

**Course Code: 201**  
**Course Title: Professional Development and Ability Enhancement**

Course Code	201
Course Title	Professional Development and Ability Enhancement
Credits	2
Course Category	(AEC) Ability Enhancement Course
Level of Course	100-199 ( Foundation / Introductory )
Course Intake	As per the division intake allocated by University
Course Resource Person:	The institute can invite a professional resource person from industry or corporate or any other institute.
Course Fees:	
Teaching per Week	2 Hrs
Minimum weeks per Semester	15 (Including class work, examination, preparation etc.)
Review / Revision	2023-2024
Implementation Year:	A.Y. 2023-2024
Purpose of Course	<p>This course is designed to provide students with the essential skills required for professional success. It covers personality development, interview strategies, application writing skills, and the fundamentals of preparing and presenting budgets. The course integrates theoretical knowledge with practical applications through case studies, ensuring students are well-equipped for career advancement.</p> <p>The course will be selected by the institute from basket of courses under category AEC (Ability Enhancement Course) offered by the university.</p> <p>[Modern Indian Language (MIL) &amp; English language focused on language and communication skills.]</p>
Course Objective	<p><b>Develop Self-Awareness:</b> Enable students to understand their strengths, weaknesses, and values to enhance their self-awareness, contributing to improved decision-making and interpersonal relationships.</p> <p><b>Interview Techniques:</b> Equip students with the knowledge and skills necessary to confidently navigate various interview formats, respond to challenging questions, and make a lasting impression on potential employers.</p> <p><b>Enhance Application Writing Skills:</b> Cultivate effective written communication skills for job applications, cover letters, and personal statements, enabling students to craft compelling narratives that highlight their qualifications and experiences.</p> <p><b>Prepare and Present Budgets:</b> Provide students with the foundational knowledge and practical skills to create, manage, and present budgets tailored to their personal and professional goals, fostering financial responsibility.</p> <p><b>Integrate Skills for Professional Success:</b> Integrate personality development, interview techniques, application writing, and budgeting skills into a holistic approach for achieving professional success, fostering a proactive and strategic mindset.</p>
Pre-requisite	Knowledge of English at H.Sc.(12 <sup>th</sup> ) Level



Course Outcomes	<p><b>CO1: Self-Discovery and Awareness:</b> Students will demonstrate an increased understanding of their personality traits, values, and motivations, fostering a greater sense of self-awareness.</p> <p><b>CO2: Interview Techniques:</b> Students will exhibit proficiency in interview techniques, including effective communication, confident self-presentation, and the ability to handle various interview scenarios.</p> <p><b>CO3: Effective Application Writing:</b> Students will showcase enhanced written communication skills through the creation of well-crafted resumes, cover letters, and personal statements tailored to specific job opportunities.</p> <p><b>CO4: Budgeting Competence:</b> Students will develop and present realistic budgets, showcasing the ability to manage financial resources effectively and plan for both short-term and long-term career goals.</p> <p><b>CO5: Integrated Professional Success Plan:</b> Students will create a comprehensive professional success plan that integrates personality development, interview strategies, application writing skills, and budgeting, demonstrating a strategic approach to their career development.</p>																																																						
Mapping between Course Outcomes(CO) with Program Specific Outcomes(PSO)	<table><tr><td></td><td>PSO 1</td><td>PSO 2</td><td>PSO 3</td><td>PSO 4</td><td>PSO 5</td><td>PSO 6</td><td>PSO 7</td><td>PSO 8</td></tr><tr><td>CO1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>C04</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	CO1									CO2									CO3									C04									CO5								
	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8																																															
CO1																																																							
CO2																																																							
CO3																																																							
C04																																																							
CO5																																																							
Course Content	<p><b>Unit-1: Personality Development</b></p> <p>1.1 Understanding Self</p> <p>1.2 Importance of self-awareness</p> <p>1.3 Personality assessments and tools</p> <p>1.4 Identifying strengths and areas for improvement</p> <p>1.5 Effective Communication and Interpersonal Skills</p> <p>1.5.1 Verbal and non-verbal communication techniques</p> <p>1.5.2 Building and maintaining positive relationships</p> <p>1.5.3 Conflict resolution and collaboration skills</p> <p><b>Unit-2: Interview Tips and Techniques</b></p> <p>2.1 Preparing for Success</p> <p>2.2 Researching the company and job role</p> <p>2.3 Crafting a compelling resume and cover letter</p> <p>2.4 Developing a personal elevator pitch</p> <p>2.5 Mastering the Interview</p> <p>2.6 Common interview formats and question types</p> <p>2.6.1 Interview etiquette and body language</p> <p>2.6.2 Strategies for handling challenging questions</p> <p><b>Unit-3: Application Writing Skills</b></p> <p>3.1 Effective Application Writing</p> <p>3.2 Crafting a powerful statement of purpose</p> <p>3.3 Writing persuasive letters of recommendation</p> <p>3.4 Tailoring applications to specific opportunities</p> <p>3.5 Portfolio Development</p> <p>3.5.1 Building a professional portfolio</p> <p>3.5.2 Showcasing achievements, projects, and skills</p> <p>3.5.3 Online presence and personal branding</p>																																																						



