

SOFT SKILLS

Course Code	20SS8651	Year	III	Semester	II
Course Category	Institutional Core	Branch	ME	Course Type	Theory
Credits	2	L-T-P	2-0-0	Pre-requisites	Nil
Continuous Internal Evaluation	-	Semester End Evaluation	50	Total Marks	50

Course Outcomes: Upon successful completion of the course, the student will be able to

COs	Statement	Skill	BT L	Units
CO1	Develop logical and Analytical skill set through Case Studies	Apply	L3	1,2,3,4
CO2	Proficient in giving Presentations	Apply	L3	1,2,3,5
CO3	Develop the corporate etiquette	Apply	L3	3,4
CO4	Develop Competency in group discussion & Interviews	Apply	L3	2,5
CO5	Present themselves with corporate readiness	Apply	L3	1,2,4,5,6

Contribution of Course Outcomes towards achievement of Program Outcomes & Strength of correlations (3-High, 2: Medium, 1: Low)

	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				

UNIT	Course Content	Mapped CO
I	<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
II	<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
III	<ul style="list-style-type: none"> Goal Setting- Need & Importance Magic of Team Work. Leadership Qualities. Six Thinking Hats. 	CO1, CO3
IV	<ul style="list-style-type: none"> Accountability towards Work. Paragraph Writing – Descriptive and Analytical with illustrations Email Writing Work Etiquette 	CO1, CO3, CO5
V	<ul style="list-style-type: none"> Group Discussion (Open & Monitored) Resume Preparation Interview Skills Mock Interviews 	CO2, CO4, CO5
	<ul style="list-style-type: none"> Vocabulary- Root Words (A representative Collection of 50) 	CO5

VI	<ul style="list-style-type: none"> • Vocabulary for Competitive Exams (A list of 500 high frequency Words) • Idioms & Phrases • 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 	
----	--	--

Learning Resources

Text Books:

1. The ACE of Soft Skills by Gopala swamy 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),
3. Board & Chalk and Interactive Sessions

Semester End Evaluation

15 marks for Report- Which includes
--

marks for Resume

Marks for PPT (5M for PPT preparation & Presentation,
5M for Report Preparation on PPT)

35 Marks for External Exam – Which includes
--

marks for Viva with external examiner,

marks for Vocab test (Which is essential in Recruitment written test)

marks for E-mail Writing (which is important for the student to apply for the job through online, to give consent to job offer and to communicate in the work environment)