

SOFT SKILLS

Course Category:	Institutional Core										Credits:	2
Course Type:	Mandatory										Lecture-Tutorial-Practical:	1-0-2
Prerequisites :	NIL										Continuous Evaluation:	30
											Semester End Evaluation:	70
											Total Marks:	100
Upon successful completion of the course, the student will be able to:												
Course Outcomes	CO1	Understand the concept of soft skills in academic and professional contexts										L2
	CO2	Use verbal and non-verbal communication techniques to enhance Presentation Skills										L3
	CO3	Apply appropriate vocabulary in professional written and oral communication										L3
	CO4	Analyze the requirements and strategies for successful group discussions and interviews										L4
	CO5	Analyze the skills related to professional etiquette and corporate readiness to understand their impact on workplace behaviour and success.										L4
Contribution of Course Outcomes towards achievement of Program Outcomes		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
	CO1							1	1	2		1
	CO2								2	3		
	CO3									3		1
	CO4								3	3		
	CO5							2	3	2		
		1- Low			2-Medium				3-High			
Course Content												
UNIT-1	<ul style="list-style-type: none"> • Soft Skills- Need & Importance. Intra & Inter Personal Skills • Campus to Corporate- Employability Skills- Need of the hour • SWOT Analysis. • Attitude- Developing Professional & Positive Attitude • Goal Setting- Need & Importance 										CO1 CO5	
UNIT-2	<ul style="list-style-type: none"> • Communication Skills – Need and Methods • Body-Language -I; How to interpret and understand other's body language • Body Language-II; How to improve one's own Body Language • Presentation Skills (Seminar Talk & Power Point Presentation) 										CO1 CO2 CO3 CO5	
UNIT-3	<ul style="list-style-type: none"> • Magic of Team Work. • Leadership Skills • Six Thinking Hats. • Etiquette • Email Writing 										CO1 CO2 CO3 CO4 CO5	
UNIT-4	<ul style="list-style-type: none"> • Group Discussion (Open & Monitored) • Resume Preparation • Interview Skills • Mock Interviews 										CO4 CO5	
UNIT-5	<ul style="list-style-type: none"> • Vocabulary- Root Words (A representative Collection of 50) • Vocabulary for Competitive Exams (A list of 500 high frequency Words) • Idioms & Phrases • Correction of Sentences • Sentence Completion – Course of Action • Cloze Test • Reading Comprehension (Skimming, Scanning & tackling different kinds of questions) 										CO3 CO5	

Learning Resources

Text Books	<ol style="list-style-type: none">1. The ACE of Soft Skills by Gopaldaswamy Ramesh & Mahadevan Ramesh –Pearson2. Working with Emotional Intelligence - David Goleman.3. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd.,Delhi.
Reference Books	<ol style="list-style-type: none">1. Soft Skills: Meenakshi Raman.2. Audio—Visuals / Hand Outs (Compiled/Created by T&P Cell, PVP Siddhartha Institute of Technology), Board & Chalk and Interactive Sessions