Soft Skills Lab

III B.Tech – I Semesters (Code: 20SOC3)

Lectures	1	Tutorial	0	Problem Solving	0	Practical	2	Credits	2
Continuous Internal Assessment			30	Semester End Examination (3 Hours)					70

Course Objectives

➢ to make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
➢ to know the importance of interpersonal and intrapersonal skills in an employability setting
➢ actively participate in group discussions / interviews and prepare & deliver presentations
➢ function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, stress management and leadership quality

Course Outcomes

The students would be able to

➢ use appropriate body language in social and professional contexts
➢ demonstrate different strategies in presenting themselves in professional contexts
➢ analyze and develop their own strategies of facing the interviews successfully
➢ develop team coordinating skills as well leadership qualities

CO-PO Mapping

Sr No	Outcome
I	use appropriate body language in social and professional contexts
II	demonstrate different strategies in presenting themselves in professional contexts
III	analyze and develop their own strategies of facing the interviews successfully
IV	develop team coordinating skills as well leadership qualities

CO's	PO's												PSO's		
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
CO1	-	-	-	-	-	-	-	2	3	3	2	2	-	2	-
CO2	-	-	-	-	-	-	-	2	3	3	2	2	-	2	-
CO3	-	-	-	-	-	-	-	2	3	3	2	2	-	2	-
CO4	-	-	-	-	-	-	-	2	3	3	2	2	-	2	-

BAPATLA ENGINEERING COLLEGE (AUTONOMOUS)
Department of English
Soft Skills Laboratory (20SOC3)
II & III B.Tech

Lectures: 3 Periods/Week   Continuous Assessment: 30M
Sem End Exam Duration: 3 hours   Sem End Exam: 70M

Course Schedule: III B.Tech – (CSE, EEE, IT, CB&DS, & Mech)
II B.Tech – (Civil, & EEE)
Credits: 2

UNIT-I
1. Body Language & Identity Management
     a. Facial Expressions – Kinesics - Occulesics
     b. Haptics - Proxemics
     c. Para Linguistics
     d. Appearance
     e. Identity Management Communication

UNIT-II
2. Emotional Intelligence & Life Skills
     a. Self-Awareness through Johari Window and SWOC analysis
     b. Self-Motivation
     c. Empathy
     d. Assertiveness & Managing Stress
     e. Positive Attitude
     f. Time Management
     g. Goal Setting: Short term, Long Term, Vision, Mission.

UNIT-III
3. Business Presentations
     a. Preparing effective Presentations Power Point Presentations
     b. Power Point Presentations
     c. Using Visual Aids
     d. Mock Presentations
UNIT-IV
4. Employability Skills
     a. Group Discussion
     b. Team Building and Leadership Qualities
     c. Interview Skills

Reference Books:
- ❖ Personality Development and Soft skills (Second Edition), Barun K. Mithra. Oxford University Press: 2016
- ❖ The Definitive Book of Body Language, Allan & Barbara. Pease International:2004

- ❖ Working with Emotional Intelligence, Daniel Goleman. Bloomsbury:1998
- ❖ English for Jobseekers, Lina Mukhopadhyay. Cambridge University Press:2013
- ❖ The 7 Habits of Highly Effective People, Stephen R.Covey. St. Martin's Press:2