

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme	Bachelor of Technology				Branch/Spe c.	Computer Science & Engineering (CBA/CS/BDA)			
Semester	II				Version	1.0.0.0			
Effective from Academic Year			2018-19		Effective for the batch Admitted in			June 2018	
Subject code		Subject Name			Audit Course-II				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	1	0	0	0	1	Theory	0	0	0
Hours	1	0	0	0	1	Practical	0	0	0
Pre-requisites:									
Learning Outcome:									
On successful completion of the course the students will be able to:									
<ul style="list-style-type: none"> <li>• Develop and Present Professional Presentations</li> <li>• Develop discussion skills and further participate in discussions</li> <li>• Develop Reasoning Skills in Discussion</li> <li>• Plan primary CV with a view to develop it further in upcoming semesters</li> <li>• Asses himself/herself in various career related assessments</li> </ul>									
Theory syllabus									
Unit	Content								Hrs
<b>1.</b>	<b>Learning Presentation Skills</b> What is Presentation Key elements of Presentation Presentation Delivery Rules of a professional Presentation Positive and Nervous making Factors Tips for dynamic Deliveries Dealing with questions in Presentation								<b>2</b>
<b>2</b>	<b>Mock Presentation</b> Delivering Presentation								<b>2</b>
<b>3</b>	<b>Learning Group Discussion Skills</b> What is Group Discussion? Personality Qualities in Group Discussion Need of Group Discussion in Industry / Organization Organization's Group Discussion Perspective Aspects of Group Discussion Types of Topics Managing Score Cards in Group Discussion Techniques to Imitate Group Discussion Do's and Don'ts in Group Discussion Positive and Negative factors in Group Discussion								<b>3</b>

<b>4</b>	<b>Profile Development</b> Learning CV Building Skills Planning Profile Building Factors Execution Strategies for Profile Building	<b>2</b>
<b>5</b>	<b>Personality Skills</b> Learning through Professional Role Plays Learning Situation Reactions Picture & Word Perceptions	<b>2</b>
<b>6</b>	<b>Personality Assessments</b> Career Advancement Assessment Attention Disorder Assessment Comm. Skill Assessment Employability Skills Assessment	<b>2</b>
<b>7</b>	<b>Mock Group Discussions</b> Group Discussion on Factual & Abstract Topics	<b>2</b>
<b>Practical content</b>		
NA		
Moc Course		
Course Name:		
Link:		
<b>Reference Books</b>		
	<ol style="list-style-type: none"> <li>1. The “Art of Winning” by M Ashraf Rizvi</li> <li>2. “How to Succeed in Group Discussions” by Dr. S K Mandal</li> <li>3. “Presentation Skills: The Essential Guide for Students” by Patsy McCarthy&amp;Caroline Hatcher</li> </ol>	