**Course Code: 0031-411, Course Title: Employability 360°**

**CIE Marks: 40 & SMEE Marks: 60**

**Course Description/Rationale**

Employability skills for a sustainable career have become a very important issue at present. An entrepreneur or employer expects employability from everyone who is looking for a job or who is working in his or her organization. If employability skills are present in an employee, he or she can take his or her workplace far away from the current situation or implement specific goals by working in a team with his or her colleagues. And it is for this reason that an entrepreneur or employer is always looking for employability in every job seeker. This course will ensure that every student will be able to handle situations with their own capabilities, like finding a new job or switching a job or working under a team.

**Course Contents**

Employability at a glance; Self-assessment in career planning; Mind Mapping and Blue Ocean Theory; Mind mapping (Goal-setting); Employability Skills; Technical Skills; Soft Skills; Organizational Skills & Behavior; Interpersonal skills; Professionalism and Behavior; Work and Time Management; Communication Skills; Courtesy, manners, etiquette; Flexibility & Integrity, Job Skills, Job Search, Career Plan, Social Plan, Professional Plan; Portfolio and Curriculum Vitae; Job Interview

**Course Learning Outcome**: By the end of the course, the student will be able to:

| CLO1 | Know the necessary skills to maintain employment and make 'transitions' between jobs and roles within the same organization to meet new job requirements. |
| --- | --- |
| CLO2 | Understand and ensure the 'key competencies', career advice and about the world of work which are embedded in this course. |
| CLO3 | Understand and explain the most important transferable soft and hard skills for every job sector in the world. |
| CLO4 | Equip with the knowledge, skills, attitude and tools necessary for gaining the initial employment. |

**Mapping of Course Learning Outcomes to Program Learning Outcomes [attainment level used for CLOs from 1(weak)-3(strong) correlation]**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLO’s**  **CLO’s** | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 | PLO9 | PLO 10 | PLO 11 | PLO12 |
| CLO1 | 3 |  |  |  | 3 |  |  | 2 |  |  |  |  |
| CLO2 | 2 |  |  | 2 | 3 |  |  | 3 |  |  |  |  |
| CLO3 |  |  |  |  | 3 |  |  | 3 |  |  |  |  |
| CLO4 |  |  |  | 2 |  |  |  | 3 |  |  |  | 3 |

**Mapping Course Learning Outcome (CLOs) with the Teaching-Learning and Assessment Strategy**

| **CLOs** | **Teaching-Learning Strategy (TLS)** | **Assessment Strategy (AS)** |
| --- | --- | --- |
| CLO1 | TLS1, TLS2, TLS3, TLS7 | AS1, AS2, AS4, AS5 |
| CLO2 | TLS1, TLS3, TLS4, TLS7, TLS9 | AS1, AS2, AS4, AS5 |
| CLO3 | TLS1, TLS3, TLS4, TLS7 | AS1, AS2, AS4 |
| CLO4 | TLS1, TLS2, TLS3, TLS6, TLS7 | AS1, AS2, AS3, AS5 |

**Course Plan specifying content, CLOs, co-curricular activities (if any), Teaching Learning Strategy (TLS) and Assessment Strategy (AS) mapped with CLOs:**

