E.G.S. PILLAY ENGINEERING COLLEGE

(Autonomous)

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai

Accredited by NAAC with 'A' Grade | Accredited by NBA (CSE, EEE, MECH)

NAGAPATTINAM – 611 002

B.Tech. Information Technology

Full Time Curriculum and Syllabus

Second Year – Third Semester

Course Code	Course Name	L	T	P	C	Maximum Marks		
						CA	ES	Total
Theory Course								
1701MA301	Engineering Mathematics III	3	2	0	4	40	60	100
1702IT301	Data Structures and Algorithms	3	0	2	4	50	50	100
1702IT302	Digital Principles and Design	3	0	2	4	50	50	100
1702IT303	Principles of Communication	3	0	0	3	40	60	100
1702IT304	Computer Organization and Architecture	3	0	0	3	40	60	100
1702CSX02	Database Management Systems	3	0	0	3	40	60	100
Laboratory Course								
1702CSX52	Database Management Systems Lab	0	0	2	1	50	50	100
1704GE351	Life Skills: Soft Skills	0	0	2	-	100	-	100

L – Lecture | T – Tutorial | P – Practical | C – Credit | CA – Continuous Assessment | ES – End Semester

1701MA301	ENGINEERING MATHEMATICS III (Common to B.E - Civil, CSE, EEE, Mech B.Tech- IT Degree Programmes)	L	T	P	C
		3	2	0	4

PREREQUISITE :

1. Engineering Mathematics I
2. Engineering Mathematics II

COURSE OBJECTIVES:

1. To introduce Fourier series analysis and applications in Engineering, apart from its use in solving boundary value problems.
2. To acquaint the student with Fourier transform techniques used in wide variety of situations.
3. To introduce the effective mathematical tools for the solutions of partial differential equations that model several physical processes and to develop Z transform techniques for discrete time systems.

UNIT I FOURIER SERIES **12 Hours**

Dirichlet's conditions – General Fourier series – Odd and even functions – Half range sine series – Half range cosine series – Parseval's identity – Harmonic analysis – Simple Applications

UNIT II FOURIER TRANSFORMS **12 Hours**

Statement of Fourier integral theorem – Fourier transform pair – Fourier sine and cosine transforms – Properties – Transforms of simple functions – Convolution theorem – Parseval's identity

UNIT III PARTIAL DIFFERENTIAL EQUATIONS **12 Hours**

Formation of partial differential equations – Singular integrals — Solutions of standard types of first order partial differential equations – Lagrange's linear equation — Linear partial differential equations of second order with constant coefficients of homogeneous type- Applications

UNIT IV APPLICATIONS OF PARTIAL DIFFERENTIAL EQUATIONS **12 Hours**

Classification of PDE – Solutions of one dimensional wave equation – One dimensional equation of heat conduction – Steady state solution of two dimensional equation of heat conduction.

UNIT V Z – TRANSFORMS AND DIFFERENCE EQUATIONS **12 Hours**

Z - transforms – Elementary properties – Inverse Z – transform (using partial fraction and residues) – Convolution theorem – Formation of difference equations – Solution of difference equations using Z – transform.

TOTAL: 60 HOURS

FURTHER READING / CONTENT BEYOND SYLLABUS / SEMINAR :

1. Linear Algebra
2. Numerical Solution of non-homogeneous partial differential equations

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Use Fourier series analysis which is central to many applications in engineering
CO2 Apply Fourier transform techniques used in wide variety of situations
CO3 Compute the solution of partial differential equations
CO4 Solve boundary value problem using partial differential equation
CO5 Apply Z transform techniques for discrete time systems

REFERENCES:

