

Course Code	UCD20S01L	Course Name	Soft Skills	Course Category	S	Skill Enhancement Course	L	T	P	C
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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)														
The purpose of learning this course is to:		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	Level of Thinking (Bloom)	Expected Proficiency (%)	Expected Attainment (%)	Fundamental Knowledge	Application of Concepts	Link with Related Disciplines	Procedural Knowledge	Skills in Specialization	Ability to Utilize Knowledge	Skills in Modeling	Analyze, Interpret Data	Investigative Skills	Problem Solving Skills	Communication Skills	Analytical Skills	ICT Skills	Professional Behavior	Life Long Learning
CLR-2 :	develop and nurture interpersonal skills of the students through individual and group activities.				M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLR-3 :	Increase efficiency and leadership skills and to improve team results.				M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLR-4 :	acquire time management skills and develop creative skills				M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLR-5 :	understand intercultural communication and etiquettes required in a professional environment				M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
CLR-6 :	instill confidence in students and develop skills necessary to face the challenges of competitive exams and placements				M	M	M	-	M	H	M	-	-	H	H	H	M	H	H
Course Learning Outcomes (CLO):		Learning			Program Learning Outcomes (PLO)														
At the end of this course, learners will be able to:		1	2	3	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
	SLO-2	IKIGAI	Emotional Intelligence	Creating brands – activity (posters, flyers, business cards)	Diagnosing Time Management
S-2	SLO-1	Attitude	Importance of Team Work	Causes of Stress and Its Impact	Weekly Planner, To do list, Prioritizing work
	SLO-2	Factors influencing Attitude	Team Building Activity	How to Manage Stress and Distress?	Time management activity
S-3	SLO-1	SWOT Analysis	Leadership skills	Understanding the Circle of Control	Creativity – think out of the box
	SLO-2	Individual SWOT Analysis – activity	Leadership skills based Activity	Stress Busters	Creativity Activity
S-4	SLO-1	Extempore Practice Session	Networking skills	Conflicts in Human Relations – reasons	Creativity Assessment Activity
					Ice breaking

	SLO-2	Extempore Practice Session	Networking skills based Activity	Approaches to conflict resolution	Creativity Assessment Activity	Designing ice breaker games
S-5	SLO-1	Extempore Practice Session	Negotiation skills	Conflict resolution – case studies	Brainstorming, use of groups and individual brainstorming techniques to promote idea generation	Ice breaker activity
	SLO-2	Extempore Practice Session	Negotiation skills based Activity	Conflict resolution – case studies	Brainstorming session activities	Ice breaker activity
S-6	SLO-1	Extempore Practice Session	Entrepreneurial Skills	Importance and necessity of Decision Making	Brainstorming session	Introduction to resume building
	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	Introduction to resume building

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		
Experts from Industry	Experts from Higher Technical Institutions	Internal Experts
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SEMESTER II

Course Code	ULT20G02J	Course Name	Tamil-II	Course Category	G	Generic Elective Course	L	T	P	C
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