

**SKILL ENHANCEMENT COURSES**  
**2021-22**

<b>Sl. No.</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Teaching Hour Per Week</b>	<b>ESE</b>	<b>CIA</b>	<b>Total Marks</b>	<b>Credits</b>
1	C3 21 SB 101	Digital Fluency	1+ 0+2	30	20	50	2
2	C3 21 SB ***	Corporate Etiquettes	1+ 0+2	30	20	50	2
3	C3 21 SB ***	Corporate Readiness	1+ 0+2	30	20	50	2
4	C3 21 SB ***	MS Office	1+ 0+2	30	20	50	2

## **C3 21 SB 101: DIGITAL FLUENCY**

### **COURSE OBJECTIVES:**

The students will be able to:

1. Explain the type of emerging technologies and potential cyber attacks in the world of digital
2. Evaluate the relevance and applicability of Artificial Intelligence, Big Data Analytics, Internet of Things and Cloud Computing on specific operations citing a example for the same
3. Justify the building of Essential Skills beyond Technology that goes well with adoption the Technology

### **Module 1: Emerging Technologies**

**5 Hrs**

Artificial Intelligence- Machine Learning- Deep Learning- Database Management for Data Science- Big Data Analytics- Internet of Things (IoT) and Industrial Internet of Things (IIoT)- Cloud computing and its service models- Cyber Security and Types of cyber attack

### **Module 2: Applications of Emerging Technologies**

**5 Hrs**

Artificial Intelligence- Big Data Analytics- Internet of Things- Cloud Computing- Cyber Security

### **Module 3: Building Essential Skills beyond Technology**

**5 Hrs**

Importance of Effective Communication Skills, Creative Problem Solving & Critical Thinking, Collaboration and Teamwork Skills, Innovation & Design Thinking, Use of tools in enhancing skills

### **COURSE OUTCOMES:**

After completion of the course, the students will be able to

1. Explain the type of emerging technologies and potential cyber attacks in the world of digital
2. Evaluate the relevance and applicability of Artificial Intelligence, Big Data Analytics, Internet of Things and Cloud Computing on specific operations citing a example for the same
3. Justify the building of Essential Skills beyond Technology that goes well with adoption the Technology

## **BOOK FOR REFERENCE:**

1. Volker Lang, Digital Fluency: Understanding the basics of Artificial Intelligence, Block chain technology, Quantum Computing and their applications for Digital Transformation, 1<sup>st</sup> Edition, Apress Publications, 2021
2. S. B. Ramoshi and S.P. Sajjan, Digital Fluency, 1<sup>st</sup> Edition, Karnataka, Ekalavya E-educate, 2021.
3. Eric Downey, Fundamentals, Applications and Emerging Technologies, Createspace Independent Publications, 2017
4. Chris Hackett, The Big Book of Maker Skills (Popular Science): Tools & Techniques for Building Great Tech Projects Flexi bound, Weldon Owen, Illustrated edition, 2014

## Corporate Etiquettes

### COURSE OBJECTIVES:

The students will be able to

1. Explain the overview of corporate, BPS industry in India and BPS-Global BPS Industry with special reference to TCS BPS
2. Compare and contrast the practices relating to cross culture management, Behaviour management and Work place relationship in campus and corporate
3. Evaluate the role of Corporate Etiquettes, Workplace etiquette, Business etiquette and its impact on functioning of corporate and corporate culture

#### **Module 1: Introduction to BPS industry** **5 Hrs**

Overview of corporate -History of corporate -Overview of BPS industry -History of BPS -Benefits of BPS-Global BPS Industry -BPS Industry in India -TCS BPS

#### **Module 2: Change Management** **5 Hrs**

Difference between campus and corporate - Cross Culture management -Behaviour management -Work place relationship -Continual learning -Body language

#### **Module 3: Corporate Etiquettes** **5 Hrs**

Dressing and grooming skills -Workplace etiquette -Business etiquette -E-Mail etiquette -Telephone etiquette - Meeting etiquette

### COURSE OUTCOMES:

After completion of the course, the students will be able to

1. Explain the overview of corporate, BPS industry in India and BPS-Global BPS Industry with special reference to TCS BPS
2. Compare and contrast the practices relating to cross culture management, Behaviour management and Work place relationship in campus and corporate
3. Evaluate the role of Corporate Etiquettes, Workplace etiquette, Business etiquette and its impact on functioning of corporate and corporate culture

### Book for Reference:

- TCS course material

## Corporate Readiness

### COURSE OBJECTIVES:

The students will be able to

1. Practice one on one basic conversation, Reading, Comprehension, Listening Comprehension, Writing, interaction face to face and displays Communication Skills
2. Develop Analytical Thinking, Time Management, Team Management and Stress Management exhibit Corporate Skills and Professional Competencies
3. Perform Recitation of short stories, Interview, Group Discussion and Social Conversation Skills and demonstrate Presentation skill

#### **Module-1: Communication Skills** **5 Hrs**

Communication - Grammar - Phonetics - One on one basic conversation skill practice - Reading Comprehension - Listening Comprehension - Improving Vocabulary - Improving Writing Skills - Comprehension while interacting face to face.

#### **Module-2: Corporate Skills** **5 Hrs**

Professional Competencies - Analytical Thinking - Time Management - Team Management - Stress Management -Attention to Detail

#### **Module -3: Presentation Skills** **5 Hrs**

Recitation of short stories - Interview Skills - Group Discussion - Social Conversation Skills - Presentation - One Act Plays

### COURSE OUTCOMES:

After completion of the course, the students will be able to

1. Practice one on one basic conversation, Reading, Comprehension, Listening Comprehension, Writing, interaction face to face and displays Communication Skills
2. Develop Analytical Thinking, Time Management, Team Management and Stress Management exhibit Corporate Skills and Professional Competencies
3. Perform Recitation of short stories, Interview, Group Discussion and Social Conversation Skills and demonstrate Presentation skill

### Book for Reference:

- TCS course material

# MS OFFICE

## COURSE OBJECTIVES:

The students will be able to

1. Use MS Word application and its features for written communication and documentation by incorporating necessary functions. Personal Etiquette and display formal behaviour
2. Apply MS Excel functions and their features for analyzing logical and financial situations
3. Prepare for a presentation by using MS Powerpoint application and its features

### Module-1 MS WORD

5 Hrs

Basic usage of MS Word, Formatting, Headers & Footers, Lists & Numbering, Tables, Word Art, Symbols, Charts, Document Access, Spell check, Proof, Print. Short cuts

### Module-2 MS EXCEL

5 Hrs

Introduction, Basics of Excel, using Spreadsheets/Workbook, Formatting, Calculations, Formulas, Logical functions, Financial functions, Filtering, Charts, Data, Access, Proof, Print. Short cuts.

### Module-3 MS POWERPOINT

5 Hrs

Introduction, PowerPoint environment, Slides, Themes, Usage of objects, Movies & sounds, Tables, Slide master, Slideshow, proofing, file saving, creating effective PPT presentations.

## COURSE OUTCOMES:

After completion of the course, the students will be able to

1. Use MS Word application and its features for written communication and documentation by incorporating necessary functions. Personal Etiquette and display formal behaviour
2. Apply MS Excel functions and their features for analyzing logical and financial situations
3. Prepare for a presentation by using MS Powerpoint application and its features

**Books for Reference:**

- Microsoft Office 365 & Office 2019 Introductory by Sandra Cable, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks, and Misty E. Vermaat
- Illustrated Microsoft Office 365 & Office 2019 Introductory by David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa
- Ms-Office 2010 Training Guide by Satish Jain/M.Geeta/Kratika