Professional Etiquettes Syllabus (PH01)

Scope: A study of the interpersonal and communication skills fundamental for success in the workplace. Students will hone their professional style as they study topics including professional behavior, interpersonal interaction, and civility as they relate to the workplace.

Course Outcomes: The course has four major learning objectives. Upon completion of this course a student should be able to:

- 1. Determine the attitudes and behaviors appropriate to workplace situations and settings.
- 2. Use interpersonal and communication skills to enhance his/her job effectiveness.
- 3. Adopt attitudes and behaviors consistent with standard workplace expectations.
- 4. Inculcate professionalism for better team work approach.

Unit I

10 hours

Universal Design for Learning **Representation:**

- Provide options for perception
- · Provide options for language
- Provide options for comprehension
- Action and Expression:
- Use multiple media for communication
- · Building fluencies with graduated levels of practice and performance
- · Provide options for executive functions

Engagement:

Optimizing individual choice and autonomy

Unit II

Application and Assessment of 21st Century Workplace Skills **Effective Communication**

10 hours

Interpersonal skills · Personal responsibility

- · Social and civic responsibility
- Interactive communication

Digital-age Literacy

- Technological literacy
- Visual literacy
- Information literacy
- Cultural literacy

Inventive Thinking

- · Adaptability and managing complexity
- Self-direction

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Unit III

Work Approach Individual • Group · Interpersonal: One-to-one interview Chapter Readings: listed Selected Reading: additional readings listed, linked or attached as a pdf files. Include samples of exemplar Portfolios Audio Podcast: Instructor lecture or other selected audio files Video: listed, linked or attach selected files

Unit IV

10 Hours

10 Hours

Fostering collaboration and community Promoting expectation and beliefs that optimize motivation Develop self-assessment and reflection Weekly contributions to the course glossary. Add topic specific terms, phrases and skills with definitions and explanations included. Enhancement and tags are encouraged

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Registrar Invertis University Bareilly



Department of Pharmacy

03 Aug 2020

CIRCULAR

VALUE ADDED COURSE (Professional Etiquettes)- B.Pharm

Student of B.Pharm Ist Year are hereby informed you that "Professional Etiquettes" classes are scheduled from 05 August 2020 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Ms. Lipi Nogai
- Duration: 2 hrs

Program Overview:

Basic Etiquette sessions help students to prepare themselves for their upcoming corporate life where they can be presentable. It enhances their basic responsibilities and manners that are considered sacred and acceptable and society. Overall enhancement of a student carves him into a confident person.

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Mr. Himanshu Joshi

(HOD)

Head of Department Invertis Institute of Pharmacy Invertis University Bareilly

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Invertis University Bareilly

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PRO SSIONAL ETIQUETTE Organised by:-Department of Pharmacy

Program:- B Pharm I

02:00 PM TO 3:00 PM Aug 05- Dec 17 2020

Mr. Himanshu Joshi

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Key speaker Ms. Lipi Nogai

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PROFESSIONAL ETIQUETTES

Course Overview

Professional Etiquette sessions help students to prepare themselves for their upcoming corporate life where they can be presentable. It enhances their basic responsibilities and manners that are considered sacred and acceptable and society. Overall enhancement of a student carves him into a confident person.

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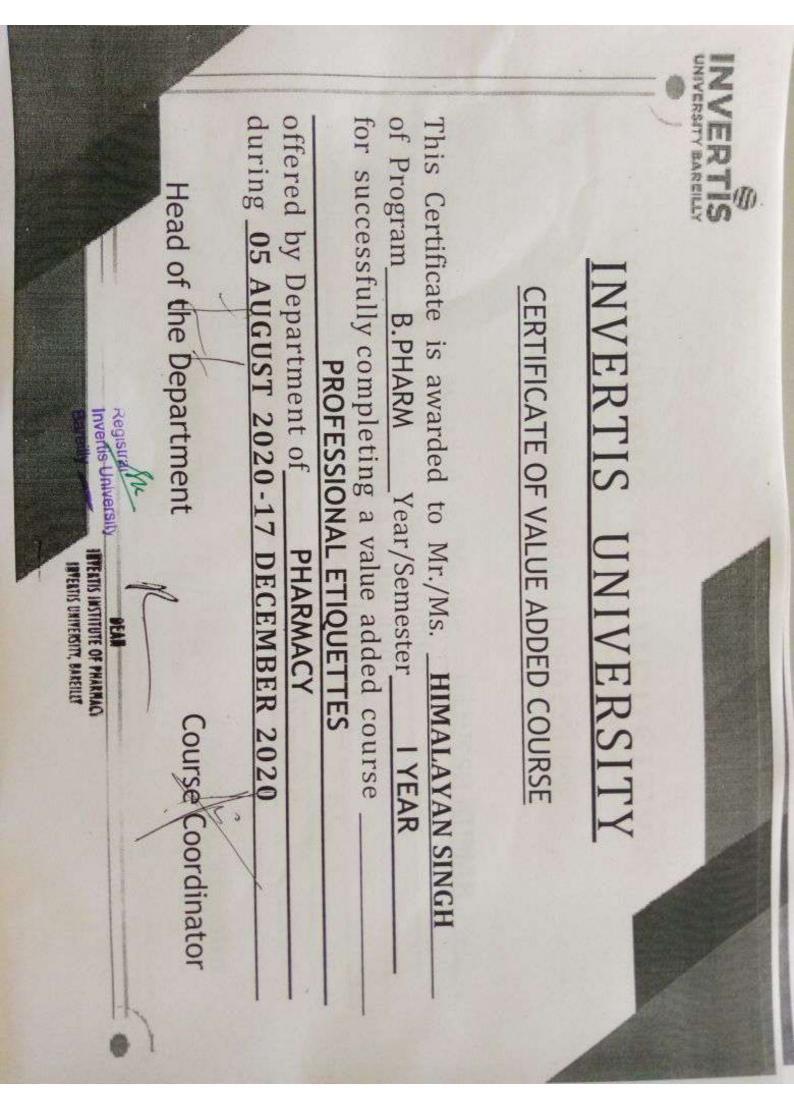
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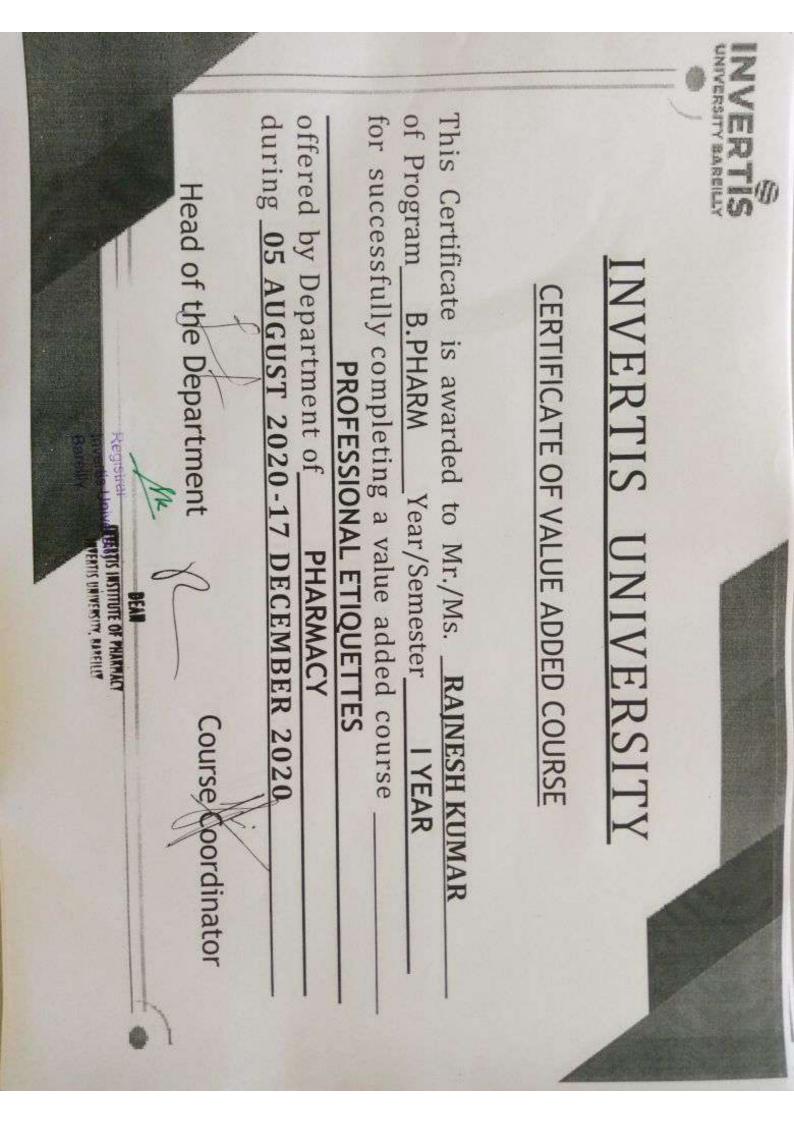
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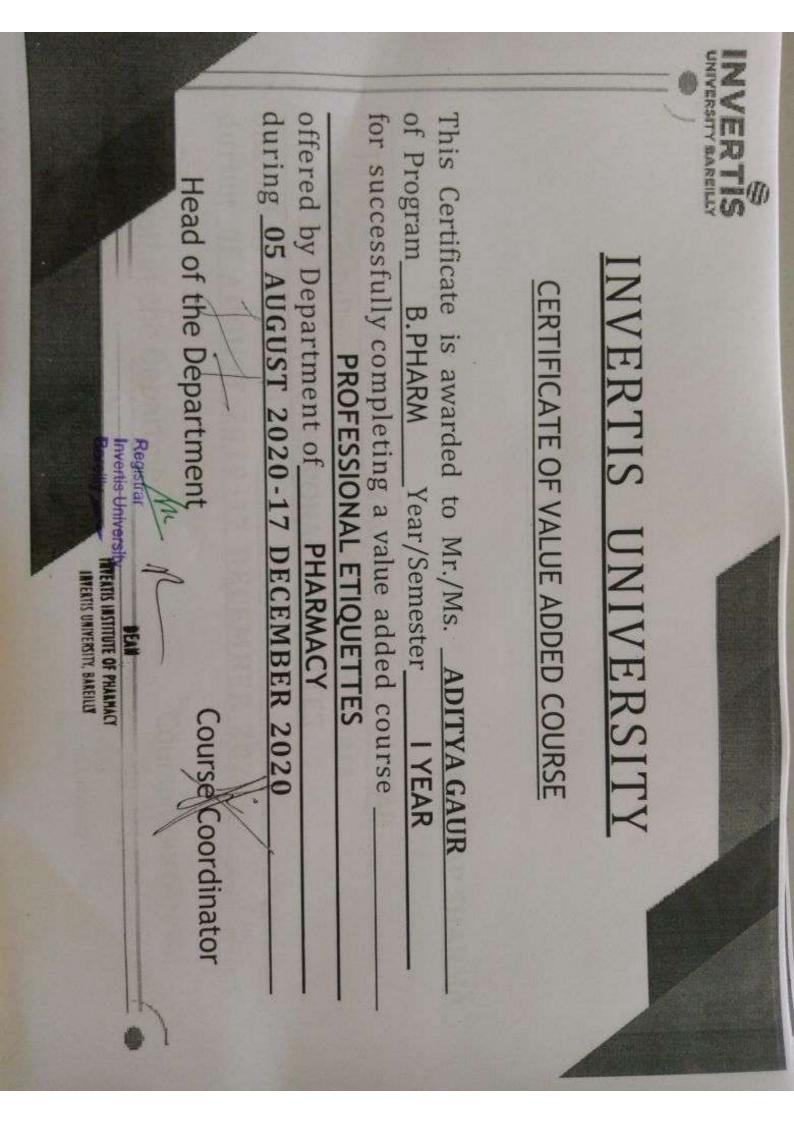
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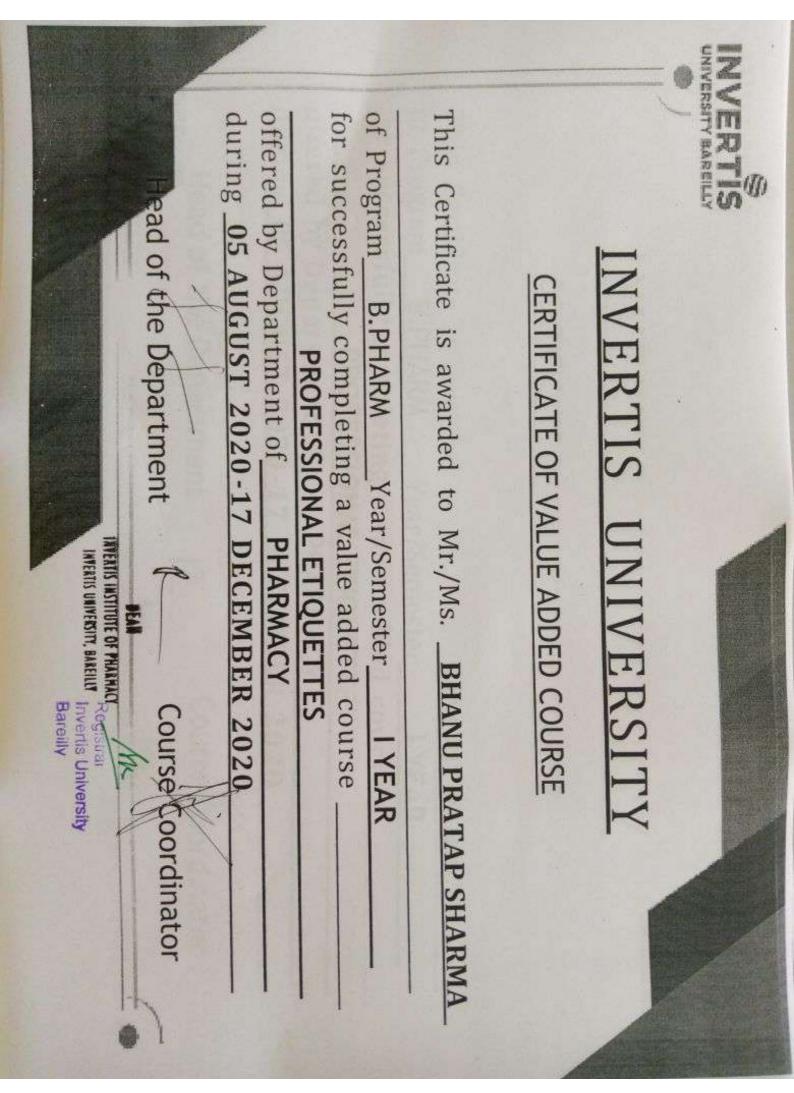
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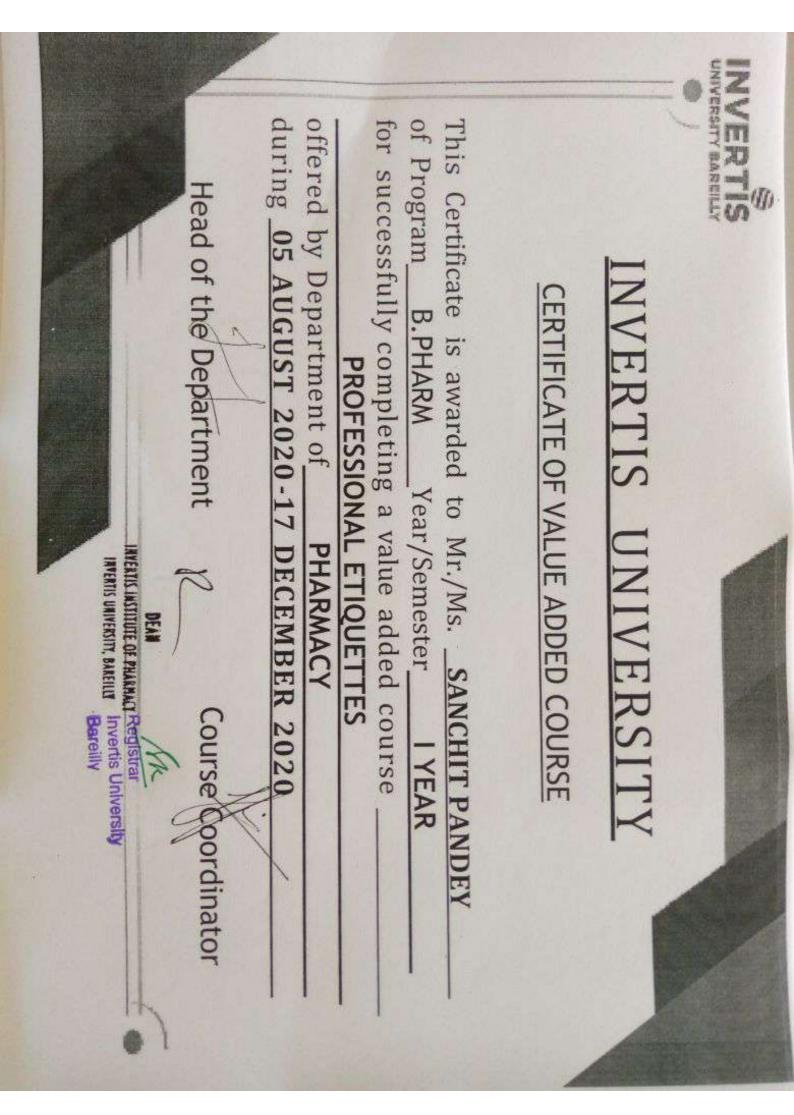
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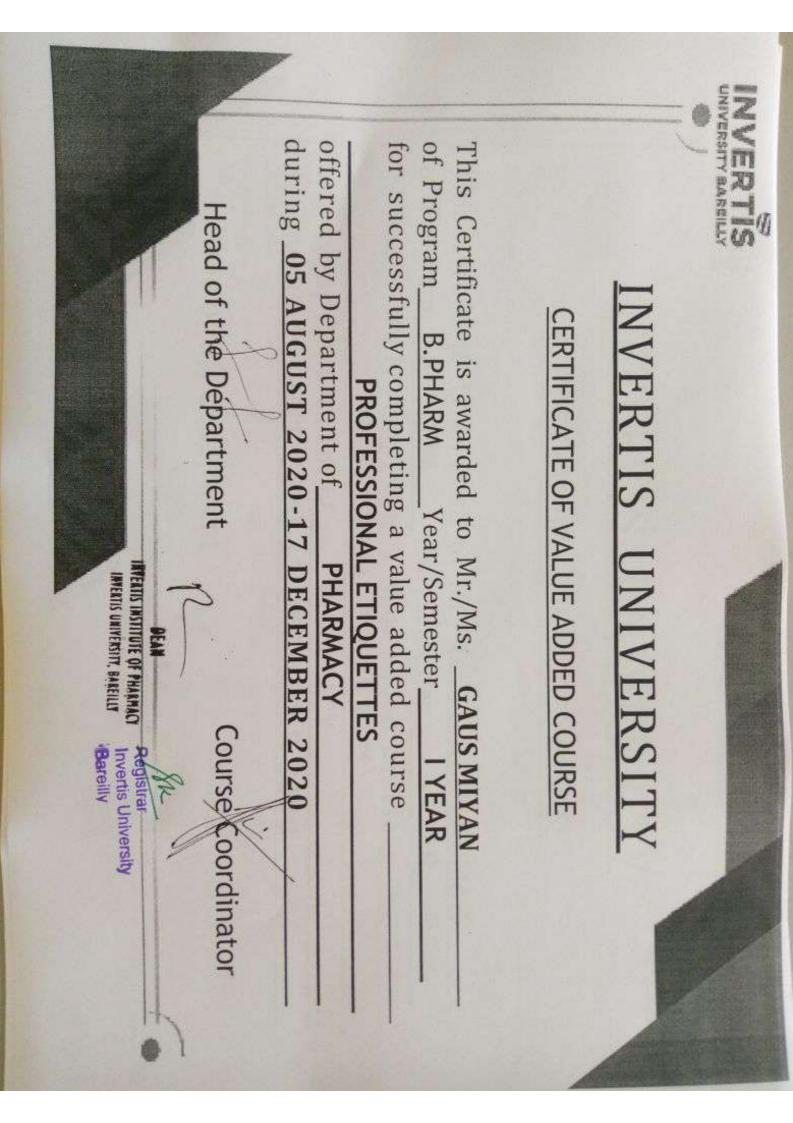


