ANDHRA CHRISTIAN COLLEGE :: GUNTUR
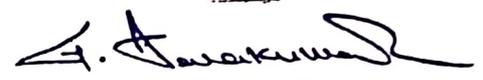## (Day, Evening &P.G.)
N O T I C E

Date : 16.07.2019

All the 1st, 2nd and 3rd year B.A. students are hereby informed to submit their names for the certificate course on **"SOFT SKILLS FOR CAREER DEVELOPMENT"** for the academic year **2019-20** to the H.O.D., Department of English, Guntur on or before 30.07.2019. The Course will commence from 16.08.2019 and the duration of the course is 30 days.

H.O.D.
Dept of English

PRINCIPAL
ANDHRA **PRINCIPAL** COLLEGE
GUNTUR

<u>Copy to:</u>

3. The Co-ordinator, IQAC, Andhra Christian College.
4. The Office Manager, Andhra Christian College.

ANDHRA CHRISTIAN COLLEGE :: GUNTUR

Department of English
Certificate Course on
SOFT SKILLS FOR CAREER DEVELOPMENT
2019 -2020

Objectives for Soft Skills of Career Development :

1) Enhance problem solving and critical thinking
2) Teach Time Management
3) Teach techniques for stress management
4) Improve presentation
5) Cultivate leadership and Management

Course Syllabus

UNIT.I.

Introduction to Soft Skills :

a) Definition and importance of Soft Skills

b) Difference between hard skills and soft skills

c) Role of soft skills in career development

UNIT. II.

Time Management and Organizational

a) Periodization and goal setting

b) Planning and scheduling

c) Stress Management Techniques

UNIT. III.

Interview and Job Search

a) Resume and cover letter writing

b) Preparing for job interviews

c) Common interview questions and answers

UNIT. IV.

Technology and Digital Literacy

a) Social media etiquette

b) Cyber Security awareness

c) The role of technology in career development

COURSE SCHEDULE
SOFT SKILLS FOR CAREER DEVELOPMENT
(30 hours)

Sl. No	TOPIC	HOURS
1	Introduction to Soft Skills	8
2	Time Management and Organizational Goals	8
3	Interview and Job search	7
4	Technology and Digital Literacy	7