

FATIMA COLLEGE (AUTONOMOUS)
COLLEGE WITH POTENTIAL FOR EXCELLENCE (2004-2019)
RE-ACCREDITED WITH "A" GRADE BY NAAC (3RD CYCLE)
74TH RANK IN INDIA RANKING 2020 (NIRF) BY MHRD
MARY LAND, MADURAI-18.

THE RESEARCH CENTRE OF ENGLISH

PRESENTS

19UGVACL2

ENGLISH FOR CAREER

ENRICHMENT

**OFF-CLASS VALUE ADDED COURSE
FOR BETTER EMPLOYMENT
OPPORTUNITIES**

Last day to register: 04.04.2021





Curriculum for B.A. ENGLISH

Fatima College (Autonomous), Madurai

SEMESTER –II

For those who joined in 2020 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS	CREDITS
UAEN	19UGVACL2	ENGLISH FOR CAREER ENRICHMENT	VALUE ADDED COURSE	3	

COURSE DESCRIPTION

The course titled English for Career Advancement is a value added course that attempts to equip students with the necessary skills that would make them employable in both national and global job market.

COURSE OBJECTIVES

The course intends to make the learners learn interview skills, communicative skills and life skills that would inculcate confidence, positive outlook and professional competency among them.

UNITS

UNIT –I

(4 HRS.)

Self Introduction and SWOC Analysis

Drafting Covering Letter

Preparing Resume

UNIT –II

(4 HRS.)

Group Discussion

Personality Manifestation

Effective Communication

UNIT –III

(6 HRS.)

Interview Skills

Types of Interview Questions

Attitude and Impression

UNIT –IV

(8 HRS.)

Exchanging and Negotiating Information

Planning and Announcing Events

Handling Problems

UNIT –V

(8 HRS.)

Presentation Skills

Introducing ICT Skills

Ethics for Technology

UNIT –VI DYNAMISM (Evaluation Pattern-CIA only)

Mock Interviews

Group Discussions

REFERENCES:

1. Devaraj, A., and K. S. Antonysamy. *Executive Communication*. 3rd ed., Vijay Nicole Imprints Pvt Ltd, 2009.
2. Dutt, P. Kiranmai, et al. *A Course in Communication Skills*. National ed, Cambridge University Press India Private Limited, 2007.
3. Mitra, Barun. *Personality Development And Soft Skills*. 1st ed., OXFORD UNIVERSITY PRESS, 2011.
4. Mohan, Krishna, and Meera Banerjee. *Developing Communication Skills Developing Communication Skills*. 1st ed., New York-United States, United States, Macmillan Publishers, 2000.
5. Samson, T. *Business English (With Audio Cd)*. 1st ed., McGraw-Hill, 2009.

WEB REFERNCES:

1. Contributor, PESTLEanalysis. "Why SWOT Analysis Is Essential in Personal Development." *PESTLE Analysis*, 16 Sept. 2020, pestleanalysis.com/swot-analysis-in-personal-development.
2. Wax, Dustin. "10 Tips for More Effective PowerPoint Presentations." *Lifhack*, 10 Jan. 2018, www.lifhack.org/articles/featured/10-tips-for-more-effective-powerpoint-presentations.html.

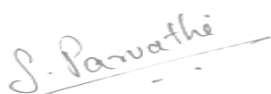
3. COURSE OUTCOMES

On the successful completion of the course, students will be able to:

NO.	COURSE OUTCOMES
CO 1	identify their strengths and weaknesses and develop right attitude to become professionally adept
CO 2	evinced good personality traits and effective communicative skills
CO 3	master interview skills with a positive attitude and impress upon the employers
CO 4	make effective use of language amidst co-workers and employers in professional contexts
CO 5	make precise and engaging presentations using ICT tools

COURSE DESIGNER:

1. **Dr. S. Parvathi**



2. **Ms. J. Kayal Anthony**



Forwarded By



Dr. A. Roselin Mary

**HOD'S Signature
& Name**

[illegible]

மாதந்தவங்கத்தில் இருந்தவர்கள் _____ மாதத்தில் புதிதாக சேர்ந்தவர்கள் _____ மாதத்தில் விலகியவர்கள் _____
மாதத்தில் சராசரி வருகை _____ மாதத்தில் வராதவர் சதவீதம் _____ பள்ளி வேலை நாட்கள் _____

[illegible]

மாதத்தின் முடிவில் உள்ளவர்கள் _____ மாதத்தின் சராசரி பதிவு _____
பள்ளி விடுமுறை நாட்கள் _____

வகுப்பாசிரியர்

THE RESEARCH CENTRE OF ENGLISH



FATIMA COLLEGE (Autonomous)

Re-Accredited with 'A' Grade by NAAC (3rd Cycle)

College with Potential for Excellence

Mary Land, Madurai - 625018

**This is to certify that Ms. P. Pradeepa, 2018L39
has successfully completed the Value Added Crash Course on**

ENGLISH FOR CAREER ENRICHMENT

**during the academic year 2020 - 2021 and has been
awarded Distinction / First / Second class.**

Dr. Sr. G. Celine Sahaya Mary

Dr. Sr. G. Celine Sahaya Mary
Principal

Roselin Mary

Head of the Department

[Signature]

Co-ordinator