

Council of Education's
Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur
 (An Autonomous College)
 Affiliated to Shivaji University, Kolhapur

Name of the Certificate Course: Interview Techniques		
Duration: Hours 60	Theory and Practical: Hours 60	Course Credit – 4 Course Code: COC 07
Total Fee: 600/-	Intake: 80 Students	Total Marks: 100
Introduced from June 2022		

Course Objective/s:

This is a specialized certificate course with a clear-cut focus on the interview techniques as one of the most important aspects for every student. This certificate course will help the students to crack the interviews and to enhance communication skills and self confidence. This course will help the students to understand the all-interview techniques which needed for growth in competitive world. This certificate course will enhance the interview skills of students.

1. To develop the interview skills.
2. To prepare the students to deal with interview questions
3. To organize the students to deal with problematic people.
4. To develop the professional personality and positive attitude along the students.

Course Outcome/s:

1. After the course completion the students would develop good interpersonal relations with other individuals at work place.
2. The students will learn the time management and professional manners and etiquettes.
3. Students will able to learn interview techniques.
4. Additional qualification acquired without disturbing daily schedule.

Unit No.	Name and Contents of Units	Number of Lectures
Unit-I	Communication Skill Meaning and importance of communication, Communication process, Email writing, Network Building, Public Speaking, Letter Writing, Spoken Skills, Reading Skills, Listening Skills Practical: What are the most important communication skills? Describe in details with example.	15
	Interview Preparation Concepts of Interview, Resume & Cover Letter Writing, Self-introduction writing, Self SWOT analysis, introduction to LinkedIn, Interview Etiquettes, Professional Grooming Sense. Practical: Students should prepare a resume including all details.	15
Unit-III	Interview Interaction Types of Interviews and How to face them, Types of interview rounds, Basic interview questions, How to Face Negative questions in Interview, Types of Tests	15

	Practical: What are the 10 most common interview questions and answers? Students should visit to HR Department and understand the different steps of Selection Process.	
Unit-VI	Time and Stress Management Importance of Time management, Team Building and Management, Decision Making, Self-Motivation, Stress Management, Attitude Values and Commitments, Prioritization of Work, Conflict Management, Leadership Skills.	15
	Practical: Describe and Practice different techniques of Stress management.	

Reference Books:

- Y.K. Sharma, Skills development and employment, Corner Stone Press Publisher (2020)
- Daniel Burke, Most Expected Job Interview Questions & Answers, Maanu Graphics Publishers (1 January 2013)
- D S PAUL, Interview Skills, GOODWILL; 2nd edition (1 January 2019)
- Deluca Matthew, Best Answers to the 201 Most Frequently Asked Interview Questions, McGraw Hill Education; 2nd edition (27 September 2010)
- Saurav Bhowmik, 5 Steps to Personal Interview, Notion Press (1, 2018)

Suggested Links

<https://swayam.gov.in/>

https://ruralliteracysolutions.com/?gclid=Cj0KCQjwhLKUBhDiARIsAMaTLnHEFc7toDBi-7d0As7OwmAXEoIvEKsuxK2UZzDSIel6-eCHzvqr7tMaAgUDEALw_wcB

<https://www.twinkl.co.in/teaching-wiki/speaking-skills>

<https://www.iedunote.com/interview>

https://opencourses.uoa.gr/modules/document/file.php/ENL4/Instructional%20Package/PDF/ELT_methods_Dendinos_Speaking.pdf