

SYLLABUS OF 2nd SEMESTER (FYUGP)

Course Code: SEC227

Title of the Course: **Soft Skills-II**

Nature of the Course: Skill Enhancement Course (SEC)

Distribution of Marks: 80 (End Semester) + 20 (In-Semester)

Total Credits:03

Objective : To acquaint the students with some very relevant and necessary soft skills and also to help them to develop their personality as well as to be self motivated.

The different units are designed in such a manner so as to give the students inputs on personality development, social skills, etiquette, communication skills, attitude, appearing and grooming.

UNITS	CONTENTS	L	T	P	Total Hours
1 (15 marks)	<p>Unit 1: Foundations of Personal Development: This chapter will focus on introduction to the subject of personality development</p> <p>Concept of Attitude and Motivation -Significance –Positive and Negative Attitude Attitude-Advantages and Disadvantages of Attitude- Relationship between Attitude and Motivation- Concept, Significance and Importance of Self Motivation- De-motivation-Factors Affecting Motivation in Learning-Self and Identity-Distinction between Self-Respect and Ego-Transforming Ego to Self-Respect-Indian Perspective in Personality Development</p>	10	02	-	12

2(20 marks)	<p>Unit 2: Personality Development: This chapter will focus on the technical aspects of Personality Development.</p> <p>Concept of Personality and Personality Development Definition-Determinants of Personality Development- Deterrents to Personality Development-Types of Personality-Introvert, Extrovert, and Ambivert- Dimensions of Personality-Physical, Intellectual, Emotional, Moral, Social, and Spiritual-Perception- Concept and Definition-Perceptual Process-Self Esteem-Maslow and Eric Erikson’s Idea of Self-Esteem- Mind Mapping, Competency Mapping, and 360Degree Assessment-Cultivating Assertiveness-Leadership: Concept, Dimensions, and Types ofLeadership</p>	10	02	-	12
3(25 marks)	<p>Unit 3: Etiquette and Grooming: This chapter will focus on the subjects of Etiquette and Personal Grooming</p> <p>Etiquette-Importance in Personal and Professional Life-Principles and their Significance-Culture and Gender Sensitivity in Communication-Conversation Skills and Small Talk-Email and Telephone Etiquette-Online Etiquette: Managing Digital Presence and Reputation-Dress Code and Professional Appearance</p>	9	1	-	10

4(20 marks)	Unit 4: Experiential Paradigm in Practice: This chapter focuses on Self Awareness, Interpersonal Skills and Emotion. Self Awareness Definition and Development- SWOT Analysis-Interpersonal and Communication Skills-Self-Management Skills Definition and Examples-Goal Setting-Definition, Process and Examples-Positive Emotions and Well-being Resilience, Optimism, Compassion, Forgiveness,Gratitude	10	1	-	11
	Total	39	06	-	39+3= 42

Modes of In-Semester Assessment (20 Marks)

1. One Sessional test:10Marks
2. Other (any one)
 - Group Discussion
 - Assignment
 - Seminar Presentation on any of the relevant topics.

Course Outcomes:

On the completion of this course, the students will be able to appreciate the significance of soft skills and personality augmentation with reference to their personal as well as their professional lives. This course module will enhance the employability quotient of the students as well. In a nutshell, the module is on the lines of the ‘finishing schools’.

Recommended Books:

1. Atherton, J.B. (2002) *Learning and teaching: Teaching from experience*, Columbus. Ohio: Merrill.

2. Carr, A. (2011). *Positive Psychology: The Science of happiness and human strength*. Routledge.
3. Cornelissen, R. M. M., Misra, G., & Varma, S., (2011). *Foundation of Indian Psychology: Concepts and Theories*. (Vol. 1), New Delhi: Pearson.
4. Covey, S. R. (2013). *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*. Simon & Schuster.
5. Exeter, D. J. (2001). *Learning in the outdoors*. London: Outward Bound.
6. Salmon, D & Maslow, J., (2007). *Yoga Psychology and the Transformation of Consciousness: Seeing through the eyes of infinity*. St. Paul, MN., USA: Paragon House.
7. Vohra, S. S. & Kailash. S. (2010). *Experiential learning (section III) in Psychology of Turbulent Relationships*. New Delhi: Icon Publishers.
8. Wentz, Frederick H. (2012). *Soft Skills Training: A Workbook to Develop Skills for Employment*. Create Space Independent Publishing Platform.