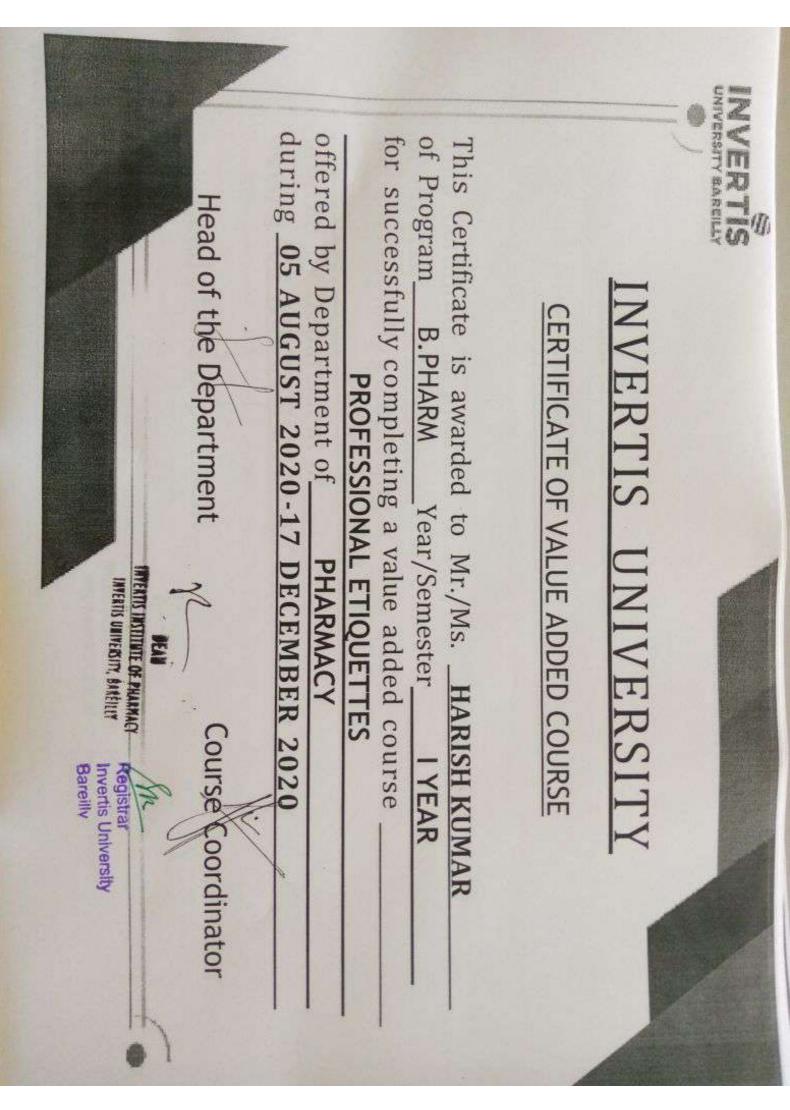


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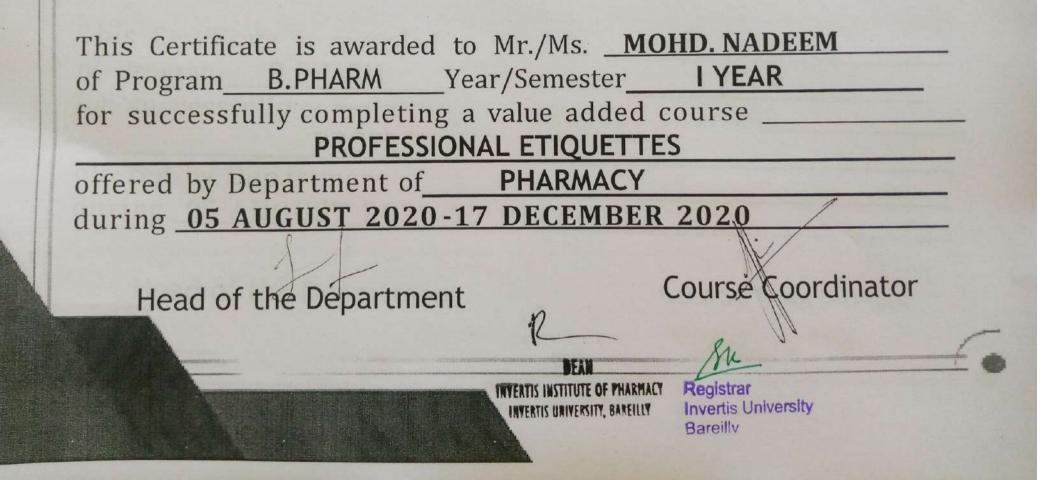






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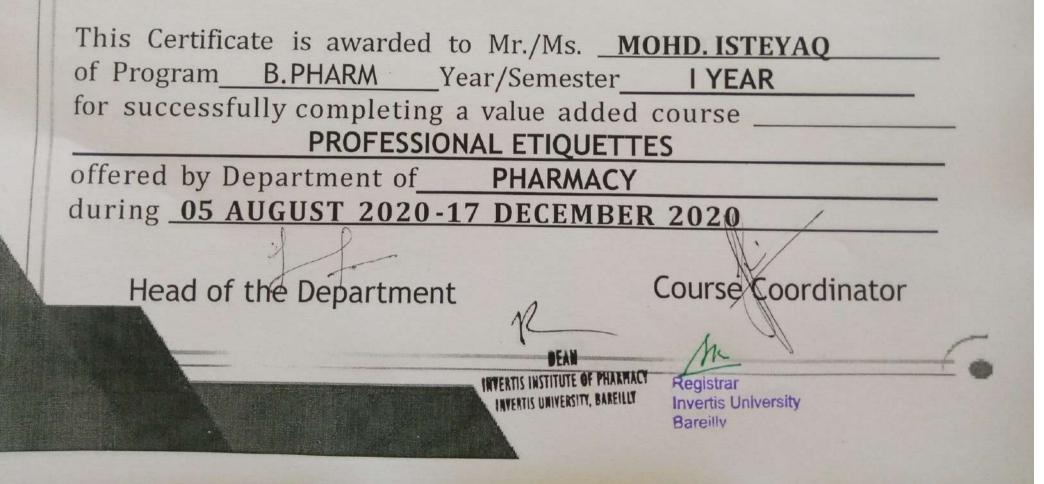
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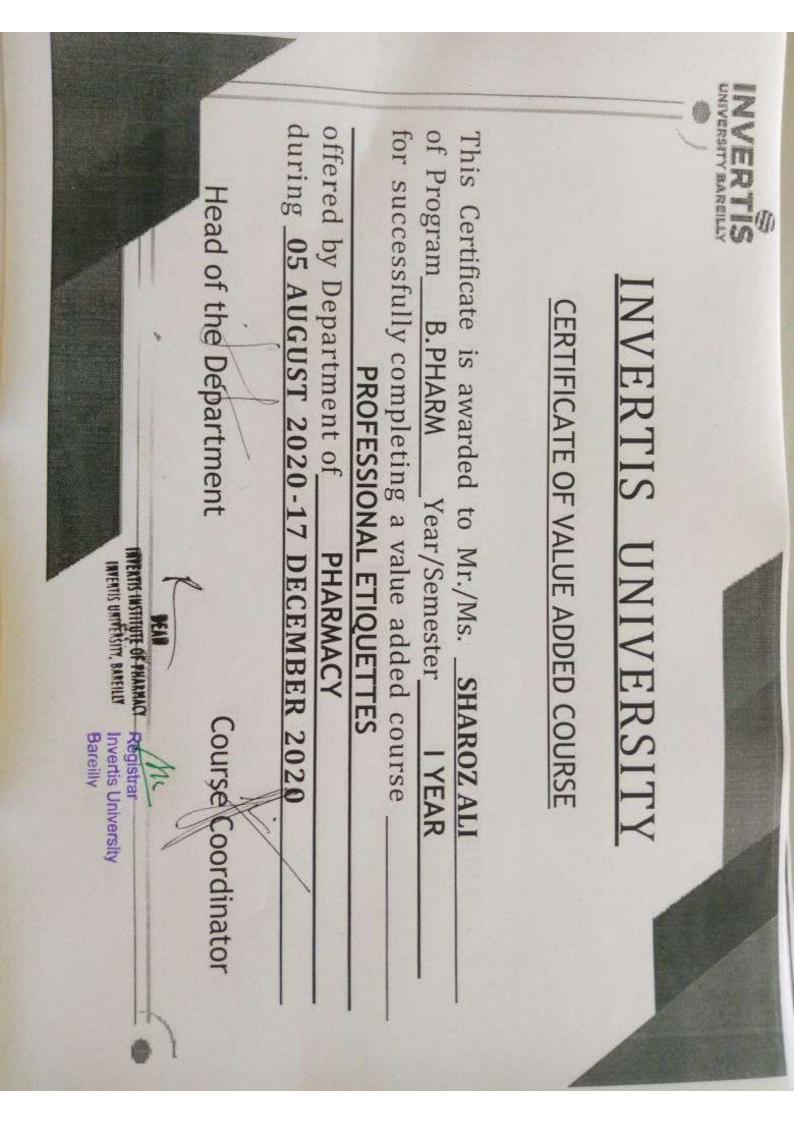


