

Programme: MCA
 Course: Professional Skills
 Course Code:3CHSMC102
 Enrolment no. _____

 Full Marks: 70
 Time: 3 Hrs.

Q.No.	Questions	CO	Bloom Taxonomy Category	Marks
Section I				
1	Short Answer type questions.			4 x 5 = 20
a	Compare between Self Discovery and Self Awareness.	CO1	Understand	
	or			
b	'SWOT analysis helps in knowing oneself'. Describe.	CO1	Remember	
	or			
c	Explain Strategic Thinking. Discuss the characteristics of strategic thinkers.	CO2	Understand	
	or			
d	Explain the concept of understanding the job market.	CO4	Understand	
	or			
	'Searching for a job is a strategy'. Discuss.	CO4	Understand	
Section II				
	Long Answer type questions.			3 x 10 = 30
2	Explain Personal Development Skills. Discuss the process of Personal Development.	CO1	Analyze	
	or			
3	Explain Four kinds of JOHARI Window.	CO1	Evaluate	
	or			
4	Analyze the importance of taking initiative and the benefits of facing challenges in life.	CO2	Analyze	
	or			
5	Interpret the meaning and significance of gender differences regarding work life balance.	CO2	Analyze	
	or			
	Discuss the difference between Resume and Curriculum Vitae.	CO4	Analyze	
	Define Interview. Discuss the types of interview.	CO4	Evaluate	
Section III				
	Application based questions			1 x 20 = 20
5	Formulate how you practice the golden principles of stress-free living.	CO3	Create	
	or			
	Elaborate' The Priority Matrix 'in time management.	CO3	Evaluate	

COURSE OUTCOME

CO1: To make the student understand the role of communication in personal & professional success.

CO2: To develop awareness of appropriate communication strategies.

CO3: To prepare and present messages with a specific intent and to analyze a variety of communication acts.

CO 4: To ethically use, document and integrate sources. To create a basic awareness about the significance of soft skills in professional and inter-personal communication. To facilitate an overall development of the personality.