

COs

CO1

CO2

CO3

CO4

CO5

Unit

PO1

Theory Syllabus

PO2

PO3

PO4

PO5

PO6

Content

PO7

PO8

PO9

GANPAT UNIVERSITY

PO11

PO10

PO12

Hrs.

| ॥ विद्यया | समाजोत्कर्षः । | Sity | | GANPAI UNIVERSIII | | | | | | |
|--------------------------------|-----------------|--|------------------|-------------------|-------------------------|---|------------------|-----------------------|------------|--|
| | | | FAC | ULTY OF (| COMPUT | TER APPLICAT | TONS | | | |
| Programme | B.S | c. IT (Inf | rastruc | ture Manage | ment | Branch/Spec. | Comput | Computer Applications | | |
| _ | Serv | vices) (H | ons.) | _ | | _ | | | | |
| Semester IV | | | | | | Version | 1.0.0.0 | 1.0.0.0 | | |
| Effective from Academic Year 2 | | | | 2025-26 | | Effective for the batch Admitted in June 2024 | | | June 2024 | |
| Subject Code U44D5ES2 | | | Subject Na | me | Employability Skills-II | | | | | |
| | T | eaching : | scheme | e | | Exa | amination sche | me (Marks) | | |
| (Per week) | Lecture (DT) | | Practical (Lab.) | | Total | | CE | SEE | Total | |
| | L | TU | Р | TW | | | | | | |
| Credit | 2 | 0 | 0 | 0 | 2 | Theory | 25 | 25 | 50 | |
| Hours | 2 | 0 | 0 | 0 | 2 | | | | | |
| Objective: | | | | | | | | | | |
| • • | | | • | | | ding effective co | | | • | |
| • | | iew read | iness, v | vhile fosterir | ng critical | thinking, teamwo | ork, and adaptab | ility for care | er success | |
| in the IT industry | <u> </u> | | | | | | | | | |
| Pre-requisites: | | | | | | | | | | |
| | | | | | | niliar with using | computers and t | he Internet. | Possess a | |
| willingness to lea | arn pro | ressionai | comm | unication ski | IIS. | | | | | |
| Course Outcor | mes: | | | | | | | | | |
| Name of CO | D | escriptio | n | | | | | | | |
| CO1 | Un | Understand writing an effective resume. | | | | | | | | |
| CO2 | Bui | Build and optimize a professional LinkedIn portfolio for networking and personal branding. | | | | | | | nding. | |
| CO3 | Ma | Master the art of Interview Preparation | | | | | | | | |
| CO4 | Ap | pear in th | e Mocl | k interview o | confidentl | y | | | | |
| CO5 | Cul | Cultivate problem-solving, critical thinking, and adaptability for workplace readiness. | | | | | | | | |
| Mapping of CC | and P | О | | | | | | | | |

| 1 | Resume Writing and Cover Letters | | | | | | |
|--------|--|----|--|--|--|--|--|
| | Biodata/Resume/CV, Components of a compelling resume for IT roles (format, key sections), Types of Resumes, Writing a tailored resume for job descriptions, Crafting professional cover letters, Using ATS (Applicant Tracking System)-friendly formatting and keywords. | | | | | | |
| 2 | LinkedIn Portfolio Management and Networking | | | | | | |
| | Setting up and optimizing a LinkedIn profile (headline, summary, experience, skills), Building a professional network on LinkedIn, Writing and sharing engaging posts and articles, Leveraging LinkedIn for job searches and connections. | | | | | | |
| 3 | Interview Preparation | | | | | | |
| | Characteristics of an effective interview, Types of IT interviews: Technical, HR, and behavioral, commonly asked IT interview questions and STAR technique for answering, handling technical challenges and coding interviews, Non-verbal Communication at Interview | | | | | | |
| 4 | Mock Interviews | 06 | | | | | |
| | Conducting mock interviews with personalized feedback | | | | | | |
| 5 | Workplace Readiness and Soft Skills | 06 | | | | | |
| | Problem-solving and critical thinking in IT projects, Teamwork and collaboration in agile and remote environments, Workplace etiquette and adaptability. | | | | | | |
| Text 1 | Books: | | | | | | |
| 1 | The Resume Writing Guide: A Step-By-Step Workbook for Writing a Winning Resume by Lisa McGrimmon, CreateSpace Independent Publishing Platform, 2014, ISBN: 1502429322, 9781502429322. | | | | | | |
| 2 | "LinkedIn Unlocked: Unlock the Mystery of LinkedIn to Drive More Sales Through Social Selling" by Melonie Dodaro, CreateSpace Independent Publishing Platform | | | | | | |
| 3 | "Cracking the Coding Interview" by Gayle Laakmann McDowell, 6th edition, CareerCup; | | | | | | |
| Refer | rence Books: | | | | | | |
| 1 | Essential Guide to Resume Writing: A Simple Guide to Write Perfect Resumes by Muthukumar Gopalakrishnan, 2022, ASIN: B09RMVVQM9 | | | | | | |
| 2 | Soft Skills: an Integrated Approach to Maximise Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India | | | | | | |
| 3 | LinkedIn Interview Mastery: How to Find the Perfect Fit for Your Team Through Effective LinkedIn Interviews (LinkedIn Pro: Mastering Career Success with the Ultimate Networking Platform) by Barrett Williams | | | | | | |
| Web | References / MOOC / Certification Course: | | | | | | |
| 1 | Free Resume and CV Writing Tutorial - Introduction to Resumes & Cover Letters Udemy | | | | | | |
| 2 | Free Interviewing Skills Tutorial - Overcoming Job Interview Anxiety: Reduce Stress & Get Hired! | | | | | | |
| | Udemy | | | | | | |

University Examination Duration: 1 Hour

Paper Structure:

Q-1 Must be from Unit 1: Any One out of Two (05 Marks) CO1

Q-2 Must be from Unit 2: Any One out of Two (05 Marks) CO2

Q-3 Must be from Unit 3: Any One out of Two (05 Marks) CO3

Q-4 Must be from Unit 4: Any One out of Two (05 Marks) CO4

Q-5 Must be from Unit 5: Any One out of Two (05 Marks) CO5