



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

SOFT SKILLS – SYLLABUS

(For all UG V Semester Candidates)

(Under CBCS based on OBE)(with effect from 2021 – 2022)

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
21USSY51	SOFT SKILLS	SELF - STUDY	-	-	-

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
III	V	-	100	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>
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COURSE DESCRIPTION:

Soft skills can also be thought of as people skills. These can include good communication and interpersonal skills, interview skills, group discussion, leadership, problem solving, work ethic, time management, and teamwork.

COURSE OBJECTIVES:

- To provide exposure to the UG final year students on various skills.
- To enhance employability of the students and train them for the corporate
- To encourage students to learn from websites.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	receive knowledge on Communication Skills, Interpersonal Skills, Leadership Qualities, Professional Skills	Upto K3
CO 2	understand Self Analysis through SWOT and Goal Setting based on Principle of SMART	Upto K3
CO 3	understand Interview Skills	Upto K3
CO 4	get knowledge on the nuances of GD	Upto K3
CO 5	understand Stress, Symptoms of Job Stress and How to Overcome Stress	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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SOFT SKILLS

UNIT– I: INTRODUCTION

An Overview of Communication Skills – Interpersonal Skills – Leadership Qualities – Lateral Thinking, Creativity and Innovation – Time Management – Stress Management – People Skills – Ego Styles – Professional Skills.

UNIT– II: LIFE SKILLS

Self Analysis through SWOT – How to do a SWOT Analysis.

Goal Setting based on Principle of SMART – SMART Goal Setting and Goal Setting Systems.

UNIT– III: EMPLOYABILITY SKILLS

Interview Skills – Types of Interview – Group Interview, Panel Interview, Telephone Interview – Other types of Interview – Behavioural Interviews, Case Interviews, On-site Interviews, Video Conference Interviews – Preparing for Face-to-Face Interview – Preparation for the Interview, A Review Hours Before, During the Interview, Closing the Interview – Mock Interview.

UNIT– IV: GROUP DISCUSSION (GD)

Why GD – How to Prepare for GD – Practice, Participate, Clarity of Speech, Reading, Mocks – Successful GD Techniques.

UNIT– V: STRESS MANAGEMENT

Stress – Symptoms of Job Stress – How to Overcome Stress.

TEXT BOOK:

Soft Skills –Sourashtra College Publications.

REFERENCE BOOKS:

1. *Soft Skills*. S. Hariharan, N. Sundarajan and S.P. Shanmugapriya – MJP Publishers.
2. *A Manager's Guide to Self Development*. Mike, Pedler, John, Burgoyne, Tom and Boydell – Tata McGraw Hill Fifth Edition.
3. *Development of Life Skills and Professional Practice*. ShaliniVerma – Vikas Publishing House.
4. *Essentials of Soft Skills for Business*. Ashok K. Sinha and Nisha Sinha – Vrinda Publications.
5. *Performance Management*. Soumendra Narain Bagchi – 2nd Edition – Clengage Learning.

NOTE:

1. Guest Lectures and Workshops shall be arranged by Staff / Professional Trainers.
2. Examination to be conducted by the External/Internal Experts.
3. No Passing Minimum.
4. Maximum Marks is 100.

PROCESS OF EVALUATION:

Regular Attendance to the Classes	:	20 Marks
Assignment	:	20 Marks
G.D	:	30 Marks
Panel Interview	:	30 Marks.

Students should appear for G.D and Interview compulsorily