

Course Title :	Soft Skills for Engineers - II	L	T	P	C
Course Code:	SST2002	0	0	2	1
Pre-Requisite	None				
Objectives: 1. To develop effective language and communication skills 2. To enhance students' personal and professional skills 3. To construct a comprehensive approach towards logical and quantitative skills					
Expected Outcomes: 1. Predict: Outcomes/ consequences & customize performance 2. Illustrate: Improved confidence; Willingness to outperform themselves : Resolve to make changes in themselves 3. Analyse & Solve: Challenging tasks; Critical reasoning exercises; Data					
Student Learning Outcomes(SLO) :					
Module	Topics	Hrs		SLO	
1	Communication: Business Communication (Formal & Informal Letter Writing & emails)	1.5		12,16	
2	Interview Skills: Types of Interviews; Open & Closed Ended Questions; Hypothetical Questions; Mock Interviews	3		12,17	
3	Art of Questioning: Research on Dream Company; Viewing Co. Videos, Websites, Press Releases; Making Notes & Preparing Questions; What To & Not to Ask in an Interview	1.5		16,18	
4	Conflict Resolution: Significance of Conflict Resolution; Steps & Usable Plan in Resolving Conflict; Anticipatory Action to Prevent Conflict	1.5		3, 9	
5	Social Interaction: Commitment, Accountability, Persuasion, Resilience, Self Confidence, Inspiration, Stress Management in Social Interactions	3		3,10	
6	Team Dynamics: <u>Problem Solving & Decision Making</u> : Introduction to Problem Solving ; Best Practices of Group Decision Making (consensus & ethical decisions); Implementing Decisions	3		9,11	
7	Building Verbal Ability: <u>Critical Reasoning</u> : Understanding Critical reasoning; Strategies to Solve-Assumption, Inference, Strengthening & Weakening Questions <u>Para jumbles</u> ; Understanding Para jumbles ; Solving Strategies <u>Verbal Analogies</u> ; Understanding Verbal Analogies; Solving Strategies_____	6		16,18	
8	Time Management: Prioritizing; Multitasking; Ill effects of Procrastination	1.5		10,17	
9	Group Discussion	3		3,16	

	Awareness; Information Gathering; Anticipating Others' Views; Structuring Thoughts; Articulation; Hijacking; Importance of listening; Dos & Don'ts		
10	Quantitative Aptitude Numeracy: Permutation Combination, Algebra, Mensuration, Time and Work Data Interpretation: Interpretation and Analysis of Data in Tables, Text, Graphs - Line, Circle Graphs, Boxplots, Scatterplots and Frequency Distributions	6	9
Total Lecture Hours		30	
Reference Books			
1	Quick Resume & Cover Letter Book: Write and Use an Effective Resume in Just One Day by Michael Farr (Author), JIST Editors (Author), Jist Works; 5th edition (2011)		
2	Asking the Right Questions, Global Edition [Print Replica] Kindle Edition by M. Neil Browne (Author), Stuart M. Keeley (Author) Pearson; 11th edition (2015)		
3	Getting Things Done: The Art of Stress-Free Productivity, David Allen, Penguin Books; Reprint edition (2002)		
4	The Official Guide to the GRE Revised General Test with CD-ROM, 2nd Edition, Educational Testing Services, McGraw Hill Education (India) Private Limited; 2nd edition (2012)		
5	How to Succeed at Interviews: Includes Over 200 Interview Questions, Rob Yeung, How to Books Ltd., 3rd Edition (2008)		
6	Presentation Zen: Simple Ideas on Presentation Design and Delivery, Garr Reynolds, New Riders(2007)		
7	The One Minute Manager, Kenneth H. Blanchard and Spencer Johnson, William Morrow (2003)		
8	The Passionate Programmer: Creating a Remarkable Career in Software Development (Pragmatic Life), Chad Fowler, Pragmatic Bookshelf; 1 edition (2009)		
9	The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey, Free Press (1989)		
10	How to Win Friends and Influence People, Dale Carnegie, Gallery Books (1936)		
11	Crucial Conversations: Tools for Talking When Stakes are High by Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler, McGraw-Hill Contemporary(2001)		
12	Peopleware: Productive Projects and Teams by Tom DeMarco, Timothy R. Lister, Dorset House Publishing Company, Incorporated (1999)		
13	The Definitive Book of Body Language by Barbara Pease and Allan Pease, Bantam (2006)		
14	Just Listen: Discover the Secret to Getting Through to Absolutely Anyone by Mark Goulston M.D. AMACOM; Reprint edition (2015)		
15	Power Questions: Build Relationships, Win New Business, and Influence Others by Andrew Sobel and Jerold Panas; Wiley; 1 edition (2012))		
Websites			
1	https://www.mindtools.com/		
2	http://www.skillsyouneed.com/general/transferable-skills.html		
3	http://www.forbes.com/sites/lisaquast/2014/04/07/office-etiquette-tips-to-overcome-bad-manners-at-work/		
4	www.gyanjosh.com		
5	www.indiabix.com		

6	www.prep4paper.com
7	grammar.ccc.commnet.edu
8	learn-english-today.com
9	www.placementseason.com
10	www.campusgate.co.in
11	www.freshersworld.com
12	http://www.creativelive.com/
13	http://www.lumosity.com
14	www.tolearnenglish.com
15	www.testbook.com
16	www.testfunda.com
17	https://mettl.com (paid)
18	Udacity http://www.udacity.com/
19	edX https://www.edx.org/
20	Coursera https://www.coursera.org/
21	http://class.stanford.edu/
22	http://venture-lab.stanford.edu/
23	Iversity https://iversity.org/
24	FutureLearn https://www.futurelearn.com/
25	Duolingo http://duolingo.com
26	Udemy (company) http://www.udemy.com/
27	Skillshare http://www.skillshare.com/
28	Codecademy http://www.codecademy.com
29	Khan Academy http://www.khanacademy.org/
30	P2PU https://p2pu.org/
31	TED http://ed.ted.com/
32	Open Yale Courses http://oyc.yale.edu/courses
33	MIT OpenCourseWare http://ocw.mit.edu/index.htm
34	http://nptel.iitm.ac.in/
Mode: Assignments, Videos, Classroom Discussions, Activities, Case Studies	
Assessment Method: Classroom & Online (Moodle) Assessment in Various Activities, Using Rubrics; Viva for Final Examination	
Recommendation by Board of studies on: 20-11-2018	
Approval by Academic Council on: 20.01.2020	
Compiled by: Rekha J Variyar	