

# C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified  
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A<sup>+</sup>** KCG-Dept of Edu. Govt of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A<sup>+</sup>'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025

## Master of Commerce (MCOM)

Semester - III

Course Code	PG03ACOM01	Title of the Course	CAREER PLANNING-I
Total Credits of the Course	04	Hours per Week	04

<b>Course Objectives</b>	1. To impart values and soft skills to make students ready for industry / corporate careers
	2. Students will demonstrate a clearer understanding of the career exploration process and how their own skills and interests match up to a chosen major/career path
	3. Students will learn how to write professional documents (resume, cover letter, thank you letter) to use for jobs, internships and post graduate program applications
	4. To develop the skills needed for approaching different types of interviews
	5. To improve analytical abilities to think on a particular given topic.

### Course Content

Unit	Description	Weightage (%)
1.	<b>Strategies in the Job Search Process</b> <ul style="list-style-type: none"><li>• The job search: Building network of contacts,</li><li>• Identifying appropriate job,</li><li>• Analyzing yourself, Finding your employer</li><li>• Establishing Your Values and Career</li><li>• Priorities Understanding the</li><li>• Importance of Core Values Eulogy and</li><li>• Priorities Exercise</li><li>• Encapsulating Your Values</li></ul>	25 %
2.	<b>Investing in your CV</b> <ul style="list-style-type: none"><li>• Self-Test: Measuring Your Core</li><li>• Competencies Further Skills</li><li>• Difference : CV, Resume and Bio data</li><li>• Constructing the resume, Resume Critique</li></ul>	25 %

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	<ul style="list-style-type: none"><li>• Checklist Writing the cover page</li><li>• Digital resume and email cover</li><li>• Message Follow up and ending in the application</li></ul>	
3.	<b>Handling the Interview</b> <ul style="list-style-type: none"><li>• Investigating company</li><li>• Pre-planning: Making good</li><li>• Appearance Anticipating questions and</li><li>• Preparing answers Facing the interview board</li><li>• Body sport for interview</li></ul>	25%
4.	<b>Group Discussion</b> <ul style="list-style-type: none"><li>• Qualities looked for in Group</li><li>• Discussion Strategies for GD –</li><li>• Do's and Don'ts How to prepare for group discussion</li><li>• Different topic of group discussion</li></ul>	25 %

<b>Teaching-Learning Methodology</b>	<ul style="list-style-type: none"><li>• Direct Lecture</li><li>• Power Point Presentations</li><li>• Seminars</li><li>• Students Presentations</li><li>• Questions-Answers during lectures.</li></ul>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written	20%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance	10%
3.	External Examination	70%

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Course Outcomes	
1.	Students understand about how to find appropriate Job in Market.
2.	Student practically be conversant about preparing of Resume, CV and Biodata for Job with a Cover letter
3.	Students practically get knowledge about how to face personal interview.
4.	Students acquire knowledge in order to engage in group discussions.
5.	Students will try to understand the meaning of hard skills and soft skills and its use in the corporate world.

Suggested References	
Sr. No.	References
1	Asha Kaul, Business Communication, Prentice Hall of India Private Limited, New Delhi, 2002.
2	Raymond V. Leskar, Maries, E Flatley, Kathryn Rentz, Neerja Pande, Business Communication-Making Communication in Digital World, Tata McGraw Hill, 2009.
3	Herb Cohen, You Can Negotiate Anything, Jaico Publishing House, 2010

On-line resources to be used if available as reference material
<b>On-line Resources</b>
<ul style="list-style-type: none"><li>➤ <a href="https://www.naukri.com/blog/top-interview-questions-and-answers-for-freshers/">https://www.naukri.com/blog/top-interview-questions-and-answers-for-freshers/</a></li><li>➤ <a href="http://egyankosh.ac.in/handle/123456789/1">http://egyankosh.ac.in/handle/123456789/1</a></li></ul>

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