1. Veerarajan. T., "Transforms and Partial Differential Equations", Second reprint, Tata McGraw Hill Education Pvt. Ltd., New Delhi, 2012
2. Grewal. B.S., "Higher Engineering Mathematics", 42nd Edition, Khanna Publishers, Delhi, 2012.
3. Bali.N.P and Manish Goyal, "A Textbook of Engineering Mathematics", 7th Edition, Laxmi Publications Pvt Ltd , 2007
4. Ramana.B.V., "Higher Engineering Mathematics", Tata Mc-GrawHill Publishing Company Limited, New Delhi, 2008.
5. Narayanan.S., Manicavachagom Pillay.T.K and Ramanaiah.G "Advanced Mathematics for Engineering Students" Vol. II & III, S.Viswanathan Publishers Pvt Ltd. 1998.
6. www.nptelvideos.in/2012/11/mathematics-iii.html

1702IT301	DATA STRUCTURES AND ALGORITHMS	L	T	P	C
		3	0	2	4

PREREQUISITE :

Programming in C and C++

COURSE OBJECTIVES:

1. Learn the fundamental concepts of Data Structures
2. Study the various algorithms and analysis methods
3. Use various data structures and algorithms techniques for real time examples

UNIT I INTRODUCTION **9 Hours**

Data Structures – Programming Strategies – ADT – Algorithms – Problem Solving – Complexity – Asymptotic Notations – Recurrence Relations

UNIT II DATA STRUCTURES **9 Hours**

Array – List: Types, Applications, Linked List – Stack: Operations, Applications, Implementations – Queue: Operations, Applications, Implementations – Tree: Types, Implementation, Applications

UNIT III DIVIDE AND CONQUER & DYNAMIC PROGRAMMING **9 Hours**

Divide and Conquer techniques with Algorithm Analysis – Merge Sort – Optimal Binary Search Tree, Huffman Tree – Strassen's Matrix Multiplications. Dynamic Programming with Algorithm Analysis – Graph – Warshall's, Floyd' Algorithms – Binomial Coefficient

UNIT IV GREEDY AND ITERATIVE METHODS **9 Hours**

Prim's Algorithm – Kruskal's Algorithms – Dijikstra's Algorithms – The stable Marriage Problem – Algorithm Analysis

UNIT V ALGORITHM ANALYSIS AND APPLICATIONS **9 Hours**

Algorithm Analysis and power – P,NP,NP-Complete Problems – Backtracking – N-Queen Problem, Graph Coloring – Branch and Bound –Decision Tree - Travelling Salesman Problem – Knapsack Problem

LIST OF EXPERIMENTS: **15 Hours**

MODULE 1:

1. Implement Array ADT
3. Write the program to perform Linked List, Stack and Queue Operations
4. Write the program to implement Tree Traversal operations
5. Write the program to implement sorting operations
6. Write the program to implement searching operations

MODULE 2:

1. Implement Tower of Honoi Problem using recursion
2. Implement Fibonacci number generation using recursion
3. Implement minimum spanning tree using Prim's, Kruskal's Algorithms
4. Write program to implement all the functions of a dictionary (ADT) using hashing.
5. Given the sequence of integers 5 9 1 7 4 3 2 0 manually arrange this sequence in ascending order using the three "'elementary"' sorting methods: insertion sort, bubble sort and selection sort, showing at each step the new configuration of the sequence. How many comparisons and how many element moves were used by each method? Which is the best performing method for sorting this array of integers? Which would be the worst arrangement of this sequence?

Hardware: Standalone desktops 30 Nos
Software: Turbo C++ compiler or equivalent

TOTAL: 60 HOURS

FURTHER READING / CONTENT BEYOND SYLLABUS / SEMINAR :

1. Decision Tree Approach
2. Networking problems

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Understand the concepts of Data structures and Algorithms
CO2 Explain various data structures
CO3 Apply Divide and Conquer & Dynamic programming method to solve different problems
CO4 Apply Greedy and Iterative method to solve different problems
CO5 Analysis various algorithms using various types and methods

REFERENCES:

