

COURSE TITLE	SOFT SKILLS
COURSE CODE	07MA0108
COURSE CREDITS	2

Objective:

- 1 To help students to improve their soft skills.
- 2 To acquaint students with workplace skills.
- 3 To enhance the employability of the students.

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

- 1 Know the Soft skill and its importance at workplace.
- 2 Understand the various soft skills like Inter Personal Skills, Leadership, Critical Thinking, Goal Setting, Team Work and Non Verbal Skills.
- 3 Learn skills related to interview, Group Discussion and Presentation.
- 4 Understand the various professional etiquettes.
- 5 Learn personality development.

Pre-requisite of course:None

Teaching and Examination Scheme

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

Contents : Unit	Topics	Contact Hours
1	Unit - 1 What is Soft Skills? Importance of Soft Skills at Work Places	6
2	Unit - 2 Inter Personal Skills, Leadership, Critical Thinking, Goal Setting, Team Work, Non Verbal Skills	6
3	Unit - 3 Personality Development, Attires, Grooming	6
4	Unit - 4 Various Etiquettes	6
5	Unit - 5 Soft Skills at Interview, Group Discussion, Presentation Skills	6
Total Hours		30

Textbook :

- 1 Soft Skills and Professional Communication, Peter, Francis., Tata McGraw Hill, 2012

References:

- 1 Business Communication Strategies, Business Communication Strategies, Minippally, Methukutty, Tata McGraw – Hill. New Delhi, 2001
- 2 Spoken English: A Self-Learning Guide Conversation Practice. 34th reprint., Spoken English: A Self-Learning Guide Conversation Practice. 34th reprint., SasiKumar. V and P.V. Dharmija, Tata McGraw – Hill. New Delhi, 1993
- 3 The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates, The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates, Swets, Paul. W, Prentice Hall Press. New York, 1983
- 4 Business Communication, Business Communication, Singh, Prakash and Raman, Meenakshi, New Delhi: Oxford University Press, 2006
- 5 Body Language: How to Read Others Thoughts by Their Gestures, Body Language: How to Read Others Thoughts by Their Gestures, Pease, Allan., Suda Publications, 1998
- 6 Reaching out – Interpersonal Effectiveness and Self-Actualization. 6th ed., Reaching out – Interpersonal Effectiveness and Self-Actualization. 6th ed., Johnson, D.W., Allyn and Bacon, 1997
- 7 Developing Soft Skills. 4th ed., Developing Soft Skills. 4th ed., Sherfield, R. M.; Montgomery, R.J. and Moody, P, G., Pearson, 2010
- 8 Training in Interpersonal skills. Tips for managing people at work. 5th ed., Training in Interpersonal skills. Tips for managing people at work. 5th ed., Robbins, S. P. and Hunsaker, Phillip, L., PHI Learning, 2009
- 9 Stress Management for Wellness, Stress Management for Wellness, Schafer, W., Thomson & Wadsworth, 1998

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	20.00	30.00	15.00	10.00	5.00

Instructional Method:

- 1 Lecture method combined with discussion
- 2 Use of ICT tools
- 3 Assignemtns
- 4 Presentations

Supplementary Resources:

- 1 <https://socialskillscenter.com/>
- 2 <https://www.masterclass.com/>
- 3 <https://www.skillsyouneed.com/>
- 4 <https://in.indeed.com/career-advice/resumes-cover-letters/soft-skills>
- 5 <https://www.britishcouncil.in/soft-skills>