

2/4 B.Tech - SECOND SEMESTER

IT4L4

SOFT SKILLS COURSE

Credits:2

Lab: 2 Periods/week

Internal assessment: 50 marks

Objectives:

- To introduce them to various aspects of soft skills and personality development.
- To provide adequate exposure to the process of recruitment.
- To enhance their communicative competence.
- To make them ready to face the campus recruitment drives.

Outcomes:

Students will be able to

- Improve communication skills.
- Build personality.
- Acquire leadership qualities.
- Improve self confidence.

Syllabus:**1. Soft skills for career.**

- a. Conflict resolution
- b. Assertive nature

2. Soft skills demanded by employer.

- a. Team work
- b. Self confidence
- c. Responsibility
- d. Time management
- e. Attitude
- f. Empathy

3. Communication and Networking.

- a. Verbal communication
- b. Non verbal communication

4. Resume preparation.**5. Group discussion.****6. Interview skills.****Reference Book:**

1. Personality Development and Soft Skills-Baren.K.Mithra Oxford