Four-Year Undergraduate Programme

Bachelor of Technology

CDC Department

Faculty of Engineering & Technology

Parul University

Vadodara, Gujarat, India

1. Detailed Syllabus

Semester 6

a. **Course Name:** Employability Skills

b. **Course Code:** 303193353

c. **Prerequisite:** Basic knowledge of ethics, corporate etiquettes and understanding of the fundamentals of communication are essential.

d. **Rationale:** Interpersonal skills and employability skills are essential for better career.

e. **Course Learning Objective:**

CLOBJ 1	Students will be able to understand the importance of resume customization for different job applications.
CLOBJ 2	Students will develop strategies for identifying job opportunities through various channels.
CLOBJ 3	Students will demonstrate proficiency in preparing for job interviews.
CLOBJ 4	Students will build and expand a professional network using both online and offline channels.
CLOBJ 5	Students will be able to understand workplace communication dynamics, including formal and informal channels.
CLOBJ 6	Students will be able to apply time management techniques to prioritize tasks and meet deadlines.

f. **Course Learning Outcomes:**

CLO 1	Get ready for IELTS tests.
CLO 2	Develop a professional resume.
CLO 3	Get an understanding of the interview process.
CLO 4	Improve employability skills through mock tests.
CLO 5	Use soft skills during job interviews.

g. **Teaching & Examination Scheme:**

Teaching Scheme				Evaluation Scheme					
				Internal Evaluation			ESE		Total
L	T	P	C	MSE	CE	P	Theory	P	
0	1	0	1	-	100	-	-	-	100

L- Lectures; **T-** Tutorial; **P-** Practical; **C-** Credit; **MSE-** Mid-Semester Evaluation, **CE-** Continuous Evaluation, **ESE-** End Semester Examination

h. Course Content:

Sr. no.	Topic	Weightage	Teaching Hrs.
1	**IELTS Mock Test**: ● 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	**Resume Building**: ● 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	**Advanced Group Discussion: Mock Round**: ● 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	**Personal Interview: Mock Round**: ● Preparing For the Interview ● Review Question ● Employer's Expectation ● Case Interview	25%	4

i. Reference Books:

1. Business Correspondence and Report Writing SHARMA, R. AND MOHAN, K.

2. Communication Skills and Soft Skills Suresh Kumar; Pearson Publication, 2010

3. Technical Communication: Principles And Practice

   Sangeetha Sharma, Meenakshi Raman; Oxford University Press

Continuous Evaluation by KANAN

Sr. No	Content	Weightage	Teaching Hours	Desired Outcome
1	Listening Comprehension (IELTS)	10%	1	1. Students will develop the ability to understand various English accents, improving comprehension of lectures, discussions, and global content. 2. Students will enhance note-taking skills while listening, allowing students to capture main ideas, supporting details, and examples accurately. 3. Students will improve concentration and focus, enabling students to follow complex audio materials and instructions in both academic and everyday contexts effectively.
2	Group Discussion	10%	2	1. Students will develop clear and effective communication skills, learning to articulate ideas confidently and listen actively to others. 2. Students will strengthen their critical thinking abilities by analyzing different viewpoints, fostering a deeper understanding of complex topics. 3. Students will learn to work collaboratively, respecting diverse perspectives and building consensus to reach common goals effectively.
3	Mock Interview	10%	2	1. Students will gain confidence in their ability to articulate thoughts, answer challenging questions, and handle interview scenarios with professionalism. 2. Students will develop clear, concise, and impact full ways of presenting themselves, tailored to interview settings. 3. Students will receive actionable feedback, allowing them to identify areas for improvement and refine their approach for future real-world interviews.

4	Reading Comprehension (IELTS)	10%	1	1. Students will develop the ability to critically analyze texts, identifying main ideas, supporting details, and the writer's purpose, which enhances their overall comprehension and reasoning skills. 2. Students will gain a broader vocabulary and understand context, helping them to infer meanings and grasp complex concepts in academic texts. 3. Students will learn effective techniques like skimming, scanning, and time management, enabling them to comprehend and interpret information accurately under time constraints, critical for success in IELTS and academic settings.
5	Resume Building	10%	1	1. Students will learn how to organize their resumes effectively, highlighting key sections like education, experience, skills, and achievements to ensure clear readability and impact. 2. Students will gain skills in customizing resumes for specific roles, showcasing relevant experience and accomplishments that align with job descriptions. 3. Students will understand how to use professional language, active verbs, and clean formatting to create a polished, professional impression.