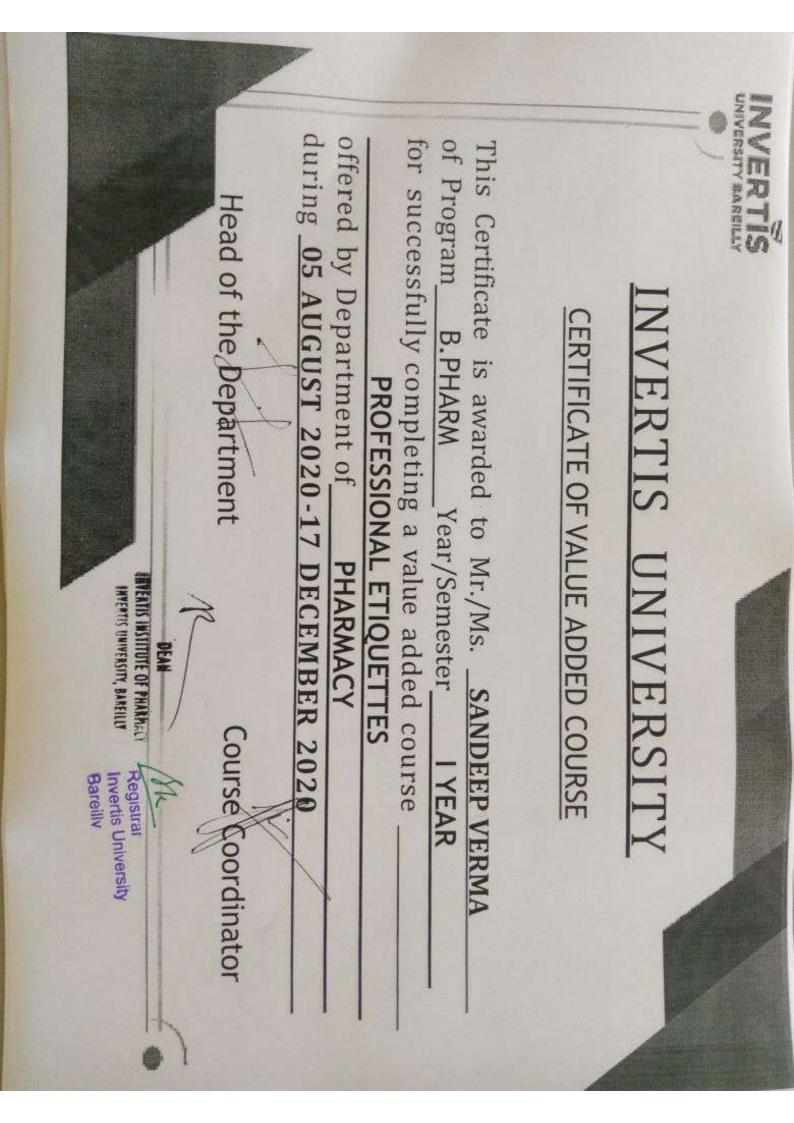


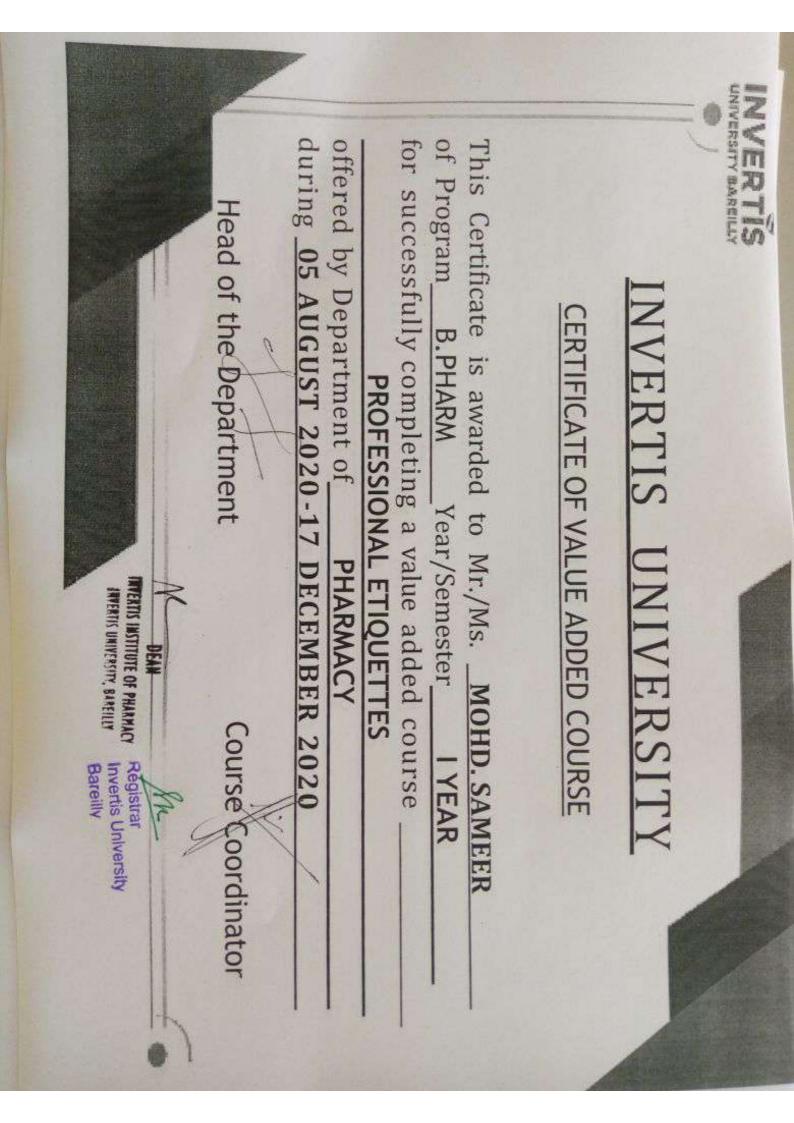
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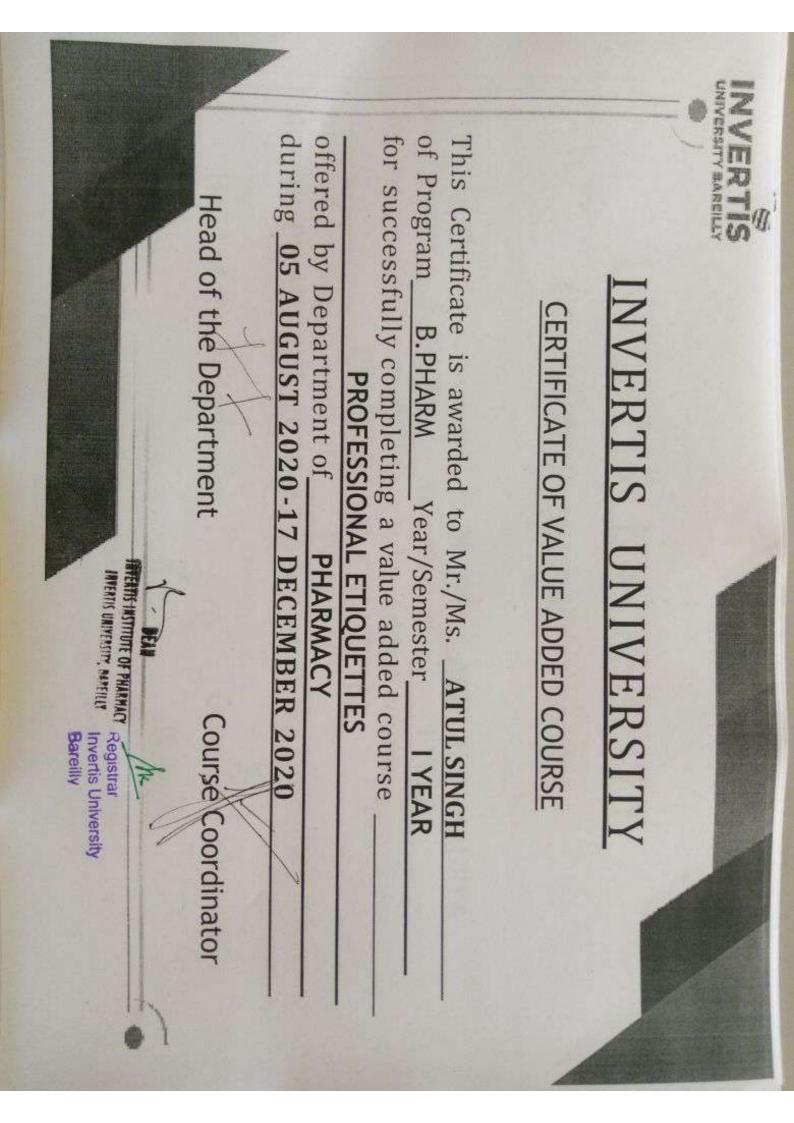
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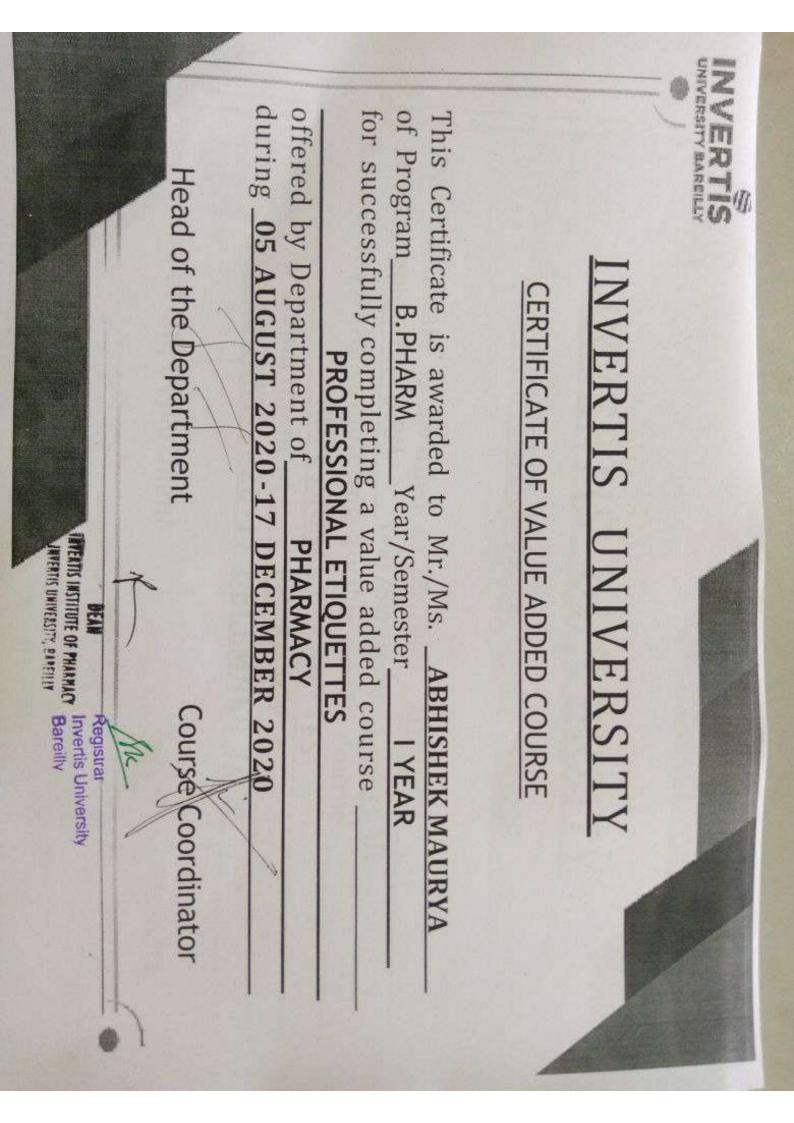


