

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

B.A. / B.Sc. / B.Com. / B.S.W. / B.V.A. DEGREE

SYLLABUS

(Effective from the Academic Year 2009 – 2010)

SOFT SKILLS

CODE : EN/GC/SS 12

CREDIT : 2

L T P : 2 0 0

TOTAL TEACHING HOUR : 26

OBJECTIVES OF THE COURSE

- To equip students with competencies to achieve personal excellence
- To develop workplace behavioural skills to enhance employability and performance

Unit 1

Self Brand Creation

Characteristics

Framework

Strategies / Methods

Unit 2

Workplace Behavioural Training

Listening Skills

Interpersonal Skills

Team work and Group dynamics

Time Management

Personal Effectiveness

Creative Thinking

Goal Setting

Unit 3

Career Mapping

Concept of Career

Career Options

Choice of Right Career

Unit 4

Adaptability Skills

Working independently

Working as a Team

Multi Tasking

Innovation

Adapting to change and Criticism

- It will be an instructor led training
- Outsourced to the Corporate Sector in the initial years
- Certificates will be issued to students at the end of the course.

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