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| --- | --- | --- | --- | --- |
| **Week** | **Topics** | **TLS** | **AS** | **CLOs** |
| **Week-1**  [3 Hours] | **Lesson 1: Introduction to Course**  Understanding the Course, Background of the students, Principles and Course Approach, Course Methodology, Marks Distribution, Assessment and Evaluation | TLS1  TLS2 | AS1 | CLO1 |
| **Lesson 2: Introduction to Course**  Importance and application of the course, sharing expectations and outcomes, Motivation, and Self-development. | TLS1  TLS2 | AS1 | CLO1 |
| **Week-2**  [3 Hours] | **Lesson 1: Employability at a glance**  Employability: Concept and Definition, Top employability skills, Employer and Employee, Determinants of employability, Employers expectation for employability | TLS1  TLS3 | AS1  AS2  AS4 | CLO1 |
| **Lesson 2**: **Employability at a glance**  Self-Assessment: Meaning and Definition, Self-assessment and its importance, Benefits of student self-assessment, Self-Assessment Indicators | TLS1  TLS3 | AS1  AS2  AS4 | CLO1 |
| **Week-3**  [3 Hours] | **Lesson 1: Self-assessment in career planning**  Importance of self-assessment in career planning, Career Planning, Know Yourself, Know Thyself, SWOT Analysis of you | TLS1  TLS9 | AS1  AS2  AS4 | CLO2 |
| **Lesson 2: Mind Mapping and Blue Ocean Theory**  Mind Mapping, Blue Ocean Theory, & ERRC: Eliminate, Raise, Reduce, Create | TLS1  TLS9 | AS1  AS2  AS4 | CLO2 |
| **Week-4**  [3 Hours] | **Lesson 1 Class Test-1** and Review of the previous weeks | TLS7 | AS2 | CLO1  CLO2 |
| **Lesson 2 Assignment** Designing and given an assignment towards the students | TLS1 | AS1  AS3 | CLO4 |
| **Week-5**  [3 Hours] | **Lesson 1: Mind mapping (Goal-setting)**  Mind Mapping, Techniques of Mind Mapping, Steps to create a Mind Map, Benefits of Mind Mapping, Goal Setting, Difference between Mind Map and Flow Chart | TLS1  TLS9 | AS1  AS2  AS4 | CLO2 |
| **Lesson 2: Chairing and participating in meetings**  Chairing and participating in meetings, Responsibility, Duties of Chairman, Needful Skills for chairing and participating in Meetings | TLS1  TLS4 | AS1  AS2  AS4 | CLO2 |
| **Week-6**  [3 Hours] | **Lesson 1: Employability Skills**  Employability Skills, Soft and Hard Skills, Skills for self-judgment, Skills for Job Management | TLS1  TLS4 | AS1  AS2  AS4 | CL03 |
| **Lesson 2: Technical Skills**  Technical Skills: Needful Skills, fill up the technical skills GAP, State of improve technical skills, Identify the lacking of technical skills | TLS1  TLS4 | AS1  AS2  AS4 | CLO3 |
| **Week-7**  [3 Hours] | **Lesson 1:  Class Test-2** and Review of the Previous Weeks | TLS7 | AS2 | CLO2 CLO3 |
| **Lesson 2: Collecting Assignment** from the students and given feedback for future correction | TLS4 | AS3 | CLO4 |
| **Week-8**  [3 Hours] | **Lesson 1: Soft Skills**  Soft Skills: Relevance, Essential Soft Skills, Aspect of soft skills, Positive attitude: optimistic, enthusiastic, Develop Positive Attitude | TLS1  TLS3 | AS1  AS4 | CLO3 |
| **Lesson 2: Soft Skills**  Why Do Employers Care About Soft Skills, Importance of Soft Skills, Relevance of Soft Skills | TLS1  TLS3 | AS1  AS4 | CLO3 |
| **Week**  **9-10** | **Preparation and Midterm Examination**  **Syllabus: Week 1 – Week 8** | TLS7 | AS4 | CLO1  CLO2  CLO3 |
| **Week-11**  [3 Hours] | **Lesson 1: Interpersonal skills**  Interpersonal skills: Meaning, Good Interpersonal skills, Examples of Interpersonal skills, Importance of Interpersonal skills | TLS1  TLS3 | AS1  AS2  AS5 | CLO3 |
| **Lesson 2: Organizational Skills & Behavior**  Organizational Skills & Behavior, Role of Managers in Organizational Skills & Behavior, Organization norms and values, Organizational Skills | TLS1  TLS3 | AS1  AS2  AS5 | CLO3 |
| **Week-12**  [3 Hours] | **Lesson 1: Professionalism and Behavior**  Professionalism, Professional Behavior, Traits of Professionalism: Business-like, well-dressed, appearance, poised | TLS1  TLS2 | AS1  AS2  AS5 | CLO4 |
| **Lesson 2**: **Professionalism & Responsibility**  Responsibility, Accountability, Reliability, Gets the job done, Self-disciplined, Transparency, Professionalism in responsibility | TLS1  TLS2 | AS1  AS2  AS5 | CLO4 |
| **Week-13**  [3 Hours] | **Lesson 1: Work ethics**  Hard working, Willing to work, Loyalty, Initiative, Self-motivation | TLS1  TLS3 | AS1  AS2  AS5 | CLO4 |
| **Lesson 2: Work and Time Management**  Work Management, Time Management, Ability to Work Under Pressure and Time Management, Pressure Management, Multi-Task Management | TLS1  TLS3 | AS1  AS2  AS5 | CLO4 |
| **Week-14**  [3 Hours] | **Lesson 1: Class Test-3** and Review of the Previous classes | TLS7 | AS2 | CLO4 |
| **Lesson 2: Presentation**  The presentation will be taken on selected topics that are related to the course content as a group or individual | TLS6 | AS3 | CLO4 |
| **Week-15**  [3 Hours] | **Lesson 1: Towards Career**  Career Search Technique with Advanced Search, Career Prospect, Career Probability | TLS1  TLS9 | AS1  AS5 | CLO2 |
| **Lesson 2: Communication Skills**  Communication Skills, Oral speaking capability, written, presenting, listening | TLS1  TLS4 | AS1  AS5 | CLO2 |
| **Week-16**  [3 Hours] | **Lesson 1: Courtesy, manners, etiquette**  Good Manners, Courtesy, Politeness and Etiquette, Basic Etiquettes, Good Manners, Courtesy Rules, Importance of courtesy, manners and etiquettes | TLS1  TLS4 | AS1  AS5 | CLO1 |
| **Lesson 2: Flexibility & Integrity**  Flexibility: Adaptability, willing to change, Integrity: honesty, work ethics, high morals | TLS1  TLS4 | AS1  AS5 | CLO1 |
| **Week-17**  [3 Hours] | **Lesson 1: Job Interview Skills**  Academic Qualification, Professional Qualification, Experience, Communication Skills, Punctuality | TLS1  TLS3 | AS1  AS5 | CLO3 |
| **Lesson 2: Job Application**  Application Procedures, Online application, Participation in Exam, Viva-voce | TLS1  TLS3 | AS1  AS5 | CLO3 |
| **Week-18**  [3 Hours] | **Lesson 1: Portfolio and Curriculum Vitae**  Personal Website, Portfolio, Cover letter and Curriculum Vitae | TLS1  TLS3 | AS1  AS5 | CLO4 |
| **Lesson 2: Job Interview**  Dress Code, Preparation, Mock Viva, Demonstration, Career Plan and Success | TLS1  TLS3 | AS1  AS5 | CLO4 |
| **Week**  **19-20** | **Preparation and Final Examination**  **Syllabus: Week 11– Week18** | TLS7 | AS5 | CLO1  CLO3  CLO4 |

