

### Value Added Course for B.Com, BBA, BCA Students of I Semester

Syllabus		No of hrs
Personality Development Program		20
➤ Introduction to soft skills ,Break the ice berg - FEAR	1	
➤ English Language Proficiency	1	
➤ Positive Attitude	1	
➤ SWOT	1	
➤ Goal Setting	1	
➤ Seven C's of Communication	1	
➤ Making Small Talk	1	
➤ Self-Introduction / Extempore	1	
➤ Questioning Skills	1	
➤ Listening Skills	1	
➤ Speaking Skills	1	
➤ Public Speaking	1	
➤ Proactive Skills	1	
➤ Writing skills	1	
➤ Etiquette- In general	1	
➤ Grooming- Focus on college and professional	1	
➤ Story-telling	2	
➤ Mock Group Discussion	2	
MOS		10
<b>Total</b>		<b>30</b>

### Value Added Course for B.Com, BBA, BCA Students of III Semester

Contents		No. of hrs.
Competency enhancement		15
➤ Personal branding- Non activity based	1	
➤ Leadership skills- Non activity based	1	
➤ Communication skills advance- Activity based	1	
➤ Team Building- Activity based	1	
➤ Barriers of Communication- Activity based	1	
➤ Time Management- Activity based	1	
➤ Story telling- Non activity based	1	
➤ Emotional intelligence- Activity based	1	
➤ Self-confidence building - Non activity based	1	
➤ Problem solving skills- Activity based	1	
➤ Decision making- Activity based	1	
➤ Voice modulation- Non activity based	1	
➤ Nonverbal communication- Non activity based	1	
➤ Group Discussion - Practice Sessions	2	
Pre-placement training		5
➤ Resume, Cover letter writing and LinkedIn	1	
➤ Self introduction	1	
➤ Business Etiquette in general	1	
➤ Personal Grooming –corporate level	1	
➤ Mock interview	1	
Aptitude		10
➤ HCF	1	
➤ LCM	1	
➤ Indicates	1	
➤ Partnership	1	
➤ Discount	1	
➤ Set theory	1	
➤ Number system	1	
➤ Number series	1	
➤ Rational	1	
➤ Irrational numbers	1	
<b>Total</b>		<b>30</b>

### Value Added Course for B.Com, BBA, BCA Students of V Semester

Contents		No. of hrs.
Psychometric test		1
Career preparation Program		15
<ul style="list-style-type: none"> <li>➤ Resume Building / Profile Mapping:               <ul style="list-style-type: none"> <li>o Resume, Cover letter writing and LinkedIn</li> </ul> </li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Group Discussion</li> </ul>	2	
<ul style="list-style-type: none"> <li>➤ First impression</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Facing Interview               <ul style="list-style-type: none"> <li>o Top 10 Interview Questions</li> <li>o Types of Interviews</li> </ul> </li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Personal Grooming               <ul style="list-style-type: none"> <li>Self Confidence</li> <li>Body Language</li> <li>Dress Etiquette</li> </ul> </li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Business Etiquette               <ul style="list-style-type: none"> <li>o Digital Etiquette:                   <ul style="list-style-type: none"> <li>o Email writing and attachment</li> <li>o Password rule</li> <li>o Video conferencing</li> <li>o Call etiquette</li> <li>o Meeting Management</li> <li>o Social Media in the workplace</li> <li>o Cell Phone Do's and Don'ts</li> <li>o Topics To Avoid</li> <li>o Keep Private Messages Private</li> </ul> </li> </ul> </li> </ul>	2	
<ul style="list-style-type: none"> <li>➤ Time Management:               <ul style="list-style-type: none"> <li>Art of Scheduling</li> <li>Prioritizing</li> <li>The Urgent Vs Important matrix</li> <li>Creating your Productivity Journal</li> <li>Organizing your workspace</li> <li>(De- clutter, Dealing with emails and Using Calendars)</li> </ul> </li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Story telling</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Personal Branding:               <ul style="list-style-type: none"> <li>o Branding personality traits</li> <li>o Rise out of the crowd</li> <li>o Listen with an open mind</li> <li>o Clear the air and do not hold any grudges</li> </ul> </li> </ul>	2	

<ul style="list-style-type: none"> <li>➤ Interpersonal Skills: <ul style="list-style-type: none"> <li>o Body Language</li> <li>o Creating a powerful first impression</li> <li>o Assessing a situation</li> <li>o Micro Expressions</li> <li>o Universal Facial Expressions</li> <li>o Voice modulation</li> <li>o Invading personal space</li> </ul> </li> </ul>	2	
<ul style="list-style-type: none"> <li>➤ Working in a Team <ul style="list-style-type: none"> <li>o Delegation</li> <li>o Efficiency</li> <li>o Ideas</li> <li>o Support</li> </ul> </li> </ul>	1	
<b>Mock Interview</b>		<b>5</b>
<ul style="list-style-type: none"> <li>➤ Face to face interview</li> </ul>	2	
<ul style="list-style-type: none"> <li>➤ Virtual interview.</li> </ul>	2	
<ul style="list-style-type: none"> <li>➤ Tips &amp; Practice</li> </ul>	1	
<b>Aptitude</b>		<b>9</b>
<ul style="list-style-type: none"> <li>➤ Train related problems</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Boats &amp; streams</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Clock related problems</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Syllogism</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Ratio &amp; proportion</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Surds</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Time and speed</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Time and work</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Divisibility</li> </ul>	1	
<b>Total</b>		<b>30</b>