

Department of Liberal Education
Era University, Lucknow
Course Outline
Effective From:

Name of the Program		B.A. / B.Sc. (LIBERAL EDUCATION)		Year/ Semester:		3rd/ 6th	
Course Name	Soft Skill	Course Code:	SS101	Type:	Training		
Credits	02			Total Sessions Hours:	30 Hours		
Evaluation Spread	Internal Continuous Assessment:	100 Marks		End Term Exam:	NIL		
Type of Course	<input type="radio"/> Compulsory	<input type="radio"/> Core	<input type="radio"/> Creative	<input checked="" type="radio"/> Life Skill			
Course Description	This course will make students aware about aspects of personal and professional development by acquiring skills in understanding the skills of presentation of self and how to do an effective communication in the society with an appropriate body language.						
Course Objectives	<p>The objectives of this training program are as follows:</p> <ul style="list-style-type: none"> • To facilitate the students in learning the fundamental aspects of personal and professional development. • To acquire grooming skills and understanding its impact on self-presentation. • To highlight the role of trust and reliability as pillars of interpersonal relationships. • To help them hone their ability of effectively communicating strengths while handling interviews. • To prepare the students become good team players and emotionally stable. 						
Course Outcomes (CO): <i>After the successful course completion, learners will develop following attributes:</i>							
Course Outcomes (CO)	Attributes						
CO1	The students achieve comprehensive learning outcomes encompassing personal and professional growth.						
CO2	They get to understand the importance of grooming skills, recognizing its influence on self-representation.						
CO3	Emphasizing on trust and reliability cultivates strong interpersonal foundations.						
CO4	Interview training refines their capacity to articulate strengths adeptly.						
Pedagogy	Interactive, discussion, student-centered, argument based, presentation.						
Internal Evaluation Mode	<ul style="list-style-type: none"> • Activity • Class Participation/Attendance • Assignments/Presentation • Final Presentation 						

Session Details	Topic	Hours	Mapped CO											
Unit 1	Soft Skills: Introduction <ul style="list-style-type: none"> Introduction, The Concept of Communication, Process of Communication, Effective Listening Basics of Grooming, Presentation Skills 	5	CO1, CO2, CO3											
Unit 2	Group Discussion <ul style="list-style-type: none"> Activity Mode, SPELT Techniques (Social, Political, Environmental, Legal & Technological) Do's & Don'ts of Group Discussion, GD Phrases Team Building Skills: Adapting to challenging situations in Personal and Professional life.	5	CO3, CO4											
Unit 3	Trust & Reliability <ul style="list-style-type: none"> Understanding Trustworthiness: The foundation of professional and personal relationships. The role of reliability in meeting goals and objectives at the workplace. Emotional Intelligence: Self-awareness, Self-regulation, empathy and social skills. Interview Practice: Human Resource based questions. Importance of Ethics & Integrity, Evaluation (Practical Mode) 	10	CO2, CO4											
Unit 4	Evaluation <ul style="list-style-type: none"> Activity Based & Presentation 	5	CO2, CO3, CO4											
Recapitulation	Activity Based & Oral Evaluation conducted at the end of the training session.	5												
Total Hours		30 Hours												
CO-PO and PSO Mapping														
CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	2	2	2	2	2	2	1	2	3	2	2	2	2
CO2	2	1	1	2	3	2	2	2	2	2	3	2	3	2
CO3	2	1	2	1	2	2	1	1	2	3	3	2	2	2
CO4	2	2	2	2	2	1	3	3	3	2	3	2	1	3
<i>Strong contribution-3, Average contribution-2, Low contribution-1</i>														
Suggested Readings:														
Reference Books	<ul style="list-style-type: none"> Life Skills Education by Dr. V. Govinda Reddy. Managing People by Jane Weightman. Presentations by Anne Laws. Professional Communication by Meenakshi Raman and Sangeeta Sharma. 													
Recapitulation & Examination Pattern														
Internal Continuous Assessment:														
Component	Marks	Pattern												
Mid Semester	-	<u>NIL</u>												
Activity/Content	20	Will be decided by subject teacher												
Participation in discussion	10	Students' role and activities in class discussion												
Assignment/ Presentation	20	Assignment/Presentation to be made on topics and instruction given by subject teacher												

Final Presentation	50	As per topic selected/given
Total Marks	100	

Course created by: Mr. Ashfaq Husain
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Signature: 

Approved by: Dr. Shefali Balsari - Shah