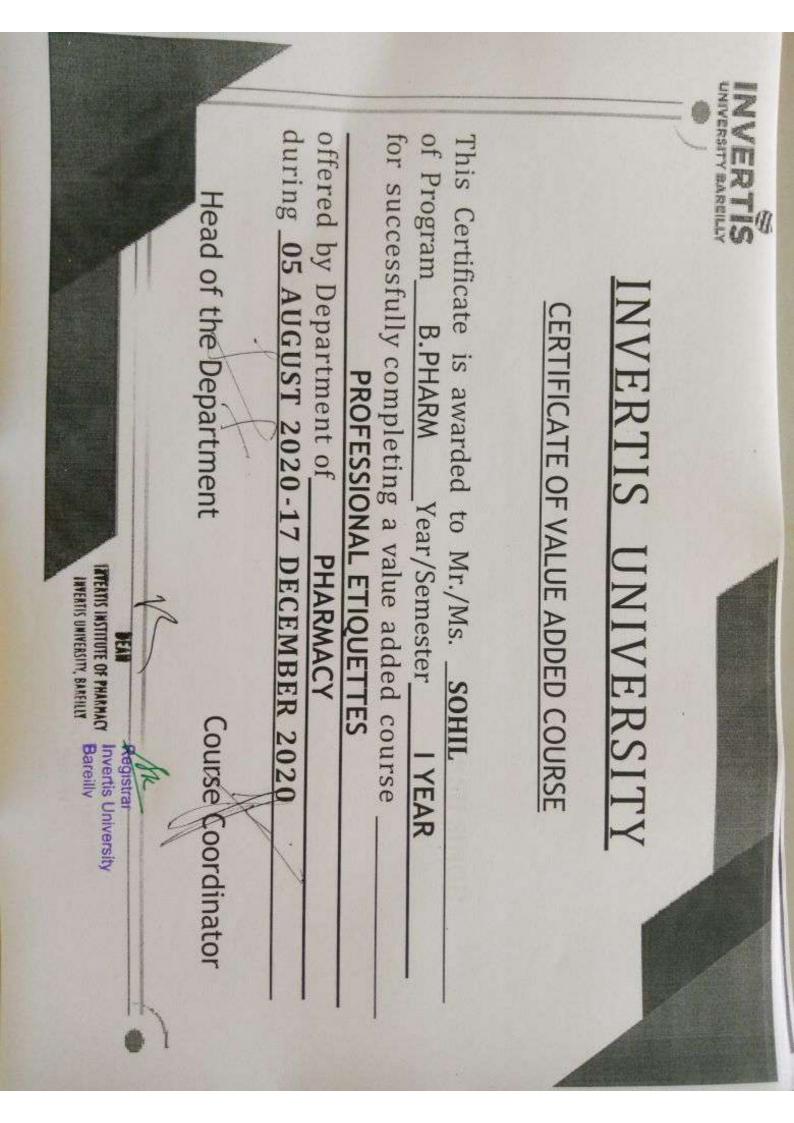


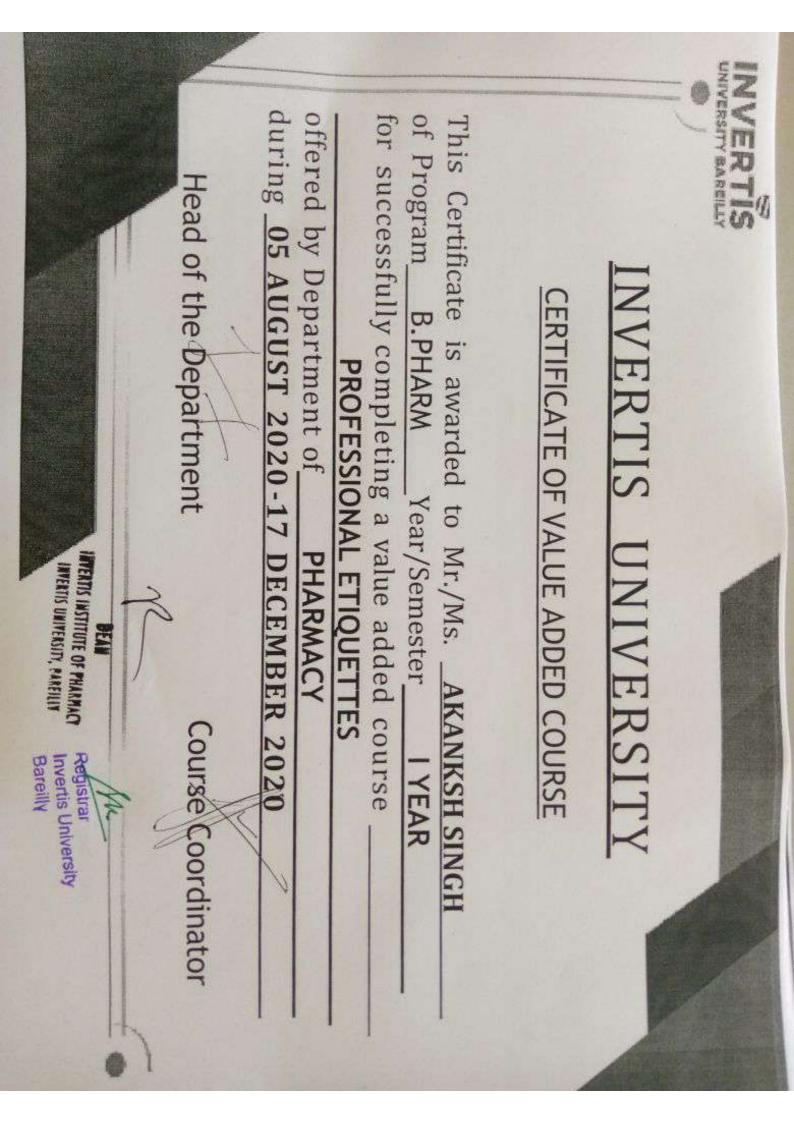


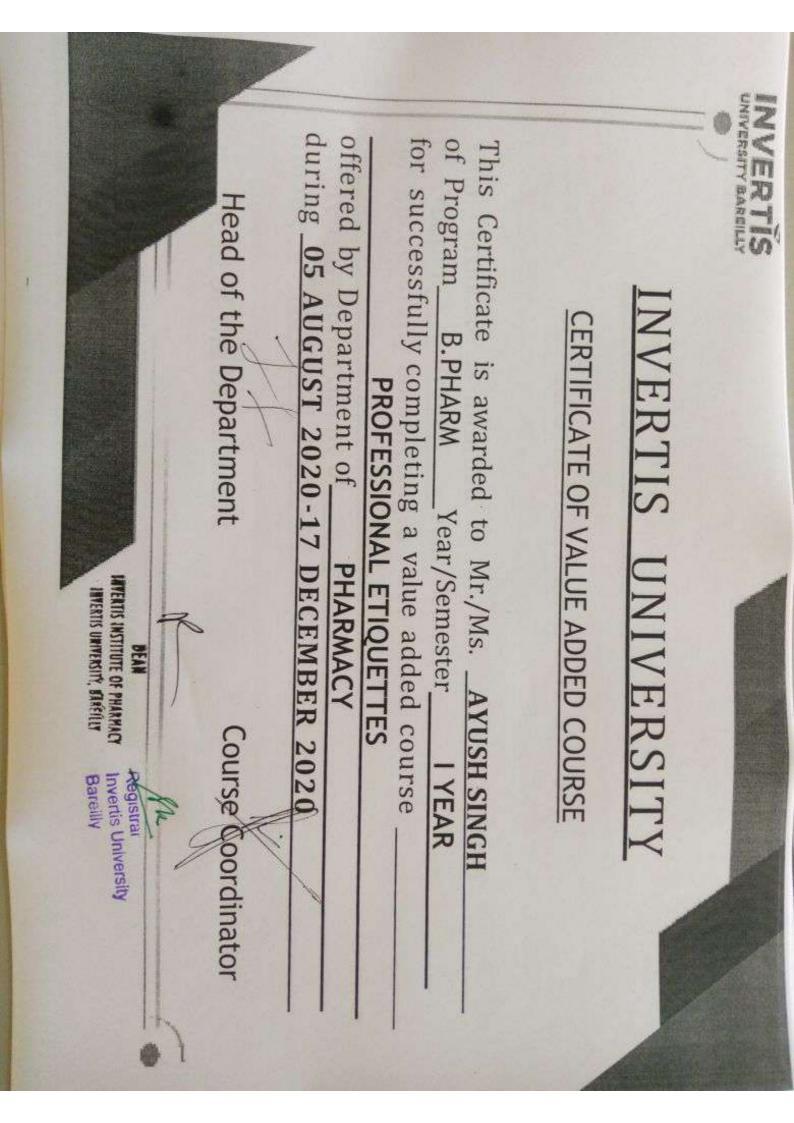


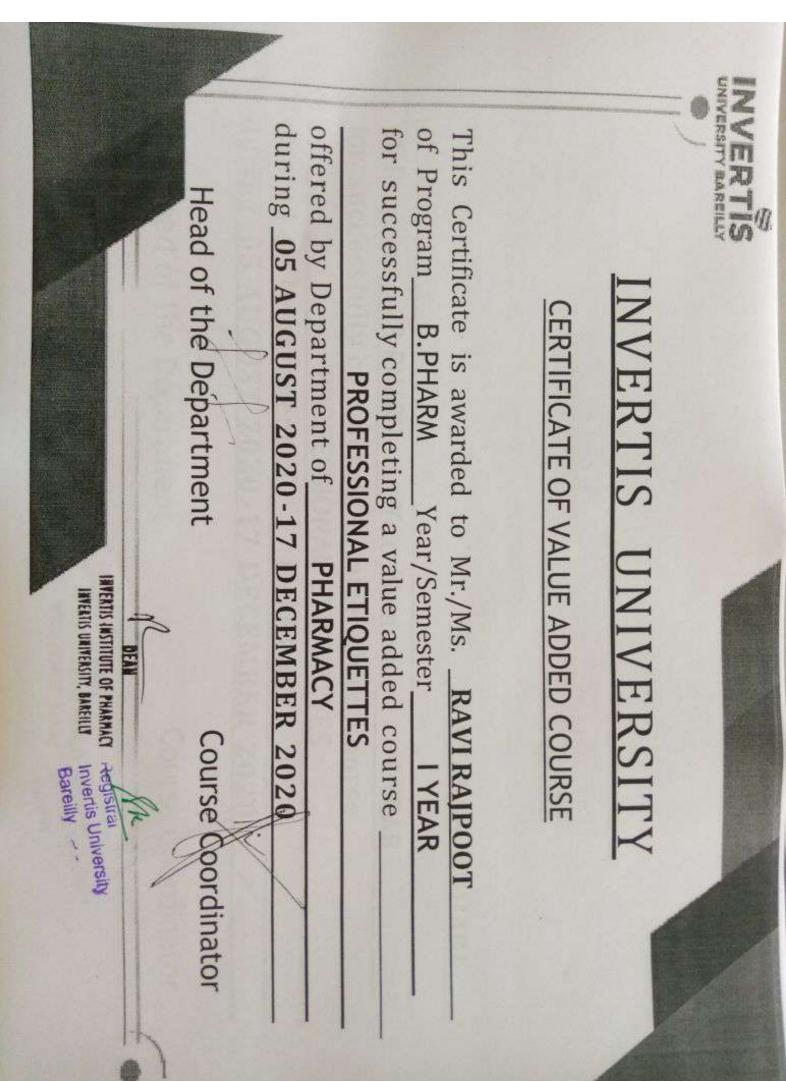


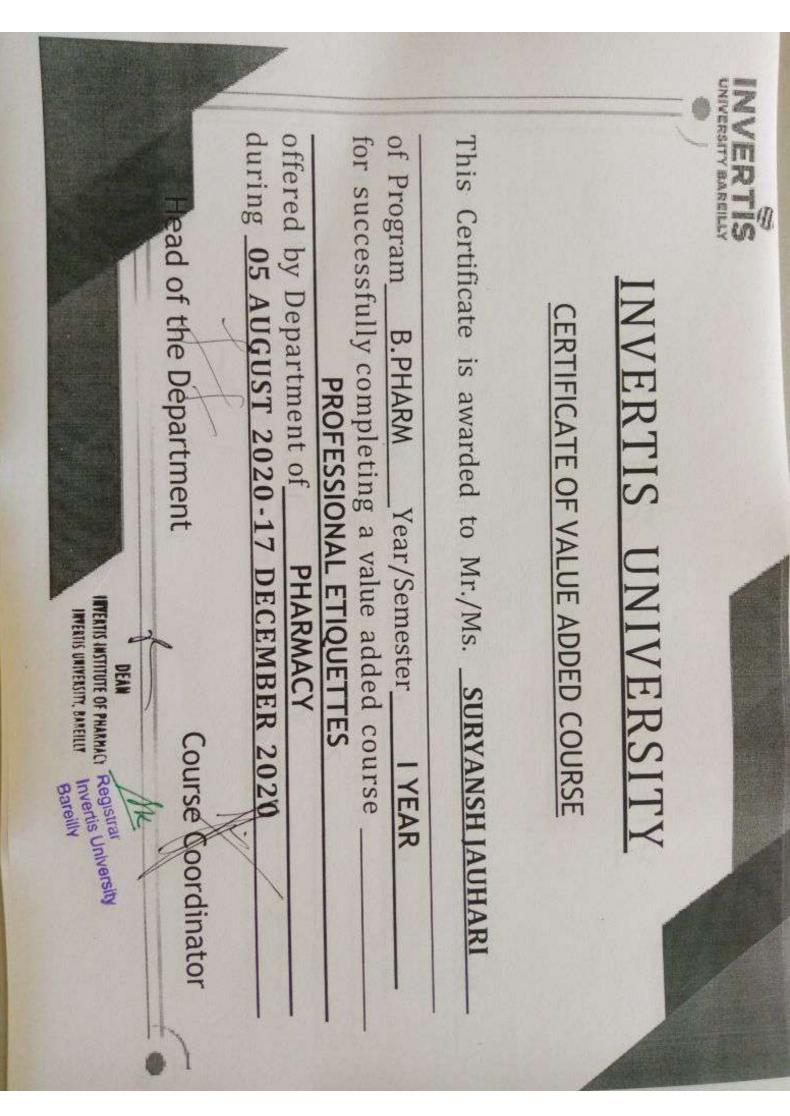


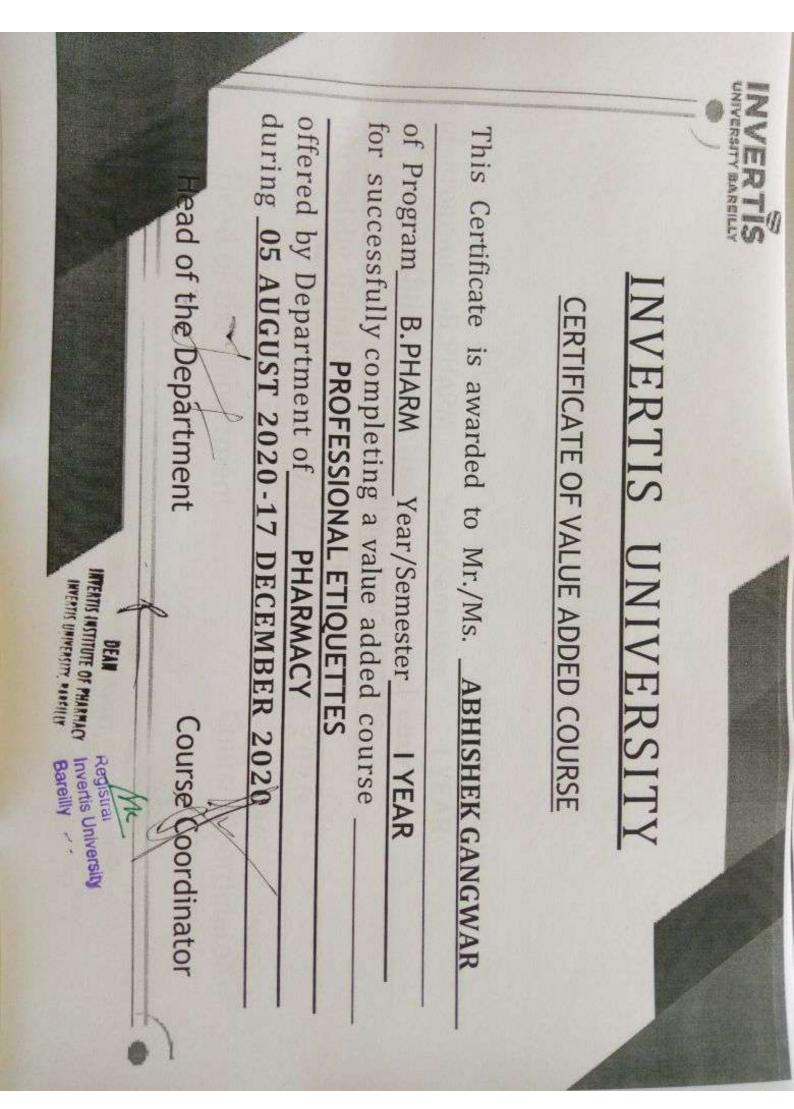


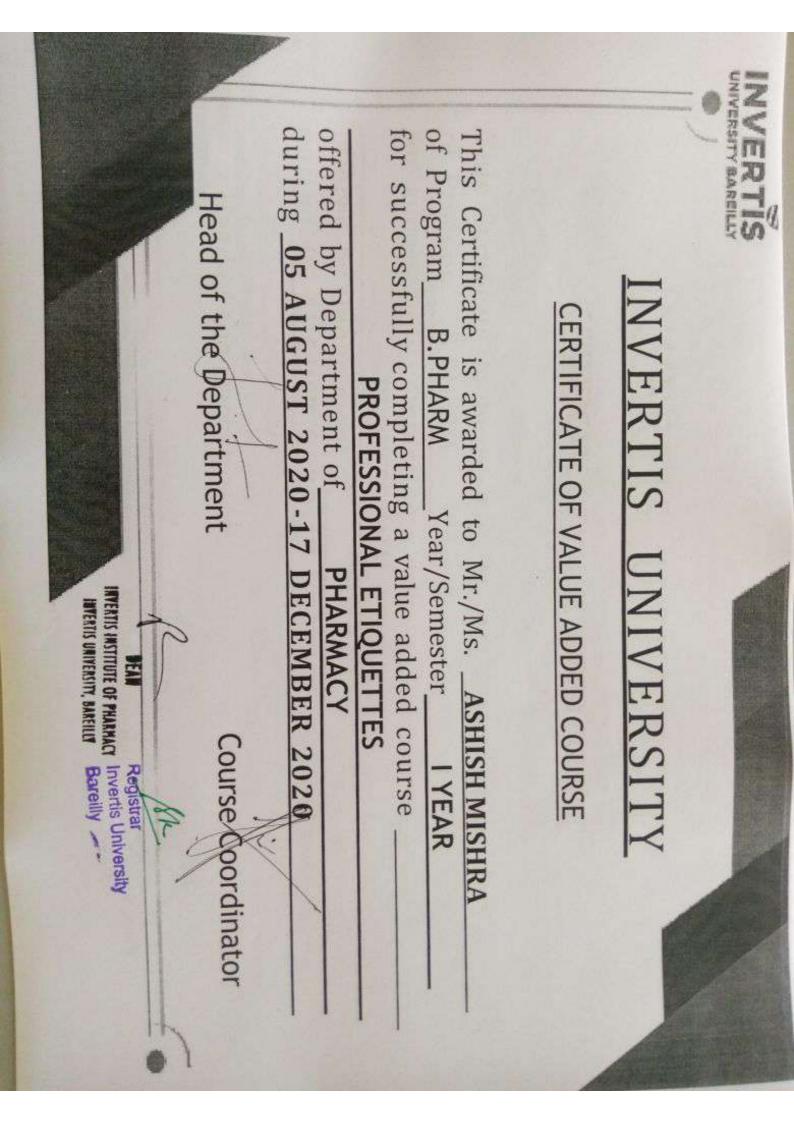


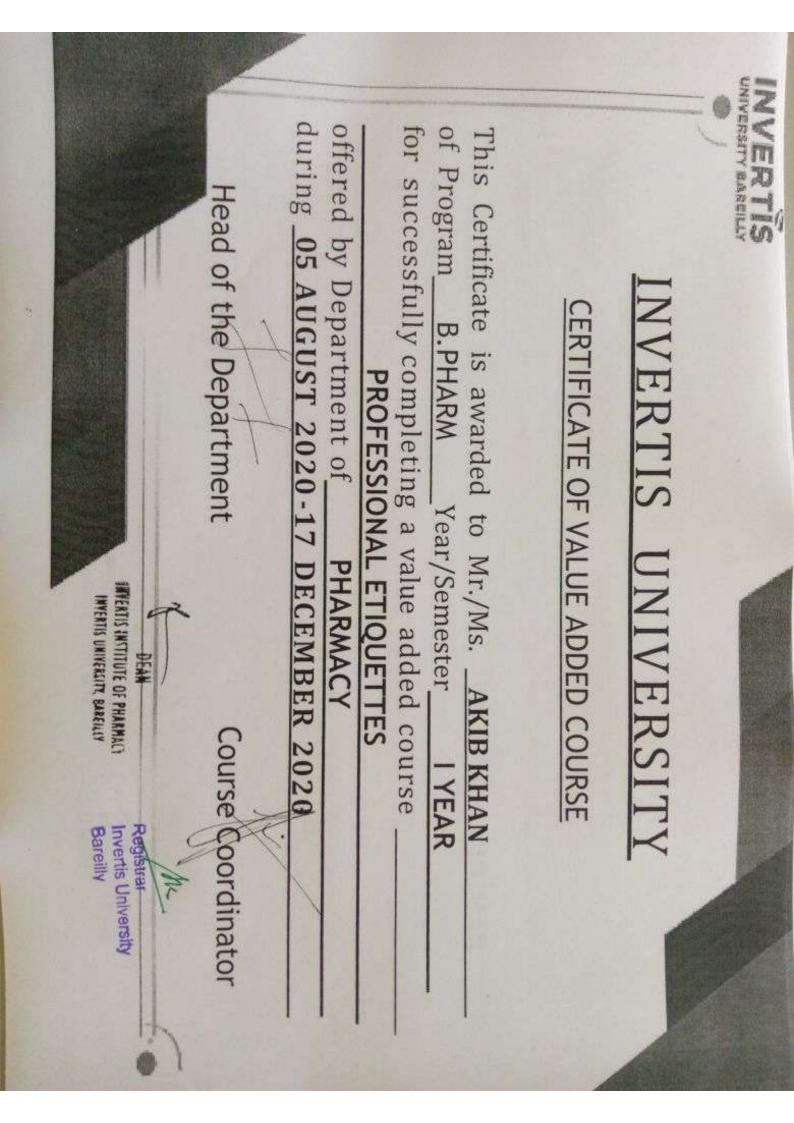


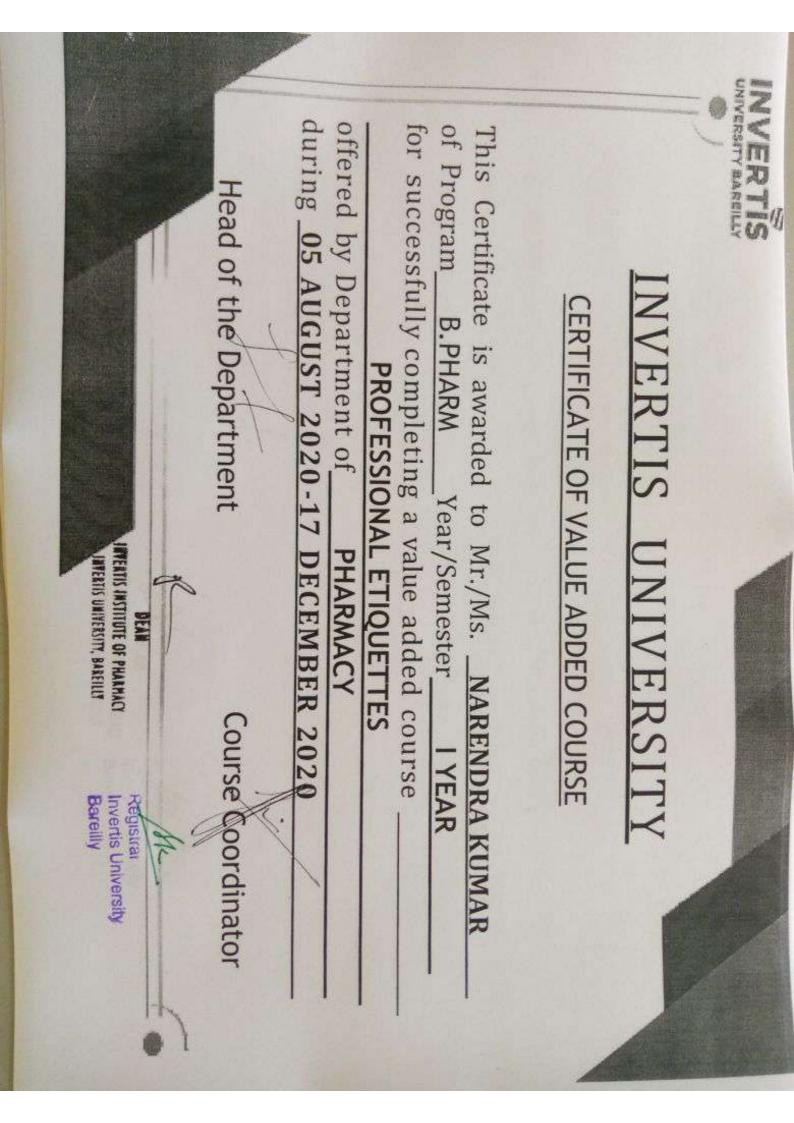


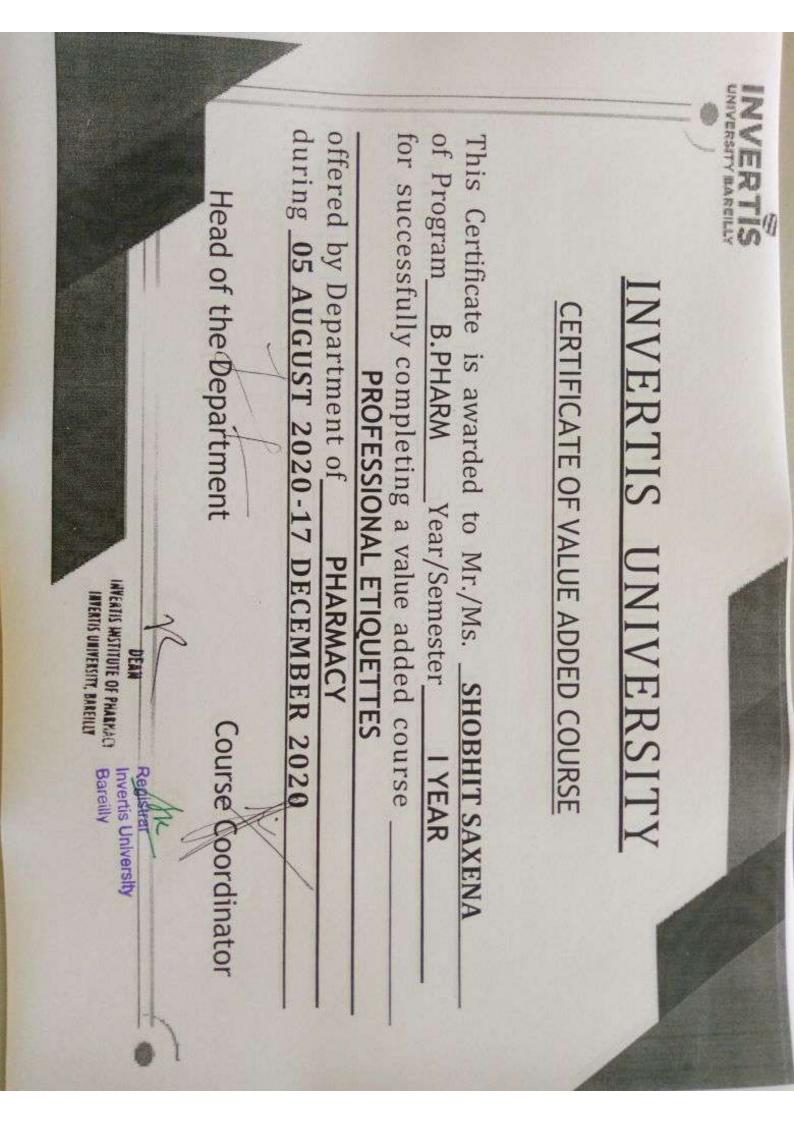


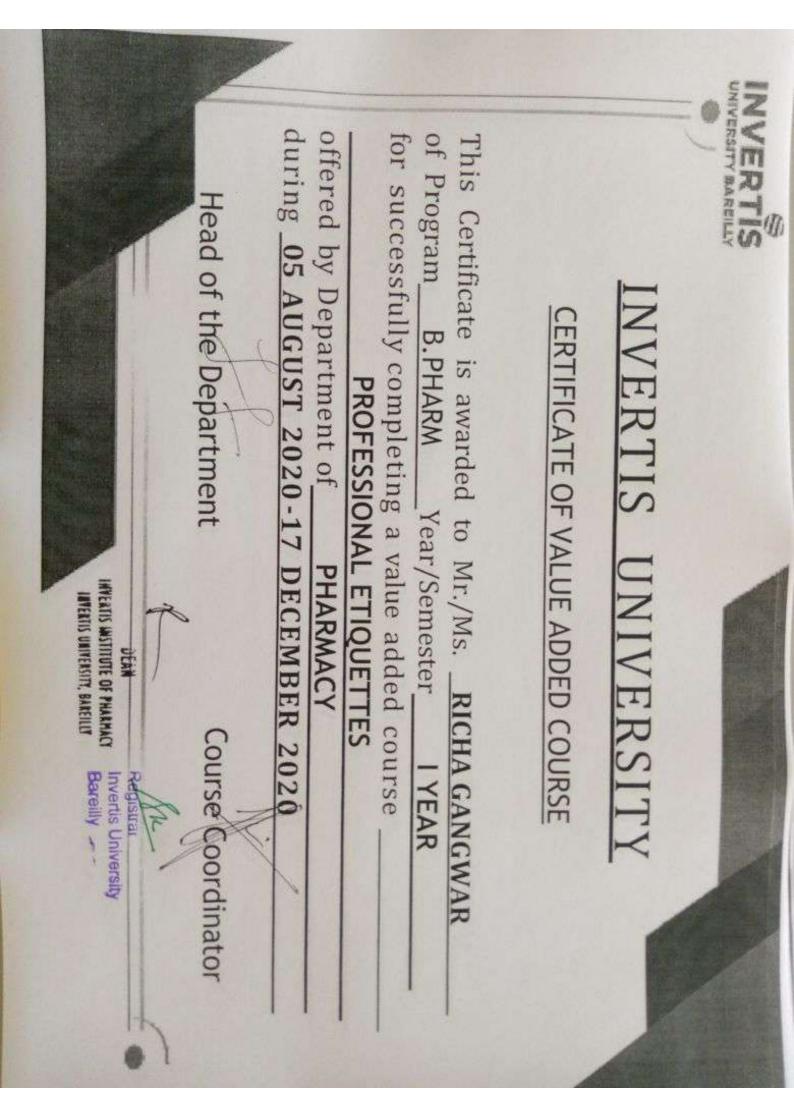


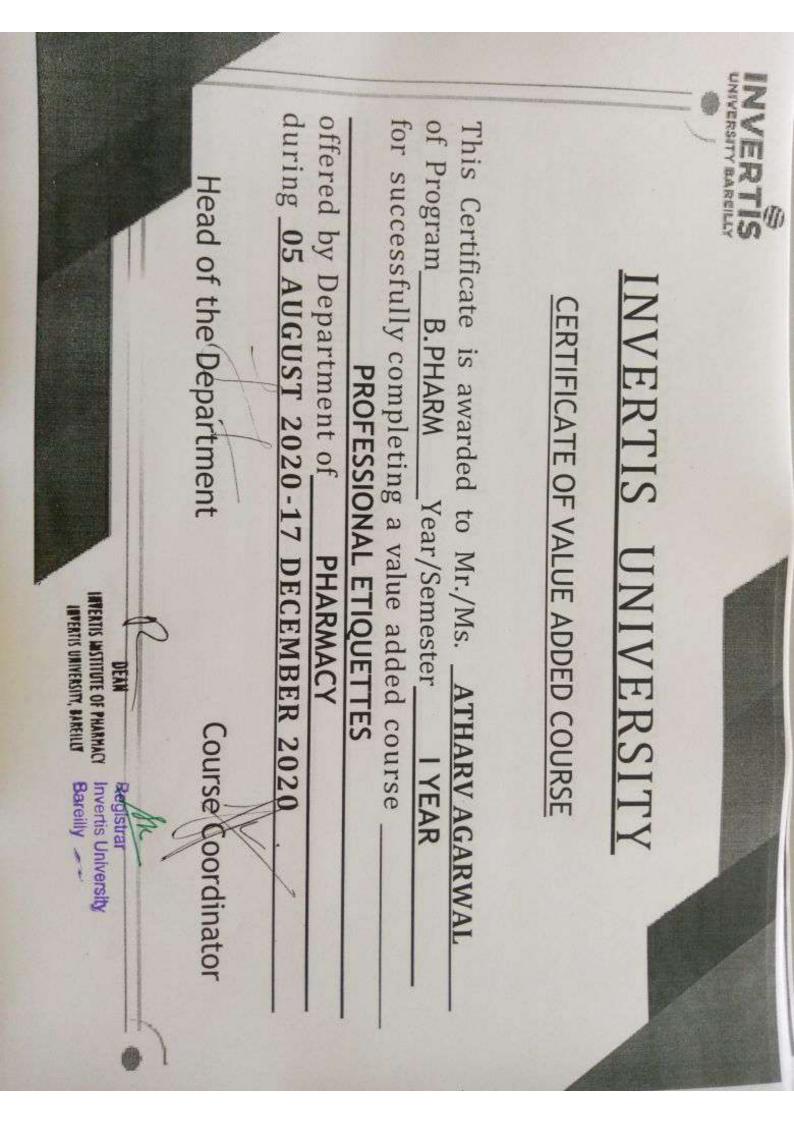


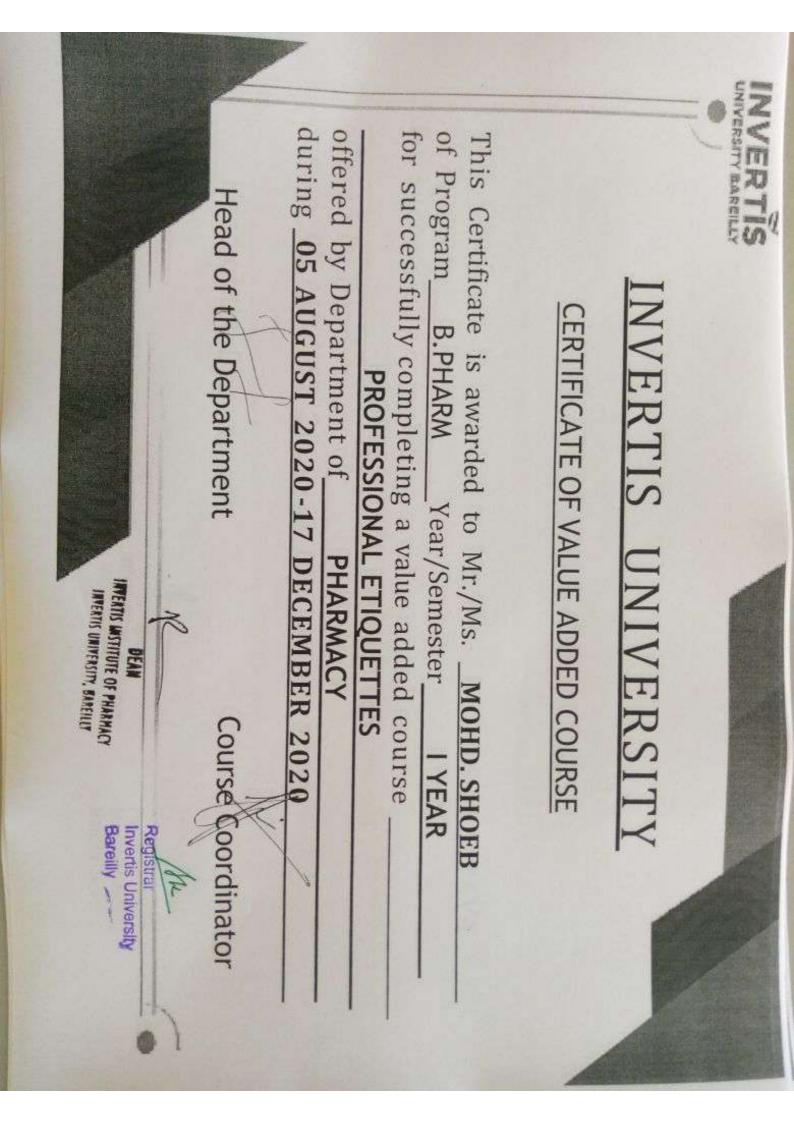




