

| GANPAT UNIVERSITY                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
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| FACULTY OF MANAGEMENT STUDIES                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| Programme                                                                                                                          | Bachelor of Business Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                  |             |       | Branch/Spec.                        | Business Analytics |     |           |
| Semester                                                                                                                           | V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |                  |             |       | Version                             | 1.0.0.0            |     |           |
| Effective from Academic Year                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         | 2026-27          |             |       | Effective for the Batch admitted in |                    |     | July 2024 |
| Course Code                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | BSEC302 |                  | Course Name |       | Employability Skills                |                    |     |           |
| Teaching Scheme                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       | Examination Scheme (Marks)          |                    |     |           |
| (Per week)                                                                                                                         | Lecture (DT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         | Practical (Lab.) |             | Total |                                     | CE                 | SEE | Total     |
|                                                                                                                                    | L                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TU      | P                | TW          |       |                                     |                    |     |           |
| Credit                                                                                                                             | 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00      | 00               | 00          | 02    | Theory                              | 25                 | 25  | 50        |
| Hours                                                                                                                              | 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00      | 00               | 00          | 02    | Practical                           | 00                 | 00  | 00        |
| Pre-requisites                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| English Proficiency                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| Course Objective                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| To develop students' professional communication and employability skills through presentations, group discussions, and interviews. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| Course Outcomes                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| On successful completion of the course, the students will be able to:                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| CO1                                                                                                                                | Deliver well-structured and effective professional presentations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |                  |             |       |                                     |                    |     |           |
| CO2                                                                                                                                | Participate confidently and constructively in group discussions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |                  |             |       |                                     |                    |     |           |
| CO3                                                                                                                                | Develop job-oriented resumes, cover letters, and LinkedIn profiles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                  |             |       |                                     |                    |     |           |
| CO4                                                                                                                                | Demonstrate professional interview skills through effective communication, grooming, and body language.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                  |             |       |                                     |                    |     |           |
| Theory Syllabus                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| Unit                                                                                                                               | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                  |             |       |                                     |                    |     | Hrs.      |
| 1                                                                                                                                  | Presentation and Group Discussion Skills:<br>Presentation Skills: Significance of presentation skills for management students, definition and components of presentation, brainstorming and steps to prepare effective presentation, Boredom factors and its avoidance, practice of oral presentation<br>Group Discussion: Definition and significance of group discussion, pre-requisites, objectives and characteristics of group discussion, group discussion in organization and group discussion as a part of selection process, practice of group discussion on current topics related to economy, education system, environment, politics etc. |         |                  |             |       |                                     |                    |     | 15        |
| 2                                                                                                                                  | Interview Skills:<br>Resume and cover letter writing, reading job description and determining suitability for the job, check list for job interview, procuring required prior information regarding organization/employer, creating and managing LinkedIn profile and networking, facing campus/on site/telephone/video conferencing interviews confidently, grooming tips to face an interview board, proper body posture and gestures in interviews. handling questions skilfully. dos and don'ts of job interview, mock interviews covering all the crucial stages of job interview.                                                               |         |                  |             |       |                                     |                    |     | 15        |
| Exam: Theory 100%, Numerical 0%                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| Practical Content                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| Practical, assignments and tutorials are based on above syllabus.                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| Text Books                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| 1                                                                                                                                  | Alex K. Soft Skills Know Yourself and Know the World, Sultan Chand & Sons New Delhi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                  |             |       |                                     |                    |     |           |
| Reference Books                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                  |             |       |                                     |                    |     |           |
| 1                                                                                                                                  | Bhatnagar, N., & Bhatnagar, M. (2011). Effective Communication and Soft Skills. Pearson Education India. ISBN: 978-8131760345.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |                  |             |       |                                     |                    |     |           |

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|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----|-----|-----|-----|-----|-----|-----|----------------|------|------|------|------|------|
| 2                              | Butterfield, J. (2020). Soft Skills for Everyone (2nd ed.). Cengage Learning India Pvt Ltd. ISBN: 978-9353501051.                                                         |               |     |     |     |     |     |     |     |                |      |      |      |      |      |
| 3                              | Storey, J. (2016). Interview: The art of the interview: The perfect answers to every interview question. CreateSpace Independent Publishing Platform. ISBN 9781536856620. |               |     |     |     |     |     |     |     |                |      |      |      |      |      |
| ICT/MOOCs Reference            |                                                                                                                                                                           |               |     |     |     |     |     |     |     |                |      |      |      |      |      |
| 1                              | <a href="https://onlinecourses.swayam2.ac.in/imb25_mg210/preview">https://onlinecourses.swayam2.ac.in/imb25_mg210/preview</a>                                             |               |     |     |     |     |     |     |     |                |      |      |      |      |      |
| Mapping of CO with PO and PSO: |                                                                                                                                                                           |               |     |     |     |     |     |     |     |                |      |      |      |      |      |
|                                | Course Outcome (CO) No.                                                                                                                                                   | PO-CO Mapping |     |     |     |     |     |     |     | PSO-CO Mapping |      |      |      |      |      |
|                                |                                                                                                                                                                           | PO1           | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1           | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 |
|                                | CO1                                                                                                                                                                       | 1             | 3   | 2   | 1   | 1   | 2   | 2   | 3   | 1              | 1    | 3    | 1    | 2    | 1    |
|                                | CO2                                                                                                                                                                       | 1             | 3   | 3   | 2   | 1   | 2   | 1   | 3   | 1              | 1    | 3    | 1    | 1    | 1    |
|                                | CO3                                                                                                                                                                       | 1             | 3   | 1   | 1   | 1   | 2   | 1   | 3   | 1              | 1    | 3    | 1    | 1    | 1    |
|                                | CO4                                                                                                                                                                       | 1             | 3   | 2   | 2   | 2   | 2   | 1   | 3   | 1              | 1    | 3    | 1    | 2    | 1    |