

28	CV Writing and Interview Skills	SEC0202803	3	40-60
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CV Writing and Interview Skills

TITLE: FRAMING BIO-DATA, CURRICULUM VITAE AND RESUME

Theory = 2 credit, Practical = 1 credit

Learning objectives:

- Framing Bio-data, Curriculum vitae and Resume
- Using power point
- Appearing Interview

Course Outcome: At the end of the course the students will be able to write Bio-data, Curriculum Vitae and Resume. They will become confident for facing an interview.

Unit wise Syllabus:

THEORY (22 Hours)

Unit – 1 (11 hours)

CONCEPT OF BIO-DATA /CV/RESUME: Definition of Bio-data, Curriculum Vitae and Resume. Need of Bio-data, Curriculum Vitae and Resume. Difference between Bio-Data, Curriculum Vitae and Resume. Bio-data for students. Creation of Bio-data to apply for job.

Unit – 2 (11 hours)

INTERVIEW – Meaning, nature and types. Important interview skills.

PRACTICAL (22 Hours))

POWERPOINT PREPARATION AND PRESENTATION of the format of Bio-data/Curriculum vitae/ Resume.

Mock Interview within the classroom.

References / Suggested Reading

Sidhu K.S (1984) ; Methodology of Research in Education, Sterling Publishers private limited.

FRAMING BIO-DATA, CURRICULUM VITAE AND RESUME

Learning objective : To develop the skill of -

- Framing Bio-data, Curriculum vitae and Resume
- Using powerpoint
- Appearing Interview

Target students : 50 (Open for all)

Course Outcome : At the end of the course the students will be able to write Bio-data, Curriculum Vitae and Resume. They will become confident for facing an interview.

Target students : First semester students (Open for all)

Syllabus :

1	Concept of Bio-data/CV/Resume (11 classes)	<ul style="list-style-type: none">• Definition of Bio-data, Curriculum Vitae and Resume.• Need of Bio-data, Curriculum Vitae and Resume.• Difference between Bio-Data, Curriculum Vitae and Resume.• Bio-data for students.• Creation of Biodata to apply for job.• Interview – Meaning, nature and types.• Important interview skills.	15 (Theory)	50
2	Power point and Interview.	<ul style="list-style-type: none">• Power point preparation and presentation of the format of Biodata/Curriculum vitae/ Resume.• Mock Interview within the classroom.	15 (Practical)	25
				25

Syllabi 3

PAPER TITLE: - SKILLS ON WRITING BIODATA AND CURRICULUM VITAE (C.V) FOR FACING INTERVIEW.

UNIT 1: Concept of Biodata – Meaning and its types, Concept of Curriculum Vitae (CV), Differences between Biodata and Curriculum Vitae, Skills on writing various types of Bio-data, Skills on writing a good Curriculum Vitae (CV).

UNIT 2: Meaning and types of Interview, Characteristics of good interview, skills of facing interview.

UNIT 3: Preparation of Bio-data for facing an interview (PRACTICAL).

29	Cyber Ethics	SEC0202903	3	40-60
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Cyber Ethics

Introduction:

The evolution of Information Communication Technology (ICT) and growing security concerns demands flexible and generally comprehensive approach to the issue of cyber security. The rapid growth of ICT has raised various complex questions which need to be addressed. A need has been felt to address cyber security broadly, as also in sufficient depth so that even students from non-technical streams will develop a more complete picture of the cyber security issues. The syllabus has been prepared with an aim to create more aware, responsive and responsible digital citizens, thereby contributing effectively to an overall healthy cyber security posture and ecosystem.

Why take this course?

- Get an introduction to ethical theory
- Learn how to apply ethical theory to ethical issues arising in the use of the internet
- Develop critical thinking and skills in written expression

Program Educational Objectives:

The exposure of the students to Cyber Security program at Graduate and Post Graduate level should lead to the following: -

- (a) Learn the foundations of Cyber security and threat landscape.
- (b) To equip students with the technical knowledge and skills needed to protect and defend against cyber threats.
- (c) To develop skills in students that can help them plan, implement, and monitor cyber security mechanisms to ensure the protection of information technology assets.
- (d) To expose students to governance, regulatory, legal, economic, environmental, social and ethical contexts of cyber security.
- (e) To expose students to responsible use of online social media networks.
- (f) To systematically educate the necessity to understand the impact of cyber crimes and threats with solutions in a global and societal context.
- (g) To select suitable ethical principles and commit to professional responsibilities and human values and contribute value and wealth for the benefit of the society.