.
Course Content	<u>UNIT – I</u>	
	Introduction to Technical English : Writing simple descriptions and explanations on scientific/technical nature - Technical presentations - Communicating technical topics- Jargon	
	<u>UNIT – II</u>	
	Group Discussion: Dynamics of Group Discussion – Intervention- Summarizing- Modulation of voice - Body Language – Relevance - Fluency and Coherence	
	<u>UNIT – III</u>	
	Resumes and Job Applications: Writing resumes – Resume design – Parts of a resume – Resume styles – Cover letter	

	<p style="text-align: center;"><u>UNIT – IV</u></p> <p>Introduction to Soft Skills & Hard Skills: Non Verbal communication- Haptics – Proxemics - kinesics - Chronemics – Oculesics -Vocalics</p> <p style="text-align: center;"><u>UNIT – V</u></p> <p>Personality Development Skills : Assertiveness - Positive Attitude - Self Confidence- Problem Solving Skills- Leadership Skills</p> <p style="text-align: center;"><u>UNIT –VI</u></p> <p>Etiquette & Manners: Corporate etiquette-Dinning etiquette - Goal Setting- Career Planning -Time Management</p>
<p>Text Books and References:</p>	<p>Reference Books:</p> <ol style="list-style-type: none"> 1. A Textbook of English for Engineers and Technologists (combined edition, Vol. 1 & 2; Orient Black Swan 2010. 2. Effective Technical Communication, M. Ashraf Rizvi, Tata Mc Graw- Hill, 2011 3. Soft Skills, Dr K. Alex, S. Chand Publications, New Delhi
<p>E-Resources</p>	<ol style="list-style-type: none"> 1. https://nptel.ac.in/courses 2. https://freevideolectures.com/university/iitm