

**JYOTI NIVAS COLLEGE AUTONOMOUS**  
**SYLLABUS FOR 2018 BATCH AND THEREAFTER**

**Programme: B.Voc. (Banking and Finance)**

**Semester: V**

**EMPLOYABILITY SKILL SET TRAINING**

**Course Code: 18BVB507**

**No. of Hours: 120**

**COURSE OBJECTIVES:**

- To create awareness of the huge opportunities available for different Streams in the corporate world.
- To help the students to know about different courses available for their post-graduation and beyond.
- Training Program by Academic and Industry experts helps to motivate the students and enhance their Soft Skills to face the challenges in life.
- It provides a platform for the students to seek jobs in various areas.

**LEARNING OUTCOMES:**

- Students have become confident to face interviews.
- They became aware of the different opportunities available in the market and corporate cultures.
- Students got placed in various fields .

**UNIT 1: COMMUNICATION**

**10Hrs**

Making effective presentations, Spoken communication, effective speaking, non-verbal communication, active listening, giving and receiving feedback, Written communication, ability to express clearly in writing, Language, knowing another language, Assertiveness in interviews, ability to communicate with others in a clear and direct manner

**UNIT 2: TEAMWORK**

**5Hrs**

Team working, team building, being a team player, work confidently within a group, Group discussion

**UNIT 3: PROBLEM SOLVING**

**5Hrs**

Decision making skills, determine the best course of action, evaluate options based on logic & fact and present solutions

**UNIT 4: INITIATIVE AND ENTERPRISE**

**10Hrs**

Problem-solving skills, gather information systematically to establish facts and principles, analyzing and investigating , Commercial awareness, understand commercial realities affecting the organization, Persuading, influencing and negotiating skills, able to convince others, to discuss and reach agreement , Leadership skills, able to motivate and direct others, Creative job-hunting, networking, Initiative and enterprise, able to act on initiative, identify opportunities, and proactive in putting forward ideas and solutions

**UNIT 5: PLANNING AND ORGANIZING**

**5Hrs**

Action planning-Techniques to reach goals, decide what steps are needed to achieve particular goals and then implement these Planning and organizing, able to plan activities and carry them through effectively.

**UNIT 6: SELF-MANAGEMENT** **10Hrs**

Dealing with stress (techniques such as yoga), work life balance, Time management, management time effectively, prioritizing tasks and able to work to deadlines. Striving for excellence; putting quality into everything, professionalism , Maintaining morale, coping with rejection, Critical thinking: interpretation, analysis, inference, evaluation, explanation, self-regulation, Practice interviews, Interpersonal skills, building rapport, empathy, tact and diplomacy

**UNIT 7: LEARNING** **5Hrs**

Determination; to get things done, to make things happen, Lateral thinking, ability to think creatively or out of the box , Aptitude tests

**UNIT 8: TECHNOLOGY** **10Hrs**

Computing skills, MS Word, using database, spreadsheets, using internet, email, web pages ,

Numeracy, multiply & divide accurately, calculate percentages, use statistics & calculator, interpret graphs and tables

**SKILL COMPONENT:**

**Some sessions were activity based** **20 Hrs**

**Mock interview and group discussions** **20 Hrs**

**Communication and Public speaking sessions** **20 Hrs**