

SWARNANDHRA
College of Engineering & Technology (Autonomous)
SEETHARAMAPURAM, NARSAPUR, W.G. Dt., 534 280.
DEPARTMENT OF SCIENCE & HUMANITIES

Course Code	Course Title	Sem	Branches	Contact Hrs/Week	Sections
23HS4S01	Soft skills	IV		3	









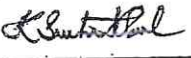
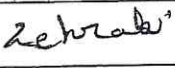
Course Outcomes: Students will be able to

COURSE OUTCOMES	
C01	Assimilate and understand the meaning and importance of soft skills and learn how to develop them. (K1)
C02	Understand the significance of soft skills in the working environment for professional excellence. (K2)
C03	undergo the placement process with confidence and clarity. (K3)
C04	Ready to face any situation in life and equip themselves to handle them effectively. (K6)
C05	Understand and learn the importance of etiquette in both professional and personal life. (K2)


S.NO	WEEK NO	OUT COMES	Bloom's Level	TOPIC/ACTIVITY	Hours	Book reference	Delivery Method
1				UNIT-I			
				Introduction			
	1,2	C01	K1,K3,K4,K5,K6	Definition, importance of soft skills	1	R1,R2,R3,R4	Chalk&talk
				Analysis of Soft Skills vs Hard skills	1		
				Linkage between industry and soft skills	2		
				Soft Skills vs English-Improving Techniques	1		
				Personality Development	1		
2				UNIT-II			
				Intra-Personal Skills			
	3,4	C02	K2,K3,K4,K5,K6	SWOT analysis,- Goal Setting	3	R1,R2,R3,R4	Chalk&talk
				Problem Solving	1		
				Time management	1		
				Stress Management.	1		PPT
3				UNIT-III			
	5,6	C03	K3,K4,K5,K6	Inter-Personal Skills			
				Importance of Team Work, managerial skills	1	R1,R2,R3,R4	PPT
				Negotiation skills	1		
				Corporate Etiquettes.	1		
				Leadership Skills	3		
4	7,8	C04	K3,K4,K5,K6	UNIT -IV			
				Verbal Skills			
				Listening Skills definition & advantages	1		
				Improving Tips for Listening	1		
				Speaking Techniques	1		
				Improving tips for Reading	1		
				Resume Writing	1	R1,R2,R3,R4	Chalk&talk
				Cover Letter	1		
5				UNIT -V			
	9,10	C05	K2, K4,K5,K6	Non Verbal Skills & Interview skills			
				Haptics, dresscode & Para Language	2	R1,R2,R4,R5	PPT
				interview methods	1		
				Frequently asked interview questions.	1		
				Mock interviews.	2		

Reference Books:

1. Sambaiah.M. Technical English, Wiley publishers India. New Delhi. 2014.
2. Gangadhar Joshi, From Campus to Corporate, SAGE TEXT.
3. Alex.K, Soft Skills, 3rd ed. S. Chand Publication, New Delhi, 2014.
4. Meenakshi Raman and Sangita Sharma, Technical Communication: Principle and Practice, Oxford University Press, 2009.
5. Shalini Varma, Body Language for Your Success Mantra, 4/e, S. Chand Publication, New Delhi, 2014.
6. Stephen Covey, Seven Habits of Highly Effective People, JMD Book, 2013.

Course Lecturers	1. Dr. Zehrabi  2. K. Ramana Rao  3. M. Durga Rao  4. G.V.R.S. Sai Krishna  5. P. Thripureswari  6. C. Olive Mrudula  7. S.B Subrahmanyam  8. Y. Manikanta Sai  9. Dr. K Sushil Paul 
Course coordinators	1. Dr. Zehrabi 


Course Coordinator/Faculty


Head of Department


Principal