

# **Employability Skills Course**

## **Objective**

1. To develop time consciousness, team work, collaboration and co-operation.
2. Excellent communication skill, Analytical ability and computer literacy/IT skills.
3. To inculcate humility, good personal habits, honesty and integrity.

## **Content**

Chapter 1	Choosing One's Career Path Job Hunting Effective Communication Skills
Chapter 2	Body Language Personal Grooming and Professional Etiquette
Chapter 3	Interview Process Mock Interview

## **Course In-Charge**

Department of Political Science