

## SOFT SKILLS

<b>Course Code</b>	23SS8451	<b>Year</b>	II	<b>Semester</b>	II
<b>Course Category</b>	Skill Enhancement course	<b>Offering Branch</b>	ME	<b>Course Type</b>	Lab
<b>Credits</b>	2	<b>L-T-P</b>	0-1-2	<b>Prerequisites</b>	Nil
<b>Continuous Internal Evaluation</b>	30	<b>Semester End Evaluation</b>	70	<b>Total Marks</b>	100

Course Outcomes																
Upon successful completion of the course, the student will be able to:																
<b>Course Outcomes</b>	<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	
<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>				
Course Content																
<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>• Goal Setting- Need &amp; Importance</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>• Magic of Team Work.</li> <li>• Leadership Skills</li> <li>• Six Thinking Hats.</li> <li>• Etiquette</li> <li>• Email Writing</li> </ul>													CO1, CO3, CO5.		
<b>UNIT-4</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-5</b>	<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> </ul>													CO5		

	<ul style="list-style-type: none"> <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>	
<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>	