

Soft Skills I

Course Objectives

The objective of this course is to enable students have a basic knowledge of the recent developments in Information technology and its application in effective communication. The course also emphasize on personal grooming and development with due accentuation to soft skills development to transform the learners to employment ready youth.

Syllabus

Personal Grooming & Development, Presentation and Negotiation Skills, Levels of Public Interaction

Expected Outcome

1. Enhancement of the holistic development of students and improvement of their employability skills.
2. To develop inter personal skills and be an effective goal oriented team player.
3. To develop professionals with idealistic, practical and moral values.
4. To develop communication and problem solving skills.
5. To re-engineer attitude and understand its influence on behavior.

References

1. Penrose, Rasberry, Myers, Advanced Business Communication, 5/e, Cengage Learning, 2004.
2. Lehman, DuFrene, Sinha, BCOM, 2/e, Cengage Learning, 2012
3. Madhukar R. K, Business Communication, 2/e, Vikas Publishing House.

COURSE PLAN

I Self-Management Self Evaluation-Self Discipline-Self Criticism- Recognition of one's own limits and deficiencies - Independency- Self Awareness- Attitude: Factors influencing Attitude, Challenges and lessons from Attitude.

II Goal Setting : Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals

First Internal Examination

III Listening Skills : Listening to specific Information, identifying main issues, seeing beyond surface meanings

IV Ethics and Etiquette-Business Ethics-Etiquette in social as well as Office settings-Email etiquette-Telephone Etiquette

Second Internal Examination

V Presentation Skills – Book Reviews and Summary writing

Final Examination