SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE   2017-'18

SOFT
SKILLS

LEARN . GROW . EXCEL

SAINTGITS
LEARN.GROW.EXCEL

ABOUT THE COURSE

This course is primarily design for first year BCA, BA dtudents to enhance there comunication and presentation skills. The course offers them a platfform 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 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.

STUDENTS ATTENDANCE

Roll No		Month	7	7	8	8	9	9	10	10	10	12	12	12
		Date	15	20	3	5	19	24	25	11	12	16	16	16
		Hour	5	5	5	5	5	5	5	5	5	3	4	5
1	A Prathiksha														
2	Abisha Acramma Vinod														
3	Abhijith Pomangi														
4	Agit Jaun Agith														
5	Ahalya A														
6	Ajay M V														
7	Akhila S														
8	Akshaye Anil														
9	Alan Baiju														
10	Aleesha Clea Anthrapose														
11	Alen Joseph														
12	Aliean cherian Biju														
13	Arnal C Bino														
14	Ananthu V Nair														
15	Andrew Thomas Titto														
16	Angel Baby														
17	Arjun Baiju														
18	Arya M														
19	Ashiq Muhammed Jaffer														
20	Asif Naushad														
21	Aslam sharnavas														
22	Aswin Kumar														
23	Athira K B														
24	Athul varghese Iby														
25	Basil Jije														
26	Devika Biji														
27	Dony Gijan														
28	Emmanuel JA Kurian														
29	Falhima Nizar														
30	Francis David														

Name of the Faculty & Signature

Johnymol Joy
Anju Ann thankam Ann

Signature of the lecturer incharge

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STUDENTS ATTENDANCE

Month	12	1	3	3	3	4	4	3	3	3	3	3	4	4	4	4	4	4						TA
Date	19	6	9	20	5	1	3	4	8	16	17	26	26	27	24	24	25	26	27	30				
Hour	4	1	2	2	5	2	1	2	5	5	5	4	5	3	4	5	6	5	6	5				

*TA - Total Absent

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Roll No	Name	Month: 7 7 8 8 9 9 10 10 10 10 12 12 12 / Date: 15 20 3 5 19 24 28 5 11 12 16 16 16 16 / Hour: 5 5 5 5 5 5 5 5 ... 2 3 4 5
31	G. N. Jithesh	X X Y Y Y V a Y ... X Y X
32	Gayathri R	X X X a X X X ... Y Y Y
33	Geethu Elsa John	X X X Y X Y X X ... Y Y Y
34	George P Eapen	Y Y X X X X Y X ... Y Y X
35	Gifty Joseph	Y X X X Y X Y ... a a a
36	Gokul Krishna	Y X Y X X X Y ... Y Y X
37	Gokul Krishna.	X X X a Y Y X X ... Y X X
38	Greeshma K	Y X X Y X Y Y ... X X Y
39	Harisha Haridas	X X Y X X X Y ... Y Y X
40	Haritha Harikumar.	X X Y a Y Y V Y ... X X X
41	Jeena Susan	X X Y X Y Y X ... X X X
42	Jibi B	X X Y Y Y Y X ... X X X
43	Jilu P Joseph	X X Y Y Y X X ... X X X
44	Jishnu K. R	Y Y X X Y Y X ... X X X
45	Joel Mammachen	a Y X a Y X X ... Y Y X
46	Rubina Biju	X X X X Y X X ... X X Y
47	Karthik T Das	a a Y X X Y Y ... X Y Y
48	Kenney S Thomas	X X X X Y X X ... X X X
49	Mahesh Manikuttan	X X X X Y X Y ... Y X X
50	Manju Manoj	X X X X X X Y ... X X X
51	Mobin Kadavil Thomas	X a X Y X Y X ... X X X
52	Merlin Anna	X Y X X X Y Y ... X X X
53	Nikhil Cherian	X Y X Y Y X X ... Y X X
54	Nithil Abraham	X X X Y Y Y X ... X X X
55	Renu Ruchel	a X X X X X X ... X X X
56	Reshma Rajesh	X X Y X Y X X ... X X X
57	Rizwan Talal	X X X X X X X ... a a a
58	Roshin Abin Mathew	X X X X Y X Y Y ... Y X X
59	Siju Koshy	X X X X X X X ... X X X
60	Sinu V. S	a X Y X X X a Y ... X X X
61		·· X X X Y Y X X ∧ X ... X X X

Sivarupa

Johnsymol Joy
Anju Ann Abraham

Signature of the lecturer incharge

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(Continued attendance grid columns — Month/Date/Hour headers with handwritten X and a marks for roll numbers 31–61.)

TA

*TA - Total Absent

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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-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 of education system-environment-politics.