

**Maulana Abul Kalam Azad University of Technology, WB**  
(Formerly known as West Bengal University of Technology)

Course: Life Skills and Personality Development		
Course Code: SEC181		Semester: I
Maximum Marks: 100		
Teaching Scheme		Examination Scheme
Lecture: 2		End semester Exam:
Tutorial: 0		Attendance:
Practical: 0		Continuous Assessment:
Credit: 2		Seasonal external examination: 100
Sl. No.	Course Objective	
1	To understand the importance of the fundamental skill practices of life.	
2	To analyze the necessity of growth and expansion of personality to cater a complete look to life.	
3	To showcase the extreme necessity of the use and application of soft skills in organization.	
4	To comprehend the hand in glove relation between the life skill practices and the subtle nuances of personality.	
	Course Outcomes	Mapped module/Unit
CO 1	To enable the students, understand the essence of career growth and improvement of professional skills.	U1
CO 2	To enable the students, realize the importance of attitude and its relation to the motivational acumen to manage the daily stress issues for a sum total development.	U1, U2
CO 3	To acquire deemed knowledge on the various tentacles of communicative skills and their subsequent application for a complete reflection.	U1, U2, U3
CO 4	To make the students realize the use and necessity of soft skills in the corporate domain and job searching scenario.	U1, U3, U4

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**Learning Outcome/Skills:**

The candidate is able to have a detailed understanding of the importance of career and the skills which are high required to pave the path for a distinct destination. There is a perfect blend of the various categories required for the growth and expansion of life and career.

Unit	Total Hours	% of Questions	Bloom's Taxonomy	Remarks, if any
<b>THEORY</b>				
<b>U1</b>	<b>7</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U2</b>	<b>8</b>	<b>20</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U3</b>	<b>9</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U4</b>	<b>6</b>	<b>30</b>	<b>1, 2, 3</b>	<b>NA</b>
	<b>30</b>	<b>100%</b>		

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<b>Course Code:</b>	<b>SEC181</b>	
<b>Course:</b>	<b>Life Skills and Personality Development</b>	<b>Credits:2.0</b>
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	Career and Professional Skills: Listening skills, Reading skills, Writing skills, Resume preparation, exploring career opportunities, cognitive skills, presentation skills, social and cultural etiquettes, digital literacy, ethics and security.	<b>7</b>
<b>Unit-II</b>	Attitude and Motivation:  Attitude: Concept, meaning, types, applicable factors in daily life. Motivation: Concept, meaning, types, causes of de motivation, remedial measures. Stress Management and Development of Capabilities: Stress: meaning, causes, solutions. Development of Capacities: Leadership qualities, time management, decision making, team work, work ethics, good manners and etiquettes.	<b>8</b>
<b>Unit-III</b>	Introduction to Soft Skills: Personal Skills, knowing oneself, confidence building, defining strengths and weaknesses, developing positive attitude, thinking positively, perceptions, values in daily life. Inter and Intra personal skills, Group Dynamics, the importance of a good networking system, troubleshooting method and problem solving tools and techniques.	<b>9</b>
<b>Unit-IV</b>	The various branches of Communication Skills: Reading texts, Speaking fluently, Writing effectively. E mail writing and etiquettes followed. Corporate and Job hunting Skills:  The Behavioral etiquettes, mannerisms, Stress Management, Time Management, importance of proper body language, writing a good CV (with job application), career planning, importance of goal settings in different spheres and conducting of mock GD.	<b>6</b>
	<b>Total</b>	<b>30</b>

**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Name of the Publisher</b>
Meena and V. Ayothi (2013)	A Book on Development of Soft Skills	PR Publisher and Distributor
Patra Avinash	The Spiritual Life and Culture of India	London, OUP.
Shiv Khera	You can win	MacMillan Books, New York, 2003.
B K Mitra	Personality Development and Soft Skills	Oxford Publication.
Alex K	Soft Skills - Know Yourself and Know your World	S Chand and Company Ltd.