

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI 600 086**  
**M.A DEGREE: BRANCH III - ECONOMICS**  
**SYLLABUS**  
**(Effective from the academic year 2015 -2016)**

**SOFT SKILLS**

**CODE: 15EC/PK/SS22**

**CREDITS: 2**

**L T P: 2 0 0**

**TOTAL TEACHING HOURS: 26**

**OBJECTIVE OF THE COURSE**

- To empower and create opportunities for self -development
- To instil confidence and face challenges

**Unit 1**

**Behavioural Traits (6 Hrs.)**

- 1.1 Self Awareness
- 1.2 Communication Skills –Verbal and Non Verbal
- 1.3 Leadership Qualities
- 1.4 Etiquette and Mannerisms
- 1.5 Experiential Learning –Based on activities

**Unit 2**

**Team Work (5 hrs.)**

- 2.1. Interpersonal Skills
- 2.2. People Management
- 2.3. Creative Thinking
- 2.4. Critical Thinking
- 2.5. Experiential Learning – Based on activities

**Unit 3**

**Time Management (5 hrs.)**

- 3.1. Importance of time management
- 3.2. Planning and Prioritizing
- 3.3. Organizing skills
- 3.4. Action Plan
- 3.5. Experiential Learning – Based on activities

**Unit 4**

**Conflict Resolution (5 hrs.)**

- 4.1. Reasons for conflict
- 4.2. Consequences of conflict
- 4.3. Managing emotions
- 4.4. Methods of resolving conflicts
- 4.5. Experiential Learning – Based on activities

**Unit 5**

**Career Mapping**

**(5 hrs.)**

- 5.1. Goal Setting and Decision Making
- 5.2. Career Planning
- 5.3. Resume Writing
- 5.4. Handling Interviews
- 5.5. Experiential Learning – Based on activities

**Workshop on Societal Analysis**

**BOOKS FOR REFERENCE**

Khera. Shiv. *You Can Win*. New Delhi: Macmillan India, 2002.

Mishra. Rajiv. K. *Personality Development: Transform Yourself*. New Delhi: Rupa 2004.

Newstorm, John. W. and Scannell. Edward. E. *Games Trainers Play: Experiential Learning*.  
New Delhi: Tata McGraw Hill, 1980.

**PATTERN OF EVALUATION**

**Internal Assessment:**

Quiz

Group Presentation

Assignment

**NO END SEMESTER EXAMINATION**