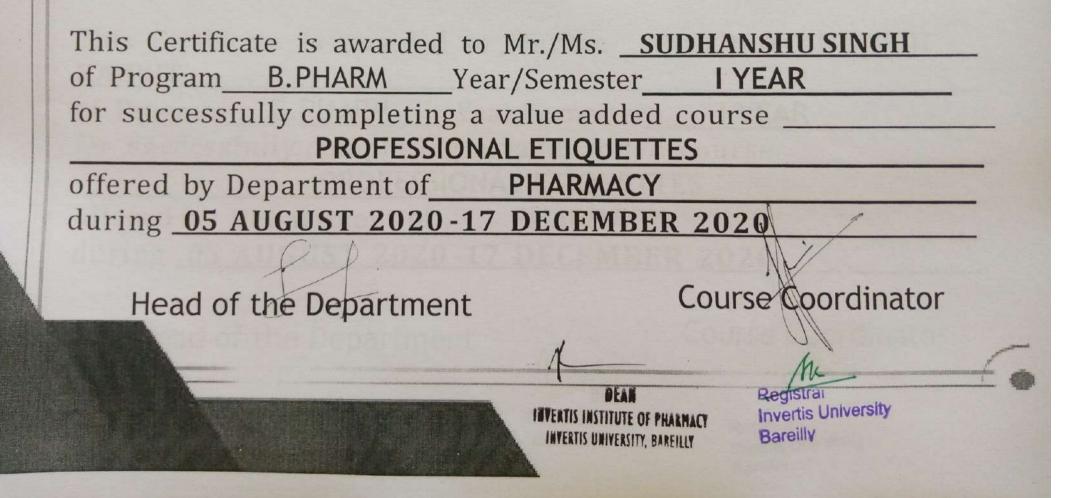


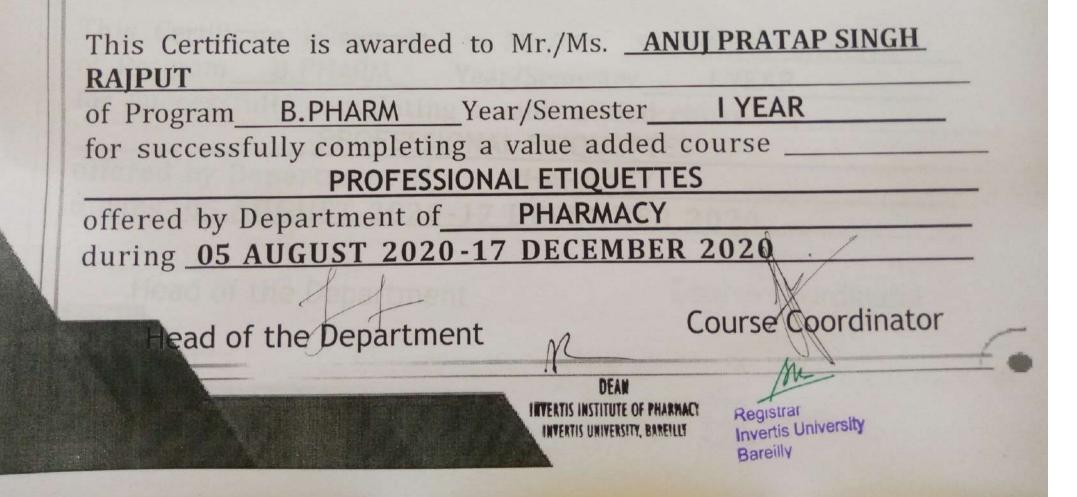


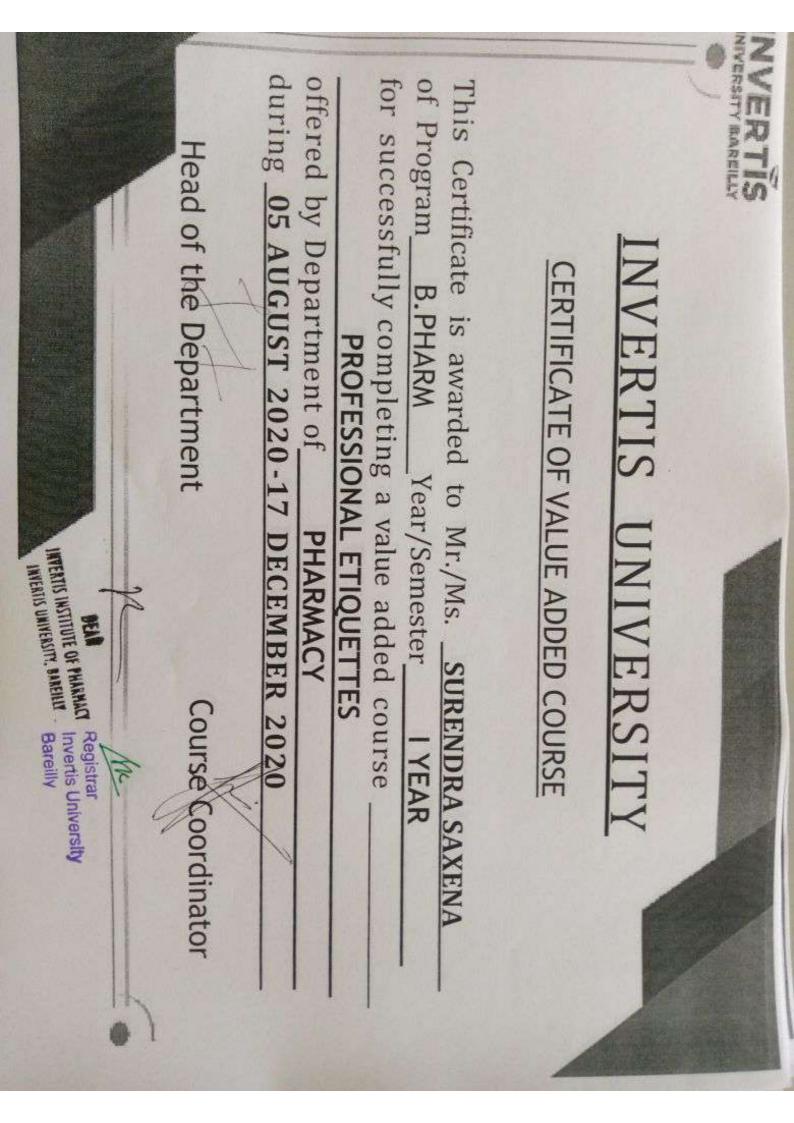


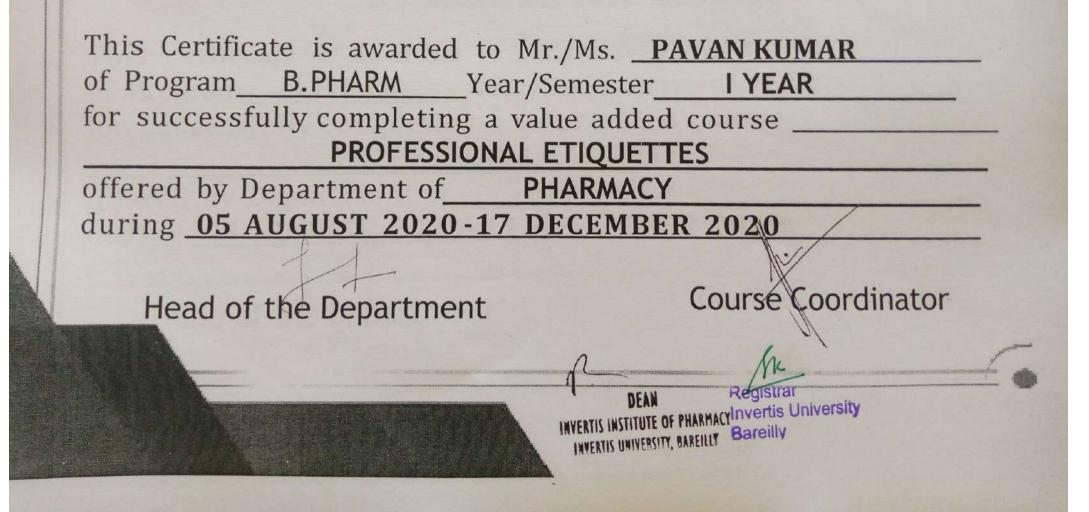


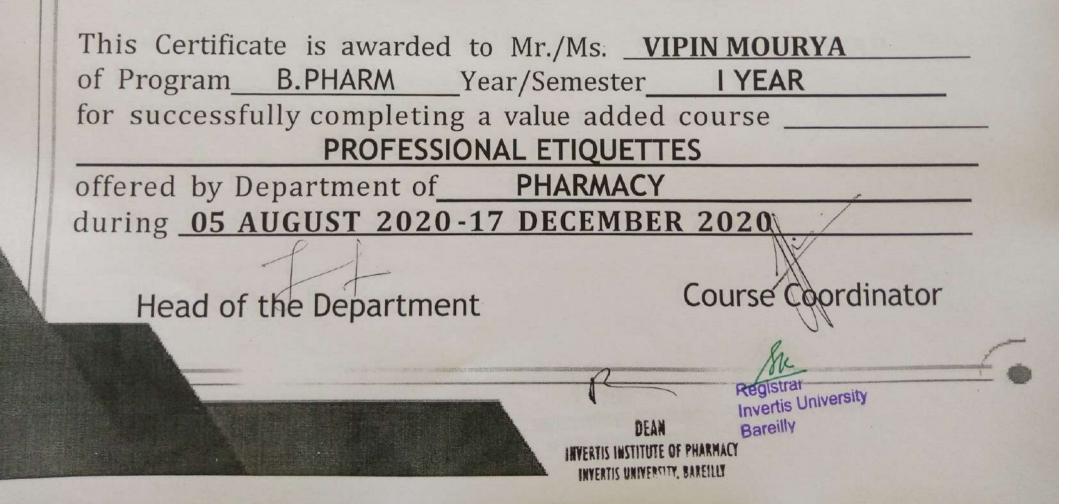
INVERTIS UNIVERSITY CERTIFICATE OF VALUE ADDED COURSE This Certificate is awarded to Mr./Ms. KUSHI SRIVASTAVA of Program B.PHARM Year/Semester IYEAR for successfully completing a value added course _____ **PROFESSIONAL ETIQUETTES** offered by Department of PHARMACY during 05 AUGUST 2020-17 DECEMBER 2020 Course Coordinator Head of the Department DEAN Registrar INVERTIS INSTITUTE OF PHARMACY Invertis University INVERTIS UNIVERSITY, BAREILLY Bareilly ____

