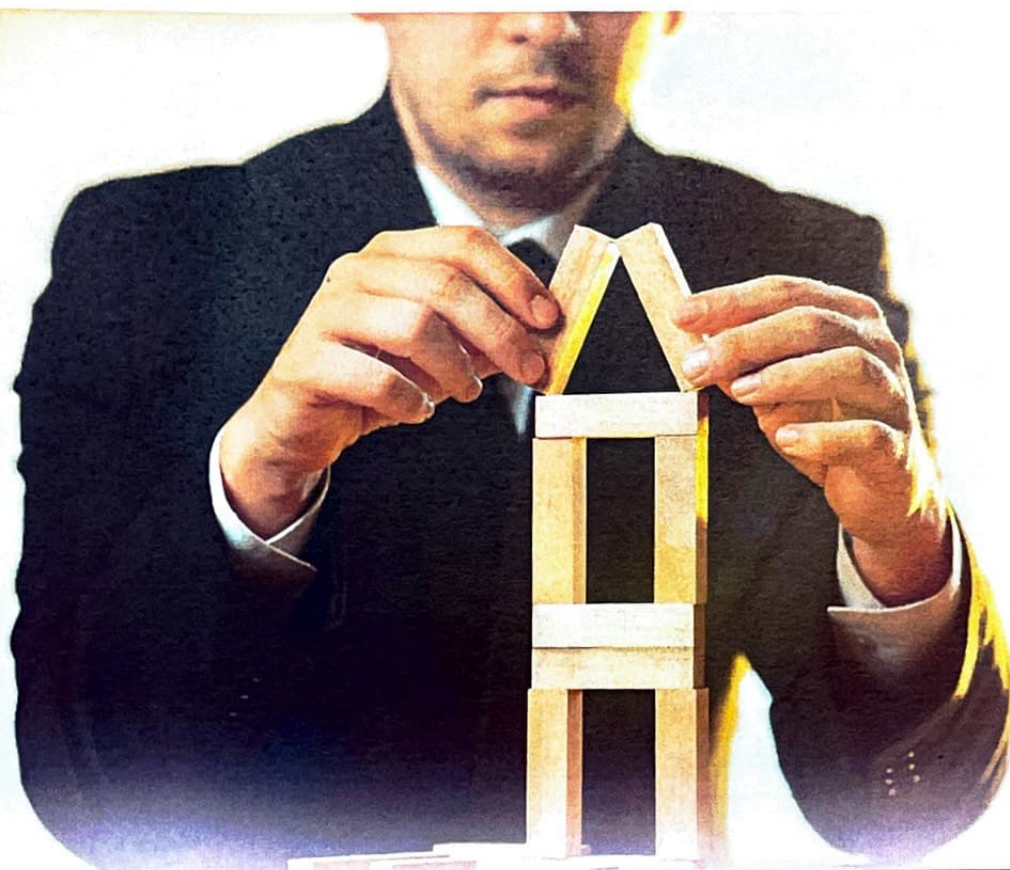




**SAINTGITS**  
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**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSE 2017-'18**

# SOFT SKILLS



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## 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**



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## 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 1**
  - 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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STUDENTS ATTENDANCE