1. Mark Allen Weiss, "Data Structures and Algorithm Analysis in C++", Pearson Education, 2014

2. Thomas H. Cormen, Charles E. Leiserson, Ronald L.Rivest, Clifford Stein, “Introduction to Algorithms", Second Edition, Mcgraw Hill, 2012.
3. Reema Thareja, “Data Structures Using C”, Oxford University Press, 2011
4. Aho, Hopcroft and Ullman, “Data Structures and Algorithms”, Pearson Education,2012
5. Michael T Goodrich, Roberto Tamassia, David Mount, “Data Structures and Algorithms in C++”, 8th Edition, Wiley Publishers, 2014.
6. nptel.ac.in/

1702IT302	DIGITAL PRINCIPLES AND DESIGN	L	T	P	C
		3	0	2	4

PREREQUISITE :

Basic Electrical and Electronics Engineering

COURSE OBJECTIVES:

Learn how to design digital circuits, by simplifying the Boolean functions. Also, gives an idea about designs using PLDs, and writing codes for designing larger digital systems.

UNIT I BOOLEAN ALGEBRA AND LOGIC GATES 9 Hours

Review of Number Systems – Arithmetic Operations – Binary Codes – Boolean Algebra and Theorems – Boolean Functions – Simplification of Boolean Functions using Karnaugh Map and Tabulation Methods – Logic Gates – NAND and NOR Implementations.

UNIT II COMBINATIONAL LOGIC 9 Hours

Combinational Circuits – Analysis and Design Procedures – Circuits for Arithmetic Operations, Code Conversion – Decoders and Encoders – Multiplexers and Demultiplexers – Introduction to HDL – HDL Models of Combinational circuits.

UNIT III SYNCHRONOUS SEQUENTIAL LOGIC 9 Hours

Sequential Circuits – Latches and Flip Flops – Analysis and Design Procedures – State Reduction and State Assignment – Shift Registers – Counters – HDL for Sequential Logic Circuits.

UNIT IV ASYNCHRONOUS SEQUENTIAL LOGIC 9 Hours

Analysis and Design of Asynchronous Sequential Circuits – Reduction of State and Flow Tables – Race-free State Assignment – Hazards

UNIT V MEMORY AND PROGRAMMABLE LOGIC 9 Hours

RAM and ROM – Memory Decoding – Error Detection and Correction – Programmable Logic Array – Programmable Array Logic – Sequential Programmable Devices – Application Specific Integrated Circuits.

LIST OF EXPERIMENTS: 15 Hours

1. Verification of Boolean Theorems using basic gates.
2. Design and implementation of combinational circuits using basic gates for arbitrary functions, code converters.
3. Design and implementation of combinational circuits using MSI devices: 4 – bit binary adder / subtractor Parity generator / checker Magnitude Comparator Application using multiplexers
4. Design and implementation of sequential circuits: Shift –registers - Synchronous and asynchronous counters
5. Coding combinational / sequential circuits using HDL.
6. Design and implementation of a simple digital system

Hardware: 1. Digital trainer kits 30

2. Digital ICs required for the experiments in sufficient numbers

Software: HDL simulator

TOTAL: 60 HOURS

FURTHER READING / CONTENT BEYOND SYLLABUS / SEMINAR :

1. Decision Tree Approach
2. Networking problems

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Understand different methods used for the simplification of Boolean functions
CO2 Explain the fundamentals of VHDL / Verilog HDL
CO3 Design and implement combinational circuits
CO4 Design and implement synchronous sequential circuits
CO5 Design and implement asynchronous sequential circuits

REFERENCES:

1. Morris Mano M. and Michael D. Ciletti, “Digital Design”, Pearson Education, 2015.
2. John F. Wakerly, “Digital Design Principles and Practices”, Seventh Edition, Pearson Education, 2015
3. Charles H. Roth Jr, “Fundamentals of Logic Design”, Fifth Edition – Jaico Publishing House, Mumbai, 2013.
4. Donald D. Givone, “Digital Principles and Design”, Tata Mcgraw Hill, 2013.
5. Kharate G. K., “Digital Electronics”, Oxford University Press, 2010.
6. http://nptel.ac.in

1702IT303	PRINCIPLES OF COMMUNICATION	L	T	P	C
		3	0	0	3

PREREQUISITE :

Basic Electrical and Electronics Engineering

COURSE OBJECTIVES:

This course is a graduate level introduction to the basic principles of digital communication systems. A digital communication system is one that transmits a source (voice, video, data, etc.) from one point to another, by first converting it into a stream of bits, and then into symbols that can be transmitted over channels (cable, wireless, storage, etc.). The use of the digital bit-stream as the interface between the source and the channel is universal regardless of what kind of source and channel are involved.

