

Value Added Course

Course Details:

Name of the Course: - Aptitude Building and Communication Skills

Course Code –PC01

Course Offered to – B.Tech (CE)

Course Duration – 36Hrs

Course Coordinator: - Mr. Akshay Mani

COURSE OBJECTIVES:

1. To prepare the students write their project report
2. Get ready to write proposals implementing their ideas
3. To prepare them to speak in Public
4. To make them prepare effective Presentations
5. Enable students in Aptitude building
6. Enable students to use their Aptitude Knowledge effectively in decision making

COURSE OUTCOMES:

CO Number	CO Statement
CO1	To enhance basic skills related to aptitude i.e. Common methodologies of solving questions related to Verbal Aptitude, Logical Reasoning and Quantitative Aptitude
CO2	To create a holistic growth keeping areas of soft skills in mind.
CO3	To understand the use of aptitude in all the spheres of career and prepare for them precisely.
CO4	To speak fluently and develop communication skills.

Course Outline:

Module I: Report, Proposal, and Project

Report Writing, Types, Structure, Style and Writing of Reports (on different topics), Characteristics of Report, Categories and Types of Report, Types of Proposal, Nature and Significance, Structure of formal Proposal, Sample Proposal, Writing Proposals on different topics, Difference between Report and Proposal, Project Writing: Essential Features, Structure, Choosing the Subject and Writing the Project on the related Subject.

Module II: Speaking Skills

Group Discussions, Public Speaking, Assertive and Negotiation Strategies.

Module III: Communication Skills

Activities related to Skills required for Engineers (Managerial Skills, Leadership Skills, and Organizational Skills).

Module IV: Strategies for Recruitment

Recruitments and Interviews, Stages in Job Interview, Desirable Qualities, Reviewing the common Question Types of Interviews.



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Module V: Numbers and Arithmetic Basic

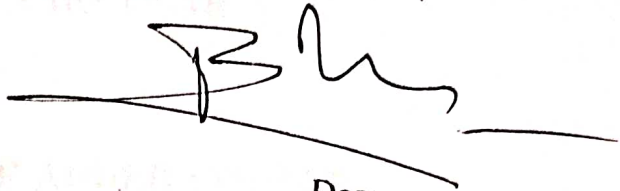
Classification of Numbers, Divisibility rules –LCM/HCF, Remainders – Base System, Surds, Indices, Logarithms, Percentage, Profit and Loss, Ratio and Proportion, Approximations, Vedic Maths, Intro to DI, Comprehensive Practice Test on Number system, Percentage and Calculation,

Simple Arithmetic:

Code-decoding, Analogies, Direction Test, Blood relations ,Comprehension Practice test-1 (Cumulative) ,Comprehension Practice test-2 (Cumulative)



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CIRCULAR

05 Aug 2021

VALUE ADDED COURSE

(Aptitude Building and Communication Skills)

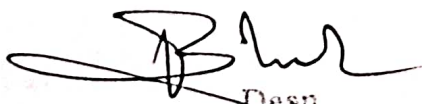
Student of B.Tech (CE) Ist year are hereby informed that value added course "Aptitude Building and Communication Skills" is scheduled from 1 September 2021 in your respective classroom, Academic Block-II.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Akshay Mani
- Duration: 2 hrs

Program Overview:

The objective of the "Aptitude Building & Communication Skills" subject is to develop the basics of the students towards three segments of Aptitude that are Verbal Aptitude, Logical Reasoning and Quantitative Aptitude. The subject is offered in order to make the students industry ready/corporate ready and to help them understand the need to improve on the areas of aptitude.


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Mr. Arvind Kumar

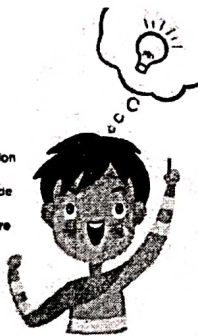
(HOD)
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APTITUDE BUILDING AND COMMUNICATION SKILLS


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Organized by:-
Department of Civil Engineering

Good communication
skills and a strong
quantitative aptitude
Keys to the Future



Program: - B.TECH(CE-I SEM)

03:00 PM TO 05:00 PM

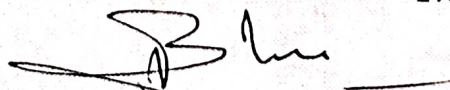
SEPT 01 - SEPT 23 2021

HOD:
Mr. Arvind Kumar

Key Speaker :
Mr. Akshay Mani



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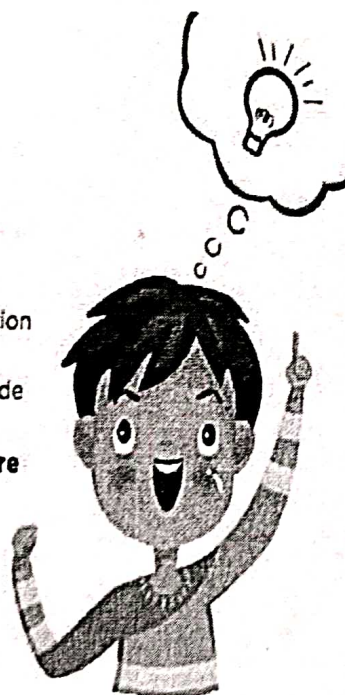
APTITUDE BUILDING AND COMMUNICATION SKILLS

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Good communication
skills and a strong
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Keys to the Future



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