Soft Skills

Course Code	23SS8451	Year	II	Semester	II
Course Category	Skill Enhancement Course	Branch	ECE	Course Type	Practical
Credits	2	L-T-P	0-1-2	Pre requisites	NIL
Continuous Internal Evaluation	30	Semester End Evaluation	70	Total Marks	100

Course Outcomes		
Upon successful completion of the course, the student will be able to		BL
CO1	**Develop** logical skill set through Case Studies	L3
CO2	**Proficient** in giving Presentations	L3
CO3	**Understand** the corporate etiquette	L2
CO4	**Develop** Competency in group discussion & Interviews	L3
CO5	**Present** themselves with corporate readiness	L3

Contribution of Course Outcomes towards achievement of Program Outcomes & Strength of Correlations (3:High, 2:Medium, 1:Low)													
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2
CO1							2		2				
CO2								3	3		2		
CO3							2	1	2		1		
CO4								3	3				
CO5									3				
Avg.							2	2	3		2		

Syllabus		
Unit No.	Contents	Mapped CO
1	• 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, CO2, CO5
2	• 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, CO5
3	• Magic of Team Work. • Six Thinking Hats. • Etiquette • Email Writing	CO1, CO2, CO3, CO5
4	• Group Discussion (Open & Monitored) • Resume Preparation	CO1-CO5

	• Interview Skills • Mock Interviews	
5	• 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 • Reading Comprehension (Skimming, Scanning & tackling different kinds of questions)	CO1-CO5

Learning Resources
Text Books
1. Gopalaswamy Ramesh & Mahadevan Ramesh The ACE of Soft Skills –Pearson 2. David Goleman, Working with Emotional Intelligence -. Bloomsbury Publishing India Private Limited, 2013 3. Krishna Mohan and Meera Banerji; Developing Communication Skills, MacMillan India Ltd., Delhi.
Reference Books
1. Meenakshi Raman, Soft Skills: Key to Success in Workplace and Life, Cengage India Private Limited; 1st Ed.,2017 2. Audio—Visuals / Hand Outs (Compiled/Created), T&P Cell, P.V.P Siddhartha Institute of Technology), Board & Chalk and Interactive Sessions