

**UHS003N: CAREER PLANNING AND PROFESSIONAL SKILLS**

**1 Credits (1-0-0)**

**Course Objectives:**

1. To enhance the ability to think and reason critically
2. To augment the student's attention to detail and problem-solving skills in basic computations
3. To successfully handle personal interviews and enhance public speaking skills

**UNIT-I04 Hrs.**

**Reasoning Ability:** Boolean Logic, Cryptarithms, Critical Reasoning, Verbal and Non-Verbal Reasoning

**UNIT-II03 Hrs.**

**Written & Spoken English:** Reading Comprehension, Sentence Completion, Recap of sounds and stress, Pausing and Rhythm

**UNIT-III04 Hrs.**

**Mathematical Thinking:** Taking time to Work with Distances, Permutations, Probability, Data Sufficiency

**UNIT-IV04 Hrs.**

**Interview Skills:** Mock GDs, Résumé Writing, FAQs in HR Interviews, Interview Etiquette, Team & Leadership Skills

**Total Hrs.: 15**

**Course Outcomes:**

**After active participation in this course, the student will have**

**CO1:** learnt to handle personal interviews successfully

**CO2:** enhanced the usage and understanding of the various structures in the English Language

**CO3:** augmented his/her leadership and team workmanship skills

**CO4:** understood analysis of the given problem and learnt to develop a method for solving it

**CO5:** enhanced and augmented his/her ability to work with quantitative problems

**TEXT BOOKS:**

1. Innovations Unlimited Training Services, "Number Math Book 3", Padmashree Printers
2. Innovations Unlimited Training Services, "Logical Ability Book 1", Padmashree Printers
3. Innovations Unlimited Training Services, "Grammar & Comprehension Book 3", Padmashree Printers

**REFERENCE BOOKS:**

1. R. S. Aggarwal, “A Modern Approach to Verbal and Non – Verbal Reasoning”, Sultan Chand and Sons, New Delhi, 2018
2. R. S. Aggarwal, “Quantitative Aptitude”, Sultan Chand and Sons, New Delhi, 2018
3. Chopra, “Verbal and Non – Verbal Reasoning”, MacMillan India
4. M Tyra, “Magical Book on Quicker Maths”, BSC Publications, 2018
5. Edward De Bono, “Lateral Thinking”, Penguin Books, New Delhi, 2016

**CO-PO Mapping:**

CO	P O1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
CO1										3		2		
CO2										3		3		
CO3		3												
CO4		3												

**Evaluation Methodology:**

***Continuous Internal Evaluation:***

2CIEs with 40 Objective Questions in 75 minutes (2 x 20 marks)

1 Assignment of 10 marks (in class oral/written conduction in the form of GD/test)

***Semester Ending Examination:*** 50 Objective Questions in 90 minutes covering entire syllabus