

SOFT SKILLS- 20SS8651

Course Category:	Institutional Core	Credits:	2												
Course Type:	Mandatory	Lecture-Tutorial- Practical:	1-0-2												
Prerequisites:	NIL	Continuous Evaluation:	0												
		Semester End Evaluation:	50												
		Total Marks:	50												
Upon successful completion of the course, the student will be able to:															
Course Outcomes	CO1	Develop logical and Analytical skill set through Case Studies											K3		
	CO2	Proficient in giving Presentations											K3		
	CO3	Understand the corporate etiquette											K2		
	CO4	Develop Competency in group discussion & Interviews											K3		
	CO5	Present themselves with corporate readiness											K3		
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	<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 • Perception – Importance of analytical thinking. 														CO1, CO2, 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, CO4, CO5.
UNIT-3	<ul style="list-style-type: none"> • Goal Setting- Need & Importance • Magic of Team Work. • Leadership Qualities. • Six Thinking Hats. 														CO1, CO3.
UNIT-4	<ul style="list-style-type: none"> • Accountability towards Work. • Paragraph Writing – Descriptive and Analytical with illustrations • Email Writing • Work Etiquette 														CO1, CO3, CO5.
UNIT-5	<ul style="list-style-type: none"> • Group Discussion (Open & Monitored) • Resume Preparation • Interview Skills • Mock Interviews 														CO2, CO4, CO5.
UNIT-6	<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 														

	<ul style="list-style-type: none"> • Verbal Analogies • Correction of Sentences • Sentence Completion – Course of Action • Cloze Test • Reading Comprehension (Skimming, Scanning & tackling different kinds of questions) • Phrasal Collocations (Representative collection of 50 meanings along with sentential illustrations) • SWAR/ VERSANT Test 	CO5.
Learning Resources		
Text Books	<ol style="list-style-type: none"> 1. The ACE of Soft Skills by Gopaldaswamy 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	<ol style="list-style-type: none"> 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 	