Course Code	UJK20401T	Course Name	PROFESSIONAL SKILLS		Course Category	JK	Life Skill Course	L	T	P	C
								2	0	0	2

Pre-requisite Courses	Nil	Co-requisite Courses	Nil	Progressive Courses	Nil
Course Offering Department	Career Development Centre	Data Book / Codes/Standards	-		

Course Learning Rationale (CLR):	The purpose of learning this course is to:
CLR-1 :	expose students to the requirements of job market
CLR-2 :	develop resume building practice
CLR-3 :	increase efficiency in speaking during group discussions
CLR-4 :	prepare students for job interviews
CLR-5 :	instill confidence in students and develop skills necessary to face audience
CLR-6 :	develop speaking and presentation skills in students

Course Learning Outcomes (CLO):	At the end of this course, learners will be able to:	Level of Thinking (Bloom)	Expected Proficiency (%)	Expected Attainment (%)	Fundamental Knowledge	Application of Concepts	Link with Related Disciplines	Procedural Knowledge	Skills in Specialization	Ability to Utilize Knowledge	Skills in Modeling	Analyze, Interpret Data	Investigative Skills	Problem Solving Skills	Communication Skills	Analytical Skills	ICT Skills	Professional Behavior	Life Long Learning
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CLO-1 :	understand the importance of resume preparation and build resume	3	80	70	M	M	L	L	M	H	-	-	-	M	H	L	H	H	H
CLO-2 :	acquire group discussion skills	3	85	75	M	M	L	L	M	H	-	-	-	M	H	L	H	H	H
CLO-3 :	face interviews confidently	3	85	80	M	M	L	L	M	H	-	-	-	M	H	L	H	H	H
CLO-4 :	Ask appropriate questions during an interview	3	85	80	M	M	L	L	M	H	-	-	-	M	H	L	H	H	H
CLO-5 :	understand various types of presentation and use presentation skills in projects	3	85	80	M	M	L	L	M	H	-	-	-	M	H	L	H	H	H
CLO-6 :	build confidence during any presentation	3	85	80	M	M	L	L	M	H	-	-	-	M	H	L	H	H	H

Duration (hour)		6	6	6	6	6
S-1	SLO-1	Introduction of resume and its importance	Meaning and methods of group discussion	Meaning and types of interview (face to face, telephonic, video)	Types - Informative, Instructional, Arousing, Persuasive, Decision-making	PowerPoint presentation–body language and stage etiquettes
	SLO-2	Difference between a CV, Resume and Bio Data	Procedure of group discussion	Dress code, background research	Structure of a presentation – Introduction of the event, Introducing the speaker, vote of thanks	PowerPoint presentation–body language and stage etiquettes
S-2	SLO-1	Essential components of a good resume, common errors people make while preparing a resume	Group discussion – simulation	STAR Technique (situation, task, approach and response) for facing an interview	Working with audience – ice-breaking, Creating a 'Plan B',	PowerPoint presentation–practice session
	SLO-2	Resume building format	Group discussion – common errors	Interview procedure (opening, listening skills, closure, asking questions)	Getting the audience in the mood, working with emotions,	PowerPoint presentation– practice session

S-3	SLO-1	*Resume building using templates*	*Group discussion – types – Topic based*	*Important questions generally asked in an interview*	*Improvisation and unprepared presentations, man-woman view, feedback – appreciation and critique*	*PowerPoint presentation–practice session*
	SLO-2	*Resume building using templates*	*Group discussion – types – Case study based*	*Important questions generally asked in an interview*	*Improvisation and unprepared presentations, man-woman view, feedback – appreciation and critique*	*PowerPoint presentation– practice session*
S-4	SLO-1	*Resume building activity*	*Group discussion – practice session- Topic based*	*Mock interview – face to face*	*Power point presentation, skit, drama, dance, mime, short films and documentary – Dos and Don'ts*	*PowerPoint presentation–practice session*
	SLO-2	*Resume building activity - Feedback*	*Group discussion - Feedback*	*Mock interview- Feedback*	*Power point presentation, skit, drama, dance, mime, short films and documentary – Dos and Don'ts*	*PowerPoint presentation– practice session*
S-5	SLO-1	*Video resume – Tips and tricks*	*Group discussion – practice session- Topic based*	*Mock interview - face to face*	*PowerPoint presentation – content preparation*	*PowerPoint presentation–practice session*
	SLO-2	*Video resume – Do's and Don'ts*	*Group discussion - Feedback*	*Mock interview - Feedback*	*PowerPoint presentation–logical arrangement of content*	*PowerPoint presentation– practice session*
S-6	SLO-1	*Video resume – Templates*	*Group discussion – practice session- Case study based*	*Mock interview - face to face*	*PowerPoint presentation–using internet source, citations, bibliography*	*PowerPoint presentation–practice session*
	SLO-2	*Video resume – Templates*	*Group discussion - Feedback*	*Mock interview- Feedback*	*PowerPoint presentation–using internet source, citations, bibliography*	*PowerPoint presentation– practice session*

Learning Resources	1. Scott Bennett, *The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work*, AMACOM, 2014 2. David John, *Tricks and Techniques of Group Discussions*, Arihant, 2012 3. Singh O.P., *Art of Effective Communication in Group Discussion and Interview*, S Chand & Company, 2014	4. Paul Newton, *How to deliver a presentation* ; e-book **5. Eric Garner, *A-Z of Presentation*, Eric Garner and Ventus Publishing ApS, 2012, bookboon.com**

Learning Assessment

Level	Bloom's Level of Thinking	Continuous Learning Assessment (100% weightage)			
		CLA-1 (20%)	CLA-2 (20%)	CLA-3 (30%)	CLA-4 (30%) ##
		Theory	Theory	Theory	Theory
Level 1	Remember Understand	10%	10%	30%	15%
Level 2	Apply Analyze	50%	50%	40%	50%
Level 3	Evaluate Create	40%	40%	30%	35%
	Total	100 %	100 %	100 %	100 %

CLA-1, CLA-2 and CLA-3 can be from any combination of these: Online Aptitude Tests, Classroom Activities, Case Studies, Poster Presentations, Power-point Presentations, Mini Talks, Group Discussions, Mock interviews, etc.

CLA – 4 can be from any combination of these: Assignments, Seminars, Short Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.,

Course Designers

Experts from Industry	Experts from Higher Technical Institutions	Internal Experts
1. Ajay Zener, Director, Career Launcher	-	1. Mr Priyanand, Assistant Professor, CDC, E&T, SRMIST
		2. Ms Sindhu Thomas, Head in charge, CDC, FSH, SRMIST
		3. Ms Mahalakshmi, Assistant Professor, CDC, FSH, SRMIST