

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086
B.A / B.SC / B.V.A / B. Com/B.S.W./B.C.A DEGREE PROGRAMMES

SYLLABUS

(Effective from the academic year 2015 – 2016)

SOFT SKILLS

CODE: 15EL/GC/SS12

CREDITS: 2

L T P: 2 0 0

TOTAL TEACHING HOURS: 26

OBJECTIVES OF THE COURSE

- To equip students with competencies to achieve personal and academic excellence
- To raise confidence levels

Unit 1

Self Awareness (5 hrs.)

- 1.1. Knowing One's Strengths and Weaknesses
- 1.2. Self-esteem and Self-worth

Unit 2

Work place Behavioural Training (6 hrs.)

- 2.1 Listening Skills
- 2.2 Interpersonal Skills
- 2.3 Team Work and Group dynamics
- 2.4 Personal Effectiveness
- 2.5 Creative Thinking

Unit 3

Planning Ahead (5 hrs.)

- 3.1 Time Management
- 3.2 Goal Setting

Unit 4

Career Mapping (5 hrs.)

- 4.1 Concept of Career
- 4.2 Career Options
- 4.3 Choice of Right Career

Unit 5

Adaptability Skills (5 hrs.)

- 5.1 Working independently
- 5.2 Working as a team
- 5.3 Multi-tasking
- 5.4 Innovation
- 5.5. Adapting to Change and Criticism

PATTERN OF EVALUATION

Internal Assessment

Total Marks: 50

Duration: **2 hrs.**

One Test Only – Oral or Written

Role play
Presentation
Group Discussion
Debate
Case Studies
Quiz

No End-semester Examination

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086
B.A / B.SC / B.V.A / B. Com/B.S.W./B.C.A DEGREE: BRANCH – XII – ENGLISH

SYLLABUS
(Effective from the academic year 2015 – 2016)
SOFT SKILLS AND ENGLISH FOR COMMUNICATION

CODE: 15EL/GC/SE12

CREDITS: 2

L T P: 2 0 0

TOTAL TEACHING HOURS: 26

OBJECTIVES OF THE COURSE

- To develop communication skills
- To raise confidence levels
- To equip students with competencies to achieve personal and academic excellence

Unit 1

Self-Awareness (5hrs.)

- 1.1. Knowing One's Strengths and Weaknesses
- 1.2. Self-esteem and Sense of Self-worth
- 1.3 Communication Skills - Introductions
 - 1.3.1 Introducing Oneself and Others
 - 1.3.2 Talking about Oneself and Others

Unit 2

People Skills (6 hrs.)

- 2.1. Listening Skills
- 2.2. Interpersonal Skills
- 2.3 Communication Skills – Listening and Speaking
 - 2.3.1 Following Directions/Instructions
 - 2.3.2 Giving Directions/Instructions
 - 2.3.3 Requesting, Thanking, Apologizing

Unit 3

Group Dynamics (6 hrs.)

- 3.1. Team Work
- 3.2. Personal Effectiveness
- 3.3. Creative Thinking
- 3.4 Communication Skills – Discussion and Debate
 - 3.4.1 Discussion, Debate, Negotiation, Prioritization, Persuasion, Presentation

Unit 4

Adaptability Skills (3 hrs.)

- 4.1. Adapting to Change
- 4.2. Accepting and Negotiating Differences
- 4.3. Accepting and Expressing Criticism
- 4.4 Communication Skills – Discussion and Debate

- 4.4.1. Accepting and Negotiating Differences
- 4.4.2 Role play - Accepting and Expressing Criticism

Unit 5

Planning Ahead

(6 hrs.)

- 5.1. Time Management
- 5.2. Goal Setting
- 5.3. Communication Skills – Narration and Description
 - 5.3.1 Talking on a Specific Topic/Event

PATTERN OF EVALUATION

Internal Assessment

Total Marks: 50

Duration: 2 hrs.

One test only - Oral or Written

Role play
Presentation
Group Discussion
Debate
Case Studies
Quiz

No End-semester Examination