

### Soft Skills

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

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

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<b>Contribution of Course Outcomes towards achievement of Program Outcomes &amp; Strength of Correlations ( 3:High, 2:Medium, 1:Low )</b>														
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
<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>Avg.</b>								2	2	3		2		

<b>Syllabus</b>		
Unit No.	Contents	Mapped CO
1	<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 Goal Setting- Need &amp; Importance</li> </ul>	CO1, CO2, CO5
2	<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 Presentation Skills ( Seminar Talk &amp; Power Point Presentation)</li> </ul>	CO1, CO2, CO5
3	<ul style="list-style-type: none"> <li>• Magic of Team Work.</li> <li>• Six Thinking Hats.</li> <li>• Etiquette</li> <li>• Email Writing</li> </ul>	CO1, CO2, CO3, CO5
4	<ul style="list-style-type: none"> <li>• Group Discussion (Open &amp; Monitored)</li> <li>• Resume Preparation</li> <li>• Interview Skills</li> </ul>	CO1-CO5

	<ul style="list-style-type: none"> <li>• Mock Interviews</li> </ul>	
5	<ul style="list-style-type: none"> <li>• Vocabulary- Root Words (A representative Collection of 50)</li> <li>• Vocabulary for Competitive Exams (A list of 500 high frequency Words)</li> <li>• Idioms &amp; Phrases</li> <li>• Correction of Sentences</li> <li>• Sentence Completion – Course of Action</li> <li>• Reading Comprehension (Skimming, Scanning &amp; tackling different kinds of questions)</li> </ul>	CO1-CO5

### Learning Resources

#### Text Books

1. Gopaldaswamy 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