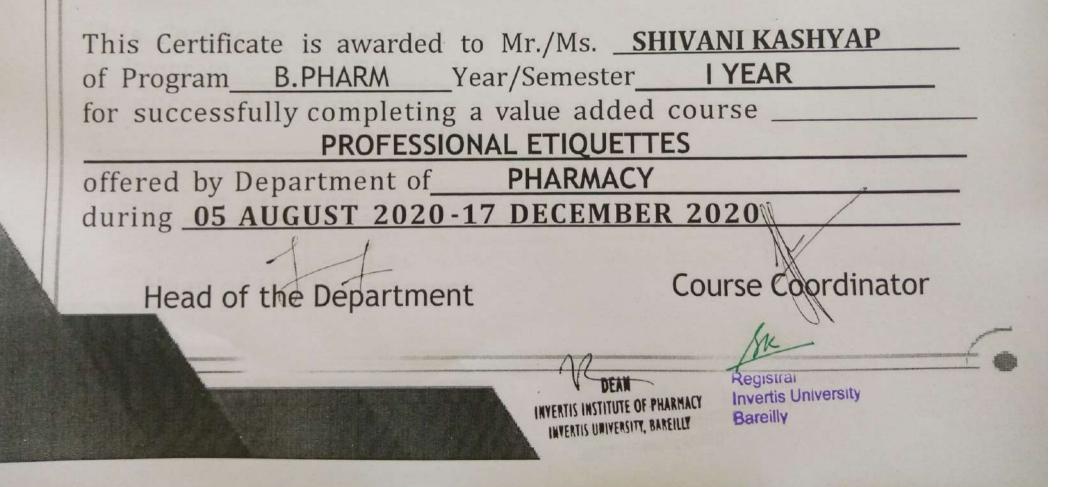






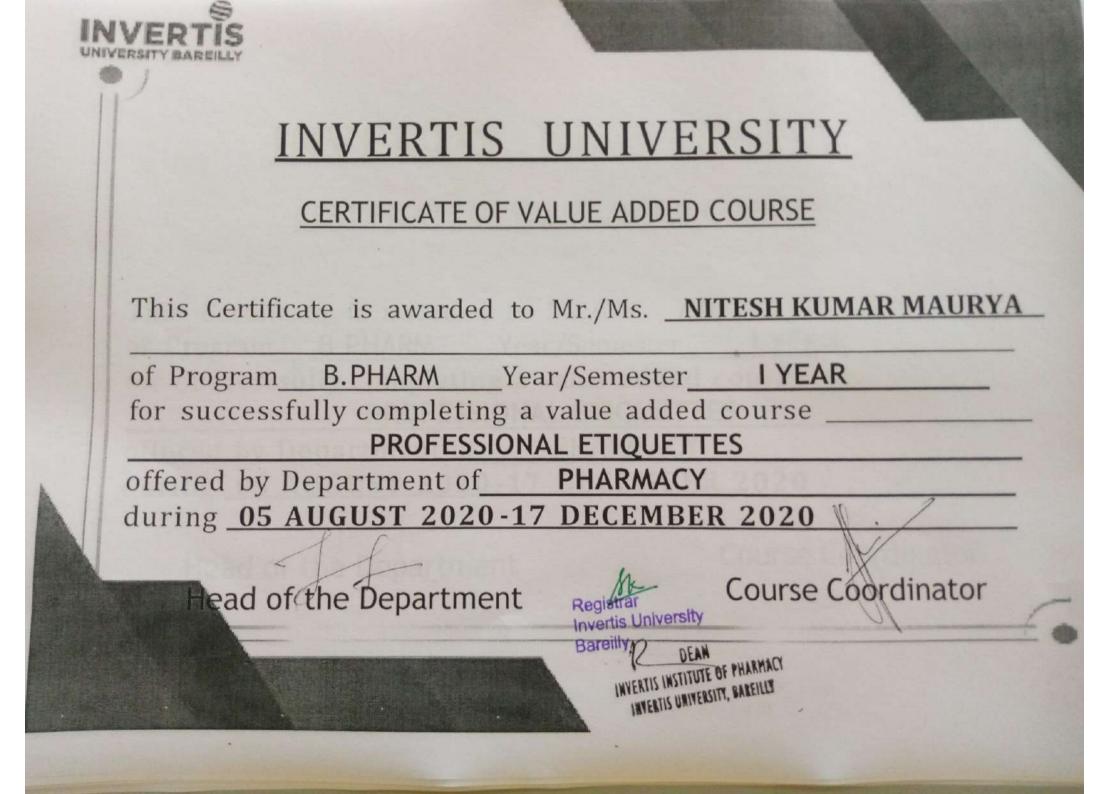






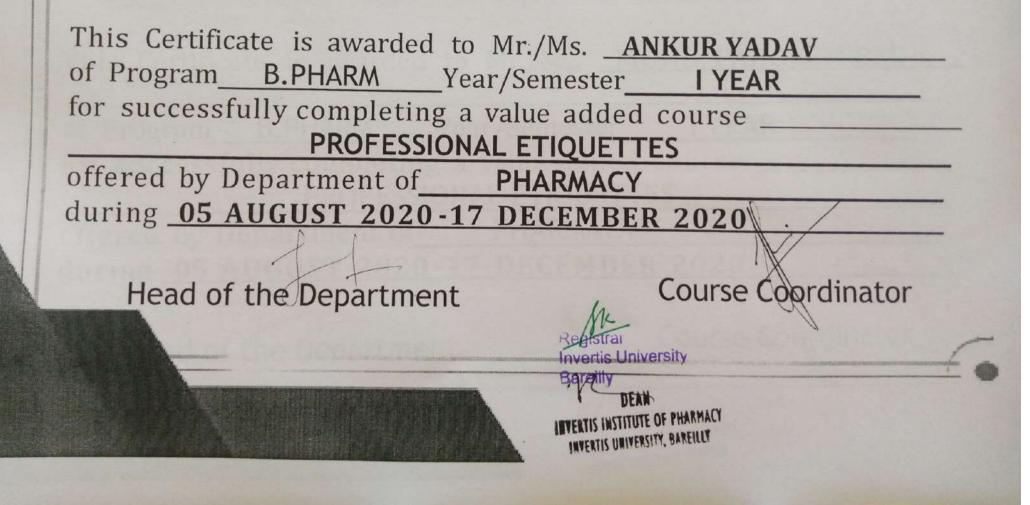
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This Certificate is awarded to Mr./Ms. SAKSHAM SHARMA of Program B.PHARM Year/Semester IYEAR for successfully completing a value added course ____ **PROFESSIONAL ETIQUETTES** offered by Department of PHARMACY during 05 AUGUST 2020-17 DECEMBER 2020 Course Coordinator Head of the Department Registral Invertis University ERTIS INSTITUTE OF PHARMACY Bareilly INVERTIS UNIVERSITY, BAREILLY

