



NGM College (Autonomous), Pollachi

Value Education (Academy for Professional Development)

PAPER I	CORPORATE READINESS	SEMESTER – V
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Objective - To enhance and hone the latest skills of the students and train them with the right set of values and skills for a professional career start.

	TOPICS
1	Overview of Various fields and Industries, Activity- Facts of IT & other industries.
2	Difference between Campus & Corporate, Role Play. Office hospitality. Professional skills. Entrepreneurial Skills.
3	Grooming for Corporate-1: Workplace, Dining etiquette, Telephone, Meeting & Mailing Etiquette.
4	Grooming for Corporate-2: Listening Skills, Team Skills, Assertiveness and Attention to Detail.
5	Resume Building-Mock Interview- Aptitude: The role of aptitude test in emerging competitive environment – Occupational and educational purposes -Personality Tests- Aptitude related to management skill- Types of aptitude -Situational Judgment Test- Perceptual Speed.

Course Outcome -

- Enable the students to understand various industries scenario and its office manners.
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.
- To learn about various protocol skills in connection with workplace.
- Enable the students to built confidence to face the challenges in the interviews ultimately for the success.

PAPER II	TRANSFORMATION TO CORPORATE	SEMESTER – VI
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Objective - To enrich and enhance the students' employability, empowerment and to present themselves successfully in the society and to make a student excel as an individual in the industry where he/she wants to shine.

	TOPICS
1	LSRW- Speaking: Preparation on self, family, Friends, environment, Group dynamics on current happenings, picture reading, Gain confidence thro' role play, Job description on habitual actions. Cardinal messages on, and filling in message forms.
2	General knowledge and current affairs - Regional, national and international events - Geographical, political and historical facts - Basic knowledge with regard to health and health promotion – HR: Inter-personal skill, Group discussion and Extempore.
3	Greetings and Introductions - Face to Face interaction - Interview Skills: I can present – JAM.
4	Presentation Skills (Evaluation Rubric) – Entrepreneurship development
5	Aptitude: <u>Arithmetic</u> : Numbers-Profit and loss-Simple and compound interest-Ratio-Percentage-Problem on Ages-Average-Time and Work-Area-Partnership-Odd man out. <u>Reasoning</u> : Analogy-Blood Relation-Classification-Puzzle Test- Critical Thinking-Coding and Decoding-Statement and Assumption-Number Ranking-Direction Test-Alphabet Test-Numerical Reasoning.

Course Outcome -

- train students to summon words relevant to the immediate communication tasks.
- enable students to build a report of functional vocabulary and to move from the lexical level to the syntactic level.
- To enable students to keep themselves abreast of general knowledge and current information.
- Enable the students to develop the skills related to self introduction, one to one, Group and interview skills and for overall presentation skills.

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