

Elective Course

EC-201(1) Soft Skills Development

Course Introduction:

In the age of liberalization, privatization and globalization, the need has arisen to inculcate such habits and attitudes which help students to adapt to the occupational set-ups. Such behavioral competencies are known as Soft Skills.

Objectives:

- 1.) To help students do well in academics.
- 2.) To motivate students to personal and professional growth.
- 3.) To provide students with tools for success and character building.

No. of Credits: 2

Theory Sessions per week: 2

Teaching Hours: 20

UNIT	TOPICS / SUBTOPICS
1	Changing Ourselves to Change the World
	<ul style="list-style-type: none">• Understanding what are soft skills,• Realizing the need for personality growth and development for a better life and a better world,• Need for Soft Skills in today's world,• Learning to recognize our wants and our choices, Anticipating and understanding changes,• Preparing and dealing with change: Reacting to change in our lives; attitudinal barriers to change
2	Time Management and Stress Management
	<ul style="list-style-type: none">• Importance of Time Management, How to regulate the way you spend time, Identifying and eliminating time wasters, Strategies for Managing Time,• Understanding stress: Causes of Stress and its consequences, Techniques to manage stress
3	Reading Skills
	<ul style="list-style-type: none">• Importance of Reading• Pleasure of Reading• Types of Reading• Calculating Reading speed and Accuracy• Techniques to read faster and better• Technique of SQ3R, Practising Comprehension• How to identify the core ideas of reading material
4	Writing and Speaking Skills
	<ul style="list-style-type: none">• Importance of writing effectively• Methods of writing better• Selecting a topic, Knowing your audience• Writing an outline, Researching, Organizing, Writing and revising drafts,

	<ul style="list-style-type: none"> • Making quick notes • Writing your resume and covering letter
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Text Book:

The ACE of Soft skills
Publication: Pearson
By Gopalaswamy Ramesh, Mahadevan Ramesh

Corporate Skills
Publication: Rupa & Co 2010, New Delhi .
By Gulati, Sarvesh

Reference Books:

1. Soft Skill for Everyone
Publication: Cengage
By Jeff Butterfield
2. Contemporary Business Communication
By Scott Ober
3. Business Communication Today
By Bovee, Thill, Schazman
4. Enrich your English
By CIEFL (Academic Skills book)
5. Contemporary English Grammar
By Raymond Murphy
6. Essential English Grammar
By Raymond Murphy
7. English and Soft skills
Publication: Orient Blackswan
By S.P.Dhanavel: