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| **TITLE** | **Personality and Career Management** | | | | | | | |  | |  | |  | | |  | | |  | |
| **SUBJECT CODE** | **Code:16PSY3G512** | | | | | | | |  | |  | |  | | |  | | |  | |
| **HOURS PER WEEK** | **2 Hrs per class** | | | | | | | |  | |  | |  | | |  | | |  | |
| **CREDITS** | 2 | | | | | | | |  | |  | |  | | |  | | |  | |
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| **COURSE OBJECTIVES** | | | | | | | | | | | | | | | | | | |  | |
| **COB1** | To make the students understand how and why personality of an individual is important (which will benefit them as a student and in the future.) | | | | | | | | | | | | | | | | | |  | |
| **COB2** | To imparts the concepts on Emotional Intelligence to understand that it is the driver of life. | | | | | | | | | | | | | | | | | |  | |
| **COB3** | To enable the students to learn how to set the goal, how to be motivated learn the skill of time management. | | | | | | | | | | | | | | | | | |  | |
| **COB4** | To enable students to think to choose and structure the right career path. | | | | | | | | | | | | | | | | | |  | |
| **COB5** | To enable the students to understand the importance of professional communication and impart the skill of the professional communication. | | | | | | | | | | | | | | | | | |  | |
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| **COURSE OUTCOMES** | | | | | | | | | | | | | | | | | | |  | |
| **CO1** | Students will shape their personality and accept the types of personalities exists. | | | | | | | | | | | | | | | | | |  | |
| **CO2** | Students will work to increase their EQ. | | | | | | | | | | | | | | | | | |  | |
| **CO3** | Students will set the goals and will be better time manager. | | | | | | | | | | | | | | | | | |  | |
| **CO4** | Students will set their career path in a positive manner. | | | | | | | | | | | | | | | | | |  | |
| **CO5** | Students will be able to communicate professionally. | | | | | | | | | | | | | | | | | |  | |
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| **SYLLABUS** | | | | | | | | | | | | | | | | | | |  | |
| **MODULE NO** | | **CONTENTS** | | | | **Assessments and Activity** | | | | | | | **CO Mapping** | | | **PO Mapping** | | |  | |
| Module 1 Personality Development  12 Hours | | • Definition & concept of Personality • Attitude and behavior • Types of Personality • Values- Moral, social and personal Self-Analysis, Self Confidence and Self Esteem | | | | How and why personality of an individual is important. Hoe to groom your personality for Animation field.  • Quiz • Personality type online test | | | | | | | CO1 | | | PO1 PO 5 PO 6 PO 12 | | |  | |
| Module 2 ATTITUDE AND EMOTIONAL INTELLIGENCE  12 Hours | | Ø Emotional Intelligence-meaning & definition, Significance Ø Need for emotional Intelligence Ø Components of EI Ø Skills to develop EI & Etiquette –Manner’s array declaration, | | | | TLO: Hoe to increase EQ and how to become good human being   Assessment-  1) Emotional Intelligence online test 2) Quiz 3) Presentation on EI | | | | | | | CO2 | | | PO 6 PO 7 PO 8 PO 9 | | |  | |
| Module 3GOAL SETTING, MOTIVATION & TIME MANAGEMENT 12 hours (12 Hrs) | | • Goals, Concept, type• Motivation, concept, types• Diagnosing Time- managementEffective time planning | | | | Learn the skill of time management and setting goalsActivity—1) Goal Setting Sheet filing and presentationSetting goals for short and long term2) Time management matrix filling and explanation in group | | | | | | | CO3 | | | PPO 9PO 10PO 12 | | |  | |
| Module 4 (12 Hrs) | | • Introduction to career planning Self-assessment and identifying your professional talents | | | | 1) TLO: Enable students to choose and structure the right career path.  Activities:   1) Preparation of Individual development plan for next five years using PowerPoint and presentation of each student in the classroom.  2) Group Discussion on Career path and goals on the same. | | | | | | | CO4 | | | PO 2 PO 3 PO 4 | | |  | |