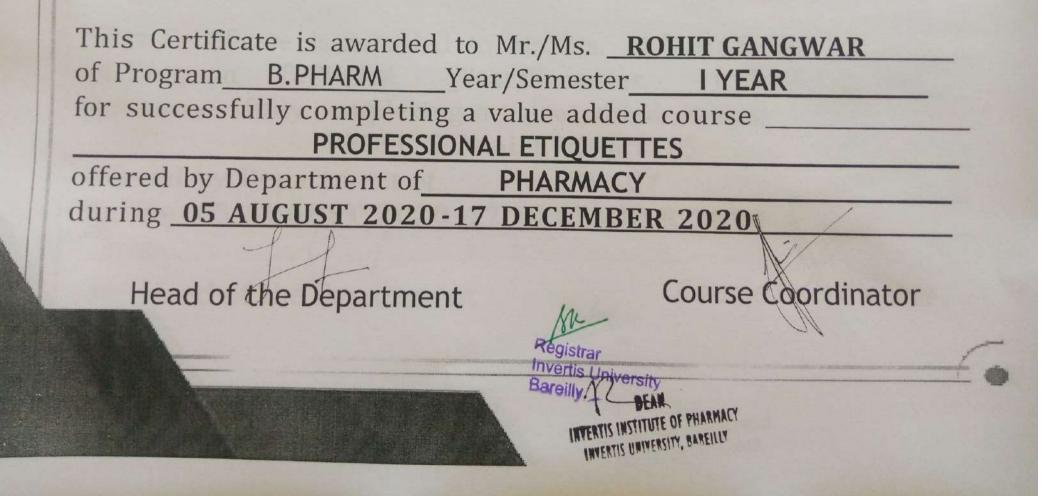


















CERTIFICATE OF VALUE ADDED COURSE

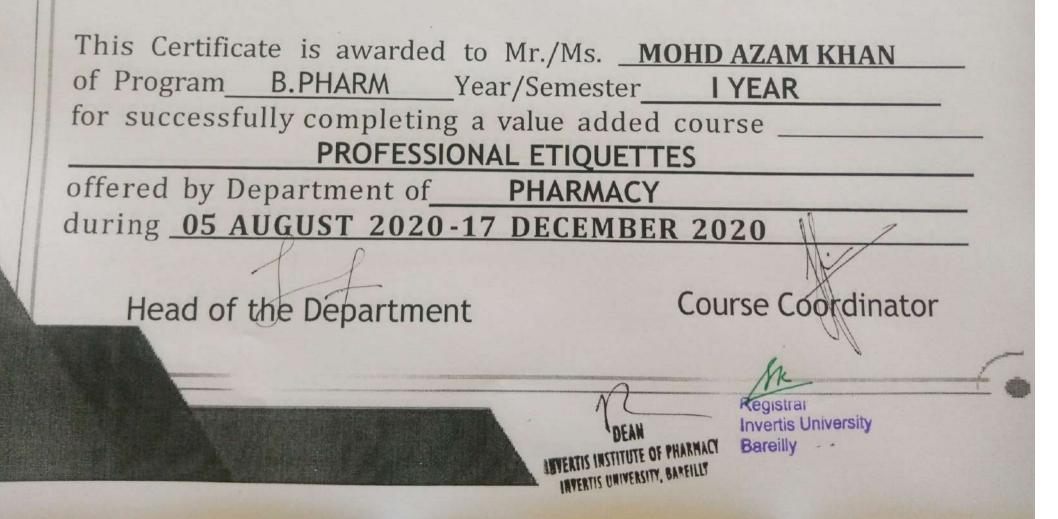
This Certificate is awarded to Mr./Ms. RAJKUMAR MALAKAR

of Program B.PHARM Year/Semester IYEAR	
for successfully completing a value added course	
PROFESSIONAL ETIQUETTES	
offered by Department of PHARMACY	
during 05 AUGUST 2020-17 DECEMBER 2020	
Head of the Department Rourse Coordinator	
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INVERTIS UNIVERSITY, BAREILLY	





