



**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSE 2021-22**

**PLACEMENT ORIENTATION PROGRAMME**



*Dr. K. K. John*

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## ABOUT THE COURSE

This course aims to become better decision makers in choosing the right job which matches with their strengths and preparing students for placements

## OBJECTIVES

The course will help students in developing resumes and career goals. The programme will give an insight on self and also helps in preparation of resumes, group discussions and interviews

## EXPECTED OUTCOMES

- To find the right career path
- Increases the chance of success in interviews and group discussions
- Able to recognize strengths and weakness
- To build proper content for resumes and letters

## DURATION

30 Hours

## CONTENT

- Self-Awareness and Self-Management
- Resume writing
- Group discussion
- Interview skills
- Career goal setting



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## FEATURES

- Advise appropriate career path.
- Assist with interview coaching and group discussions
- Preparation of Resume and Job applications

## ADVANTAGES

This course will help students fulfill their aspirations by setting up realistic goals. One to one interviews, group discussions and resume writing can provides them with the skills, knowledge, and encouragement they need to get the most out of their desired goal

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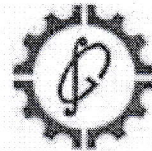
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## SAINTGITS COLLEGE OF APPLIED SCIENCES

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**DEPARTMENT OF BUSINESS ADMINISTRATION  
ADD ON SYLLABUS – PLACEMENT ORIENTATION PROGRAMME  
VBBAPOP009**

### Module 1

Self-Awareness and Self-Management -Identify career personality types-Identifying personal values, interests, personality, strengths -Profiling of career interests, work skills and work values.

### Module 2

Resume writing – types of letters-biodata preparation-covering letters-mailing a resume.

### Module 3

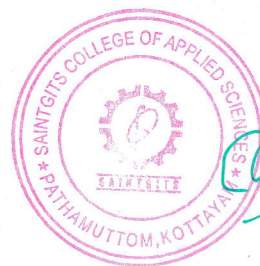
Group discussion – Introduction to GDs, Tips for effective GD's-Do's & Don'ts in GD - Practical sessions on group discussion.

### Module 4

Interview skills- Etiquettes in interview – essentials for effective interview process- gestures and body languages in interview – mock interviews.

### Module 5

Career goal setting – identification of employment opportunities- selecting right education stream – career guidance-interest and competencies.



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#### CAMPUS

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