



ALAGAPPA UNIVERSITY

(A State University Established by the Government of Tamil Nadu in 1985,
Accredited with A+ Grade by NAAC (CGPA 3.64) in the Third Cycle, Graded as Category-I
University and Granted Autonomy by MHRD-UGC, MHRD-NIRF 2020 Rank : 36, QS 2020 India Rank : 24)

KARAIKUDI - 630 003, Tamil Nadu, India

DEPARTMENT OF COMMERCE



Value Added Course

EMPLOYABILITY SKILLS

Course Code : **VACCOM4**

Duration : **Dec 2023 to April 2024**

Course Coordinator

Dr. G.VINAYAGAMOORTHY

Assistant Professor



LEARNING OUT COMES :

Have skills and preparedness for aptitude tests, Be equipped with essential communication skills (writing, verbal and non-verbal) Master the presentation skill and be ready for facing interviews & Build team and lead it for problem solving.

OBJECTIVES:

1. Employability skills can be defined as those soft skills which employers look for in a potential employee.
2. The students will be able to understand the importance of employability skills, identify job market.
3. To understand the importance of communication skills, inter personnel skills, group discussion interview skills and public speaking
4. After completing this programme students will be able to demonstrate how to communicate effectively using verbal and non-verbal communication etiquette

ABOUT DEPARTMENT OF COMMERCE

The Alagappa University was established in 1985 with four Departments. The Department of Commerce was one among the four departments. The Department of Commerce offers M.Com, M.Phil and Ph.D programmes. The M.Com and M.Phil programmes are under choice Based Credit System. There are Six Qualified faculty members (Two professors, one Associate Professor and three Assistant Professors), wholeheartedly involved and dedicated for the cases of academic and holistic empowerment of the students and development of the University. The UGC Major Result Project is undertaken by faculty members of the Department. The students are groomed to face the challenges of the employment market and improve the employability. Co-curriculum and extracurricular activities such as Communication, Skill, Personality and Leadership Development Coaching for Competitive Examinations Participants in NSS/RRC/YRC Activities Sports, Cultural events and Village Extension Programme and given due care by the Department for improving the soft skills of the students. The Department takes necessary arrangements for providing study materials (Books and other printed study materials) to the students.

OVERVIEW OF THE COURSE

The Employability Skills course offers you a total solution for maximizing your career potential through skills development programs based on Industry needed skills and your natural abilities. Not only will this help to identify the skills that matter most but allow to track the improvement of various skills in real-time and while getting certified from world-renowned universities. Certified Course in Employability Skills is developed based on industrial linkage. The main purpose of this course is training to improve the skills make them to know their potentialities and do to kick start, their career successful manner. This course will develop a strong foundation in student work readiness skills and attributes, those potential employers are looking for in dream candidates.

DETAILS OF THE COURSE COORDINATOR

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Course Code VACCOM04	EMPLOYABILITY SKILLS	Credits: 6	Hours: 30
Objectives	<ul style="list-style-type: none"> • To Improve the Students Interview and Career Skills • To increase the Social and Interpersonal skills of the Students. • To enhance the etiquette in the chosen profession • To improve the English language at workplace. 		
Unit I	Communication Skills Communication through Body Language – Communication through Technology –Corporate Communication – Meetings – Face to Face Conversation – Telephonic Conversation – Seminar and Conference		
Unit II	Interpersonal Skills Formal Interpersonal skills – Poor Interpersonal Skills – Positive Attitude – IQ-EQ Techniques- Self – confidence		
Unit III	Group Discussion GD Techniques – Initiative and Active – Clarity of speech – Handling Questions –Impromptu speech and Public speech – Cope with Nerves- Showing Leadership – Mock Group Discussion.		
Unit IV	Interview Skills Resume Preparation – Preparing for the Interview –How to conduct yourself in the Interview –Closing the Interview –Levels of Interview – Telephonic Interview – Mock Interview – Do’s and Don’ts in Interview		
Unit V	Public Speaking Meeting Unexpected Situations – Speeches for special occasions – Evaluating Speech – Do’s and Don’ts – Audience Awareness – Leadership Qualities – Time Management.		
Reference and Text Books: Soft Skills : Enhancing Employability by Marshali Goldsmith & M.S.Roa Brilliant Employability Skills by Frances Trough.			
Outcomes	<ol style="list-style-type: none"> 1. Employability skills can be defined as those soft skills which employers look for in a potential employee. 2. These skills equip the employees to carry out their role to the best of their ability and client satisfaction. 3. The ability to explain what you mean in a clear and concise way through written and spoken means, helps to build a better relationship with the client or the customer. 4. Similarly, handling stress that comes with deadlines for finishing work and ensuring that you meet the deadlines can be done through effective self-management training. <p>It can also be done by working well with other people from different disciplines, backgrounds and expertise to accomplish a task or goal.</p>		