



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA–533003, Andhra Pradesh, India
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

III Year –I SEMESTER		L	T	P	C
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SOFT SKILL COURSE EMPLOYABILITY SKILLS					

Preamble: The aim of this course is to enhance learner's knowledge of both soft skills and IT related skills so as to develop attributes that enhances interpersonal communication, earning power and job performance.

Course objectives:

- To enhance the Numerical ability skills such as addition, subtraction, multiplication, division, calculation of percentages, average etc.
- To develop the problem solving skills on time, distance and speed calculations, to improve the basic mathematical skills on arithmetic ability.
- To analyze a candidate's ability to relate a certain given group of items and illustrate it diagrammatically.
- To develop interpersonal skills and adopt good leadership behavior for empowerment of self and others by managing stress and time effectively.
- To prepare good resume, prepare for interviews and group discussions, and to explore desired career opportunities.

UNIT - I

Numerical ability

Number system, HCF & LCM, Average, Simplification, Problems on numbers Ratio & Proportion, Partnership, Percentages, Profit & Loss

UNIT - II

Arithmetical ability

Problems on ages, Time & Distance, Problems on boats & Steams, Problems on Trains, Time & Work, Pipes & Cistern, Chain Rule.

Allegation, Simple interest and compound interest, Races & Games of skills, Calendar and Clock.

UNIT - III

Logical ability: Permutations and Combination and Probability.

Mensuration: Geometry, Areas, Volumes,

Data interpretation: Tabulation, Bar graphs, Pie charts, line graphs

UNIT - IV

Self-Management Skills

Anger Management, Stress Management, Time Management, Six Thinking Hats, Team Building, Leadership Qualities

Etiquette

Social Etiquette, Business Etiquette, Telephone Etiquette, Dining Etiquette

UNIT - V

Job-Oriented Skills

Group Discussion, Mock Group Discussions, Resume Preparation, Interview Skills, Mock Interviews



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Course outcomes:

After the completion of the course the student should be able to:

- Follow strategies in minimizing time consumption in problem solving Apply shortcut methods to solve problems
- Confidently solve any mathematical problems and utilize these mathematical skills both in their professional as well as personal life.
- Analyze, summarize and present information in quantitative forms including table, graphs and formulas
- Understand the core competencies to succeed in professional and personal life
- Learn and demonstrate a set of practical skills such as time management, self-management, handling conflicts, team leadership, etc.

Text Books:

1. R. S. Aggarwal “Quantitative Aptitude”, Revised ed., S Chand publication, 2017 ISBN:8121924987
2. Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
3. Raman, Meenakshi & Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.

Reference Books:

1. S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.

E-resources and other digital material:

1. https://blog.feedspot.com/aptitude_youtube_channels/
2. https://www.tutorialspoint.com/quantitative_apptitude/
3. <https://www.careerbless.com/aptitude/qa/home.php>
4. <https://www.Indiabix.com>
5. <https://www.freshersworld.com>