

UNIVERSITY OF MADRAS

MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAMME SYLLABUS WITH EFFECT FROM 2023-2024

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
534D3A	EMPLOYABILITY SKILLS	Extra Disciplinary	3	-	-	-	3	45	25	75	100
Course Objectives											
C1	To learn about the employability skills										
C2	To understand dimensions of task oriented skills										
C3	To study on critical problem-solving techniques										
C4	To develop employability skills										
C5	To understand the logical and reasoning skills										
SYLLABUS											
UNIT	Details							No. of Hours	Course Objectives		
I	INTRODUCTION TO EMPLOYABILITY SKILLS Meaning – Definition – Hard skills and soft skills –Employability skills and vocational skills – Employability and employment – Employability attributes.							9	C1		
II	UNPACKING EMPLOYABILITY SKILLS Embedded employability skills – Dimensions of competency – Task skills –Task Management skills – Contingency Management skills – Job/Role Environment skills.							9	C2		
III	INTER – RELATIONSHIPS OF EMPLOYABILITY SKILLS Communication – Team work – Problem solving – Initiative and Enterprise – Planning and Organizing – Self management – Learning – Technology.							9	C3		
IV	RESUME WRITING Meaning – Features of good resume – Model (Exercise). Etiquettes – Dress, Cleanliness, Etiquettes to be followed inside the employment seeking process.							9	C4		
V	Arithmetic and Logical Reasoning Skills – Exercise.							9	C5		
Total							45				

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Course Outcomes		
Course Outcomes	On completion of this course, students will;	
CO1	Acquire employability skills	PO4, PO6, PO7
CO2	understand dimensions of task oriented skills	PO4, PO6, PO7
CO3	study on critical problem-solving techniques	PO4, PO6, PO7
CO4	develop employability skills	PO4, PO6, PO7
CO5	understand the logical and reasoning skills	PO4, PO6, PO7
Reading List		
1.	https://www.jobjumpstart.gov.au/article/what-are-employability-skills	
2.	https://www.simplilearn.com/why-are-employability-skills-important-article	
3.	https://blog.hubspot.com/marketing/employability-skills	
4.	https://www.indeed.com/career-advice/finding-a-job/employability-skills	
References Books		
1.	Soft Skills, Dr. K. Alex	
2.	Winning Interview Skills, Compiled & Edited by J.K. Chopra.	
3.	A Modern Approach to Verbal and Non- Verbal Reasoning, R. S. Aggarwal.	
4.	Fafinski, S., Finch, E. (2014). Employability Skills for Law Students. United Kingdom: OUP Oxford.	
5.	Trought, F. (2017). Brilliant Employability Skills: How to Stand Out from the Crowd in the Graduate Job Market. United Kingdom: Pearson Education Limited.	
6.	Chaita, M. V. (2016). Developing Graduate Employability Skills: Your Pathway to Employment. United States: Universal Publishers.	

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1				3		3		
CO 2				3		3		
CO 3		2		3		3		
CO 4				3	2	3	1	
CO 5				3		3		

3-Strong 2-Medium 1-Low