

# Aggarwal College Ballabgarh

A Post Graduate Co-educational College  
(Affiliated to M. D. University, Rohtak)  
NAAC Accredited 'A' Grade (CGPA: 3.40)

## Certificate Course in Professional skills

### Objective

This course will enable student to; enhance their Interview handling skills, identify and develop knowledge and skills

### Benefit

Professional skills also include learning every aspect of a job and doing it to the best of one's ability  
Business writing skills and ability to provide data in standard formats is a key skill, employers look for.

### Duration

68 hours

### Examination

Paper	Title of the paper
Paper-1	Professional Skill Development Part 1
Paper-2	Professional Skill Development Part 2

### Project

Project using Core JAVA

## Course contents & Syllabus

### Professional Skill Development Part 1 – Paper 1

- Effective Conversation.
  - Identify the importance of conversation in communication
  - Explain the stages in a conversation
  - Identify the constituents of a good conversation
  - Understand the techniques to improve conversation
  - Identify common errors in speech
  - Practice conversational skills tough role play
- Assertive Communication
  - Assess your assertive communication skills
  - Identify the features of assertive communication
  - Understand the techniques for assertiveness
  - Understand types of questions
  - Practice asking quality questions
- Written Communication
  - Identify the need of effective business writing
  - Understand the types of business writing
  - Appreciate and use five C's of effective writing

- Identify and correct mistakes in writing
- Identify how to make business writing effective
- Self-Presentation
  - Understand the concept and importance of first impressions
  - Understand the concept of 'self-brand'
  - Understand the importance of creating a visual identity
  - Understand grooming guidelines
- Working in Teams.
  - Understand teamwork and the importance of working in teams
  - Understand team roles and the responsibilities of a team member
  - Explain effective leadership
- Critical Thinking and Problem Solving
  - Apply critical thinking and problem solving techniques and processes
  - Summarise the process and conclusions derived
  - Perform project management activities to fulfil the requirement of the assigned project

## **Professional Skill Development Part 2 – Paper 2**

- Health, Safety and Security
  - Explain the need for workplace safety
  - Explain the basic workplace safety guidelines
  - Identify the common safety signs used
  - Identify and address security tests and risks
- Planning and Prioritizing
  - Explore the various strategies of effectively utilizing the available time
  - Create an action plan to manage time
  - Identify your role and responsibilities in carrying out your work
  - Identify the need to plan and organize your work to achieve targets and deadlines
- Values and ethics concepts
  - Understand the importance of business ethics
  - Understand the importance of business values
  - Identify the role of business values on quality and business growth
  - Evaluate what is responsibility and how to become responsible
  - Apply the guidelines for showing respect and maintaining integrity
- SWOT and Self-Awareness
  - Recognize personal strengths and weaknesses
  - Understand Personal Quality Initiative (PQI)
  - Create a self-development plan
- Providing Data in Various Formats
  - Understand the importance of presenting data in professional life
  - Identify the guidelines when presenting data
  - Identify the tools used to present and report data
  - Identify the different formats and reporting types used in professional life
- Develop your knowledge, skills, and competence
  - Provide data/ information in standard formats
  - Identifying training needs
  - Understanding Organization Policies and Procedures
  - Aptitude Test practice
- Understanding Organization Policies and Procedures
  - Understand the need of organization policies and procedures
  - Identify the common policies and procedures used in organizations

## **Certification**

Certificate in Professional skills

# **Project**

Project using Core JAVA