



SAINTGITS
LEARN . GROW . EXCEL



SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2019-'20

SOFT SKILLS



LEARN . GROW . EXCEL



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 opinions and views 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, framing title, structure, content creation 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.



SAINTGITS
LEARN.GROW.EXCEL





SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

SAINTGITS
LEARN.GROW.EXCEL

SOFT SKILLS

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	Date											
		6	7	7	7	7	7	7	7	7	7	8	8
		1	2	1	2	1	2	1	2	1	2	1	2
31	Jethia k	X	X	X	X	X	X	X	X	X	X	X	X
32	Jithu Antony	X	X	X	X	X	X	X	X	X	X	X	X
33	Joel f.	X	X	X	X	X	X	X	X	X	X	X	X
34	Joel Joseph	X	X	X	X	X	X	X	X	X	X	X	X
35	Johns John	X	X	X	X	X	X	X	X	X	X	X	X
36	Joel Jose	X	X	X	X	X	X	X	X	X	X	X	X
37	Lakshmi S.	X	X	X	X	X	X	X	X	X	X	X	X
38	Lakshmi Anil	X	X	X	X	X	X	X	X	X	X	X	X
39	Muhammed Luqman	X	X	X	X	X	X	X	X	X	X	X	X
40	Meenakshmi	X	X	X	X	X	X	X	X	X	X	X	X
41	Milan	X	X	X	X	X	X	X	X	X	X	X	X
42	M. Alan	X	X	X	X	X	X	X	X	X	X	X	X
43	Nastara	X	X	X	X	X	X	X	X	X	X	X	X
44	Neeraj	X	X	X	X	X	X	X	X	X	X	X	X
45	Nivedita	X	X	X	X	X	X	X	X	X	X	X	X
46	Parvathy	X	X	X	X	X	X	X	X	X	X	X	X
47	Purnima	X	X	X	X	X	X	X	X	X	X	X	X
48	Rizwan	X	X	X	X	X	X	X	X	X	X	X	X
49	Riya	X	X	X	X	X	X	X	X	X	X	X	X
50	Rohith	X	X	X	X	X	X	X	X	X	X	X	X
51	Rohan	X	X	X	X	X	X	X	X	X	X	X	X
52	San. k. Joseph	X	X	X	X	X	X	X	X	X	X	X	X
53	Sanjay	X	X	X	X	X	X	X	X	X	X	X	X
54	Shan	X	X	X	X	X	X	X	X	X	X	X	X
55	Soma	X	X	X	X	X	X	X	X	X	X	X	X
56	Sreelakshmi	X	X	X	X	X	X	X	X	X	X	X	X
57	Sreetha	X	X	X	X	X	X	X	X	X	X	X	X
58	Staya	X	X	X	X	X	X	X	X	X	X	X	X
59	Surya	X	X	X	X	X	X	X	X	X	X	X	X
60	Tabzy	X	X	X	X	X	X	X	X	X	X	X	X

STUDENTS ATTENDANCE

Roll No	Month	Date											
		8	8	8	8	8	8	8	8	8	8	8	8
		1	2	1	2	1	2	1	2	1	2	1	2
88	X	X	X	X	X	X	X	X	X	X	X	X	X
89	X	X	X	X	X	X	X	X	X	X	X	X	X
90	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
92	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
94	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
96	X	X	X	X	X	X	X	X	X	X	X	X	X
97	X	X	X	X	X	X	X	X	X	X	X	X	X
98	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
100	X	X	X	X	X	X	X	X	X	X	X	X	X
101	X	X	X	X	X	X	X	X	X	X	X	X	X
102	X	X	X	X	X	X	X	X	X	X	X	X	X
103	X	X	X	X	X	X	X	X	X	X	X	X	X
104	X	X	X	X	X	X	X	X	X	X	X	X	X
105	X	X	X	X	X	X	X	X	X	X	X	X	X
106	X	X	X	X	X	X	X	X	X	X	X	X	X
107	X	X	X	X	X	X	X	X	X	X	X	X	X
108	X	X	X	X	X	X	X	X	X	X	X	X	X
109	X	X	X	X	X	X	X	X	X	X	X	X	X
110	X	X	X	X	X	X	X	X	X	X	X	X	X
111	X	X	X	X	X	X	X	X	X	X	X	X	X
112	X	X	X	X	X	X	X	X	X	X	X	X	X
113	X	X	X	X	X	X	X	X	X	X	X	X	X
114	X	X	X	X	X	X	X	X	X	X	X	X	X
115	X	X	X	X	X	X	X	X	X	X	X	X	X
116	X	X	X	X	X	X	X	X	X	X	X	X	X
117	X	X	X	X	X	X	X	X	X	X	X	X	X
118	X	X	X	X	X	X	X	X	X	X	X	X	X
119	X	X	X	X	X	X	X	X	X	X	X	X	X
120	X	X	X	X	X	X	X	X	X	X	X	X	X
121	X	X	X	X	X	X	X	X	X	X	X	X	X
122	X	X	X	X	X	X	X	X	X	X	X	X	X
123	X	X	X	X	X	X	X	X	X	X	X	X	X
124	X	X	X	X	X	X	X	X	X	X	X	X	X
125	X	X	X	X	X	X	X	X	X	X	X	X	X
126	X	X	X	X	X	X	X	X	X	X	X	X	X
127	X	X	X	X	X	X	X	X	X	X	X	X	X
128	X	X	X	X	X	X	X	X	X	X	X	X	X
129	X	X	X	X	X	X	X	X	X	X	X	X	X
130	X	X	X	X	X	X	X	X	X	X	X	X	X

Name of the Faculty & Signature

Sanjay P. Chavara

2 2 2 2 2 2 2 2 2 2 2 2 2 2

2 2 2 2 2 2 2 2 2 2 2 2 2 2



Signature of the lecturer incharge

*TA - Total Absent