

## **Syllabus: Employability Skills**

### **Course Content**

- Introduction to employability skills, career development & goal setting and becoming a professional in the 21st century.
- Basic English skills, communication skills, financial and legal literacy.
- Entrepreneurship, diversity & inclusion, constitutional values - citizenship and essential digital skill.

### **Reference:**

1. Employability Skills: A Guide for Students by Venkatachalam S.
2. The 7 Habits of Highly Effective People by Stephen R. Covey
3. Soft Skills: Enhancing Employability by Nitin Trasi and Uma Shashikant
4. What Color Is Your Parachute? 2022: Your Guide to a Lifetime of Meaningful Work and Career Success by Richard N. Bolles