UNIT I FUNDAMENTALS OF ANALOG COMMUNICATION 9 Hours

Principles of amplitude modulation, AM envelope, frequency spectrum and bandwidth, modulation index and percent modulation, AM Voltage distribution, AM power distribution, Angle modulation FM andPM waveforms, phase deviation and modulation index, frequency deviation and percent modulation,Fr equency analysis of angle modulated waves. Bandwidth requirements for Angle modulated waves

UNIT II DIGITAL COMMUNICATION 9 Hours

Introduction, Shannon limit for information capacity, digital amplitude modulation, frequency shift keying, F SK bit rate and baud, FSK transmitter, BW consideration of FSK, FSK receiver, phase shift keying – binary phase shift keying QPSK, Quadrature Amplitude modulation, bandwidth efficiency, carrier recovery – squaring loop, Costas loop, DPSK.

UNIT III DIGITAL TRANSMISSION 9 Hours

Introduction, Pulse modulation,PCM sampling, sampling rate, signal to quantization noise rate,companding a nalog and digital percentage error, delta modulation, adaptive delta modulation, differentialpulse code modul ation, pulse transmission – Intersymbol interference, eye patterns.

UNIT IV SPREAD SPECTRUM AND MULTIPLE ACCESS TECHNIQUES 9 Hours

Introduction, Pseudonoise sequence, DS spread spectrum with coherent binary PSK, processing ga, FH spread spectrum, multiple access techniques – wireless communication, TDMA and CDMA in wireless communication systems, source coding of speech for wireless communications

UNIT V SATELLITE AND OPTICALCOMMUNICATION 9 Hours

Satellite Communication Systems-Keplers Law,LEO and GEO Orbits, footprint, Link model Optical Communication Systems-Elements of Optical Fiber Transmission link, Types, Losses, Sources and Detectors.

TOTAL: 45 HOURS

FURTHER READING / CONTENT BEYOND SYLLABUS / SEMINAR :

1. Mobile Communications
2. Wireless Communications

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Understand the concepts of analog communication techniques
CO2 Understand the concepts of digital communication techniques
CO3 Explain various digital communication techniques with keying principles
CO4 Analyze the performance Spread Spectrum and multiple access techniques
CO5 Explain satellite and optical communication

REFERENCES:

1. Wayne Tomasi, " Advanced Electronic Communication Systems", Pearson Education, 2016.
2. Simon Haykin, "Communication Systems", 7th Edition, John Wiley & Sons. 2012.
3. H.Taub, D L Schilling ,G Saha ,"Principles of Communication"3/e,2011.
4. B.P.Lathi,"Modern Analog And Digital Communication systems", 3/e, Oxford University Press, 2012
5. Blake, "Electronic Communication Systems", Thomson Delmar Publications, 2012.
6. Martin S.Roden, "Analog and Digital Communication System", 5th Edition, PHI, 2012.
7. http://nptel.ac.in
8. http://coursera.org

1702IT304	COMPUTER ORGANIZATION AND ARCHITECTURE	L	T	P	C
		3	0	0	3

PREREQUISITE :

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COURSE OBJECTIVES:

1. To make students understand the basic structure and operation of digital computer.
2. To study the concepts of pipelining.
3. To expose the students to the concept of parallelism
4. To familiarize the students with hierarchical memory system including cache memories and virtual memory.

