

Department of Psychology
University College of Social Sciences & Humanities
Mohanlal Sukhadia University, Udaipur (Rajasthan)

Certificate course
in
Employability Skills

Course Title : Employability Skills

Course Duration : Six months

Program Specific Outcomes

- To enable students understand their personality, career aptitude and interest
- To develop employability among the students to bridge the skill gap between academia and industry

Eligibility Criteria

- Students who have enrolled for undergraduate courses in any stream at Mohanlal Sukhadia University

Admission Criteria

- Marks obtained at Senior Secondary level

Number of Seats : 60

Mode : Self Finance Scheme (SFS)

Course Fee : Rs. 8000/-

Syllabus

Unit-I : Understanding Self: Personality assessment, Identifying career preferences through Aptitude tests and interests inventories.

Unit-II : Writing Effective Resume/Curriculum Vitae (Document and Video resume), Sources of Job Search, Preparing Job Application, Applying for jobs through Job Portals.

Unit-III : Preparing for a Job Interview: Effective Communication, Body language, Participation in Group Discussion.

Unit-IV : Preparing effective presentations, using various audio-video inputs in the presentations, How to make a presentation, Effective communication at workplace – oral and written.

Course Scheme

The course will be evaluated on the basis of two practical papers.

- Practical-1 (30 classes of 1 hour duration each will be held)
- Practical-2 (30 classes of 1 hour duration each will be held)

Practical - 1

Course Outcomes

The students will be able to

- develop awareness about one's personality, aptitude and interests
- write effective resume/curriculum vitae
- write effective job applications

The following practical exercises would be completed by the students.

1. Personality assessment
2. Aptitude testing
3. Interest inventories
4. Resume/C.V. writing
5. Writing Job application

Practical - 2

Course Outcomes

The students will be able to

- Learn the etiquettes for an effective job interview
- Learn to participate in a group discussion
- Learn to prepare and making presentations
- Learn effective communication at workplace

The following practical exercises would be completed by the students..

1. Appearing in an Interview
2. Participation in Group Discussion

3. Preparing a PPT presentation
4. Making a Presentation
5. Communication at workplace

Evaluation Criteria

Marking Scheme

	Internal Assessment	External Assessment	Total Marks	Duration of External Examination
Practical-1	80	120	200	3 hours
Practical-2	80	120	200	3 hours

Internal Assessment

The internal assessment will have 40% weightage. The performance will be evaluated on the basis of continuous and comprehensive evaluation (CCE). Each exercise completed by the students will be evaluated by the concerned teacher who will work as an internal examiner for this course. Each exercise will be of 16 marks.

External Assessment

A Panel of External Examiners would be prepared for both the practical papers following the University norms. The Practical examination would be conducted similar to the other practical examinations of the University.

Criteria of Completion

The candidate must score at least 50% marks separately in both Internal and External Assessment.

The course would be run at the Department of Psychology, UCSSH, Mohanlal Sukhadia University.

Course prepared by : Dr Tarun Kumar Sharma, Department of Psychology, MLSU

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