

## SOFT SKILLS

<b>Course Code</b>	20SS8551	<b>Year</b>	III	<b>Semester</b>	<b>I</b>										
<b>Course Category</b>	Institutional Core	<b>Branch</b>	CSE	<b>Credits:</b>	2										
<b>Course Type</b>	Theory			<b>Lecture-Tutorial- Practical:</b>	1-0-2										
<b>Prerequisites</b>				<b>Continuous Evaluation:</b>	0										
				<b>Semester End Evaluation:</b>	50										
				<b>Total Marks:</b>	50										
Upon successful completion of the course, the student will be able to:															
<b>Course Outcomes</b>	<b>CO1</b>	<b>Develop</b> logical and <b>Analytical</b> skill set through Case Studies				L3									
	<b>CO2</b>	<b>Proficient</b> in giving Presentations				L3									
	<b>CO3</b>	<b>Understand</b> the corporate etiquette				L2									
	<b>CO4</b>	<b>Develop</b> Competency in group discussion & Interviews				L3									
	<b>CO5</b>	<b>Present</b> themselves with corporate readiness				L3									
<b>Contribution of Course Outcomes towards achievement of Program Outcomes</b>		<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>	<b>PO12</b>	<b>PSO1</b>	<b>PSO2</b>
	<b>CO1</b>								√		√				
	<b>CO2</b>									√	√		√		
	<b>CO3</b>								√	√	√		√		
	<b>CO4</b>									√	√				
	<b>CO5</b>										√				
<b>Course Content</b>															
<b>UNIT-1</b>	<ul style="list-style-type: none"> <li>• Soft Skills- Need &amp; Importance. Intra &amp; Inter Personal Skills</li> <li>• Campus to Corporate- Employability Skills- Need of the hour</li> <li>• SWOT Analysis.</li> <li>• Attitude- Developing Professional &amp; Positive Attitude</li> <li>• Perception – Importance of analytical thinking.</li> </ul>													CO1, CO2, CO5.	
<b>UNIT-2</b>	<ul style="list-style-type: none"> <li>• Communication Skills – Need and Methods</li> <li>• Body-Language -I; How to interpret and understand other’s body language</li> <li>• Body Language-II; How to improve one’s own Body Language</li> <li>• Presentation Skills ( Seminar Talk &amp; Power Point Presentation)</li> </ul>													CO1 CO2, CO4, CO5.	
<b>UNIT-3</b>	<ul style="list-style-type: none"> <li>• Goal Setting- Need &amp; Importance</li> <li>• Magic of Team Work.</li> <li>• Leadership Qualities.</li> <li>• Six Thinking Hats.</li> </ul>													CO1, CO3.	
<b>UNIT-4</b>	<ul style="list-style-type: none"> <li>• Accountability towards Work.</li> <li>• Paragraph Writing – Descriptive and Analytical with illustrations</li> <li>• Email Writing</li> <li>• Work Etiquette</li> </ul>													CO1, CO3, CO5.	
<b>UNIT-5</b>	<ul style="list-style-type: none"> <li>• Group Discussion ( Open &amp; Monitored)</li> <li>• Resume Preparation</li> <li>• Interview Skills</li> <li>• Mock Interviews</li> </ul>													CO2, CO4, CO5.	
<b>UNIT-6</b>	<ul style="list-style-type: none"> <li>• Vocabulary- Root Words ( A representative Collection of 50)</li> </ul>														

	<ul style="list-style-type: none"> <li>• Vocabulary for Competitive Exams ( A list of 500 high frequency Words)</li> <li>• Idioms &amp; Phrases</li> <li>• Verbal Analogies</li> <li>• Correction of Sentences</li> <li>• Sentence Completion – Course of Action</li> <li>• Cloze Test</li> <li>• Reading Comprehension ( Skimming, Scanning &amp; tackling different kinds of questions)</li> <li>• Phrasal Collocations ( Representative collection of 50 meanings along with sentential illustrations)</li> <li>• SWAR/ VERSANT Test</li> </ul>	CO5.
<b>Learning Resources</b>		
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. The ACE of Soft Skills by Gopaldaswamy Ramesh &amp; Mahadevan Ramesh –Pearson</li> <li>2. Working with Emotional Intelligence - David Goleman.</li> <li>3. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd.,Delhi.</li> </ol>	
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Soft Skills: Meenakshi Raman.</li> <li>2. Audio—Visuals / Hand Outs (Compiled/Created by T&amp;P Cell, P.V.P.Siddhartha Institute of Technology), Board &amp; Chalk and Interactive Sessions</li> </ol>	