



## Integral University, Lucknow

Effective from Session: 2023-24														
Course Code	CG 401	Title of the Course	Career Development Course				L	2	T	0	P	0	C	2
Year	4th	Semester	7th				L	2	T	0	P	0	C	2
Pre-Requisite	None	Co-requisite	None				L		T		P		C	
Course Objectives		<ul style="list-style-type: none"> <li>Aptitude is a person's ability to perform tasks. Organizations assess this skill to measure candidates' reasoning, problem-solving, memory, verbal skills, and mathematical ability. Depending on the job role requirements aptitude tests are used to know candidates' ability to understand tasks and solve work-related problems. As a result, aptitude tests are widely used by organizations during campus placements to hire and retain top talent.</li> <li>The course on soft skills aims at preparing young minds into professionals of tomorrow and to make them aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.</li> </ul>												
Course Outcomes														
CO1	Awareness on various principles involved in solving mathematical problems and thereby reducing the time taken for performing job functions													
CO2	Counting principles, Analysis and Interpretation of results.													
CO3	Job Application Resume writing													
CO4	Students will be better prepared for before, during and after the Interview													
CO5	Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of teamwork, Inter-personal relationships, conflict management and leadership quality													
Unit No.	Title of the Unit	Content of Unit							Contact Hrs.	Mapped CO				
1	<b>Quantitative &amp; Geometry</b>	Simple Interest and Compound Interest, Time Speed and Distance, Boats and Streams, Problem on Trains, Problem on Race, Progression, Time Work, Pipe Cistern, Chain Rule, Allegation and Mixture, Geometry							6	CO1				
2	<b>Advance Quantitative and Data Interpretation</b>	Permutation & Combination, Probability, Graph, Table, Bar diagram, Pie Chart							6	CO2				
3	<b>Writing Job Application</b>	<ul style="list-style-type: none"> <li>Netiquettes: Effective e-mail message. Writing Statement of Purpose - SOP</li> <li>Job Application: Cover letter, Differences between Bio-data, CV and Resume, Resume Construction. Video Resume</li> <li>Creating Professional Profiles on Professional Networking Sites like LinkedIn</li> </ul>							4	CO3				
4	<b>Interview Process</b>	<ul style="list-style-type: none"> <li>Ensuring success in job interview. Tips to prepare for before, during and after the interview.</li> <li>Interview Body Language Effective use of body language during Interview</li> <li><b>Grooming Tips:</b> Power Dressing. Wardrobe Etiquette. Grooming for Success. Interview Dress Code</li> <li>Common Interview Questions New</li> <li>Interview trends - Telephonic &amp; Skype Interview</li> </ul> <p>Mock interviews / Practice interview Sessions and feedback</p>							4	CO4				
5	<b>Employability Skill Requirements</b>	<ul style="list-style-type: none"> <li>Employer Expectations and Employability Skill Requirements</li> <li>Decision Making, Negotiation skills, Conflict Management and Leadership Skills</li> <li>Time Management Concept and Essential Tips</li> <li>Office Culture and office etiquettes</li> </ul>							4	CO5				
Reference Books:														
Arun Sharma, "Quantitative Aptitude for Cat", Mc Graw Hill Education														
RS Aggarwal, "Quantitative Aptitude", S Chand														
Managing Soft Skills for Personality Development – edited by B.N.Ghosh														
English and Soft Skills – S.P.Dhanavel														
The Definitive Book of Body Language. Pease														
e-Learning Source:														
<ul style="list-style-type: none"> <li><a href="https://www.indiabix.com/">https://www.indiabix.com/</a></li> </ul>														
Course Articulation Matrix: (Mapping of COs with POs and PSOs)														
PO-PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1			
CO1	2	2	2	2	1	1	1	1	1	1				
CO2	2	2	2	2	1	1	1	1	1	1				
CO3	1	1	1	1	1	1	1	1	3	3				

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<b>CO4</b>	1	1	1	1	1	1	1	1	3	3	
<b>CO5</b>	1	1	1	1	1	1	1	1	3	3	

**1-Low Correlation; 2- Moderate Correlation; 3- Substantial Correlation**

<b>Name &amp; Sign of Program Coordinator</b>	<b>Sign &amp; Seal of HoD</b>
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