

MOTHER TERESA WOMEN'S UNIVERSITY



KODAIKANAL - 624101



SOFT SKILLS

SKILL ENHANCEMENT COURSE-SEC-2

COMMON SYLLABUS FOR ALL UG PROGRAMMES IN II SEMESTER

For the candidates to be admitted from the Academic Year 2023-24



Paper No.	Skill Enhancement Course (SEC-II)					
Category	Skill Enhancement Course-SEC-2		Year	I	Credits	2
	SOFT SKILLS		Semester	II		
Instructional hours per week	Lecture	Tutorial	Lab Practice		Total	
	1	1	-		2	
Prerequisites	Communicative skills acquired in Higher Secondary					
Objectives of the Course	<p>The Course aims at</p> <ul style="list-style-type: none"> • enabling the learners to make self-discovery • enhancing the learners' overall personality • instilling the learners with positive attitudes to life • enabling the learners to efficiently manage their Time in learning and working environments • Improving the communication skills of the learners • Equipping the learners with interview skills 					
Course Outline	<p>Unit-I Soft Skills-Introduction What are soft skills? - Importance of Soft Skills-Difference between Hard Skills and Soft Skills-Kinds of Soft Skills Self-Discovery-SWOC Analysis-Advantages of SWOC analysis</p>					
	<p>Unit-II-Attitude What is Attitude? -Formation of attitudes-Positive and Negative attitudes - Power of positive attitude- Obstacles in Developing Positive Attitudes-Overcoming Negative Attitude and its Impacts- Developing Positive Attitude</p>					
	<p>Unit III-Time Management Value of Time-Sense of Time management- Reasons for procrastination-Overcoming procrastination- Tips for Time Management-Deciding upon Priorities-Effective Scheduling</p>					
	<p>Unit-IV-Communication Skills Listening-Listening and Hearing- Active and Passive Listening Speaking-Verbal and Non-verbal Communications Reading- Skimming, Scanning, Intensive, and Extensive Reading Writing-Formal and Informal Letters-Drafting Mails and Memos</p>					
	<p>Unit V- Interview Skills Preparing Resume/CV Preparing Resume/CV-Covering Letter Interview Etiquette, Dress Code, Dos, and Don'ts</p>					
Recommended Texts	<ol style="list-style-type: none"> 1. Alex, K. <i>Soft Skills</i>. S Chand & Co Ltd., Chennai: 2009. 2. Butterfield, Jeff et.al. <i>Soft Skills for Everyone</i>. Cengage India, New Delhi: 2022. 3. Hariharan, S., N. Sundararajan, S.P. Shanmugapriya. <i>Soft Skills. Gauvray Books, Chennai:2020</i> 4. Sharma, Prashant. <i>Soft Skills: Personality Development for Success</i>. BPB Publications, Bengaluru: 2019. 					

Reference Books	<ol style="list-style-type: none"> 1. Almonte, Richard. <i>A Practical Guide to Soft Skills: Communication, Psychology, and Ethics for Your Professional Life</i>. Routledge, Oxford: 2021. 2. Bardhan, Peeta Bobby & Dr. Krishaveer Abhishek Challa. <i>A Complete Textbook on Soft Skills</i>. Kanishka Publisher, Chennai:2020. 3. Mitra, Barun K. <i>Personality Development and Soft Skills</i> (Second Edition). Oxford UVP., New Delhi:2016. 4. BAOU. <i>Business Communication & Soft Skills</i>. https://baou.edu.in/assets/pdf/BBAATR-304.pdf 5. GoSkills. <i>Learn Soft Skills</i>. https://www.goskills.com National Council of Educational Research and Training. <i>Soft skills for effective communication</i>. https://ncert.nic.in/textbook/pdf/kect108.pdf 6. SIRC of ICAI. <i>Soft Skills and Personality Development</i>. https://www.sirc-icai.org/images/cabf/Soft Skills & Personality Development.pdf
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Course Learning Outcomes (for Mapping with Pos and PSOs)

On completion of the course, the learners will be able to

CO1: identify their strengths and weaknesses

CO2: identify the opportunities and the challenges

CO3: inculcate a positive attitude

CO4: understand the importance of scheduling their work based on priority

CO5: cultivate their LSRW skills for effective communication

CO6: prepare their CV/Resume on their own and discharge efficient interview skills