CARMEL COLLEGE (AUTONOMOUS), MALA

CAREER GUIDANCE AND PLACEMENT CELL
in collaboration with
MAHINDRA PRIDE CLASSROOM AND NAANDI FOUNDATION

Mahindra Pride Classroom's
Employability Skill Programme:
Soft Skills for Employability Training Certificate Course
for the Final Year UG, PG and Diploma Students
SYLLABUS

Code	Contact Hours	Semester/Year
CGPCMPCR001	**36**	**Final Semester**

Aims
- To help the students become ready to face interviews
- To enable them to secure good jobs

Objectives
- To equip students with essential soft skills and employability skills necessary for successful transition into the professional world, including communication, teamwork, leadership, problem-solving, and professional ethics
- To nurture entrepreneurial mindset and skills among participants, enabling them to identify opportunities, innovate, and take calculated risks, thus fostering their ability to pursue entrepreneurial ventures and contribute to economic growth and innovation
- To foster trust, accountability, integrity and social responsibility through professional ethics

Course Outline

Module I: ESSENTIAL SOFT SKILLS AND ICT SKILLS
English Language for Career- Communication Skills-Self-Introduction- ICT Skills-Presentation Skills-Critical Thinking

Module II: EMPLOYABILITY AND ENTREPRENEURIAL SKILLS
Goal Setting-Time Management-Money Management-Job Sectors to Know- Job Readiness- Resume-Social Media-LinkedIn Profile-Leadership Skills and Team Building-Problem-Solving Skills-Interview Skills-Group Discussion

Module III: PROFESSIONAL ETHICS
Significance of cultivating professional ethics for integrity accountability, and social responsibility in their professional conduct

Assessment for the Certificate
Attendance-90 %
Self-Introduction and Resume Preparation
Classroom Performance (Group Discussions/Debates/JAM and the like)
Presentation
Mock Interview