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SEMESTER 1 – English Communication & SoftSkills – Part 1

Aim

To educate and enrich the students on setting goals, career planning and lateral thinking. Equip them on techniques of reading, learning and listening skills.

Course Objectives

To enable students to,

- Assess individual communication skills.
- Plan career
- Set Goals
- Enhance their ability to build stories and situational thinking.
- Improve their language through grammar
- Enhance techniques such as listening, non-verbal communication, verbal oral& written skills etc.

Unit I

Assessment of individual levels of communication skills, aptitude and employability skills;

Psychometric test, SWOT analysis; Planning on setting goals; Understanding the stand of students, College Ethics.

Unit II

Introduction to Career planning; General Motivation; Communication Skills; Goal setting – Introduction to Soft Skills - Presentation skills - Intra-personal skills.

Unit III

Reading Skills, Learning & Studying Skills, Memory Techniques, Programmed Thinking, Lateral Thinking, Creativity, Questioning & Listening Skills.

Unit IV

Initiation, Stage Fear, Lateral Thinking; Self Introduction using an Adjective & Noun – Newspaper

Assessment on Nouns; Pronouns – Passage writing by replacing noun with Pronoun; Verbs -

Newspaper Assessment on Verbs; Adjectives & Adverbs; Articles - Mime the profession,

Assessment for Articles; Prepositions; Past, Present and Future Tense; Situational GD & Story

Telling on Tenses; Simple, Compound and Complex Sentences; Active & Passive Voice; Sentence Formation and Completion.

Unit V

Art of communication – the communication process - Word building and Role play; Exercise on English Language through symposiums and workshops.

References

- 1) A Practical Course in Spoken English by J.K.Gangal
- 2) Effective English Communication for you by V.Shamala
- 3) Developing Communication Skills by Krishna Mohan & Meera Banerji
- 4) English for Competitive Exams by Bhatnagar

SEMESTER 2 – English Communication & SoftSkills – Part 2

Aim

To educate and enhance the students on English language, story building and article summarization.
Equip the students on group discussion and public speaking skills.

Course Objectives

To enable students to,

- Enhance English Language and Listening Ability
- Enhance Non-Verbal Communication
- Improve their written communication through
Story- Building, Article Summarization and Audio/Video
Analysis.
- Enhance their group behavior and team building skills.
- Build resumes, speak in public, debate and discuss in groups

Unit I

English language enhancement- Business Idioms- Indianisms in English- Common Errors in Pronunciation - Signposts in English- Verbal ability- Phrases, clauses and modifiers - errors in tenses – prepositional errors – parallelism errors – mood, conditionals and multiple usages.

Unit II

English listening- hearing Vs. listening - Nonverbal communication – Appearance, dressing and grooming -Tips to maintain good impression at work - business etiquette – basic postures and gestures and table manners, Body language - dealing with people communication - media etiquette - telephone etiquette, email etiquette.

Unit III

Written Communication - Story Building; Article Summarization, Audio Analysis & Voice Recording; Article Summarization & Movie / Video Analysis;

Unit IV

Group discussion, interviews and presentation skills - Group behaviour – Team Work – Team building – Open and Closed group discussions. Public speaking skills – Social Phobia – Eliminating Fear - Organizing speech and effective delivery – Common etiquette of Public speaking - opening and closing of speech, audience management and styles.

Unit V

Exercises on Resume writing - Public speaking, Group discussion, debate, extempore, quiz and contemporary group play and role play.

References

1. Word Power Made Easy by Norman Lewis
2. High School English Grammar by Wren and Martin
3. English Conversation Practice by Grant Taylor
4. Group Discussion and Interviews by Anand Gangly
5. Art of Social Media by Guy Kawasaki

SEMESTER 3 – Aptitude & Cognitive Skills Basics – Part 1

Aim:

To educate and enrich the students on quantitative ability, reasoning ability, and verbal ability.

