

1. Value added courses for 2024-25

Semester= I

Strong Work Ethics

Course Aim:

Aim is to discuss the ethical issues and societal challenges derived from scientific research and professional activities. Examines the sources, fundamental principles, and applications of ethical behaviour; the relationship between personal ethics and social responsibility of organizations

Course Objectives:

-
- To develop ability to recognize and promote ethical decisions in the workplace
 - To demonstrate integrity, treating everyone with dignity and respect, and owning up to mistakes
 - To Identify ethical and unethical actions and behaviours

Course Outcome:

By the end of this mini course, students will be able to:

- To develop ability to recognize and promote ethical decisions in the workplace
- To demonstrate integrity, treating everyone with dignity and respect, and owning up to mistakes
- To Identify ethical and unethical actions and behaviours

Course Content:

-
- Appearance: Displays proper dress, grooming, hygiene, and manners.
 - Attendance: Attends class, arrives and leaves on time, tells instructor in advance of planned absences, and makes up assignment promptly.
 - Attitude: Shows a positive attitude, appears confident and has true hopes of self.
 - Character: Displays loyalty, honesty, dependability, reliability, initiative, and self-control.
 - Communication: Displays proper verbal and non-verbal skills and listens.
 - Cooperation: Displays leadership skills; properly handles criticism, conflicts, and stress; maintains proper relationships with peers and follows chain of command.
 - Organizational Skill: Shows skills in management, prioritizing, and dealing with change.
 - Productivity: Follows safety practices, conserves resources, and follows instructions.
 - Respect: Deals properly with diversity, shows understanding and tolerance.
 - Teamwork: Respects rights of others, is a team worker, is helpful, is confident, displays a customer service attitude, and seeks continuous learning.

TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF MBA

Value added courses for 2024-25

SEMESTER- III

Public Speaking

Course Aim:

Aim is to learn how to sharpen presentation skills, overcome the fear of public speaking, how body language changes everything, the art of persuasive speeches, public speaking tips, and how to deliver effective presentations each and every time. Brush up on public speaking skills and become an effective presenter and public speaker today

Course Objectives:

- Presentation techniques
- Plan and structure an effective presentation
- Develop ideas and effective delivery methods
- To overcome anxiety, fear and nervousness when making a presentation

Course Outcome:

By the end of this mini course, students will be able to:

- Presentation techniques
- Plan and structure an effective presentation
- Develop ideas and effective delivery methods
- To overcome anxiety, fear and nervousness when making a presentation

Course Content:

- Plan and prepare speeches that inform, persuade, or fulfill the needs of a special occasion.
- Use presentation aids to enhance speeches.
- Outline speeches in a logical and thorough fashion.
- Conduct meaningful research on a variety of topics.
- Analyze audience and design speeches to reflect analysis.
- Evaluate speeches based on a variety of verbal and non-verbal criteria.
- Listen effectively, regardless of interest in the subject matter.
- Understand and explain the communication process.

