

SEMESTER II

Course Title: CAREER PLANNING AND DEVELOPMENT

Course Code: HRM/GEC2

Nature of the Course: GENERIC ELECTIVE COURSE (GEC)

Course Credit:

Distribution of Marks: 45 (End Sem) + 30 (In Sem)

Course Objectives (COs):

This course aims to equip students with a comprehensive understanding of career planning and development processes. It focuses on self-assessment, identifying career choices, mastering job search essentials, and fostering long-term career growth and development. By integrating theories, models, and practical tools, the course prepares students to make informed career decisions, develop strategies for professional advancement, and adapt to evolving career landscapes.

Course Outcomes (COs):

Upon completing this course, students will:

1. Gain a structured approach to career planning and development, integrating theoretical frameworks with practical applications.
2. Develop personalised strategies for career choices based on self-assessment and a clear understanding of internal and external influencing factors.
3. Master job search techniques, including resume building and interview preparation, tailored to diverse professional scenarios.
4. Apply career development theories to create actionable plans for sustained career growth and adjust to challenges effectively.
5. Build strong professional networks, align career goals with personal values, and achieve holistic development by balancing work and life roles.

Learning Outcomes:

By the end of this course, students will be able to:

- Define and understand the core concepts of career planning, including career anchors, personality typology, and factors influencing career choices.
- Conduct self-assessment to identify strengths, weaknesses, skills, and values, and use tools like SWOT analysis for career development.
- Prepare effective resumes, navigate online job portals, and demonstrate confidence in various interview formats.

- Recognize the importance of networking and develop actionable career development plans using relevant theories and models.
- Evaluate career progress, adjust goals, and maintain a balance between work, mental well-being, and other life roles.

UNIT	CONTENT	L	T	P
I (08 Marks)	Introduction to Career Planning and Development: Meaning and Definition of Career Planning, Career Anchors, Personality typology, Factors Influencing Career Choices- Internal and External, Behavioural model	7	2	
II (12 Marks)	Self-Assessment and Career Choice: Self-Assessment- meaning and Its Role in Career Planning, SWOT Analysis for Career Development (Strengths, Weaknesses, Opportunities, Threats), Identifying Skills, Interests, and Values (Hard Skills and Soft Skills), Linking Personality Traits with Career Choices, Short-term and Long-term Career Planning.	10	2	
III (10 Marks)	Job Search Essentials Online Job Portals and Resources, Key Components of an Effective Resume, Preparing for Different Types of Interviews -Face-to-face, Telephonic, Virtual, Common Interview Questions and Techniques to answer them.	8	2	
IV (15 Marks)	Career Growth and Development: The Role of Networking in Career Advancement; The interconnections between work, mental well-being, relationships, and other life roles; Action Plans for Career Development: Steps to Take, Theories and models of career development, Evaluating Career Progress and Adjusting Goals.	12	2	
	Total	37	08	

L=Lectures, T=Tutorials, P=Practicals

Assessment and Evaluation:

- **Internal Assessment (30 marks):**
 - ✓ Two sessional Examination (10*2=20)
 - ✓ Quizzes, assignments, case study presentations, attendance and group discussions (any two). (5*2=10)

- **End-Semester Exam (45 marks):** Written examination based on the syllabus, typically featuring short-answer questions, long-answer questions, and case-based questions.

Suggested Readings

- **"Career Development: A Life-Span Perspective"** by Jeffrey H. Greenhaus and Gerard A. Callanan.
- **"Designing Your Life: How to Build a Well-Lived, Joyful Career"** by Bill Burnett and Dave Evans.
- **"What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers"** by Richard N. Bolles.
- **"Self-Assessment Library"** by Stephen P. Robbins (for personality and skill evaluation).