

3/4 B.Tech. FIRST SEMESTER

IT5L4

SOFT SKILLS

Credit: 1

Lecture: --

Internal assessment: 25 marks

Lab: 2 periods /week

Semester end examination: 50 marks

Objectives:

- To introduce them to various aspects of soft skills and personality development.
- To provide adequate exposure to the process of recruitment.
- To enhance their communicative competence.
- To make them ready to face the campus recruitment drives.

Outcomes:

The student will be able to

- Improve communication skills
- Built personality development
- Built leadership qualities
- Improve self confidence

Syllabus:

1. Soft skills for career.
 - a. Conflict resolution
 - b. Assertive nature
2. Soft skills demanded by employer.
 - a. Team work
 - b. Self confidence
 - c. Responsibility
 - d. Time management
 - e. Attitude
 - f. Empathy
3. Communication and Networking.
 - a. Verbal communication
 - b. Non verbal communication
4. Resume preparation.
5. Group discussion.
6. Interview skills.

Reference Book:

1. Personality Development and Soft Skills- Baren.k.Mithra Oxford