



Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce, Pune

Department of Commerce

Name of the Course: A Course on Employability Skill Enhancement

Eligibility: Students passed at 12th Standard/HSC/10+2 (or equivalent Level of Examination)

Duration: 15 hours

Fees: Will be announced before starting the course

Number of students: 80-100 per batch

Objectives of the Course:

1. To aid candidates in their preparation for recruitment through campus or outside campus.
2. To make candidates to be a better professional through effective communication.
3. To make candidates learn to present themselves in an effective manner while facing interviews or similar test for placements

Syllabus:

1. Basic Communication Skills Reasoning Ability
2. Verbal Ability
3. Personal Grooming
4. Personality Development
5. CV Writing Skills
6. Interview Techniques

Course Outcomes:

1. The course aims at making the students learn communicating effectively.
2. The course is expected to enable the candidates to learn presentation skills, interview skills and numerical ability which will help them in facing the recruitment process.

Dr. Deepa Sathe
Course Coordinator

Dr. Ashok Agrawal
Principal