

## SOFT SKILLS

<b>Course Code</b>	<b>20SS8651</b>	<b>Year</b>	<b>III</b>	<b>Semester(s)</b>	<b>II</b>
<b>Course Category</b>	<b>Skill oriented</b>	<b>Branch</b>	<b>Common to All</b>	<b>Course Type</b>	<b>Lab</b>
<b>Credits</b>	<b>2</b>	<b>L-T-P</b>	<b>1-0-2</b>	<b>Prerequisites</b>	<b>-</b>
<b>Continuous Internal Evaluation:</b>	<b>--</b>	<b>Semester End Evaluation:</b>	<b>50</b>	<b>Total Marks:</b>	<b>50</b>

<b>Course Outcomes</b>	
<b>Upon successful completion of the course, the student will be able to</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 &amp; Strength of correlations (3:High, 2: Medium, 1:Low)</b>														
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1								2		2				
CO2									3	3		2		
CO3								2	1	2		1		
CO4									3	3				
CO5										3				
CO6								2		2				

<b>SYLLABUS</b>		
<b>Unit No.</b>	<b>Contents</b>	<b>Mapped CO</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> </ul> Perception – Importance of analytical thinking.	
<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> </ul>	

	Presentation Skills ( Seminar Talk & Power Point Presentation)	
<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> </ul> Six Thinking Hats.	
<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> </ul> Work Etiquette	
<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> </ul> Mock Interviews	
<b>UNIT-6</b>	<ul style="list-style-type: none"> <li>• Vocabulary- Root Words ( A representative Collection of 50)</li> <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>	

<b>Learning Resources</b>	
<b>Text Books</b>	
<ol style="list-style-type: none"> <li>1. The ACE of Soft Skills by Gopalaswamy 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>	
<b>Semester End Evaluation</b>	
<ul style="list-style-type: none"> <li>• <b>15 marks for Report- Which includes</b> 5marks for Resume</li> </ul> 10 Marks for PPT (5M for PPT preparation & Presentation, 5M for Report Preparation on PPT) <ul style="list-style-type: none"> <li>• <b>35 Marks for External Exam – Which includes</b></li> </ul> 10 marks for Viva with external examiner, 20 marks for Vocab test (Which is essential in Recruitment written test) 5 marks for E-mail Writing (which is important for the student to apply for the job through online, to give consent to job offer and to communicate in the work environment)	