JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA

KAKINADA – 533 003, Andhra Pradesh, India

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

III Year – I Semester		L	T	P	C
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	EMPLOYABILITY SKILLS -II				

Course Objectives:

The main of this course is
- To learn how to make effective presentations and impressive interviews
- To learn skills for discussing and resolving problems on the work site
- To assess and improve personal grooming
- To promote safety awareness including rules and procedures on the work site
- To develop and practice self management skills for the work site

Course Outcomes:

By the end of this course, the student
- Recite the corporate etiquette.
- Make presentations effectively with appropriate body language
- Be composed with positive attitude
- Apply their core competencies to succeed in professional and personal life

A list of vital employability skills from the standpoint of engineering students with discussion how to potentially develop such skills through campus life.

1) Interview Skills: Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success.
2) Presentation Skills: Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.
3) Etiquette and Manners – Social and Business.
4) Time Management – Concept, Essentials, Tips.
5) Personality Development – Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills.
6) Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.
7) Conflict Management: Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resoultion.
8) Stress Management: Stress - Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Managemet of Stress
9) Leadership and Assertiveness Skills: A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behaviour; Assertivness Skills.
10) Emotional Intelligence: Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

Reference Books:
1) Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
2) S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.
3) R.S.Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S.Chand & Company Ltd., 2018.
4) Raman, Meenakshi & Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.

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5) Managing Soft Skills for Personality Development – edited by B.N.Ghosh, McGraw Hill India, 2012.

6) English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.