

SHIVAJI UNIVERSITY, KOLHAPUR

CENTRAL PLACEMENT CELL

SYLLABUS FOR EMPLOYABILITY SKILLS COURSE FOR ALL FINAL YEAR PG STUDENTS OF SHIVAJI UNIVERSITY.

Course Name: Employability Skills.

Course Objective:

1. Provide an online training platform which enables individuals to explore a range of careers and employability options and make informed career decisions.
2. Achieve superior outcomes of placement, retention and progression of students through 21st century employability skills training and assessment.
3. To enable individuals to understand the skills and competencies they have to offer employers and how to market these appropriately in the job application process.
4. To enable individuals to become more knowledgeable about the current industrial market and commercially aware of specific job sectors.
5. Improved quality of training infrastructure along with alignment of training with the needs of the industry.

Course Outcomes:

1. To learn the soft skills and business communication required for working in a corporate world.
2. The skill enhancement course helps students to learn new skills as per industry needs.
3. Students learn how to review and search job profile and learn how to prepare for a job interview and group discussion.
4. Students will understand the concept of entrepreneurship; the mindset and skills required for it; and the advantages and disadvantages of entrepreneurship.
5. Learn about the importance of collaborating with team-members to achieve a goal.
6. Understand the importance of networking to achieve business goals.
7. Students will learn about the rules and guidelines of working in a professional environment.
8. Acquire the art of being result-oriented and have a positive mindset.

Course Guidelines and other details:

Title of the Course: Employability Skills (Part –I & Part-II).

Course Coordinator: Prof. (Dr.) G. S. Rashinkar.

Year of Implementation: Course syllabus will be implemented from academic year 2021-22.

Course Model: The course will be conducted with the help of LMS model (Learning Management System).

Theory and Practical Lectures: It is a self based online learning platform in which students can directly enrolled and easily go through the available contents. In part – I, students need to complete 5 modules within **30 hours** and in part –II students need to complete 6 modules within **30 hours**.

Online Learning Process:

Process: Student need to register and enrolled on the Learn wise platform with the help of below mention link.

Registration and Enrollment link: <https://learnwise.wfglobal.org/#/IN/en/home/login>

Content Pedagogy:

Watch	Set the context through a concept video or animation	5 minute micro-learning with the help of video contents
Think	Exercises to make the learner to reflect on the concept presented and internalize	5 minute reflection activity – higher order thinking rather than recall
Do	Interactive, scenario based exercises with branching and assessment	20 minute simulation activity to apply learning in one or more scenarios
Explore	Additional reference material to dig deeper for motivated learners	Knowledge links for self-motivated learning

How students will learn:

Watch:

1. Students will go through Micro learning nuggets.
2. 5 to 8 minutes video explaining the concept.
3. Relatable scenarios.

Think:

1. 5 minute reflection quiz.
2. Scenario based MCQs with diagnostic feedback.
3. Promotes higher order thinking.

Do Play:

1. Application of concepts
2. for practice of learned concept
3. Duration: 10 minutes
4. Real life scenario based MCQs
5. Feedback after each question in Do Play

Do Test:

1. Application of concepts.
2. Do – Test: Will be graded.
3. Real life scenario based MCQs.
4. Score required passing lesson: 80%

Explore:

1. Resources for additional learning.
2. Video links and web links
3. Promotes self-motivated learning

Nature of Assessment:

- **Do Test assessment after every chapter:**

After completion of each chapter, students will have online assessment with the help of Do-Test part of methodology. This assessment consists of real life scenario based MCQs based on concepts in each topic.

- **Assessment:**

There will be one assessment for each section. Each assessment consists of 25 MCQs based on the topic in curriculum. The marks of assessment will be considered to evaluate the student's final internal marks.

Nature of Question Paper Pattern:

- 25 multiple choice questions with four alternatives.

Question Paper Pattern:

Employability Skill – I & II

- Time Allotted: 1:00 hrs Total Marks: 50

Instructions:

