

॥ अंतरी पेटवू ज्ञानज्योते ॥



**KAVAYITRI BAHINABAI CHAUDHARI
NORTH MAHARASHTRA UNIVERSITY, JALGAON**

SOFT SKILLS

AC-601 (A): Non-Credit Elective Audit Course

With effect from Academic year: 2020-21

Name of the Paper : SOFT SKILLS

Paper Code : AC-601(A)

Class : **UG (T.Y.B.A., T.Y.B.Com, T.Y.B.Sc)**

Year : **2020-21**

Credit Structure : **Non Credit Elective Audit Course**

No of Lectures : 30 Teaching Hours

Total Marks : **100 (Activity Based)**

No of Hrs. per week: **2 Hours/week (Clock hours)**

SOFT SKILLS PAPER

SYLLABUS

SEMESTER: VI

Theory / Practical / Project Work : 100

No of Lectures: 30 Teaching Hours

Credit: No credits

Objectives:

To enable the students:

1. This course aims at thorough understanding basics of soft skills and of their practical ,social and workplace usage.
2. It helps students to communicate effectively with confidence and in harmony with the surroundings.
3. They learn to identify and overcome the barriers in interpersonal relationships, and to employ oral and written communication, teamwork, leadership, problem-solving and decision-making skills, to gain best results.
4. This course is useful for landing a great job, building a career and also finding employment as soft skills trainers, both in India and abroad.

Learning Outcomes:

After completion of this course, students will be able to:

1. Understand the significance of a wide range of soft skills
2. Learn how to apply soft skills in a routine social and professional settings.
3. Learn how to employ soft skills to improve interpersonal relationships
4. Learn how to employ soft skills to enhance employability and ensure workplace and career success.

Unit: I Soft Skills: An Introduction

1. Definition and Significance of Soft Skills; Process and Importance of Soft Skill Development.
2. Self-Discovery: Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.
3. Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning of Motivation; Enhancing Motivation Levels.

Unit: II Communication skills

1. The basics of communication
2. Visual, nonverbal and oral communication
3. Interpersonal communication : (a)Individuals, groups and cultures (b)Emotional and social skills
4. Etiquette and Manners – Social and Business.
5. Emotional Intelligence: Meaning, History, Features, Components, Strategies to enhance Emotional Intelligence.

Unit: III Employability Skills

1. Interviewer and Interviewee– in-depth perspectives. Before, During and After the Interview. Tips for Success.
2. Presentation Skills: Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.
3. Time Management – Concept, Essentials, Tips.
4. Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.
5. Stress Management: Stress - Definition, Nature, Types, Symptoms and Causes; Measurement and Management of Stress
6. Leadership and Assertiveness Skills: A Good Leader; Leaders and Managers; Leadership behavior, Assertiveness Skills

Assignments / Practical work / Field Work: (Any One of the following)

A) **Assignments:** Students will prepare as Assignment on any one of the following.

1. Prepare your personal profile
2. Prepare Curriculum Vitae

B) **Practical work:**

1. Active participation in academic and social activities.
2. Prepare an effective power point presentation on any academic or social topic

C) **Field work:**

1. **Visit to collector office/court/bank etc and observe the work scenario.**
2. Visit hospitals and observe Flexibility, adaptability, and emotional stability.

References:

1. Managing Soft Skills for Personality Development – edited by B.N.Ghosh, McGraw Hill India, 2012
2. English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.
3. Personality development and soft skills - BARUN K. MITRA, Oxford University Press.