| Module 5 (12 Hrs) | | • Preparing for Employment Internships and Interviews & resume | | | | 1) TLO: How to communicate effectively and professionally. 2) Preparing resume  Activities:  Preparing a resume and reviewing each other’s resume.  Different patterns of resume building | | | | | | | CO4 | | | PO 7 PO 9 PO 10 | | |  | |
| **Textbook and References** | | | | | | | | | | | | | | | | | | |  | |
| **1** | | Ppts, GDS, EI test online, Practical examples, videos and Audios 2011-2017, (. (2017). Emotional Intelligence | Skills You Need. Skillsyouneed.com. Retrieved from https://www.skillsyouneed.com/general/emotionalintelligence.html | | | | | | | | | | | | | | | | |  | |
| **2** | | Emotional Intelligence | Skills You Need. Skillsyouneed.com. Retrieved from https://www.skillsyouneed.com/general/emotionalintelligence.html/3.The Best Guide to Life: Your Personal Values. (2017). | | | | | | | | | | | | | | | | |  | |
| **3** | | Top 10 Personality Development Tips. (2017). UrbanPro.com. Retrieved from https://www.urbanpro.com/a/top-10-personality-development-tips/written communication practice •Follow These Tips to Create a Professional Resume. (2017). The Balance.Retrieved from https://www.thebalance.com/how-to-create-a-professional-resume-2063237•Types of Resumes | CAREER wise Education. (2017). Careerwise.mnscu.edu.Retrieved from https://www.careerwise.mnscu.edu/jobs/resumecharts.html•Stumped on how to write a cover letter that will catch an employer'sattention? Get ideas from this sample cover letter. (2017). Monster CareerAdvice. Retrieved from https://www.monster.com/career-advice/article/sample-cover-letterEducation & Career Development. (2017).Gecd.mit.edu. Retrieved from https://gecd.mit.edu/explore-careers/career-first-steps/makecareer-plan•The career planning cycle. (2017). MSU Extension. Retrieved fromhttp://msue.anr.msu.edu/news/the\_career\_planning\_cycle•What are Career Stages? definition and meaning - Business Jargons. (2017).Business Jargons. Retrieved from http://businessjargons.com/career-stages.html | | | | | | | | | | | | | | | | |  | |
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| **Website References/Links** | | | | | | | | | | | | | | | | | | |  | |
| **1** | | 1.http://psychology.jrank.org/pages/52/Attitude-Behavior.html https://www.mindtools.com/pages/article/newTMC\_05.htm | | | | | | | | | | | | | | | | |  | |
| **2** | | .https://www.mindtools.com/pages/article/smart-goals.htm https://www.forbes.com/sites/susanadams/2015/04/10/time-management-secrets-anyone-can-use-4/#3b6b99f5315a | | | | | | | | | | | | | | | | |  | |
| **3** | | https://iedunote.com/factors-influencing-attitude https://www.mindtools.com/pages/article/newCDV\_59.htm https://www.mindtools.com/pages/article/newCDV\_59.htm | | | | | | | | | | | | | | | | |  | |
| **4** | | 4. https://www.thebalancecareers.com/what-is-the-career-planning-process-2063709 | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | | |  | |
| **CO-PO Mapping (3-strong, 2-Good, 1-Weak)** | | | | | | | | | | | | | | | | |
|  | | **PO1** | **PO2** | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | | **PO8** | | **PO9** | **PO10** | | | **PO11** | | **PO12** | |
| **CO1** | | 3 | 1 | 2 | 1 | | 3 |  | |  | |  | |  |  | | |  | |  | |
| **CO2** | |  |  |  |  | |  | 3 | | 3 | | 2 | | 1 | 1 | | |  | |  | |
| **CO3** | |  |  |  |  | |  |  | |  | |  | | 3 | 2 | | |  | | 1 | |
| **CO4** | |  | 3 | 3 | 3 | |  |  | |  | |  | |  |  | | |  | |  | |
| **CO4** | |  |  |  |  | |  |  | | 3 | |  | | 3 | 3 | | |  | |  | |
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