

## SOFT SKILLS

<b>Course Code</b>	20SS8551		<b>Year</b>	III	<b>Semester</b>				<b>I</b>						
<b>Course Category</b>	Institutional Core		<b>Branch</b>	CSE	<b>Credits:</b>				2						
<b>Course Type</b>	Theory				<b>Lecture-Tutorial- Practical:</b>				1-0-2						
<b>Prerequisites</b>					<b>Continuous Evaluation:</b>				0						
					<b>Semester End Evaluation:</b>				50						
					<b>Total Marks:</b>				50						
Upon successful completion of the course, the student will be able to:															
<b>Course Outcomes</b>	<b>CO1</b>	<b>Develop</b> logical and <b>Analytical</b> skill set through Case Studies											K3		
	<b>CO2</b>	<b>Proficient</b> in giving Presentations											K3		
	<b>CO3</b>	<b>Understand</b> the corporate etiquette											K2		
	<b>CO4</b>	<b>Develop</b> Competency in group discussion & Interviews											K3		
	<b>CO5</b>	<b>Present</b> themselves with corporate readiness											K3		
<b>Contribution of Course Outcomes towards achievement of Program Outcomes</b>		<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>	<b>PO12</b>	<b>PSO1</b>	<b>PSO2</b>
	<b>CO1</b>								2		2				
	<b>CO2</b>									3	3		2		
	<b>CO3</b>								2	1	2		1		
	<b>CO4</b>									3	3				
	<b>CO5</b>										3				
		<b>1- Low</b>			<b>2-Medium</b>				<b>3-High</b>						
<b>Course Content</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> <li>Perception – Importance of analytical thinking.</li> </ul>													CO1, CO2, CO5.	
<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> <li>Presentation Skills ( Seminar Talk &amp; Power Point Presentation)</li> </ul>													CO1 CO2, CO4, CO5.	
<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> <li>Six Thinking Hats.</li> </ul>													CO1, CO3.	
<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> <li>Work Etiquette</li> </ul>													CO1, CO3, CO5.	
<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> <li>Mock Interviews</li> </ul>													CO2, CO4, CO5.	
<b>UNIT-6</b>	<ul style="list-style-type: none"> <li>Vocabulary- Root Words ( A representative Collection of 50)</li> </ul>														

	<ul style="list-style-type: none"> <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>	CO5.
<b>Learning Resources</b>		
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. The ACE of Soft Skills by Gopaldaswamy 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>	