

## UGC - Jeevan Kaushal - Professional Skills

S. No	Sub Code	Title	Category	L	T	P	Credits
8	19UGPS	Professional Skills	UGC - Jeevan Kaushal	25 Hrs	5 Hrs	-	2

### Objectives:

- To prepare students to become viable entrepreneurs or employees with necessary professional skills with sound knowledge of Indian and Tamil Culture and Heritage.
- To enhance the comprehensive skills required for a work environment leading them competent and confident.

### Prerequisite:

An open minded and assertive attitude to acquire the salient skills for a prospective career.

### COURSE OUTCOMES

On the successful completion of this course the students will be able to

CO NUMBER	CO STATEMENT	KNOWLEDGE LEVEL
C01	Identify and define professional communication skills and effective interaction.	K1
C02	Examine and reproduce LSRW skills in professional development.	K2
C03	Explain and express views and opinions in an assertive manner.	K2
C04	Prepare and practise to be aware of the cultural heritage of India.	K3
C05	Employ and transfer the acquired skills in a practical approach	K3

### MAPPING WITH PROGRAMME OUTCOME

COS	P01	P02	P03	P04	P05
C01	S	S	L	S	S
C02	S	S	L	M	S
C03	S	S	M	M	S
C04	M	S	S	L	L
C05	S	S	L	S	S

S- Strong M-Medium L-Low



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# SYLLABUS

## Unit 1: Resume Skills - (5 Hours)

- Preparation and Presentation.
- Avoiding Common Errors.
- Preparing Resumes for Specific Purposes.

## Unit 2: Interview Skills - (8 Hours)

- Useful Vocabulary
- Preparation and Presentation.
- Dos and Don'ts
- Observation of a Simulated Interview.

## Unit 3: Body Language and Personal Grooming (5 Hours)

- Importance of Body Language (Postures, Eye Contact, Expressions & Etiquettes)
- Good Grooming is Being Clean

## Unit 4: Social and Cultural Etiquettes( 6 Hours)

### EXISTING TRADITIONAL TAMIL AND INDIAN CULTURE

- Introduction to Tamil Culture
- Introduction to Indian Culture and Etiquette

**Pls. Note:(Subjected to inclusions based on the requirements of the respective disciplines)**

- Good Manners and Etiquettes
- Table Manners
- Manners in Public

## Unit 5: Group Discussion Skills - (6 Hours)

- Meaning and Methods of Group Discussion.
- Procedure of Group Discussion.
- Group discussion – Simulation.
- Common Errors – How to Avoid It

## Material for Teaching and Reference:

[https://graphicdesign.sfcc.spokane.edu/dZine/projects/Q3-typographic\\_resume/resume\\_basics.pdf](https://graphicdesign.sfcc.spokane.edu/dZine/projects/Q3-typographic_resume/resume_basics.pdf)

<http://worldwideuniversity.org/library/bookboon/the-art-of-interview-skills.pdf>

[https://www.tutorialspoint.com/positive\\_body\\_language/positive\\_body\\_language\\_tutorial.pdf](https://www.tutorialspoint.com/positive_body_language/positive_body_language_tutorial.pdf)



<http://egyankosh.ac.in/bitstream/123456789/35846/5/Unit-10.pdf>

[https://www.etiquettescholar.com/dining\\_etiquette/table\\_manners.html](https://www.etiquettescholar.com/dining_etiquette/table_manners.html)

[http://languagemanuals.weebly.com/uploads/4/8/5/3/4853169/final\\_tamil\\_manual.pdf](http://languagemanuals.weebly.com/uploads/4/8/5/3/4853169/final_tamil_manual.pdf)

**Pedagogy:** Seminar, Simulation, Quiz & Assignment

**Course Designer:** Dr. Rita Shanthakumar & Dr.A. Suganthi Rao.

