



# SILVER OAK UNIVERSITY

College of Technology  
Bachelor of Technology  
Information Technology

Course Name: Employability Enhancement & Job Skills

Course Code: 1010343481

Semester: 7<sup>th</sup>

## Prerequisite:

Aptitude Building & Professional Skills – I, II, III

## Course Objective:

1. The entire objective of the “Employability Enhancement & Job Skills” subject is to acquire core academic skills, Job skills and interpersonal skills.
2. The subject is offered in order to make the students industry ready/corporate ready and to help them prepare Resume and Mock Interviews.

## Teaching Scheme:

Teaching Scheme				
L	T	P	Contact Hours	Credit
0	1	0	1	1

## Contents:

Unit	Topics	Teaching Hours	Weightage %
1	Employability Essentials for Job Success	2	20
2	Hiring process	3	20
3	Interview	3	20
4	Resume & CV	3	20
5	Career Planning & Self-management Skills	3	20

## Course Outcomes:

Sr. No.	CO statement	Unit
CO-1	To enhance Core academic skills, Presentation skills, Communication & Inter-personnel skills of students before they appear for interview	1
CO-2	To Get acquainted with the stages in hiring process of on campus and off campus placements.	2
CO-3	Prepare students with most commonly asked questions in interviews by conducting mock interviews.	3
CO-4	To understand crucks of interview such as resume preparation, self management skills required and career planning	4,5

## Teaching & Learning Methodology: -

The various methods or tools to teach the above subject:

1. PPT Presentation
2. Videos showing important topics of Employability Enhancement & Job Skills

## List of Tutorials:

**Total Hours: 14 hours**

Sr. No.	Practical Name
1	Prepare a resume in Microsoft Word document.
2	Prepare a power point presentation on stages in hiring process.
3	Prepare a power point presentation on how to formally dress up during an interview.
<b>Students will solve at least five examples and related theories from each topic as an assignment/tutorial.</b>	

## Books Recommended:

1. A Text Book of Employability Skills by Suhas Kapil Dev, Asian Publisher.
2. An Introduction to Employability Skills' published by Macmillan, Arvind Nawale, Mahesh Nivargi, Manisha Gahelot
3. Employability Skill Development Theory by Professor Kulkarni, Nirali Publications.

## List of Open Source Software/learning website:

1. <https://www.youtube.com/watch?v=45uNWLmAZR8>
2. <https://nptel.ac.in/courses/109107121>
3. <https://nptel.ac.in/courses/109105110>
4. <https://nptel.ac.in/courses/109104031>

**CO-PO-PSO Matrix:**

<b>CO. No.</b>	<b>PO 1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>	<b>PO 7</b>	<b>PO 8</b>	<b>PO 9</b>	<b>PO 10</b>	<b>PO 11</b>	<b>PO 12</b>	<b>PSO 1</b>	<b>PSO 2</b>
CO-1	1	1		1	2	1		2		3	1	1	1	2
CO-2	1					1	1	2	1	2		1	1	1
CO-3		2			1	1	1	1		2	2	3	1	1
CO-4			1	1	3	1		1		1	3	3	1	1