

SYLLABUS OF VALUE ADDED COURSES

COURSE	CODE
SOFT SKILL	NSUSS01
APTITUDE	NSUAP01

SYLLABUS OF VALUE ADDED COURSES

	Contents	Hrs/Week
Unit – 1 Communication Skill	Know your self Vocabulary Training Letter Writing Report Writing Notice Writing E Mail Writing Group Discussion Presentation	12
Unit -2 Time Management	Importance of Time Management, Ways to manage time in work Time Management for the Multi tasker Time management and Problem solving	7
Unit – 3 Advance of Communication Skill	Active Listening Skill Knowing the Soft skills Identifying Communication Barrier Interpersonal skill Body Language Diction Improvement	7
Unit – 4 Leadership Skill	Managerial Skill Emotional Quotient and Emotional Intelligence Perception Problem Solving quality Positive attitude	7
Unit – 5 Industrial Knowhow	Introduction to various Job Sectors Ethics at work place Introduction to performance evaluation Corporate culture	5
Unit – 6 Interview Handling Session	Dress Code Body Language Psychology of the Interviewer Pre Interview Preparation Mock Interview Session	7

APTITUDE SYLLABUS

Credit: 03

Duration: 6 Months (45 hours total)

Section 1: Language Comprehension (Approximately 10 hours)

1. **Reading Comprehension:** Strategies for understanding and analyzing passages.
2. **Vocabulary and Grammar:** Building a strong vocabulary and understanding sentence structures.
3. **Verbal Reasoning:** Critical thinking skills related to language.

Section 2: Mathematical Skills (Approximately 10 hours)

1. **Arithmetic:** Basic operations, percentages, ratios, and proportions.
2. **Algebra:** Solving linear equations, quadratic equations, and inequalities.
3. **Geometry:** Concepts related to lines, angles, triangles, circles, and polygons.

Section 3: Data Analysis & Sufficiency (Approximately 10 hours)

1. **Data Interpretation:** Understanding and analyzing data presented in tables, graphs, and charts.
2. **Data Sufficiency:** Solving problems based on given data and determining if it's sufficient.

Section 4: Intelligence & Critical Reasoning (Approximately 10 hours)

1. **Critical Reasoning:** Strengthening logical thinking and problem-solving abilities.
2. **Analytical Reasoning:** Solving puzzles, syllogisms, and other reasoning-based questions.

Section 5: Indian & Global Environment (Approximately 5 hours)

1. **General Knowledge:** Current affairs, business news, and global events.
2. **Business Awareness:** Understanding the corporate world, industry trends, and economic developments.