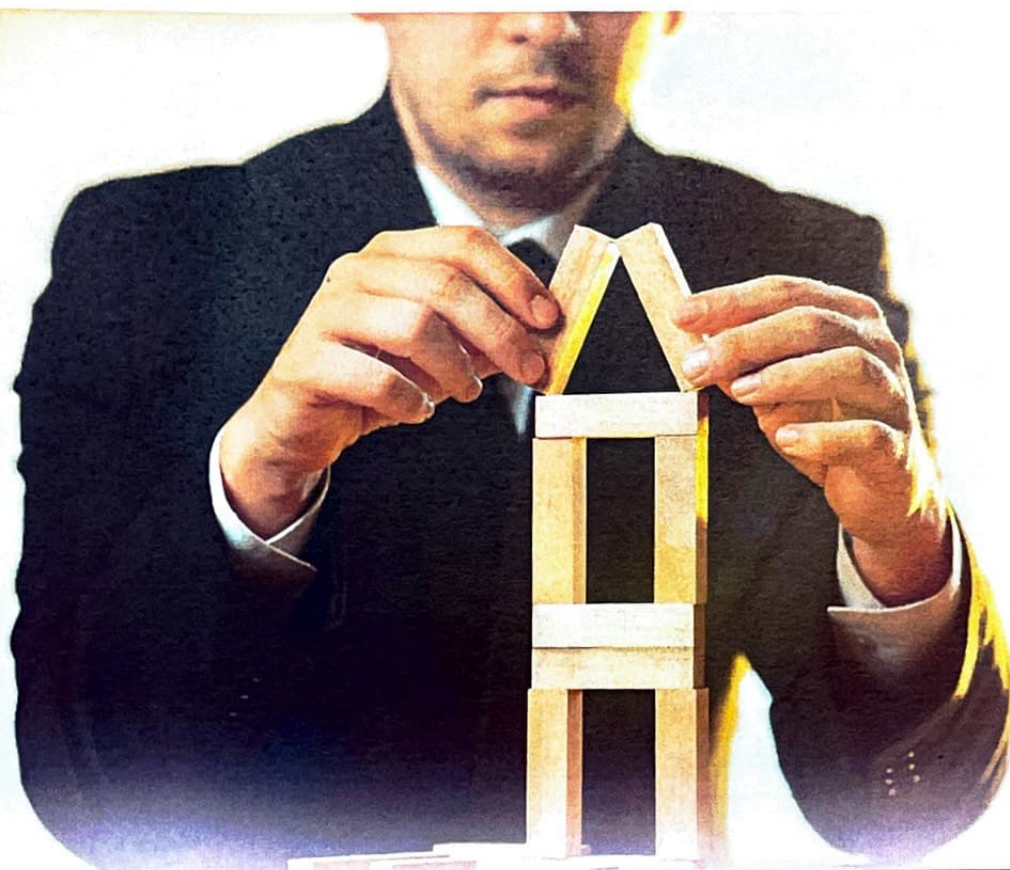




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SAINTGITS COLLEGE OF APPLIED SCIENCES

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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SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

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SYLLABUS

MODULE I: Speeches & Presentation

Speeches - Characteristics of a good speech, How to make speech effective

Presentation - Planning, preparation, organizing, 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: Business Communication

Crafting messages for electronic media, choosing media for brief messages- email, creating effective email messages, text messages

MODULE III: 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. Follow-up after an interview.

MODULE IV: Group Discussion

GD protocols and guidelines



STUDENTS ATTENDANCE

Roll No		Month	06	06	06	06	07	07	07	08	08	08	08	08	08	09	
		Date	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
		Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
31	Riya Susan George	X	X	X	X	a	X	a	X	X	X	X	X	X	X	X	
32	Robin Roy	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	
33	Rohan kastik	X	a	a	a	X	X	a	a	X	X	X	X	X	X	X	
34	Shubin Dani Shine	X	X	X	X	a	X	X	X	X	X	X	X	X	X	a	
35	Sreelekshmi P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	✓	
36	Sweetha Susan John	a	X	X	X	X	X	X	X	X	X	a	X	X	X	✓	
37	Tony Chacko	X	X	X	X	X	X	X	X	X	X	X	X	X	X	✓	
38	Unnimaya S.H	X	X	a	X	X	X	X	X	a	X	X	X	X	a	X	
Name of the Faculty & Signature		ANU ZACHARIA															

Signature of the lecturer incharge

STUDENTS ATTENDANCE

Roll No		Month	06	06	06	06	07	07	07	08	08	08	08	08	08	09	
		Date	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
		Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
39		X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	
40		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
41		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
42		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
43		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
44		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
45		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
46		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
47		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
48		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
49		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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52		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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72		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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75		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
76		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
77		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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80		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
81		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
82		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
83		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
84		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
85		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
86		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
87		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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90		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
91		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
92		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
93		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
94		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
95		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
96		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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98		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
99		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
100		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Name of the Faculty & Signature		ANU ZACHARIA															

Total Absent

