



# LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

(A Catholic Minority Institution Run By Brothers of St. Gabriel Educational Society)

2-18-25, Opp. Survey of India,  
Uppal, R.R. Dist (Medchal Malkajgiri Dist. (New))  
Hyderabad - 500 039

Mobile : 7673960152  
E-mail : littleflowercollege@gmail.com  
Website : www.lfdc.edu.in

## 1.3.1--Courses addressing Professional Ethics issues in the university curriculum 2022-23

S. NO	Paper Name	Program Name	No of students	Year	Faculty
1	Professional Skills	B COM CA	52	II	Shivanandhini
2	Professional Skills	B COM CA	53	II	
3	Professional Skills	GEN & HONS	54	II	
4	Professional Skills	MSCS	39	II	S Durga
5	Professional skills	MECS	21	II	S Durga
6	Professional skills	BTMC & BZC	26	II	S Durga
7	Professional skills	Political Science and Psychology	36	II	S Durga
8	Sec professional skills	BBA	55	II	Ms. Lakshmi
9	Sec professional skills	BBA	59	II	Ms. Lakshmi
10	Professional skills	MPC, MPCS	30	II	Ms.Trinayana
		<b>TOTAL:</b>	<b>425</b>		

*Jayanthi*  
**PRINCIPAL**  
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Uppal, Medchal Dist-500039.  
College Code : 2010



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## 2021-22

S. NO	Paper Name	Program Name	No of students	Year	Faculty
1	Professional skills	BA	39	II	SRINIVASA RAO
2	Professional Skills	MPC & MPCS	45	II	NAVEEN
3	Professional skills	B.COM GEN	28	II	RASHMI
4	Professional skills	BZC, BTMC	39	II	Mrs Vasavi & Mr.Jayasheelan
5	Professional skills	MSCS	40	II	JAYASHEELAN
6	Professional skills	B COM CA	50	II	
7	Professional skills	B COM CA	48	II	HIMABINDHU
8	Professional skills	MECS	22	II	
9	Professional skills	BBA	57	II	LAKSHMI ANDAL
		<b>TOTAL:</b>	<b>368</b>		

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## Course 2: Professional Skills

### Context with Justification :

One of the significant outcomes of Higher Education is to prepare an individual for entering the job/employment market. Besides knowledge and skills required for a particular job/occupation, professional skills are also required for an individual to be gainfully employed for a successful and satisfied life. Professional skills are part of life skills. An individual should be able to demonstrate professional skills involving the use of intuitive, logical and critical thinking, communication and interpersonal skills, not limited to cognitive/creative skills. These skills, behaviour and quality of output enhance employability.

The career skills empower an individual with ability in preparing an appropriate resume, addressing the necessary gaps for facing interviews and actively and effectively participating in group discussion thereof, etc. It is also of significant importance that students /individuals possess the know- how to explore career opportunities for themselves, considering their innate strengths and weaknesses.

It is important that the students/individuals are well prepared to take on new challenges and opportunities. With the increasing use of technology in the way we live, learn and work, it is critical for students/individuals to be able to utilise basic computing concepts and also have and espouse excellent Team Skills. Collaborating and working together can assist in resolving complex problems, which allow/offer individuals an opportunity to articulate new ideas and perspectives. It further allows learner / individuals design, develop, problem solve and to adapt to situations based on their experience and skills.

**Credit: 02**

**Duration:30 hours**

The Course Professional Skills is divided into two parts:

- a) Career Skills
- b) Team Skills

### A. Career Skills

#### Objectives :

The Objectives of the course are to help students/candidates:

1. Acquire career skills and fully pursue to partake in a successful career path
2. Prepare good resume, prepare for interviews and group discussions
3. Explore desired career opportunities in the employment market in consideration of an individual SWOT.

## Expected Outcomes :

At the end of this course the students will be able to:

1. Prepare their resume in an appropriate template without grammatical and other errors and using proper syntax
2. Participate in a simulated interview
3. Actively participate in group discussions towards gainful employment
4. Capture a self - interview simulation video regarding the job role concerned
5. Enlist the common errors generally made by candidates in an interview
6. Perform appropriately and effectively in group discussions
7. Explore sources (online/offline) of career opportunities
8. Identify career opportunities in consideration of their own potential and aspirations
9. Use the necessary components required to prepare for a career in an identified occupation (as a case study).

**Duration: 15 Hours**

**Number & Titles of Modules:**

<b>Module 1</b>	<b>Resume Skills</b>	<b>3 Hours</b>
<b>Module 2</b>	<b>Interview Skills</b>	<b>5 Hours</b>
<b>Module 3</b>	<b>Group Discussion Skills</b>	<b>4 Hours</b>
<b>Module 4</b>	<b>Exploring Career Opportunities</b>	<b>3 Hours</b>

## Module Outline :

**Module 1: Resume Skills** **3 Hours**

- i. **Resume Skills : Preparation and Presentation**
  - Introduction of resume and its importance
  - Difference between a CV, Resume and Bio data
  - Essential components of a good resume
- ii. **Resume skills : common errors**
  - Common errors people generally make in preparing their resume
  - Prepare a good resume of her/his considering all essential components

**Module 2: Interview Skills** **5 Hours**

- i. **Interview Skills : Preparation and Presentation**
  - Meaning and types of interview (F2F, telephonic, video, etc.)
  - Dress Code, Background Research, Do's and Don'ts
  - Situation, Task, Approach and Response (STAR Approach) for facing an interview
  - Interview procedure (opening, listening skills, closure, etc.)
  - Important questions generally asked in a job interview (open and closed ended questions)

**ii. Interview Skills : Simulation**

- Observation of exemplary interviews
- Comment critically on simulated interviews

**iii. Interview Skills : Common Errors**

- Discuss the common errors generally candidates make in interview
- Demonstrate an ideal interview

**Module 3: Group Discussion Skills**

**4 Hours**

- Meaning and methods of Group Discussion
- Procedure of Group Discussion
- Group Discussion- Simulation
- Group Discussion - Common Errors

**Module 4: Exploring Career Opportunities**

**3 Hours**

- Knowing yourself – personal characteristics
- Knowledge about the world of work, requirements of jobs including self-employment.
- Sources of career information
- Preparing for a career based on their potentials and availability of opportunities

**Pedagogy :** Besides Face to Face lectures (theory would be limited only to 20% of the component and remaining 80% would be practical oriented), the focus would be primarily on blended /hybrid learning. This could include a flipped classroom approach that leverages project-based learning, demonstration, group discussion, simulations etc.

**Materials :** Audio video materials, Online Platform (SWAYAM), FutureSkills Platform, Used Cases & Case Studies etc.

**Assessment: Online evaluation, demonstration, assignments :** Some components could be aligned to NOS (SSC/N9005) IT-ITeS Sector . The questions posed to the students would be a mix of MCQs, scenario-based, logical reasoning, comprehension, simulations, etc. Do check the assessment model and sample assessment at (<http://nac.nasscom.in/>)

**Bibliography & Suggested Reading including audio video material :**  
Please check IT-ITeS Sector Skills Council readiness programs namely

- Foundation Skills In IT (FSIT) - Refer the websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/fsit/> and
- Global Business Foundation Skills (GBFS) – Refer websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs/>