**17CE31AC - PROFESSIONAL ETHICS & LIFE SKILLS**

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| **Course Category** | Audit Course | **Credits** | 0 |
| **Course Type** | Theory | **Lecture-Tutorial-Practical** | 2-0-0 |
| **Prerequisite** | None | **Sessional Evaluation** | - |
| **Semester End Exam Evaluation** | - |
| **Total Marks** | - |

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| **Course**  **Objectives** | To improve the student’s efficiency in Communicative English and quantitative ability can sharpen thinking ability and fasten their problem solving skills which will be helpful for the students personally and professionally. | |
| **Course Outcomes** | CO1 | Formulate the problem quantitatively and use appropriate arithmetical, and/or statistical methods to solve the problem. |
| CO2 | Apply mathematical tools and methods to formulate relationships between different quantities, in fields such as the physical and social sciences. |
| CO3 | Understand core values that shape the ethical behaviour of an Engineer. |
| CO4 | Create positive impressions, increasing confidence and self-esteem and Enhancing communication skills. |
| CO5 | Learnthe tips for professional interviews. |
| CO6 | Understand the verbal ability and reasoning. |
| **Course**  **Content** | **UNIT – I**  **QUANTITATIVE APTITUDE:** Number system – L.C.M & H.C.F – Find the Unit digit- Remainder Theorem – Problems on ages – Problems on Averages- Percentages – Simple interest – compound interest- Profit and loss, permutations and combinations, probability, boats and streams – Pipes and cisterns – Data interpretation – Table graph – Bar graph – Line graph – Pie chart.  **UNIT – II**  **REASONING:** Number and letter series- Coding and Decoding, Directions, Classifications – Venn Diagrams – Syllogism – seating arrangement – Analogy – Blood Relation – Clocks – Calendars – Puzzle Test – Coded inequality – Data Sufficiency.  **UNIT – III**  **PROFESSIONAL ETHICS AND HUMAN VALUES:**  **Human values**: Morals, values and ethics - Integrity – Work Ethic – Service.  Learning – Civic Virtue – Respect for Others – Living Peacefully – Caring – Sharing – Honesty – Courage - Valuing Time – Cooperation – Commitment – Empathy – Self-Confidence – Character – Spiritually.    **UNIT – IV**  **BUSINESS ETIQUETTE AND PERSONAL GROOMING:**  **Making a Great first impression:** How to present yourself to people, Greetings, introductions. The art of small talk - How to make proper introductions, paying and receiving complaints, Small talk & Networking, Developing Professional and personal image, Personal Hygiene and polish interpersonal skill.  **Etiquette of Dressing:** The do’s and don’ts in dressing, Understanding various dress codes, clothes and corporate Culture.  **UNIT – V**  **Accent Neutralization:** P – Pitch, I – Inflection, C – Courtesy, T – Tone,  U – Understanding, R – Rate of speech & E – Enunciation.  **Identifying and dealing with mother tongue Influence (MTI).**  **Preparation for interviews:** Conducting Research & Commonly asked questions, speaking up during interviews, GDs, Debate & Resume Building.  **UNIT – VI**  **VERBAL ABILITY**: Essay Writing, Comprehension, Email writing, Corrections of Sentences, Synonyms & Antonyms. | |
| **Textbooks**  **& References** | **TEXTBOOKS AND REFERENCE BOOKS:**   1. Quantitative Aptitude by R.S.Agarwal. 2. Non-Verbal reasoning by R.S.Agarwal. 3. Soft Skills - Know Yourself & Know the world by Dr.Alex 4. Communication by Meenakshi Raman and Sangeeth Sarma. 5. Charles D.Fleddermann, “Engineering Ethics”, Pearson Education/Prentice Hall, New Jersey, 2004 (Indian Reprint). | |