1. All questions are compulsory.
2. Each question carries 2 marks
3. Tick correct option

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Skill Enhancement Course [Section -1]			
Chapter No	Name of the Chapter	Topic	Total Hours
1	Communication Basic	Communication - Basics and Importance	6 Hours
		Speaking - Greetings and Introductions	
		Speaking - Seasons, Travel, Nature, and Entertainment	
		Speaking - Human body, Food, and Colors	
		Speaking - Describing Weather, Directions, Places, and Things	
		Speaking - Describing Date and Time	
		Writing - Construct Meaningful Sentences	
		Writing - Describe Personal Experiences and Thoughts	
		Non-verbal Communication	
		Active Listening	
		Negotiation - Understanding Perspectives	
		Self Presentation - Making a Great First Impression	
		Self Presentation - Excelling at Interviews	
		Self Presentation - Rocking the Group Discussion	
Selling - Communicate Effectively to Gain Acceptance			
2	Communication Workplace	Speaking - On the Telephone	6 Hours
		Speaking - Making Requests	
		Speaking - Participating in Buyer Seller Interactions	
		Speaking - Saying No or Refusing Politely	
		Speaking - Workplace Conversations	
		Speaking - Presenting and Seeking Opinions	
		Writing - Write for a Purpose	
		Writing - Write Effective Notes	
		Writing - Write Effective Emails	
		Writing - Write Effective Resumes and Reports	
		Writing - Write an Effective Summary	
		Negotiation - Negotiation in Action Getting to YES	
		Selling - Compare Features and Benefits of Products and Services	
3	Digital Literacy - Basic	Operating Digital Devices I	6 Hours
		Perform Financial Transactions	
		Navigate Using Maps	
		Fill Online Forms	
		Interact With People	
		Access The Internet	

		Hardware and Software of Different Devices	
		How to Secure Your Web Browser	
		Benefits and Dangers of Social Networking Platforms	
		Steps Involved in Online Information Search	
4	Digital Literacy: Workplace	Perform Effective Online Communication	6 Hours
		Types of Data Security	
		Web Browser Features and Risks	
		Availability and features of different social networking platforms	
		Identifying Data Security Threats	
4	Digital Literacy: Workplace	Availability and Features of Different Online Communication Tools	6 Hours
		Appropriate Online Communication Tools	
		Criteria for Evaluating Online Information	
		Working with Domain-specific Tools such as CRM and POS Devices	
		Working with Advanced Tools and Shortcuts of Excel	
		Working with Advanced Tools and Shortcuts of PowerPoint	
5	Attitudes and Behavioral Skills	Time and task management - Plan and Manage Tasks Within a Timeline	6 Hours
		Time and task management - Plan Priorities and Manage Tasks	
		Cost consciousness - Introduction to Money Management	
		Cost consciousness - Create a Budget	
		Quality consciousness - Introduction to Quality	
		Quality consciousness - Understand the Impacts of Errors	
		Result Orientation - Introduction to Result Orientation	
		Result Orientation - Plan Task to Achieve Goals	
		Self-Awareness - Know Yourself	
		Self Awareness - Searching for a Job	
		Self Development - Positive Attitude	
		Values and Beliefs - Make Ethical Decisions	
		Emotional Intelligence	
		Responding to Change - Understand and Adjust to Change	
		Personal Health, Hygiene, and Grooming	
		Adopting safety practices - Basic First Aid	
		Adopting safety practices - Health, Environment, and Safety Awareness	
		Gain Financial Literacy	
Total Hours of Session			30 Hours

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Skill Enhancement Course [Section -2]			
Chapter No	Name of the Chapter	Topic	Total Hours
6	Entrepreneurial Mindset	Introduction to Entrepreneurship	5 Hours
		Recognized Opportunity	
		Creativity and Innovation	
		Conception and Ideation	
		Are you a risk taker?	
		Identify Your Customer	
		Self Confidence and Resilience	
		Success and Failure Stories of Famous Entrepreneurs 1	
		Never Give Up	
		Competition Analysis	
		Risks Identification and Mitigation	
		Getting Money For Business	
		Dream and Achieve	
		Success and Failure Stories of Successful Entrepreneurs Part 2	
		Leadership and Team Spirit	
Serving the Society			
Taking Ownership			
7	Teamwork	Work Effectively in a Team	5 Hours
		Collaborate to Achieve Team Goals	
		Build Effective Relationships	
		Build Effective Relationships with Stakeholders	
		Collaborate Across Different Teams	
		Conflict Management - An Introduction	
		Conflict Management - Identify and Resolve Conflicts	
		Conflict Management - Resolve Conflicts to Maintain Relationships	
8	Customer Centricity	Types of Customers -I	5 Hours
		Types of Customers -II	
		Responding Effectively to Customers	
		Building Rapport with Customers	
9	Problem Solving	Problem Solving - Introduction to Critical Thinking	5 Hours

		Problem Solving - Apply Critical Thinking To Analyses Data	
		Problem Solving - Introduction to Creative Thinking	
		Creative Thinking - Apply Design Thinking	
		Problem Solving - Introduction to Decision Making	
		Decision Making - Respond Effectively to a Situation	
10	Workplace Awareness	Identify and Align with High-growth Sectors	5 Hours
		Organizational Structure and Values	
		Searching and Applying for Relevant Job	
		Cultural Fitment and Gender Diversity	
11	Success in Job Interviews	How to Prepare for a Job Interview-Gaining Confidence	5 Hours
		How to Prepare for the Interview-Getting Ready	
		How to Conduct Yourself at the Venue	
		How to Answer Questions During the Interview	
		How to Effectively Conclude the Interview	
		How to Follow-up After the Interview	
		Ace Your Job Interview	
Total Hours of Session			30 Hours