



Capital University of Science and Technology

Department of Computer Science

HMCS1033 – Personal Management and grooming

Course Personal Management and Grooming (HMCS1033)

Pre-requisite(s): None

Credit Hours: 3

Instructor(s):

Text Book(s): The Etiquette Advantage in Business, Third Edition: Personal Skills for Professional Success Hardcover by Peter Post, Anna Post, Lizzie Post and Daniel Post Senning. (2014)

Complete Business Etiquette Handbook by Barbara Pachter and Marjorie

Reference Book(s):

- The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success by Barbara Pachter.
- Modern Manners: Tools to Take You to the Top by Dorothea Johnson and Liv Tyler.
- Modern Manners: Tools to Take You to the Top by Dorothea Johnson and Liv Tyler. (2013)

Web Reference:

- <https://www.tutorialspoint.com/What-is-object-oriented-programming-OOP>

Course Introduction:

In today's multicultural and global business environment, merely having an area of expertise isn't enough. The ability to get along with others, demonstrate good manners, and make others feel comfortable is becoming increasingly important to career success. From introductions and table manners to greeting the disabled and dressing for success, this course teaches to avoid social blunders and handling oneself properly in any business situation.

Business etiquette is a powerful, practical, and profitable skill you can use when it most counts to get a job, keep a job, or succeed on the job. It is a set of rules and guidelines that makes your professional relationships more harmonious, productive, manageable, and meaningful.



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Course Objectives:

This course is designed to develop student awareness of organizations and the variety of skills useful in managerial roles, foster a spirit of critical inquiry and stimulate student pursuit of personal development and lifelong learning.

Course Learning Outcomes (CLOs):

At the end of this course, the students should be able to:

CLO:1. Understand and demonstrate the learning of A (appearance) that influences impression management. [C1 Remembering]

CLO:2. Understand and demonstrate the learning of B (behavior) at the work place and learning of social etiquettes in workplace. [C2 Understanding]

CLO:3 Understand and demonstrate the learning of C (communication) applying effective written and oral communication skills, using an evolving variety of media. [C3 Applying]

CLOs – PLOs Mapping:

	CLO:1	CLO:2	CLO:3
PLO:1 (Academic Education)			
PLO:2 (Knowledge for Solving Computing Problems)			
PLO:3 (Problem Analysis)			
PLO:4 (Design/Development of Solutions)			
PLO:5 (Modern Tool Usage)			
PLO:6 (Individual and Team Work)		√	
PLO:7 (Communication)			√
PLO:8 (Computing Professionalism and Society)			
PLO:9 (Ethics)	√		
PLO:10 (Life-Long Learning)			



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Course Contents:

Week	Contents
1	Course Outline & Management of class <ul style="list-style-type: none">• Formation of Groups (based on Roll call)• Elections of CR & VCR• Marking, Correction and Portal• Evaluation Criteria• Grading Scheme• Plagiarism Policy• Attendance Policy• Submission Policy• Dress Code Policy• Fine Policy• Business cards
2	Personal Grooming and Hygiene <ul style="list-style-type: none">• Elements of personal grooming• Benefits of grooming• Impression management• Why perceptions of other people about us matters• Habits to maintain personal hygiene• 20 grooming tips
3	The Body Image and Self Esteem <ul style="list-style-type: none">• Body image and Self Esteem• What is the difference between healthy and unhealthy body image?• How do people get unhealthy body image?• Why are self-esteem and body image important?• What influence a person's self-esteem?• Resilience• How to improve your body image



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4	Basic etiquettes at work place <ul style="list-style-type: none"> • The New Rules of Business Etiquette by Forbes • Importance of Business office environment • Good Manners in the Office • Tips to Overcome Bad Manners at Work
5	Appropriate Business Attire <ul style="list-style-type: none"> • Importance of dressing professionally • Types of business attires • Types of Men's suits • Types of Men's shirts • Pocket Square • How to Tie a Tie • Types of female suits and clothing • Accessories • Sunglasses • Face shapes • Socks • Fragrances • Skin tone
6	Table Manners and Dining Etiquette <ul style="list-style-type: none"> • Importance of good table manners • R.S.V.P. • Gift • Thank you note • Napkin • How to summon a Waiter/ess or server politely • Ordering and Eating difficult food during business meetings or gathering • Soup etiquette • Eating like a professional • International fork knife language • International table setting • Chopsticks • Eating etiquettes in Islam
7	Presentation, Application and Report Writing Skills <ul style="list-style-type: none"> • Creating effective PowerPoint • Oral presentation skills • 10 strategies to improve your presentation • Format of Application



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	<ul style="list-style-type: none">• Types of Report• Elements of a Report• Paraphrasing• APA referencing
8	Interview Skills <ul style="list-style-type: none">• Types of interviews• Interview preparation steps and tips• Stages of an interview• Common and illegal questions• Developing effective answers
Mid-Term Exam	
9	Handshake Etiquette <ul style="list-style-type: none">• Importance and basics of handshake• 7 tips of handshake• Handshake types
10	Personal Space <ul style="list-style-type: none">• What is personal space?• Hall personal space• Why is it important?• The law of personal space• Determining factors for personal space• General rules of personal space• Personal space at work• How to regain your personal space• 5 nonverbal signs you are invading anyone personal space
11	Email Communication Etiquette <ul style="list-style-type: none">• Importance of email communication• Email account names• Subject line• Flagging• Response time• Email tools• Out of office

	<ul style="list-style-type: none"> • Keep it brief • Offensive comments • CAPS • Be sensitive • Tone • File transfer • Formatting • Privacy • Business and personal email • Editing • Sign
12	<p>Ethics for IT organizations, its workers and users</p> <ul style="list-style-type: none"> • What key characteristics distinguish a professional from other kinds of workers, and is an IT worker considered a professional? • What factors are transforming the professional services industry? • What relationships must an IT worker manage, and what key ethical issues can arise in each? • How do codes of ethics, professional organizations, certification, and licensing affect the ethical behavior of IT professionals? • What are the key tenets of five different codes of ethics that provide guidance for IT professionals? • What are contingent workers, and how are they employed in the information technology industry? • What key ethical issues are associated with the use of contingent workers. • What is whistle-blowing, and what ethical issues are associated with it? • What is an effective whistle-blowing process?
13	<p>Cell phone etiquette</p> <ul style="list-style-type: none"> • Driving • Be in control • Public chatter • Silent • Speak softly • Places not to talk in • Language • Ringtone and Facebook • Thumb talk • Classroom
14	<p>Cultural etiquettes</p> <ul style="list-style-type: none"> • Pakistani culture • International major cultures



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15	REVISION
16	REVISION

Grading Policy:

S.No	Grading	% of Total Marks
1	Assignments	15
2	Quizzes	15
3	Project	10
4	Mid-term Exam	20
5	Final Exam	40
	Total	100