

SOFT SKILLS

Course Code	20SS8551	Year	III	Semester	I
Course Category	SOC	Branch	IT	Course Type	Lab
Credits	2	L-T-P	1-0-2	Prerequisites	-
Continuous Internal Evaluation :	-	Semester End Evaluation:	50	Total Marks:	50

Course Outcomes		Blooms Taxonomy Level
Upon Successful completion of course, the student will be able to		
CO1	Develop logical and Analytical skill set through Case Studies	L3
CO2	Proficient in giving Presentations	L3
CO3	Understand the corporate etiquette	L2
CO4	Develop Competency in group discussion & Interviews	L3
CO5	Present themselves with corporate readiness	L3

Contribution of Course Outcomes towards achievement of Program Outcomes & Strength of correlations (H-High3, M-Medium-2, L- Low-1)														
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO 1	PSO2
CO1								2		2				
CO2									3	3		2		
CO3								2	1	2		1		
CO4									3	3				
CO5										3				

Syllabus		
Unit No	Contents	Mapped CO
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.
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.
3	<ul style="list-style-type: none"> Goal Setting- Need & Importance Magic of Team Work. Leadership Qualities. Six Thinking Hats. 	CO1, CO3.
4	<ul style="list-style-type: none"> Accountability towards Work. Paragraph Writing – Descriptive and Analytical with illustrations Email Writing Work Etiquette 	CO1, CO3, CO5.
5	<ul style="list-style-type: none"> Group Discussion (Open & Monitored) Resume Preparation Interview Skills Mock Interviews 	CO2, CO4, CO5.
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 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"> The ACE of Soft Skills by Gopala swamy Ramesh & Mahadevan Ramesh –Pearson Working with Emotional Intelligence - David Goleman. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd., Delhi.
Reference Books	<ol style="list-style-type: none"> Soft Skills: Meenakshi Raman. Audio—Visuals / Hand Outs (Compiled/Created by T&P Cell, P.V.P.Siddhartha Institute of Technology), Board & Chalk and Interactive

	Sessions
Semester End Evaluation	<ul style="list-style-type: none"> • 15 marks for Report- Which includes 5marks for Resume 10 Marks for PPT (5M for PPT preparation & Presentation, 5M for Report Preparation on PPT) • 35 Marks for External Exam – Which includes 10 marks for Viva with external examiner, 20 marks for Vocab test (Which is essential in Recruitment written test) 5 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)