



End Semester/Reappear (Semester III) Examination December, 2024

Programme: BCA

Course: Professional Skills

Course Code: 3CAEC201

Enrolment no. \_\_\_\_\_

Full Marks: 70

Time: 3 Hrs.

Q. No.	Questions	CO	Bloom Taxonomy Category	Marks
<b>Section I</b>				
1	<b>Short Answer type questions</b>			<b>4 x 5 = 20</b>
a	List five elements of a resume.	CO1	Remember	
	or			
b	Define STAR approach.	CO1	Understand	
	or			
	List sources of career information.	CO2	Understand	
c	or			
	List five essential rules of a GD.	CO2	Remember	
	Discuss brainstorming.	CO3	Understand	
d	or			
	Describe ideation.	CO3	Remember	
	Explain etiquette.	CO4	Understand	
	or			
	Discuss corporate etiquette.	CO4	Understand	
<b>Section II</b>				
<b>Long Answer type questions</b>				
2	Discuss the necessity to plan a presentation.	CO3	Understand	<b>3 x 10 = 30</b>
	or			
3	Analyze the importance of question and answer sessions.	CO3	Analyze	
	or			
	Illustrate a few strategies to overcome fear of being judged.	CO4	Apply	
4	or			
	Analyze the impact of etiquette on gaining respect .	CO4	Analyze	
	Explain the term collaboration with example.	CO4	Understand	
	or			
	Define listening as a team skill and list a few steps to improve listening.	CO4	Remember	
<b>Section III</b>				
<b>Application based questions</b>				
5	Evaluate the aspects of corporate ettiquettes in promoting teamwork.	CO4	Analyze	<b>1 x 20 = 20</b>
	or			
	Evaluate how a GD helps to improve your leadership qualities and strengthen collaborative teamwork.	CO4	Evaluate	

**COURSE OUTCOME**

At the end the course the candidate will able to

CO1: Being able to draft a resume and handling a job interview

CO2: Being able to understand the process of a GD and exploring job opportunities

CO3: Being able to understand the importance of oral presentation & brainstorming

CO4: Developing team skills like listening , trust and collaboration , social and cultural etiquette