



## Integral University, Lucknow

<b>Effective from Session: 2023-24</b>											
<b>Course Code</b>	CG 301	<b>Title of the Course</b>	Career Development Course					<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>Year</b>	3rd	<b>Semester</b>	5 <sup>th</sup>					2	0	0	2
<b>Pre-Requisite</b>	None	<b>Co-requisite</b>	None								
<b>Course Objectives</b>	The primary purpose of an aptitude test is to determine your capability. Instead of looking at what you know, it looks at your learning capacity, and your ability to work with new information in an effective manner. This gives a strong indication of how well you're likely to perform in a particular setting, be it educational or professional.										
<b>Course Outcomes</b>											
<b>CO1</b>	Analyzing power needed to solve problems.										
<b>CO2</b>	Analytical and Mental Ability for Solving problems.										
<b>CO3</b>	Information processing capabilities, creative thinking ability, and evaluation skills.										
<b>CO4</b>	Awareness on various principles involved in solving mathematical problems and thereby reducing the time taken for performing job functions										
<b>CO5</b>	Basic numerical ability to solve everyday tasks in a more effective manner.										
<b>Unit No.</b>	<b>Title of the Unit</b>	<b>Content of Unit</b>						<b>Contact Hrs.</b>	<b>Mapped CO</b>		
1	<b>Introduction on Logical Reasoning</b>	Coding Decoding, Alphabet (Analogy, Classification, Series), Numbers (Analogy, Classification, Series), Blood Relationship Test, Direction Sense Test						5	CO1		
2	<b>Logical Reasoning</b>	Calendar (Standard Table, Forward Stepping Table, Backward Stepping Table), Clock (Problem on Angle, Time Variation and Incorrect clock), Sitting Arrangement, Venn diagram, Syllogism and Set theory						5	CO2		
3	<b>Non Verbal Reasoning</b>	Figure Counting (Square Counting, Rectangle Counting and Triangle Counting), Non-Verbal (Series, Analogy and Classification), Cube & cuboids (Small cubes with 0, 1, 2 & 3 face colored), Dice						5	CO3		
4	<b>Introduction on Quantitative Aptitude</b>	Number System, HCF LCM, Simplification, Square Roots and Cube Roots, Decimal / Fractions						5	CO4		
5	<b>Numerical Aptitude</b>	Average, Ratio and Proportion, Percentage, Profit and Loss, Surds and Indices, Logarithms, Problem on Ages						4	CO5		
<b>Reference Books:</b>											
Multidimensional Reasoning, By Dr Lal, Mishra, Upkar Publication											
Books on Puzzles, By Dr. Sakuntala Devi.											
M Tyra, "Magical Book on Quicker math's", BSC Publishing Co. Pvt. Ltd											
Arun Sharma, "Quantitative Aptitude for Cat", Mc Graw Hill Education											
RS Aggarwal, "Quantitative Aptitude", S Chand											
<b>e-Learning Source:</b>											
<ul style="list-style-type: none"> <li>• <a href="https://www.indiabix.com/">https://www.indiabix.com/</a></li> </ul>											
<b>Course Articulation Matrix: (Mapping of COs with POs and PSOs)</b>											
<b>PO-PSO CO</b>	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3	PSO4
<b>CO1</b>	1	2	2	2	1	1	1				
<b>CO2</b>	1	2	2	2	1	1	1				
<b>CO3</b>	1	2	2	2	1	1	1				
<b>CO4</b>	2	1	2	2	1	1	1				
<b>CO5</b>	2	1	2	2	1	1	1				

**1-Low Correlation; 2- Moderate Correlation; 3- Substantial Correlation**

Name & Sign of Program Coordinator	Sign & Seal of HoD
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## Integral University, Lucknow

Effective from Session: 2023-24														
Course Code	CG302	Title of the Course	Career Development Course				L	2	T	0	P	0	C	2
Year	3rd	Semester	6th											
Pre-Requisite	None	Co-requisite	None											
<b>Course Objectives</b>		The course on soft skills aims at preparing young minds into professionals of tomorrow and to make them aware of the importance, the role and the content of soft skills through knowledge acquisition, demonstration and practice.												
Course Outcomes														
CO1	Identify strategies to improve interpersonal relationships													
CO2	Job Application Resume writing													
CO3	Learn about positive Body language													
CO4	Students will be better prepared for before, during and after the Interview													
CO5	Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of teamwork, Inter-personal relationships, conflict management and leadership quality													
Unit No.	Title of the Unit	Content of Unit							Contact Hrs.	Mapped CO				
1	<b>Soft Skills: An Introduction</b>	<ul style="list-style-type: none"> <li>Definition and Significance of Soft Skills. Process. Importance of SoftSkill Development.</li> <li><b>Self-Discovery:</b> Discovering the Self. Setting Goals. Beliefs, Values, Attitude, Virtue.</li> <li><b>Positivity and Motivation:</b> Developing Positive Thinking and Attitude. Driving out Negativity; Enhancing Self Motivation Levels</li> </ul>							2	CO1				
2	<b>Writing Skills</b>	<ul style="list-style-type: none"> <li>Netiquettes: Effective e-mail message. Writing</li> <li><b>Job Application:</b> Cover letter, Differences between Bio-data, CV and Resume, Resume Construction. Video Resume</li> <li>Creating Professional Profiles on Professional Networking Sites like LinkedIn</li> </ul>							4	CO2				
3	<b>Body Language and Group Discussion Process</b>	<ul style="list-style-type: none"> <li>Forms of non-verbal communication; Interpreting body language cues; Effective use of body language during Interview.</li> <li>Group Discussion: Group Dynamics, Differences between group discussion and debate; Ensuring success in group discussions.</li> <li>Practice Group Discussion and feed back.</li> </ul>							6	CO3				
4	<b>Interview Process</b>	<ul style="list-style-type: none"> <li>Ensuring success in job interviews. Tips to prepare for before, during and after the Interview</li> <li>New Interview trends - Telephonic &amp; Skype Interview</li> <li>Grooming and dress code.</li> <li>Common Interview Questions ,Mock Interviews / Practice Interview Sessions and Feedback</li> </ul>							6	CO4				
5	<b>Corporate Etiquette and employability skills</b>	<ul style="list-style-type: none"> <li>Making a Great First Impression, greetings, introductions, The Art of Small Talk and Conversations</li> <li><b>Employer Expectations and Employability Skill Requirements</b></li> <li>Decision Making, Negotiation skills, Conflict Management and Leadership Skills</li> <li>Time Management Concept and Essential Tips</li> </ul>							6	CO5				
Reference Books:														
Books Recommended:														
Managing Soft Skills for Personality Development – edited by B.N.Ghosh, McGraw Hill India, 2012.														
English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.														
The Definitive Book of Body Language. Pease, Allan and Barbara Pease. Manjul PublishingHouse														
e-Learning Source:														
Course Articulation Matrix: (Mapping of COs with POs and PSOs)														
PO-PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1			
CO1	1	1	1	1	1	1	1	1	3	3				
CO2	1	1	1	1	1	1	1	1	3	3				
CO3	1	1	1	1	1	1	1	1	3	3				

<b>CO4</b>	1	1	1	1	1	1	1	1	3	3	
<b>CO5</b>	1	1	1	1	1	1	1	1	3	3	

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<b>Name &amp; Sign of Program Coordinator</b>	<b>Sign &amp; Seal of HoD</b>
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