Course Objectives

To enable students to,

- Improve their quantitative ability.
- Improve the ability of arithmetic reasoning
- Enhance their verbal ability through vocabulary building and grammar
- Equip with creative thinking and problem solving skills

Unit I

Quantitative Ability – I

Problems on Trains, Time and Distance, Height and Distance, Time and Work

Unit II

Quantitative Ability – II

Problems on Ages, Alligation or Mixture, Chain Rule, Simple Interest, Simple Equation, Theory Of Equation

Unit III

Reasoning Ability – I

Analytical Reasoning, Pipes and Cistern, Logical Problems, Logical Games, Logical Deduction, Data Sufficiency, Arithmetic Reasoning

Unit IV

Verbal Ability – I

Idioms & Phrases, Synonyms, Antonyms, Classification

Unit V

Creativity Ability – I

Venn Diagrams, Cube and Cuboids, Dice, Cubes and Dice, Figure Matrix

References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun sharma

SEMESTER 4 – Aptitude & Cognitive Skills – Part 2

Aim

To educate and enrich the students on quantitative ability, reasoning ability and verbal ability.

Course Objectives

To enable students to,

- Improve their quantitative ability.
- Improve their reasoning ability.
- Enhance their verbal ability through vocabulary building and grammar
- Equip with creative thinking and problem solving skills

Unit I

Quantitative Ability – III

Compound Interest, Profit and Loss, Partnership, Percentage, Set Theory

Unit II

Quantitative Ability – IV

True Discount, Ratio and Proportion, Simplification, Problems On H.C.F and L.C.M

Unit III

Reasoning Ability – II

Course of Action, Cause and Effect, Statement and Conclusion, Statement and Argument, Data Sufficiency (DS), Statement and Assumption, Making Assumptions

Unit IV

Verbal Ability – II

Change of Voice, Change of Speech, Letter and Symbol Series, Essential Part, Verbal Reasoning, Analyzing Arguments

Unit V

Creativity Ability – II

Seating Arrangement, Direction Sense Test, Character Puzzles, Missing Letters Puzzles, Mirror & Water Images

References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun sharma

SEMESTER 5 – Aptitude & Cognitive Skills – Part 3

Aim

To educate and enrich the students on quantitative ability, reasoning ability and verbal ability.

Course Objectives

To enable students to,

- Enhance their quantitative ability.
- Enhance their reasoning ability
- Enhance their verbal ability.
- Equip with creative thinking and problem solving skills

Unit I

Quantitative Ability – V

Square Root And Cube Root, Logarithm, Volume and Surface Area, Permutation and Combination

Unit II

Quantitative Ability – VI

Probability, Averages, Area, Odd Man Out, Crypt Arithmetic, Flowcharts

Unit III

Reasoning Ability – III

Data Interpretation Table Charts, Data Interpretation Bar Charts, Blood Relationship, Puzzles

Unit IV

Verbal Ability – III

Spellings, Selecting Words, Spotting Errors, Ordering of Words, Logical Sequence of Words

Unit V

Creativity Ability – III

Logical Puzzles, Playing Cards Puzzles, Clock Puzzles, Number Puzzles, Sudoku

References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun Sharma



SEMESTER 6 – Aptitude & Cognitive Skills – Part 4

Aim

To educate and enrich the students on quantitative ability, reasoning ability and verbal ability.

Course Objectives

To enable students to,

- Enhance their quantitative ability.
- Enhance their reasoning ability
- Enhance their verbal ability.

Unit I

Quantitative Ability – VII

Races And Games, Boats and Streams, Surds and Indices, Pipes and Cistern, Alligations And Mixtures

Unit II

Quantitative Ability – VIII

Numbers, Problems on Numbers, Pick Wrong Number, Missing Number, Areas, Shapes, Perimeter

Unit III

Reasoning Ability – IV

Data Interpretation Pie Charts, Data Interpretation Line Charts, Data Sufficiency (DS), Data Arrangements, LR – Arrangements, LR – Ranking

Unit IV

Verbal Ability – IV

Sentence Correction, Sentence Improvement, Completing Statements, Sentence Formation, Paragraph Formation

Unit V

Creativity Ability – IV

Dot Situation, Rule Detection, Embedded Images, Grouping Of Images, Image Analysis

References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun Sharma

