

COURSE TITLE	SOFT SKILLS
COURSE CODE	07BA0213
COURSE CREDITS	3

Objective:

- 1 To develop effective communication and self-awareness.
- 2 To build emotional intelligence and a growth mindset.
- 3 To enhance thinking, adaptability, and time management skills.
- 4 To introduce key concepts and theories in media studies.
- 5 To prepare students for teamwork, leadership, and interviews.

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

- 1 Apply effective communication skills in personal and professional contexts.
- 2 Analyze personal emotional responses and apply a growth mindset to handle challenges.
- 3 Evaluate priorities to manage time effectively and solve problems logically.
- 4 Exhibit teamwork and leadership while participating in group tasks and interview simulations.

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
3	0	0	0	30	20	25	25

Contents : Unit	Topics	Contact Hours
1	Personal Effectiveness and Communication Effective Communication Strategies, Self-esteem and Confidence Building, Growth Mindset vs. Fixed Mindset, Emotional Intelligence, Awareness of Surroundings and Resource Utilization for Self-Learning	15
2	Thinking Skills and Time Management Lateral Thinking, Adaptability, Time Management, Goal Setting and Personal Planning, Problem Solving, Decision Making	15
3	Interpersonal Skills and Workplace Readiness Interview skills, Teamwork, Leadership	15
Total Hours		45

Textbook :

- 1 The ACE of Soft Skills, Raamesh, Gopaldaswamy., Pearson New Delhi, 2010

References:

- 1 Skill Sutras: Modern Communication and Ancient Wisdom, Skill Sutras: Modern Communication and Ancient Wisdom, Mohanraj, Jayashree., Prism Books Bangalore, 2015
- 2 Personality Development and Soft Skills, Personality Development and Soft Skills, Mitra, K Barun, OUP New Delhi, 2012

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
0.00	10.00	40.00	25.00	20.00	5.00

Instructional Method:

- 1 Lecture method combined with discussion
- 2 Use of ICT tools
- 3 Assignments
- 4 Presentations
- 5 Workshops
- 6 Expert lectures
- 7 Self-study

Supplementary Resources:

- 1 <https://nationalcareers.service.gov.uk/careers-advice/how-to-develop-your-soft-skills>
- 2 <https://www.investopedia.com/terms/s/soft-skills.asp>