

Branch Name:	Integrated Master of Computer Application
Program Code:	CS301
Semester/Year:	Semester – V/Third Year
Subject Title:	Soft Skills
Subject Code:	1CS3010505P
Pre-requisite:	The key areas addressed in soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, and Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills.

Course Objective:

1. To help the students understand interpersonal skills.
2. To encourage the all-round development of students by focusing on soft skills
3. To develop and nurture the soft skills of the students through individual and group activities.
4. To support them in building interpersonal skills.
5. To expose students to right attitudinal and behavioral aspects and to build the same through activities
6. To better the ability to work with others.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
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Subject Contents

Sr. No	Topic	Total Hours	Weight (%)
1	Introduction to Soft Skills and Hard Skills: Personality Development: Knowing Yourself, Positive Thinking, Johari's Window, Communication Skills, Non-verbal Communication, Physical Fitness Emotional Intelligence: Meaning and Definition, Need for Emotional Intelligence, Intelligence Quotient versus Emotional Intelligence Quotient, Components of Emotional Intelligence, Competencies of Emotional Intelligence, Skills to Develop Emotional Intelligence Etiquette and Mannerism: Introduction, Professional Etiquette, Technology Etiquette	8	25%
2	Academic Skills Employment Communication: Introduction, Resume, Curriculum Vitae, Scannable Resume, Developing an Impressive Resume, Formats of Resume, Job Application or Cover Letter Professional Presentation: Nature of Oral Presentation, planning a Presentation, Preparing the Presentation, Delivering the Presentation Job Interviews: Introduction, Importance of Resume, Definition of Interview, Background Information, Types of Interviews, Preparatory Steps for Job Interviews, Interview Skill Tips, Changes in the Interview Process, FAQ During Interviews Group Discussion: Introduction, Ambience/Seating Arrangement for Group Discussion, Importance of Group Discussions, Difference between Group Discussion, Panel Discussion and Debate, Traits, Types of Group Discussions, topic based and Case based Group Discussion, Individual Traits	8	25%

3.	<p>Professional Skills: Creativity at Workplace: Introduction, Current Workplaces, Creativity, Motivation, Nurturing Hobbies at Work, The Six Thinking Hat Method Ethical Values: Ethics and Society, Theories of Ethics, Correlation between Values and Behavior, Nurturing Ethics, Importance of Work Ethics, Problems in the Absence of Work Ethics Capacity Building: Learn, Unlearn and Relearn: Capacity Building, Elements of Capacity Building, Zones of Learning, Ideas for Learning, Strategies for Capacity Building Leadership and Team Building: Leader and Leadership, Leadership Traits, Culture and Leadership, Leadership Style sand Trends, Team Building, Types of Teams Decision Making and Negotiation: Introduction to Decision Making, Steps for Decision-Making, Decision-Making Techniques, Negotiation Fundamentals, Negotiation Styles, Major Negotiation Concepts Stress and Time Management: Stress, Sources of Stress, Ways to Cope with Stress</p>	14	50%
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Textbook:

1. Soft Skills: an Integrated Approach to Maximise Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India

Reference Books:

1. Personality Development and Soft Skills, Barun K. Mitra, Oxford Press
2. Business Communication, Shalini Kalia, Shailja Agrawal, Wiley India
3. Soft Skills- Enhancing Employability, M. S. Rao, I. K. International
4. Cornerstone: Developing Soft Skills, Sherfield, Pearson India

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Effectively communicate through verbal/oral communication and improve the listening skills	Understanding, Applying,
CLO2	Write precise briefs or reports and technical documents	Applying, Creating, Analyze
CLO3	Actively participate in group discussion / meetings / interviews and prepare & deliver presentations	Applying, Creating, Evaluate
CLO4	Become more effective individual through goal/target setting, self-motivation and practicing creative thinking.	Applying, Creating, Analyze
CLO5	Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.	Applying, Creating, Evaluate

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Program Outcomes (POs)												Program Specific Outcomes (PSOs)	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CLO1	M		L	L	M				L	M	M	M	L	M
CLO2			M		H		L		M		M	M	H	M
CLO3		L		M			M					L		
CLO4	H		M	L			L		M	L			M	H
CLO5		H	L	L	H		L		L	H	M	L	H	L

H: High, M: Medium, L: Low