**Assessment and Evaluation**

Individual students will be evaluated based on the following criteria with associated weights, and grades will be calculated according to the university grading scheme. For make-up procedures, course instructor will follow the university rules and practices.

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| **Assessment Areas (Continuous and Summative)** | **Marks (%)** |
| Quizzes or Class tests | 15% |
| Assignments | 5% |
| Class Participation | 7% |
| Presentation | 8% |
| Term Examination | 60% |
| Total | 100% |

**Continuous Internal Evaluation (CIE) – Breakup [40 marks]**

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| --- | --- | --- | --- | --- |
| **Bloom’s**  **Criteria** | **Attendance (07)** | **Class Test**  **(15)** | **Assignment (05)** | **Presentation**  **(08)** |
| Remember |  |  |  |  |
| Understand |  | 05 | 02 | 02 |
| Apply |  | 05 |  | 03 |
| Analyze |  | 03 | 03 |  |
| Evaluate |  | 02 |  |  |
| Create |  |  |  | 03 |

**SMEE- Semester Mid & End Examination [60 Marks]**

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| --- | --- |
| **Bloom’s Criteria** | **The score for the test** |
| Remember | 05 |
| Understand | 10 |
| Apply | 15 |
| Analyze | 15 |
| Evaluate | 10 |
| Create | 05 |

**Learning Materials: Recommended and Supplementary Readings**

1. Employability 360 degree, Sabur Khan and Shibli Shahriar, 2018
2. Emotional Intelligence Series, HBR Press, 2020
3. Make Yourself Employable, Ranjit Malhi, 2013
4. https://sites.google.com/diu.edu.bd/employability360/home
5. https://www.youtube.com/channel/UCTPyiQe9BjUkp5xxLsVDCcA