

COURSE TITLE	SOFT SKILLS-I
COURSE CODE	04GB0105
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Grasp foundational soft skills like communication, interpersonal relations, time management, and organization, equipping them for diverse professional settings.
- 2 Develop leadership capabilities and teamwork proficiency, enhancing team dynamics, motivation, and task delegation.
- 3 Excelling in problem-solving through analytical thinking, creativity, and effective decision-making, adeptly tackling real-world challenges.
- 4 Cultivate adaptability and resilience, navigating change, setbacks, and uncertainty with confidence, ensuring sustained productivity.
- 5 Refine personal branding, career planning, and job search skills, bolstering their employability and professional advancement opportunities.

Pre-requisite of course:N/A

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Foundations of Soft Skills Overview of key soft skills areas (communication, teamwork, leadership, etc., Verbal communication skills (public speaking, presentations, meetings), Non-verbal communication (body language, facial expressions), Written communication (emails, reports, business correspondence), Setting goals and priorities, Effective time management techniques	15
2	Block 2: Advanced Soft Skills Leadership styles and qualities, Team dynamics and roles Motivating and inspiring team members, Delegating tasks and fostering collaboration Understanding personal strengths and weaknesses, Crafting a professional image and personal branding Job search strategies and interview skills, Career planning and continuous professional development	15
Total Hours		30

Textbook :

- 1 Soft Skills: The Ultimate Guide, Ramesh Lal, Tata McGraw-Hill Education, 2023
- 2 Advanced Soft Skills for Professionals, Priya Kapoor, S. Chand Publishing, 2021
- 3 The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change, Stephen R. Covey, Simon & Schuster, 2021
- 4 Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life, Julie Morgenstern, Holt Paperbacks, 2022

References:

- 1 Leadership and Team Dynamics: A Practical Approach, Leadership and Team Dynamics: A Practical Approach, Rajesh Kumar, Pearson India Education, 2021
- 2 Leadership: Theory and Practice, Leadership: Theory and Practice, Peter G. Northouse, SAGE Publications, Inc., 2020
- 3 Interpersonal Skills in Organizations, Interpersonal Skills in Organizations, Suzanne C. de Janasz, Karen O. Dowd, and Beth Z. Schneider, McGraw-Hill Education, 2022

Suggested Theory Distribution:

The suggested theory distribution as per Bloom’s taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00