UNIT I STRUCTURE OF COMPUTERS & MACHINE INSTRUCTION 9 Hours

Introduction, Technologies for building Processors and Memory, Performance, The Power Wall, Operations of the Computer Hardware, Operands of the Computer Hardware, Signed and Unsigned numbers, Representing Instructions in the Computer, Logical Operations, Instructions for Making Decisions, Supporting Procedures in Computer Hardware, Communicating with People.

UNIT II PROCESSING UNIT 9 Hours

MIPS Addressing for 32-Bit Immediate and Addresses, Parallelism and Instructions: Synchronization, Translating and Starting a Program, Addition and Subtraction, Multiplication, Division, Floating Point, Parallelism and Computer Arithmetic: Sub word Parallelism, Real Stuff: Streaming SIMD Extensions and Advanced Vector Extensions in x86.

UNIT III PIPELINING 9 Hours

Logic Design Conventions, Building a Datapath, A Simple Implementation Scheme, An overview of Pipelining, Pipelined Datapath and Control, Data Hazards: Forwarding versus Stalling, Control Hazards, Exceptions, Parallelism via Instructions, Real Stuff: The ARM Cortex – A8 and Intel Core i7 Pipelines, Going Faster: Instruction –Level Parallelism and Matrix Multiply. An Introduction to Digital Design Using a Hardware Design Language to Describe and Model a Pipeline.

UNIT IV MEMORY 9 Hours

Memory Technologies, the Basics of Caches, Measuring and Improving Cache Performance, dependable memory hierarchy, Virtual Machines, Virtual Memory, A Common Framework for Memory Hierarchy, Using a Finite- State Machine to Control a Simple Cache, Parallelism and Memory Hierarchy: Redundant Arrays of Inexpensive Disks, Advanced Material: Implementing Cache Controllers, Real Stuff: The ARM Cortex-A8 and Intel Core i7 Memory Hierarchies, Going Faster: Cache Blocking and Matrix Multiply.

UNIT V DISK STORAGE 9 Hours

Disk Storage and Dependability-RAID levels-hardware multi threading-clusters- message passing multiprocessors-Multiprocessors network topologies.

TOTAL: 45 HOURS

FURTHER READING / CONTENT BEYOND SYLLABUS / SEMINAR :

1. Introduction to Multi Core Programming
2. Working principles of Intel and AMD Processor

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Understand the concepts of structure of computers and machine instructions
CO2 Explain the concepts of processing units
CO3 Design and analyze pipelined control units
CO4 Evaluate performance of memory systems
CO5 Understand disk storage and apply RAID concepts in real time problems

REFERENCES:

1. David A. Patterson and John L. Hennessey, "Computer organization and design, The Hardware/Software interface", Morgan Kauffman / Elsevier, Fifth edition, 2014.
2. Carl Hamacher, Zvonko Vranesic and Safwat Zaky, "Computer Organization", 5th Edition, Tata McGraw Hill, 2013.
3. William Stallings, ―Computer Organization and Architecture – Designing for Performance‖, Sixth Edition, Pearson Education, 2013.
4. V.P. Heuring, H.F. Jordan, ―Computer Systems Design and Architecture‖, Second Edition, Pearson Education, 2015.
5. Behrooz Parhami, ―Computer Architecture‖, Oxford University Press, 2012.
6. http://nptel.ac.in

1702CSX02	DATABASE MANAGEMENT SYSTEMS	L	T	P	C
	(Common to B.E CSE and B.Tech IT Programmes)	3	0	0	3

PREREQUISITE:

1. Programming in C
2. Programming in C++

COURSE OBJECTIVES:

1. To understand the fundamentals of data models and conceptualize and depict a database system using ER diagram
2. To make a study of SQL and relational database design
3. To know about data storage techniques a query processing.
4. To impart knowledge in transaction processing, concurrency control techniques and recovery procedures.
5. To familiarize the students with the different types of databases.

UNIT I INTRODUCTION **9 Hours**

Introduction to database - Data Base Architecture - Data Independence - Functional Dependencies –- Relational Algebra-Entity relationship model - mapping cardinalities-keys, E-R diagrams.

