

303193353 - Employability Skills

Course: BTech

Semester: 6

Prerequisite:

Rationale : -

#### Teaching and Examination Scheme

Teaching Scheme					Examination Scheme					Total
Lecture Hrs/Week	Tutorial Hrs/Week	Lab Hrs/Week	Seminar Hrs/Week	Credit	Internal Marks			External Marks		
					T	CE	P	T	P	
-	1	-	-	1	-	100	-	-	-	100

SEE - Semester End Examination, T - Theory, P - Practical

#### Course Content

W - Weightage (%) , T - Teaching hours

Sr.	Topics	W	T
1	<b>IELTS Mock Test</b> To develop students English Learning and improve their employment prospects. To create opportunity for students to study around the globe & give them Practice on : Listening Speaking Reading Writing	25	5
2	<b>Resume Building</b> Cover letter & Resume Writing Students will create a functional resume along with cover letter that they will be able to use when applying for a job, college or a scholarship.	25	2
3	<b>Advanced Group Discussion: Mock Round</b> To provide students with an avenue to train themselves in various interpersonal skills. To prepare students for the Group Discussion after the written test for employment or for admission to educational institutes. To generate new ideas or new approaches for solving a problem. To reach a solution on an issue of concern.	25	4
4	<b>Personal Interview: Mock Round</b> Preparing For The Interview Review Question Employer's Expectation Case Interview	25	4
<b>Total</b>		<b>100</b>	<b>15</b>



**Reference**

**Books**

1.	<b>Business Correspondence and Report Writing</b> By SHARMA, R. AND MOHAN, K.
2.	<b>Communication Skills and Soft Skills</b> By Suresh Kumar   Pearson Publication, 2010