

Course Code	UCD20S01L	Course Name	SOFT SKILLS	Course Category	S	Skill Enhancement Course	L	T	P	C
							0	0	2	1

Pre-requisite Courses	Nil	Co-requisite Courses	Nil	Progressive Courses	Nil
Course Offering Department	Career Development Centre	Data Book / Codes/Standards			

Course Learning Rationale (CLR):		Learning			Program Learning Outcomes (PLO)														
		1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CLR-1 : expose students to right attitudinal and behavioral aspects and to build the same through activities																			
CLR-2 : develop and nurture interpersonal skills of the students through individual and group activities.																			
CLR-3 : Increase efficiency and leadership skills and to improve team results.																			
CLR-4 : acquire time management skills and develop creative skills																			
CLR-5 : understand intercultural communication and etiquettes required in a professional environment																			
CLR-6 : instill confidence in students and develop skills necessary to face the challenges of competitive exams and placements																			
Course Learning Outcomes (CLO):		Learning			Program Learning Outcomes (PLO)														
		Level of Thinking (Bloom)	Expected Proficiency (%)	Expected Attainment (%)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CLO-1 : re-engineer their attitude and understand its influence on behavior		3	80	70	M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLO-2 : acquire inter personal skills and be an effective goal oriented team player		3	80	70	M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLO-3 : understand the importance of time management and creativity		3	85	75	M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLO-4 : build confidence during any presentation		3	85	75	M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLO-5 : develop interpretation skills and intercultural communication		3	85	75	M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLO-6 : help the students succeed in competitive exams and placements		3	80	70	M	M	M	-	M	H	M	-	-	H	H	H	M	H	H

Duration (hour)	6	6	6	6	6
S-1	SLO-1 IKIGAI	Interpersonal Skills	Creating brands – activity (posters, flyers, business cards)	Value of Time	Intercultural communication – beliefs, customs and attitude of people in different countries (US, UK, Japan, West Asia, China, Russia)
	SLO-2 IKIGAI	Emotional Intelligence	Creating brands – activity (posters, flyers, business cards)	Diagnosing Time Management	Social and cultural etiquettes
S-2	SLO-1 Attitude	Importance of Team Work	Causes of Stress and Its Impact	Weekly Planner, To do list, Prioritizing work	Communication etiquettes

	SLO-2	Factors influencing Attitude	<i>Team Building Activity</i>	<i>How to Manage Stress and Distress?</i>	<i>Time management activity</i>	<i>Telephone etiquettes</i>
S-3	SLO-1	SWOT Analysis	<i>Leadership skills</i>	<i>Understanding the Circle of Control</i>	<i>Creativity – think out of the box</i>	<i>Dinning etiquettes</i>
	SLO-2	Individual SWOT Analysis – activity	<i>Leadership skills based Activity</i>	<i>Stress Busters</i>	<i>Creativity Activity</i>	<i>Grooming etiquettes</i>
S-4	SLO-1	Extempore Practice Session	Networking skills	<i>Conflicts in Human Relations – reasons</i>	Creativity Assessment Activity	<i>Ice breaking</i>
	SLO-2	Extempore Practice Session	Networking skills based Activity	<i>Approaches to conflict resolution</i>	Creativity Assessment Activity	<i>Designing ice breaker games</i>
S-5	SLO-1	Extempore Practice Session	Negotiation skills	<i>Conflict resolution – case studies</i>	Brainstorming, use of groups and individual brainstorming techniques to promote idea generation	<i>Ice breaker activity</i>
	SLO-2	Extempore Practice Session	Negotiation skills based Activity	<i>Conflict resolution – case studies</i>	Brainstorming session activities	<i>Ice breaker activity</i>
S-6	SLO-1	Extempore Practice Session	Entrepreneurial Skills	Importance and necessity of Decision Making	Brainstorming session	<i>Introduction to resume building</i>
	SLO-2	Extempore Practice Session	Entrepreneurial knowledge, Focus, Investment, Risk tolerance, Resilience, Negotiation, Ethics, Networking	Process of Decision Making, Practical Way of Decision Making, Weighing Positives and Negatives	Brainstorming session	<i>Introduction to resume building</i>

Learning Resources	<ol style="list-style-type: none"> 1. Jeff Butterfield, <i>Soft Skills for Everyone</i>, CENGAGE, India, 2015 2. Dr. K. Alex, <i>Soft Skills</i>, S.Chand Publishing & Company, India, 2014 3. Covey Sean, <i>Seven habits of highly effective teens</i>, Simon & Schuster, New York, 2014 4. Carnegie Dale, <i>How to win friends and influence people</i>, Simon and Schuster, New York, 2016 5. Thomas A Harris, <i>I am ok, you are ok</i>, Arrow, London, 2012 6. Daniel Coleman, <i>Emotional Intelligence</i>, Bloomsbury, India, 2016
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Learning Assessment					
Level	Bloom's Level of Thinking	Continuous Learning Assessment (100% weightage)			
		CLA – 1 (20%)	CLA – 2 (20%)	CLA – 3 (30%)	CLA – 4 (30%) #
		Theory	Theory	Theory	Theory
Level 1	Remember	10%	10%	30%	15%
	Understand				
Level 2	Apply	50%	50%	40%	50%
	Analyze				
Level 3	Evaluate	40%	40%	30%	35%
	Create				
	Total	100 %	100 %	100 %	100 %

CLA-1, CLA-2 and CLA-3 can be from any combination of these: Online Aptitude Tests, Classroom Activities, Case Studies, Poster Presentations, Power-point Presentations, Mini Talks, Group Discussions, Mock interviews, etc.

CLA – 4 can be from any combination of these: Assignments, Seminars, Short Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.,

Course Designers		
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