UNIT II QUERY LANGUAGE & OPTIMIZATION **9 Hours**

Relational Calculus – Tuple Relational Calculus – Domain Relational Calculus - SQL — DDL- DML-DCL-TCL-Embedded SQL-Static Vs Dynamic SQL - Views – Constraints – Query processing and optimization- - Normal Forms – 1NF to 5NF-Domain Key Normal Form

UNIT III TRANSACTION PROCESSING **9 Hours**

Transaction Processing – Properties of Transactions –Serializability - Concurrency Control-Locking Mechanisms – Time Stamp ordering –Two phase Commit Protocol-Deadlock-Recovery systems-Log-based recovery.

UNIT IV FILES AND INDEXING **9 Hours**

O3verview of Physical Storage Media-RAID -File Organization-File operations – Hashing Techniques – Indexing -Single level and Multi-level Indexes-B+ tree Index Files-B tree Index Files.

UNIT V ADVANCED TOPICS **9 Hours**

Data warehousing, heterogeneous component systems-Data mining and knowledge discovery-OODBMS-Object Relational Databases –XML Data Base - Cloud based systems – NOSQL introduction -Hbase data model -Database Tuning -Case Study for Design and Manage the Database for any Project.

TOTAL: 45 HOURS

FURTHER READING / CONTENT BEYOND SYLLABUS / SEMINAR :

1. Advanced Database Technology
2. Data mining and Data warehousing, Data Analytics

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Understand the basic concepts of the database and data models
CO2 Illustrate a database using ER diagrams and map ER into Relations and normalize the Relations
CO3 Acquire the knowledge of query evaluation to monitor the performance of the DBMS
CO4 Acquire the knowledge about different special purpose databases and to critique how they differ from traditional database systems
CO5 Explain the basic concepts of distributed databases, XML and Database Security

REFERENCES:

1. Abraham Silberschatz, Henry F.Korth and S.Sundarshan “Database System Concepts”, Sixth Edition, McGraw Hill, 2017.
2. Ramez Elmasri and Shamkant B. Navathe, “Fundamentals of Database Systems”, Fifth Edition, Pearson Education, 2013.
3. Thomas M. Connolly and Carolyn E. Begg, ―Database Systems - A Practical Approach to Design, Implementation, and Management‖, fifth edition, Pearson Education, 2011
4. C.J.Date, A.Kannan and S.Swamynathan, ―An Introduction to Database Systems‖, Eighth Edition, Pearson Education, 2012.
5. Raghu Ramakrishnan, ―Database Management Systems‖, Fourth Edition, McGraw-Hill College Publications, 2015.
6. Frank. P. Coyle, “XML, Web Services And The Data Revolution”, Pearson Education, 2012
7. http://nptel.ac.in/

8. http://coursera.org/

1702CSX52	DATABASE MANAGEMENT SYSTEMS LAB (Common to B.E CSE and B.Tech IT Programmes)	L 0	T 0	P 2	C 1

PREREQUISITE:

1. Programming in C
2. Programming in C++

COURSE OBJECTIVES:

1. Learn to create and use a database
2. Be familiarized with a query language
3. Have hands on experience on DDL Commands
4. Have a good understanding of DML Commands and DCL commands
5. Familiarize advanced SQL queries.
6. Be exposed to different applications

LIST OF EXPERIMENTS:

1. DDL and DML commands
2. Transaction control commands and aggregate functions
3. Joins and Nested Queries
4. Constraints and Views
5. High level programming language extensions (Control structures, Procedures and Functions).
6. Cursors and Triggers
7. Embedded SQL
8. Procedures, Functions and Report
9. Database Design and implementation with any one front end tool (Mini Project)
   a. Sample list of Projects
   b. Hospital management
   c. Railway ticket reservation
   d. Student Mark list processing
   e. Employee pay roll processing
   f. Inventory control

TOTAL: 45 HOURS

REQUIREMENTS:

Hardware:

Standalone desktops 30 Nos. (or) Server supporting 30 terminals or more.