AA\*  
S\*

Roll No	Name	Month	7	8	8	8	9	10	10	10	10	12	12	12	
		Date	15	20	3	5	19	24	29	5	11	12	16	16	16
		Hour	5	5	5	5	5	5	5	5	5	5	5	5	5
1	A Prathiksha		X	X	X	X	X	X	X	X	X	X	X	X	
2	Abitha Aarabma Vinod		X	X	X	X	X	X	X	X	X	X	X	X	
3	Abhitha Somangal		X	X	X	X	X	X	X	X	X	X	X	X	
4	Adarsh Jours Aditha		X	X	X	X	X	X	X	X	X	X	X	X	
5	Adhaya A		X	X	X	X	X	X	X	X	X	X	X	X	
6	Ajay MV		X	X	X	X	X	X	X	X	X	X	X	X	
7	Akhila S		X	X	X	X	X	X	X	X	X	X	X	X	
8	Akshaya Anil		X	X	X	X	X	X	X	X	X	X	X	X	
9	Allan Shiju		X	X	X	X	X	X	X	X	X	X	X	X	
10	Aleesha Sree Ananthapras		X	X	X	X	X	X	X	X	X	X	X	X	
11	Alen Joseph		X	X	X	X	X	X	X	X	X	X	X	X	
12	Allam shreenu Biju		X	X	X	X	X	X	X	X	X	X	X	X	
13	Arnab C Bino		X	X	X	X	X	X	X	X	X	X	X	X	
14	Anantha V Nair		X	X	X	X	X	X	X	X	X	X	X	X	
15	Andrew Thomas Tillo		X	X	X	X	X	X	X	X	X	X	X	X	
16	Arnel Bibby		X	X	X	X	X	X	X	X	X	X	X	X	
17	Arun Baiju		X	X	X	X	X	X	X	X	X	X	X	X	
18	Arya H		X	X	X	X	X	X	X	X	X	X	X	X	
19	Ashiq Mohamed Jaffar		X	X	X	X	X	X	X	X	X	X	X	X	
20	Ashiq Nausad		X	X	X	X	X	X	X	X	X	X	X	X	
21	Aslam Sheraud		X	X	X	X	X	X	X	X	X	X	X	X	
22	Ashwin Kumar		X	X	X	X	X	X	X	X	X	X	X	X	
23	Ashika K B		X	X	X	X	X	X	X	X	X	X	X	X	
24	Ashiq Nausad Jby		X	X	X	X	X	X	X	X	X	X	X	X	
25	Ashiq Nausad		X	X	X	X	X	X	X	X	X	X	X	X	
26	Devika Raj		X	X	X	X	X	X	X	X	X	X	X	X	
27	Doory Rajan		X	X	X	X	X	X	X	X	X	X	X	X	
28	Pranav Anil Kuoian		X	X	X	X	X	X	X	X	X	X	X	X	
29	Lathima Nizet		X	X	X	X	X	X	X	X	X	X	X	X	
30	Francis Davis		X	X	X	X	X	X	X	X	X	X	X	X	

Name of the Faculty & Signature

Johanna Jay  
Ange Anandaram

Signature of the Lecturer in charge

STUDENTS ATTENDANCE

AA\*  
S\*

Roll No	Name	Month	7	8	8	8	9	10	10	10	10	12	12	12	TA	
		Date	15	20	3	5	19	24	29	5	11	12	16	16	16	
		Hour	5	5	5	5	5	5	5	5	5	5	5	5	5	
1			X	X	X	X	X	X	X	X	X	X	X	X		
2			X	X	X	X	X	X	X	X	X	X	X	X		
3			X	X	X	X	X	X	X	X	X	X	X	X		
4			X	X	X	X	X	X	X	X	X	X	X	X		
5			X	X	X	X	X	X	X	X	X	X	X	X		
6			X	X	X	X	X	X	X	X	X	X	X	X		
7			X	X	X	X	X	X	X	X	X	X	X	X		
8			X	X	X	X	X	X	X	X	X	X	X	X		
9			X	X	X	X	X	X	X	X	X	X	X	X		
10			X	X	X	X	X	X	X	X	X	X	X	X		
11			X	X	X	X	X	X	X	X	X	X	X	X		
12			X	X	X	X	X	X	X	X	X	X	X	X		
13			X	X	X	X	X	X	X	X	X	X	X	X		
14			X	X	X	X	X	X	X	X	X	X	X	X		
15			X	X	X	X	X	X	X	X	X	X	X	X		
16			X	X	X	X	X	X	X	X	X	X	X	X		
17			X	X	X	X	X	X	X	X	X	X	X	X		
18			X	X	X	X	X	X	X	X	X	X	X	X		
19			X	X	X	X	X	X	X	X	X	X	X	X		
20			X	X	X	X	X	X	X	X	X	X	X	X		
21			X	X	X	X	X	X	X	X	X	X	X	X		
22			X	X	X	X	X	X	X	X	X	X	X	X		
23			X	X	X	X	X	X	X	X	X	X	X	X		
24			X	X	X	X	X	X	X	X	X	X	X	X		
25			X	X	X	X	X	X	X	X	X	X	X	X		
26			X	X	X	X	X	X	X	X	X	X	X	X		
27			X	X	X	X	X	X	X	X	X	X	X	X		
28			X	X	X	X	X	X	X	X	X	X	X	X		
29			X	X	X	X	X	X	X	X	X	X	X	X		
30			X	X	X	X	X	X	X	X	X	X	X	X		

Handwritten signatures and marks at the bottom of the attendance sheet.







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

**SOFT SKILLS  
SYLLABUS**

**MODULE I: Speeches & Presentation**

Speeches - Characteristics of a good speech, How to make speech effective  
Presentation - Planning, preparation, organising, rehearsing & 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-warm-up, 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 topics like education system-environment-politics.

