



SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2017-'18

SOFT SKILLS







ABOUT THE COURSE

This course is primarily designed for first year BCA students to enhance their communication and presentation skills. The course offers them a platform to showcase their creativity and to improve their critical thinking skills. It helps them in relationship building and deliver ideas confidently.

OBJECTIVES

- Improve communication skills
- Improve English vocabulary
- Team building
- Develop leadership qualities
- Improve reading, writing and presentation skills

EXPECTED OUTCOMES

On successful completion of the course, students will be able to:

- Develop communication skills
- Develop presentation skills
- Become self-confident

THIS SKILL CAN HIGHLY INFLUENCE HOW WELL AN INDIVIDUAL

INTERACTS WITH EACH OTHER

A COLLEGE IS A TRAINING GROUND TO DEVELOP VARIOUS SKILLS AND ATTRIBUTES BOTH

ACADEMIC AND PERSONAL



FEATURES

- It helps to improve reading skills and creativity.
- Enable students to express views and opinions confidently.
- Structured syllabus help students to clear competitive examination
- Discussion on current topics to improve their vocabulary and creativity.



DURATION

30 HOURS

RELEVANCE

- It is highly valued in the modern workplace.
- It enhances public relations.



CONTENT

- Module I
 - Role plays
 - Speaking activities based on newspaper articles, reports, advertisements etc.
 - Debates and group discussions.
- Module 2
 - Vocabulary building exercises (Quizzes, gap filling exercises, synonyms, reading activities.
- Module 3
 - Making Powerpoint presentations choosing topic, title creation, structure, content, acknowledging sources, using images.
 - Presentation etiquettes (voice modulation, eye contact, gestures etc.)
- Module 4
 - Formal letters, e-mails, notices, memos etc.

ADVANTAGES

- Feedback offered for practical sessions like group discussions, debate and power point presentations.
- Individual attention.
- Improves team dynamics.

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SAINTGITS COLLEGE OF APPLIED SCIENCES





SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM **DEPARTMENT OF COMPUTER APPLICATIONS**

SOFT SKILLS

SYLLABUS

MODULE I: Speeches & Presentation

Speeches - Characteristics of a good speed, How to make speech effective Presentation - Planning, preparation, organising, rehearing & Delivery. How to make Presentation, The various presentation tools along with guidelines of effective presentation, Boredom factors of presentation and How to overcome them, Interactive Presentation and Presentation as a part of job Interview.

MODULE II: Brief business messages

Crafting messages for electronic media, choosing media for brief messages- email, instant messaging, text messaging, blogs, and wikis. creating effective email messages, instant messages, text messages, business blogs.

MODULE III: Employment messages and Job interviews

Resume Writing skills, Guide lines for good Resume, Writing application letters and other employment messages, application follow-ups, understanding the interviewing process, common types of interviews, preparing for a job interview, stages of every interview-warmup, question answer session and close. Follow-up after an interview.

MODULE IV: Group Discussion

GD Leadership, GD protocol, Guidelines for GD participants, debate and extempore.

MODULE V

Audio video recording and Dialogue session on current topic education systemenvironment-politics.