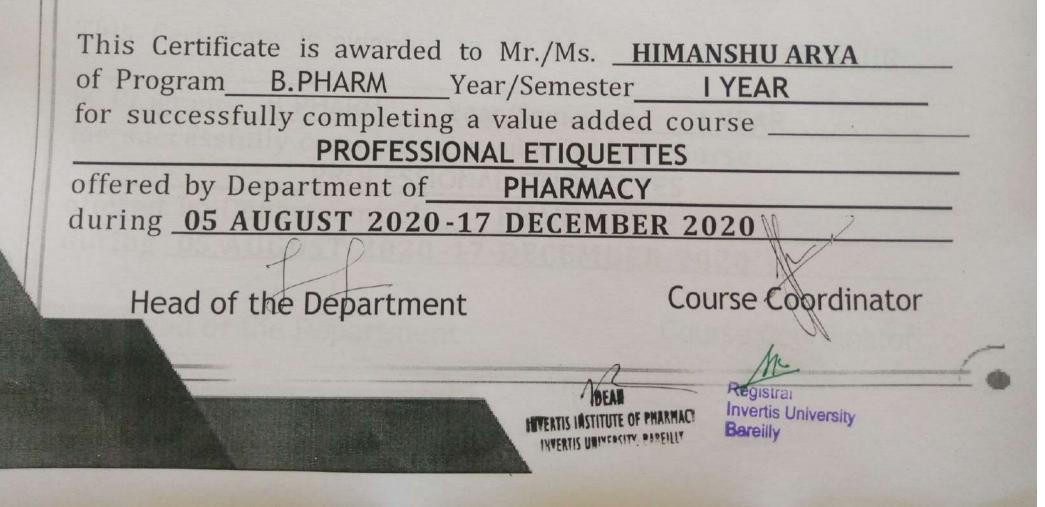






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INVERTIS UNIVERSITY BAREILLY	
	INVERTIS UNIVERSITY
	CERTIFICATE OF VALUE ADDED COURSE
	ficate is awarded to Mr./Ms. <u>AMAN KUMAR GAUR</u>
of Program	n <u>B.PHARM</u> Year/Semester <u>I YEAR</u>
Ior succes	sfully completing a value added course
offered by	Department of PHARMACY
during <u>05</u>	AUGUST 2020-17 DECEMBER 2020
Head o	of the Department Course Coordinator
	INVERTIS UNIVERSITY, BAREILLY INVERTIS UNIVERSITY, BAREILLY Bareilly

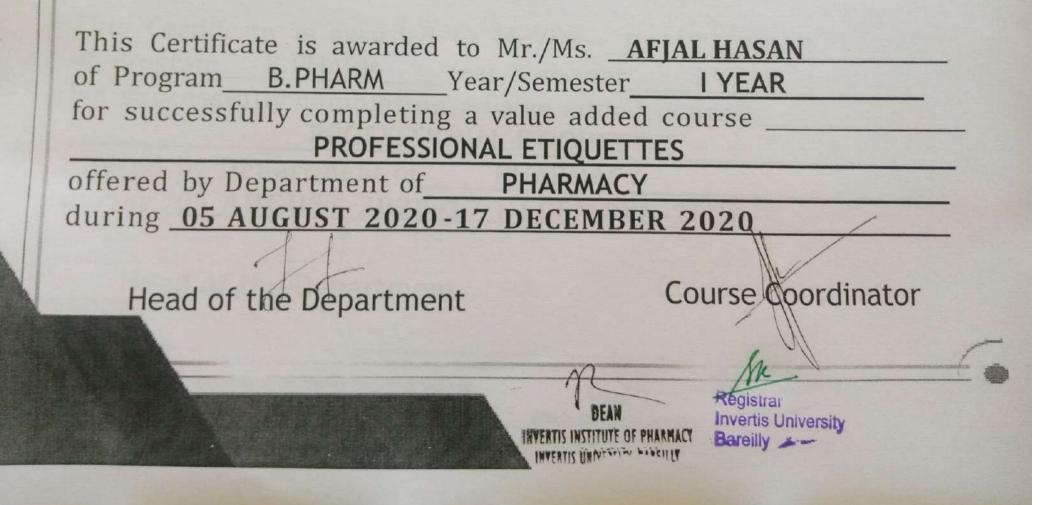
INVERTIS UNIVERSITY BAREILLY		
	INVERTIS UNIVERSITY	
	CERTIFICATE OF VALUE ADDED COURSE	
This Certific	cate is awarded to Mr./Ms. <u>SAURABH CHAUHAN</u>	
of Program_ for successf	B.PHARM Year/Semester IYEAR fully completing a value added course	
	PROFESSIONAL ETIQUETTES	
	Department of PHARMACY AUGUST 2020-17 DECEMBER 2020	
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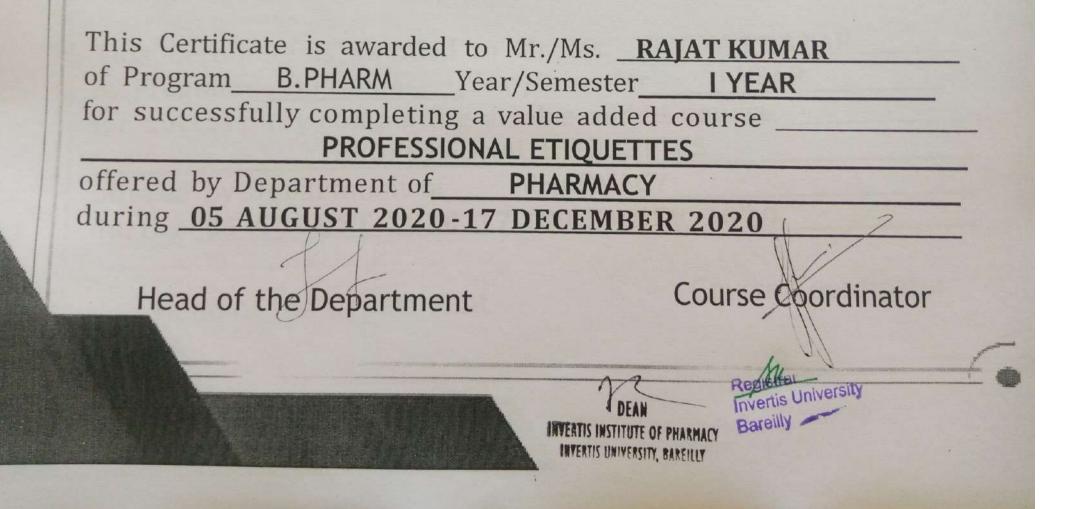




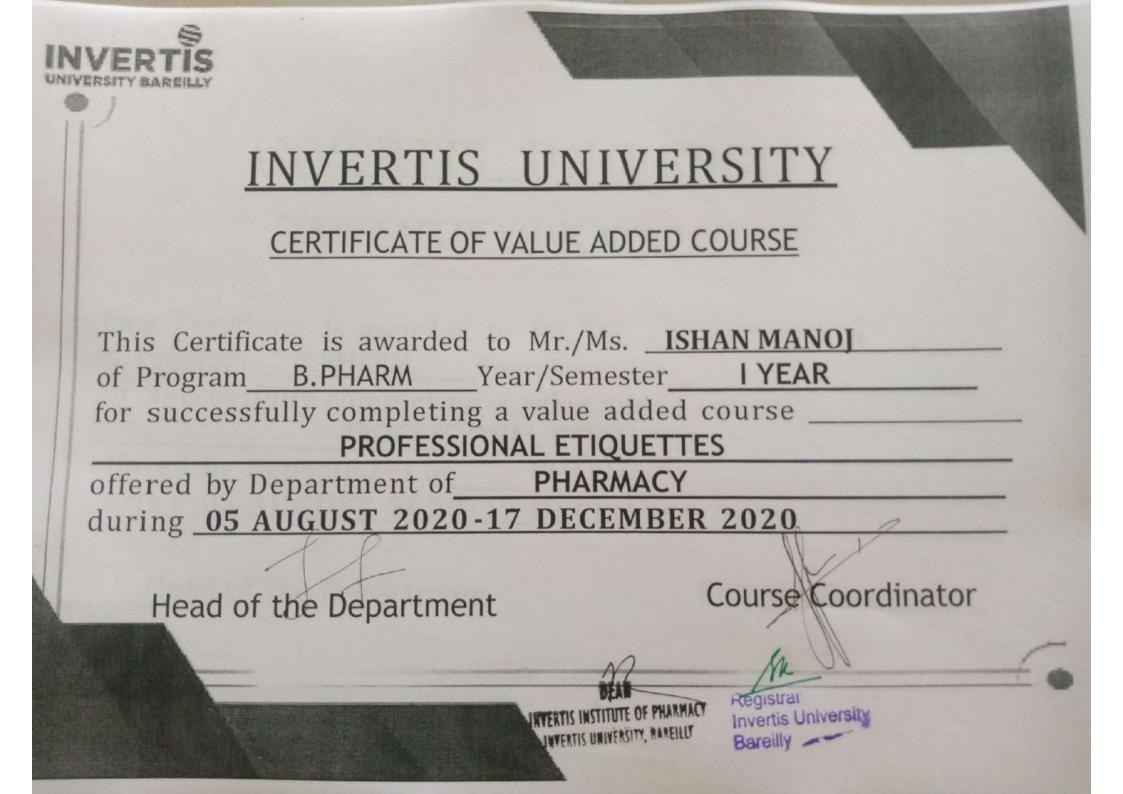






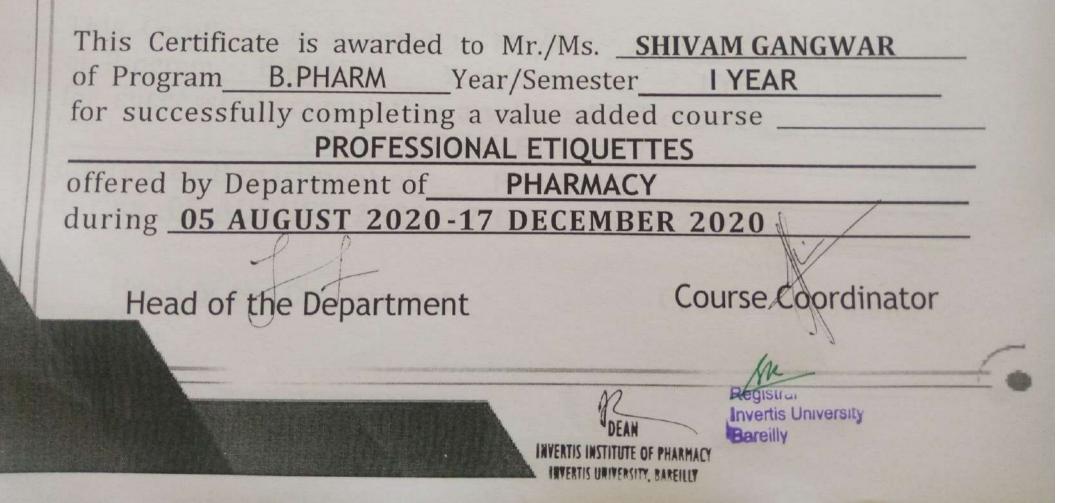


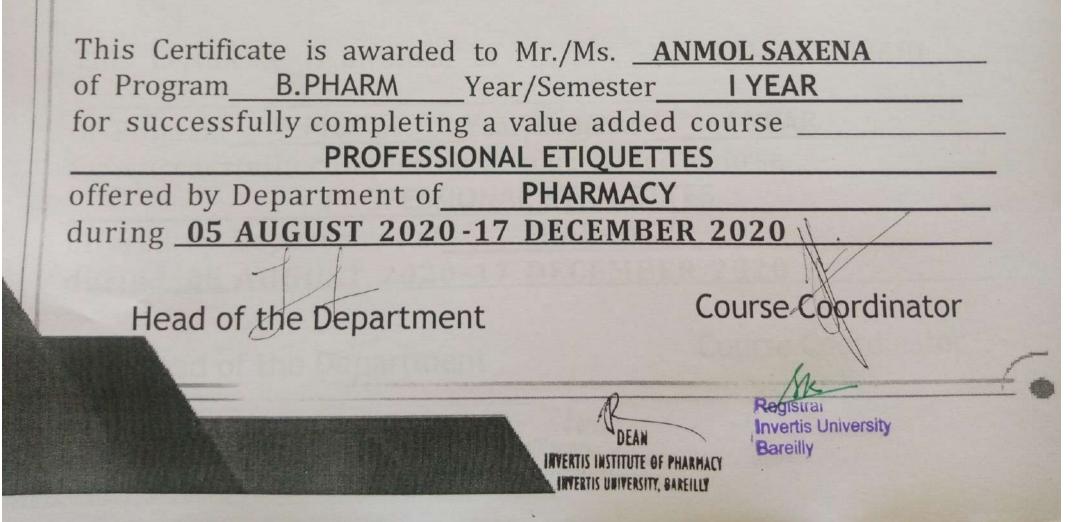














CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. VAISHNAVI TEWARI

