

SOFT SKILLS

Course Code	23SS8551	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	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		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				
		1- Low			2-Medium					3-High					

Course Content

UNIT-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
UNIT-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 CO4 CO5
UNIT-3	• Magic of Team Work. • Leadership Skills • Six Thinking Hats. • Etiquette • Email Writing	CO1 CO3 CO5
UNIT-4	• Group Discussion (Open & Monitored) • Resume Preparation • Interview Skills • Mock Interviews	CO2 CO4 CO5

UNIT-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 • Paragraph Writing • Reading Comprehension (Skimming, Scanning & tackling different kinds of questions)	CO5
Learning Resources		
Text Books	1. The ACE of Soft Skills by Gopalaswamy Ramesh & Mahadevan Ramesh –Pearson 2. Working with Emotional Intelligence - David Goleman. 3. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd.,Delhi.	
Reference Books	1. Soft Skills: Meenakshi Raman. 2. Audio—Visuals / Hand Outs (Compiled/Created by T&P Cell, P.V.P.Siddhartha Institute of Technology), Board & Chalk and Interactive Sessions	