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| INSTITUTE | FACULTY OF SCIENCE |
| PROGRAM | BACHELOR OF SCIENCE (MICROBIOLOGY) |
| SEMESTER | 4 |
| COURSE TITLE | CAREER READINESS PROGRAM |
| COURSE CODE | 02CR0401 |
| COURSE CREDITS | 2 |

Objective:

- 1 This course will enable the budding professionals to effectively communicate, comprehend, reason and adapt at workplace as per the ever changing needs of 21st century.
- 2 This course will enable the budding professionals to effectively communicate, comprehend, reason and adapt at workplace as per the ever changing needs of 21st century.
- 3 to familiarize with workplace culture
- 4 to share information and collect information
- 5 to express one's views and agree or disagree with others
- 6 to write workplace documents
- 7 To prepare students to face the ever-changing and challenging global business environment of the 21st century.
- 8 The objective of this program is to prepare students to face the ever-changing and challenging global business environment of the 21st century.

Course Outcomes: After completion of this course, student will be able to:

- 1 Understand the nuances of dealing with public at large
- 2 Exhibit professionalism in formal settings
- 3 Perform effectively in entrance exams and Campus Recruitment drives.
- 4 Communicate ideas effectively

Pre-requisite of course: Career Readiness Program (CRP) is a training program designed by the trainers of Training & Counselling Dept. of Marwadi University. The objective of this program is to prepare students to face the ever-changing and challenging global business environment of the 21st century.

Teaching and Examination Scheme

| Theory Hours | Tutorial Hours | Practical Hours | ESE | IA | CSE | Viva | Term Work |
|---------------------|-----------------------|------------------------|------------|-----------|------------|-------------|------------------|
| 2 | 0 | 0 | 0 | 0 | 0 | 50 | 50 |

| Contents : Unit | Topics | Contact Hours |
|----------------------------|--|--------------------------|
| 1 | Career Readiness Program Introduction, Logical Problem Solving, Critical Problem Solving, Brainstroming, Creative Thinking, Smart Professionals-Attitude & Behaviour (EQ), Smart Professionals-Unspoken Rules/Etiqqutee, Mid-Sem Revision, Art of Speaking-Speech, Art of Speaking-Impromptu, Art of Speaking-Practice, Note Taking Methods-1, Revision-1, Revision-2, Introduction to VA & LR, Vocabulary – Picture, Syllogism (Basic), Spot the error, Paraphrasing, Analogy, Para- Jumbles, Creative Writing, Tips & Tricks to solve Competitive Exam, Root words, News Article, Odd Word Out, SAP –TEST -4 | |
| Total Hours | | |

Textbook :

- 1 High School English Grammar and Composition, by P. C. Wren and H. Martin, S Chand & Company Limited, 2005
- 2 Better Spoken English, Shreesh Chaudhary, S Chand & Company Limited, 2010

Suggested Theory Distribution:

The suggested theory distribution as per Bloom’s taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

| Distribution of Theory for course delivery and evaluation | | | | | |
|---|-------------------|--------------|----------------|-----------------|---|
| Remember / Knowledge | Understand | Apply | Analyze | Evaluate | Higher order Thinking / Creative |
| 20.00 | 20.00 | 35.00 | 10.00 | 10.00 | 5.00 |