

SOFT SKILLS DEVELOPMENT COURSE
(SELF STUDY & ACTIVITY BASED COURSE)

Note: No Instructor is required for this course. However a special seminar or workshop may be conducted twice in a semester.

Course Objective:

To develop soft skills, particularly time management, leadership qualities, lateral thinking, interpersonal skills and communication skill. The curriculum also focuses on listening, office communication, presentation and netiquette.

This course helps the students in getting exposed to different modes of interview and recruitment process as well.

Unit I: Behavioral Skills

Attitude and Altitude
Lateral Thinking
Time is Money
Are Leaders born or made
Team Building
Interpersonal Skills

Unit II: Business Communication

Business Communication in English
Presentation Skills
Business Correspondence

Unit III: Group Dynamics

Interviews
Group Dynamics

Unit IV: Internet and Soft Skills

Internet for Job Seekers

Recommended Text Book:

G. Ravindran, S.P. Benjamin Elango and L. Arockiam, “ Success Through Soft Skills”, ICT, 2007. (To be published in June 2007)

For copies contact: 98424 – 76848 (Prof. G. Ravindran)

Evaluation Pattern:

- Credits : 2
- Maximum Marks: 100 (IA 25 + UE 75)
- Question Paper Pattern : CBCS pattern