17CS32AC – PROFESSIONAL ETHICS AND LIFE SKILLS

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| **Course Category:** | Audit Course | **Credits:** | 0 |
| **Course Type:** | Theory | **Lecture – Tutorial – Practical:** | 2-0-0 |
| **Prerequisite:** | Require the fundamentals of basic sciences | **Sessional Evaluation:**  **Univ. Exam Evaluation:**  **Total Marks:** | 40  60  100 |
| **Objectives** | * Demonstrate various principles involved in solving mathematical problems and thereby reducing the time taken for performing job functions. * Practice assigning variables to quantities in order to describe relationships between those quantities * Understand their own communication style, learn the essentials of good communication and improve their confidence to communicate effectively. * Ability to give contribution to the planning and coordinate team work to make problem solving decisions related to ethics. | | |

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| **Course Outcomes** | Upon the successful completion of the course, the students will be able to : | |
| CO1 | Interpret quantitative information (i.e., formulas, graphs, tables, models, and schematics) and draw implications from them. |
| CO2 | Manipulate with algebraic formulas and critical thinking about graphical representation of data to verify data sufficiency |
| CO3 | Understand the basic perception of profession, professional ethics, various moral & social issues, industrial standards, code of ethics and role of professional ethics in engineering field. |
| CO4 | Identify key issues within each case to study and investigate the role behaviour of engineers within the context corporate culture |
| CO5 | Participate in discussion to acquire personal reflection , understand current personal working practices and identify the ways in which how to improve to face interviews |
| CO6 | Integrate, synthesize, and apply knowledge of vocabulary to improve the focus of compose, use, type and learn the structured English to avoid various problems |
| **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**: 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 – Spirituality  **UNIT – IV**  **Business Etiquette and Personal Grooming :**  **Great First Impression**: How to present yourself to people, Greetings, Introductions The art of small talk - How to make proper introductions, Paying & Receiving Compliments, Small Talk & Networking ,Developing Professional and Personal Image, Personal Hygiene & 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, Correction of Sentences, Synonyms & Antonyms. | |
| **Text Books and References** | **TEXT BOOKS AND REFERENCES:** Quantitative Aptitude for Competitive Examinations by Dr.R.S.Agarwal, S.Chand PublicationsA Modern Approach to Verbal & Non-Verbal Reasoning by Dr.R.S. Aggarwal, S. Chand PublicationsSoft Skills: Know Yourself &amp; Know the World 01 Edition by Dr.K.Alex, S.Chand Publications  1. Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Third Edition, Oxford University Press Publishers. 2. Charles D. Fleddermann, “Engineering Ethics”, Pearson Education / Prentice Hall, New Jersey, 2004 (Indian Reprint). | |
| **E-Resources** | 1. <https://nptel.ac.in/courses/106105166/> 2. https://onlinecourses.nptel.ac.in/noc17\_cs22/preview | |