	<p><b>Unit-4: Fundamentals of Preparing and Presenting Budgets with Case Studies</b></p> <p>4.1 Budget Basics</p> <p>4.1.1 Understanding financial terminology</p> <p>4.1.2 Creating a personal budget for career development</p> <p>4.1.3 Introduction to budgeting tools and apps</p> <p>4.2 Budgeting case studies</p> <p>4.2.1 Preparing income and expenditure statements for home.</p> <p>4.2.2 Allocating resources for ongoing education and skill development.</p> <p>4.2.3 Preparing monthly , quarterly and yearly home budget.</p> <p>4.2.4 Preparing monthly , quarterly and yearly budget for a restaurant.</p>
<b>Reference Books</b>	<p>1.) "The Power of Habit: Why We Do What We Do in Life and Business" by Charles Duhigg, ISBN: 9780812981605, Publisher: Random House</p> <p>2.) "Quiet: The Power of Introverts in a World That Can't Stop Talking" by Susan Cain ISBN: 9780307352149, Publisher: Crown</p> <p>3.) "Cracking the Coding Interview: 189 Programming Questions and Solutions" by Gayle Laakmann McDowell ISBN: 9780984782857, Publisher: CareerCup</p> <p>4.) "Sweaty Palms: The Neglected Art of Being Interviewed" by H. Anthony Medley ISBN: 9780312155668, Publisher: St. Martin's Griffin</p> <p>5.) "Resumes that Knock 'em Dead" by Martin Yate ISBN: 9781440536793, Publisher: Adams Media</p> <p>6.) "Cover Letter Magic, 4th Ed: Trade Secrets of Professional Resume Writers" by Wendy S. Enelow and Louise M. Kursmark ISBN: 9781593577353, Publisher: JIST Works</p> <p>7.) "Budgeting Basics and Beyond" by Jae K. Shim and Joel G. Siegel ISBN: 9781119133899, Publisher: Wiley</p> <p>8.) "Financial Intelligence, Revised Edition: A Manager's Guide to Knowing What the Numbers Really Mean" by Karen Berman and Joe Knight ISBN: 9781422144114, Publisher: Harvard Business Review Press</p> <p>9.) "What Color Is Your Parachute? 2022: Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles ISBN: 9781984858444, Publisher: Ten Speed Press</p> <p>10.) "The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change" by Stephen R. Covey ISBN: 9781982137274, Publisher: Simon &amp; Schuster</p>
<b>Teaching Methodology</b>	Class Work, Discussion, Self-Study, Case-Study, Seminars and/or Assignments
<b>Evaluation Method</b>	<p>50% Internal assessment.</p> <ul style="list-style-type: none"> <li>- One presentation by the student on given topic,</li> <li>- A project report on given topic and participation in group discussion.</li> </ul> <p>50% External assessment.</p> <ul style="list-style-type: none"> <li>- Final project report will be prepared and presented by the student.</li> <li>- Viva-voce and personal interaction with the student to evaluate student's understanding about the topics.</li> </ul>