Software:

Front end : Visual Studio or Java or Equivalent
Back end : Oracle / MySQL/ Sql Server DB2 or Equivalent.

ADDITIONAL EXPERIMENTS / INNOVATIVE EXPERIMENTS:

Under MoU with Oracle Academy, a programme Oracle Workforce Development Programme (OWDP) is conducted. In this programme extensive hands-on training on SQL and PL/SQL will be given to students during the Lab sessions.

1. Writing SQL queries for Hierarchical retrieval of data (tree structured data)
2. Querying Data Dictionary static Views
3. Using stored procedures and Functions for implementing object level data security

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Design and implement a database schema for a given problem-domain
CO2 Create and maintain tables using various PL/SQL statements
CO3 Apply Triggers, Views and Embedded SQL commands to solve real time problems
CO4 Create reports using functions and procedures
CO5 Apply front end and back end tools for real time projects

REFERENCES:

1. http://ilearning.oracle.com
2. http://coursera.org/
3. http://nptel.ac.in/
4. DBMS Lab Manual by EGSPEC

1704GE351	LIFE SKILLS : SOFT SKILLS	L	T	P	C
	(Common to all B.E / B.Tech Degree Programmes)	0	0	2	0

PREREQUISITE :

1. Technical English
2. Communicative English

COURSE OBJECTIVES:

1. To develop the students basic soft skills and enable them to get a job.
2. To develop the students' interpersonal skills and to enable them to respond effectively.
3. To develop the students selling skills and to enable them to apply in their interview process.
4. To develop the students' Corporate Etiquettes and enable them to respond effectively.
5. To develop the students' learning by practice of giving different situations.

UNIT I INTRODUCTION TO SOFT SKILLS **6 Hours**

Soft Skills an Overview - Basics of Communication – Body Language – Positive attitude –Improving Perception and forming values – Communicating with others.

UNIT II TEAM Vs TRUST **6 Hours**

Interpersonal skills – Understanding others – Art of Listening - Group Dynamics – Networking - Individual and group presentations - Group interactions – Improved work Relationship .

UNIT III SELLING ONESELF **6 Hours**

How to brand oneself – social media – job hunting – Resume writing – Group Discussion – Mock G.D - .Interview skills – Mock Interview

UNIT IV CORPORATE ETIQUETTES **6 Hours**

What is Etiquette – Key Factors – Greetings – Meeting etiquettes – Telephone etiquettes – email etiquettes – Dining etiquettes – Dressing etiquettes – Rest room etiquettes – Life etiquettes.

UNIT V LEARNING BY PRACTICE **6 Hours**

1. My family. Myself. 2. Meeting people. Making Contacts. 3. A city. Getting about town. 4. Our flat. Home life.5. Travelling. Going abroad. 6. Going through Customs. 7. At a hotel. 8. Shopping. 9. Eating out. 10. Making a phone call. 11. A modern office.12 Discussing business.

TOTAL: 30 HOURS

ASSSESSMENT PATTERN

1. Two assignments (2 x 25 marks = 50 marks)
2. Pragmatic assessment (50 marks)

COURSE OUTCOMES:

On the successful completion of the course, students will be able to

CO1 Communicate effectively in their business environment.
CO2 Improve their interpersonal skills which are mandatory in a corporate world.
CO3 Brand themselves to acquire a job.
CO4 Involve in corporate etiquettes.
CO5 Survive in the different situations.

REFERENCES:

1. Dr.K.Alex, 'Soft Skills' Third Edition, S.Chand & Publishing Pvt Limited, 2009
2. Aruna Koneru, 'Professional Communication' Second Edition, Tata McGraw-Hill Education, 2008
3. D.K.Sarma, 'You & Your Career' First Edition, Wheeler Publishing & Co Ltd, 1999
4. Shiv Khera 'You Can Win' Third Edition, Mac Millan Publisher India Pvt Limited, 2005