

Course No.	Course Name	L-T-P	Credits	Year of Introduction
04	Soft Skills IV Personal Grooming & Development	0-2-0	0	2019-2020

Course for 1<sup>st</sup> year UG

Course Code: ADD-SC-01

#### Course

The objective of this course is to enable students have a basic knowledge of the recent developments in Information technology and its application in effective communication. The course also emphasize on personal grooming and development with due accentuation to soft skills development to transform the learners to employment ready.

#### Syllabus

Personal Grooming & Development, Presentation and Negotiation Skills, Levels of Public Interaction

#### Expected Outcome

1. Enhancement of the holistic growth of students and improvement of their employability skills.
2. To develop inter personal skills and be an effective goal oriented team player.
3. To develop professionals with idealistic, practical and moral values.
4. To develop communication and problem solving skills.
5. To re-engineer attitude and understand its influence on behavior.

#### References

1. Penrose, Rasberry, Myers, *Advanced Business Communication*, 5/e, Cengage Learning, 2004.
2. Lehman, DuFrene, Sinha, *BCOM*, 2/e, Cengage Learning, 2012
3. Madhukar R. K, *Business Communication*, 2/e, Vikas Publishing House

Unit	Topics	Hours allotted	Remarks
I	Self-Management Self Evaluation-Self Discipline-Self Criticism- Recognition of one's own limits and deficiencies - Independency- Self Awareness- Attitude: Factors influencing Attitude, Challenges and lessons from Attitude.	6	
II	Goal Setting : Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals	6	
<b>First Internal Examination</b>			
III	Listening Skills : Listening to specific Information, identifying main issues, seeing beyond surface meanings	6	
IV	Ethics and Etiquette-Business Ethics-Etiquette in social as well as Office settings-Email etiquette-Telephone Etiquette	6	
<b>Second Internal Examination</b>			
V	Presentation Skills – Book Reviews and Summary writing		

