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 2010 – 2011)

SOFT SKILLS

CODE : EL/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.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

B.Sc. DEGREE

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(Effective from the Academic Year 2010 – 2011)

SOFT SKILLS

CODE : EL/GC/SS 22   **CREDIT   : 2**
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