



# CERTIFICATE COURSE IN CAREER AWARENESS AND EMPLOYABILITY

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**DESIGNED BY:**

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**MORIDHAL COLLEGE**  
**DEPARTMENT OF EDUCATION**  
**CERTIFICATE COURSE**



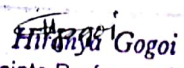
<b>COURSE TITLE</b>	CERTIFICATE COURSE IN CAREER AWARENESS AND EMPLOYABILITY SKILLS
<b>MARKS</b>	TOTAL : 50 (THEORY : 30 AND PRACTICAL (INTERNAL) : 20)
<b>COURSE DURATION</b>	30 HOURS
<b>ELIGIBILITY</b>	10+2 PASSED/12 STANDARD PASSED
<b>COURSE OUTCOME</b>	On completion of this course, the students will be able to- <ul style="list-style-type: none"> <li>• Describe the meaning of Career.</li> <li>• Differentiate Career, Job and Occupation.</li> <li>• Set realistic career goals and identify various types of career options.</li> <li>• Justify the importance of Career awareness.</li> <li>• Elucidate the general employability skills.</li> <li>• Identify the 21<sup>st</sup> century job opportunity and employability skills.</li> <li>• Develop interpersonal skills required for developing career.</li> <li>• Prepare an attractive Curricula Vitae for employer.</li> <li>• Identify the strengths and weaknesses of self.</li> <li>• Develop competency in group discussion and presentation skills.</li> <li>• Develop the basic attributes of facing interview.</li> </ul>

Units	Contents	Marks	L	P	T
Unit I	<b>1. Introduction to Career (10 hours)</b> 1.1 Meaning of Career 1.2 Difference of Career, job and Occupation 1.3 Need of Career Awareness 1.4 Career Goals	15	7	2	1
Unit II	<b>2. Career in 21<sup>st</sup> Century (10 hours)</b> 2.1 Employability Skills – General Employability and Job Specific Technical Skills 2.2 21 <sup>st</sup> Century Job Opportunities 2.3 21 <sup>st</sup> Century Employability Skills 2.4 Development of Inter-personal skills	15	7	2	1
Unit III	<b>3. Build Your Career (10 hours)</b> 3.1. Curricula Vitae 3.2 SWOC Analysis of Self 3.3 Preparing for job interview 3.4 Group Discussion and Presentation	20	3	6	1
<b>Total</b>		<b>50</b>	<b>17</b>	<b>10</b>	<b>3</b>

<b>PRACTICUM/ACTIVITY</b>	<b>UNIT I:</b> (i) Setting career goals of interest. (ii) Identifying and listing educational qualification and other eligibility criteria of at least 15/20 jobs. <b>UNIT II:</b> (i) One activity on any one basic employability skill. (ii) Practice of any one inter-personal skill. <b>UNIT III:</b> (i) Preparation of Curricula Vitae, (ii) Mock interview (iii) Practice of SWOC analysis, (iv) Presentation or group discussion
<b>EVALUATION SCHEME</b>	(i) Theory Examination will be for 30 Marks: (ii) Conducting Practicum/activity and Submitting Note Book for Practical Examination for 20 marks.

**SUGGESTED READING:**

- Harris, Thomas. A. 1995, *I'm OK- You're OK*. Arrow Books, Cox & Wyman Ltd, Reading, Berkshire
- Kapoor, S. 2019, *Personality Development and Soft Skills*. I.K. International Pvt. Ltd., New Delhi, ISBN 978-93-89583-09-0.
- Mitra, K. Barun. 2021, *Personality Development and Soft Skills*. Oxford University Press, New Delhi, ISBN-13:978-0-19-945974-2.
- Sahu, S.K. 2021, *Personality Development and Soft Skills*. Notion press.com, ISBN 9-79-8885-210928.
- Sharbuno, Jeanne. *52 Ways to Live Success*. Jaico Publishing House. India.

  
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