

## SYLLABUS OF 1<sup>ST</sup> SEMESTER (FYUGP)

Course Code: SEC138

Title of the Course: **Soft Skills-I**

Nature of the Course: Skill Enhancement Course (SEC).

Distribution of Marks: 80 (End Semester) +20 (In- Semester)

Total Credits: 03

### COURSE OBJECTIVES:

- To equip students with essential soft skills and professional competencies required for success in various personal and career contexts
- To develop effective communication and adopt good leadership behaviour for impactful interpersonal interactions
- To enhance self-awareness, promote holistic well-being, and foster personal growth for optimal career readiness

UNITS	CONTENTS	L	T	P	Total Hours
1 (15 marks)	<b>FOUNDATIONS OF SOFT SKILLS</b> <b>1.1. Soft Skills as Essential Life Skills</b> Meaning, Definition, Types, and Scope of Soft Skills Prospects and Significance of Developing Soft Skills Differentiating Skills, Knowledge, Attitudes, and Beliefs Understanding Technical, Human, and Conceptual Skills <b>1.2. Soft Skills in Career Prospects</b> Exploring the Role of Soft Skills in Career Success Implications and Benefits of Incorporating Soft Skills Coordinating Conceptual and Practical Aspects of Soft Skill Development Human Values and Work Ethics as Integral Soft Skills	06	02	-	08

2 (20 marks)	<p><b>COMMUNICATION AND INTERPERSONAL PROFICIENCY</b></p> <p><b>2.1. Effective Communication:</b>  Meaning and Significance of Effective Communication  Elements of the Communication Process  Verbal and Non-verbal Communication Skills</p> <p><b>2.2. Overcoming Communication Barriers:</b>  Identifying Barriers and Misinterpretations  Strategies to Overcome Communication Challenges  Importance of Active Listening</p> <p><b>2.3. Conflict Resolution and Negotiation</b>  Problem Solving and Conflict Handling Techniques  Applying Negotiation Skills for Effective Outcomes  Role of Communication in Conflict Resolution</p>	10	02	-	12
3 (25 marks)	<p><b>PROFESSIONAL SKILLS DEVELOPMENT</b></p> <p><b>3.1. Group Discussion:</b>  Introduction, Definitions, Purpose and Types of Group Discussions  Characteristics of Effective Group Discussions  Dos and Don'ts of participating in Group Discussion</p> <p><b>3.2. Interview Skill</b>  Interview Concept and Definition, Purpose/Objective of Interview, Types of Interviews  Guidelines for Successful Interview Preparation and Execution</p> <p><b>3.3. Presentation</b>  Importance of Effective Presentations</p>	11	02	-	13

	<p>Essentials for Successful Presentations</p> <p>Utilizing PowerPoint for Impactful Presentations</p> <p><b>3.4. Resume Writing</b></p> <p>Types of Resumes and Their Components</p> <p>Crafting Effective Resumes: Structure, Format, and Layout</p> <p>Practice in Resume Writing and Development.</p>				
4 (20 marks)	<p><b>PERSONAL AND WELLNESS SKILLS</b></p> <p><b>4.1. Self-Development and Awareness</b></p> <p>Exploring the Role of the Self in Personal Growth</p> <p>Stages of Development and Sigmund Freud's Layers of the Self</p> <p><b>4.2. Emotional Intelligence and Critical Thinking</b></p> <p>Importance of Emotional Intelligence, Self-Awareness, Self-Regulation, Motivation, Empathy</p> <p>Utilizing Critical Thinking for Problem Solving</p> <p><b>4.3. Stress and Time Management</b></p> <p>Recognizing Stress: Signs, Symptoms, and Impact</p> <p>Strategies for Stress Management and Prevention</p> <p>Effective Time Management Techniques</p>	10	02	-	12
	<b>Total</b>	37	08	-	45

#### **MODES OF IN-SEMESTER ASSESSMENT:**

Modes of In-Semester Assessment: 20 Marks

01. One Sessional test: 10 Marks

02. Any one of the following activities listed below: 10 Marks

- Seminar/ Group discussion/ Assignment related to the Course content
- Presentation of seminar papers
- Assignments
- Quiz

Final Examination: 80 Marks

Unit 1: 1 LAQ+ 1 SA = (10+5) = 15 marks

Unit 2: 2 LAQ (10x2) = 20 marks

Unit 3: 1 LAQ + 2 SA= (10+ 2 x 5) =20 marks

Unit 4: 1 LAQ + 3 SA (10+ 3 x 5) = 25 marks

\*LAQ= Long Answer Question; SA= Short Answer

### **LEARNER OUTCOMES:**

After the completion of this course, the learner will be able to:

- Gain Self Competency and Confidence
- Practice Emotional Competency
- Gain intellectual Competency and an edge through Professional Competency
- Aim for high sense of Social Competency while being an integral Human Being

### **READING LIST:**

1. Alex, Dr. K. (2014). *Soft Skills* (1<sup>st</sup> edition) S Chand & Company.
2. Goleman, D. (1995). *Emotional intelligence: Why it can matter more than IQ*, Bantam Books.
3. Kaul, Asha. (2009). *Business Communication* (2<sup>nd</sup> edition) PHI Learning.
4. Nelson-Jones, R. (1992). *Life skills, a handbook*, Trowbridge, Wilts: Detesios Ltd.
5. Panja, Sharmistha et al. (2006). *Business English*. Pearson.
6. Sen, Madhucchanda (2010), *An Introduction to Critical Thinking*, Pearson, Delhi.
7. Tuhovsky, Ian (2019). *Communication Skills Training* (2<sup>nd</sup> edition) Rupa Publication India.