

**SOFT SKILLS
(VALUE ADDED COURSE)**

2019-2020

SUMMARY REPORT

Name of the Course: SOFT SKILLS

Course Code: VBBASS006

Offering Body: BBA DEPARTMENT, SAINTGITS COLLEGE OF APPLIED SCIENCES

No: of students who opted the course: 60

Batch, class and semester to which the course was offered:

| Batch | Class | Semester |
|-----------|-------|--------------------------|
| 2019-2022 | BBA | 1 st semester |

Duration of the course: 30 Hours

Topics Covered: Role plays . Debates and group discussions.

Vocabulary building exercises (Quizzes, gap filling exercises, synonyms, reading

Making Powerpoint presentations

Presentation etiquettes (voice modulation, eye contact, gestures etc.)- Formal letters, e-mails, notices, memos etc

CAMPUS

Kottukulam Hills, Pathamuttom P. O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | scas@saintgits.org

CORPORATE OFFICE

III Floor, Unity Building, K. K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | mail@saintgits.org

www.saintgits.org

Resource materials, Teaching Methodology:

- Handouts
- The classes were through participative learning

Outcome of the course:

After the completion of the course, the students are able to:

- develop communication skills
- develop presentation skills
- become self-confident

Prepared by,

VAC Coordinator



Approved by,

Principal

Dr. K. K. John
Principal
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