

# CERTIFICATE COURSE SYLLABUS

## ‘WORKPLACE READINESS’

- 1) **Class Allotted:** B.A. Semester III – Div: A
- 2) **Commencement:** 04/08/2025 to 30/10/2025
- 4) **Duration:** 30 Hours

### Course Overview:

This 30-hour certificate course is designed to equip B.A Semester III students with essential soft skills and career-oriented competencies that employer’s value. The course emphasizes practical skills such as resume writing, interview preparation, teamwork, leadership, entrepreneurship and workplace ethics. It aims to bridge the gap between academic education and real-world expectations, empowering students to enter the workforce with confidence and competence.

### Course Objectives:

By the end of the course, students will be able to:

- Create effective resumes and prepare for job interviews.
- Understand basic concepts of entrepreneurship and event management.
- Demonstrate leadership, teamwork and time management skills.
- Apply emotional intelligence in workplace settings.
- Practice ethical behaviour and professionalism in diverse work environments.

### Course Structure:

#### 1. Introduction to Workplace Readiness (2 hours)

- Skills Employers Look For
- Self-Assessment of Strengths and Interests
- Importance of a Professional Attitude

#### 2. Resume Building and Job Applications (4 hours)

- Components of a Good Resume
- Formats and Customization for Roles
- Cover Letters and Statement of Purpose
- Common Mistakes to Avoid

#### 3. Interview Preparation and Practice (4 hours)

- Types of Interviews (HR, Technical, Group)
- Common Interview Questions
- Mock Interviews and Feedback Sessions
- Dress Code and Body Language

#### 4. Entrepreneurship and Start-up Thinking (6 hours)

- Who is an Entrepreneur?
- Generating Business Ideas
- Building a Simple Business Plan
- Funding Sources and Incubators
- Government Initiatives for Youth Entrepreneurs

### **5. Basics of Event Management (2 hours)**

- Planning and Organizing College Events
- Budgeting, Scheduling, Promotion
- Roles and Responsibilities in a Team
- Handling On-Ground Execution

### **6. Leadership and Team Management (4 hours)**

- What Makes a Good Leader?
- Team Roles and Communication
- Conflict Resolution and Decision-Making
- Case Studies and Group Activities

### **7. Emotional Intelligence and Workplace Ethics (6 hours)**

- Understanding Emotions and Self-Regulation
- Developing Empathy and Social Skills
- Dealing with Criticism and Feedback
- Workplace Values, Honesty and Confidentiality
- Respect for Diversity and Inclusion

### **8. Final Assessment and Reflection (2 hours)**

- Reflection Essay / Role Play / Presentation
- Feedback and Course Wrap-up

## **Resources:**

### **Textbooks / Readings:**

- Soft Skills: Enhancing Employability by S. Balasubramanian
- Emotional Intelligence by Daniel Goleman
- The 7 Habits of Highly Effective People by Stephen R. Covey (excerpts)

### **Activities & Tools:**

- Resume templates (MS Word)
- Role play and group discussions
- Video-based interview simulations