

**2021-2022**

**ATME College of Engineering, Mysuru  
Department of Career Guidance & Placement**

## **Program: Soft Skills**



## Course Structure

Soft skills are a cluster of productive personality traits that characterize one's relationships in a social environment. These skills can include social graces, communication abilities, language skills, personal habits, cognitive or emotional empathy, time management, and teamwork and leadership traits. Soft skills are non-technical skills that relate to how you work. They include how you interact with colleagues, how you solve problems, and how you manage your work. Soft skills are also important to the success of most employers. After all, nearly every job requires employees to engage with others in some way. Another reason hiring managers and employers look for applicants with soft skills is that soft skills are transferable skills that can be used regardless of the person's job. This makes job candidates with soft skills very adaptable employees. Soft skills are particularly crucial in customer-based jobs. These employees are in direct contact with customers. It takes several soft skills to be able to listen to a customer and provide that customer with helpful and polite service

### a. Objectives:

1. The objectives of soft skills are
2. Give each student a realistic perspective of work and work expectations
3. to help formulate problem solving skills,
4. To guide students in making appropriate and responsible decisions,
5. To create a desire to fulfill individual goals,
6. To educate students about unproductive thinking, self-defeating emotional impulses, and self-defeating behaviors.

### b. Course Details

Course	Semester	Deliver & Assessment Hours/Semester
Soft Skills	III	12 Hours
	IV	12 Hours



## Course Structure

Semester	Course	Course Code	Prerequisite	Delivery & Assessment Hours /Semester
III/ IV	Soft Skills	ATMECE_SS_02	Communication Skills	24 Hours

### Module

<p><b>Module-1 : Personal Management</b></p> <p><b>Section_1:</b> Time management (1 Hr)</p> <p><b>Section_2:</b> Goal setting (1 Hr)</p> <p><b>Section_3:</b> Activity/Assessment: 2 Hrs</p>
<p><b>Module-2 : Team Management</b></p> <p><b>Section_1:</b> Team building (1 Hr)</p> <p><b>Section_2:</b> Presentation skills (1 Hr)</p> <p><b>Section_3:</b> Activity/Assessment: 2 Hrs</p>
<p><b>Module-3 : Psychological Balancing</b></p> <p><b>Section_1:</b> Decision making (1 Hr)</p> <p><b>Section_2:</b> Stress management (1 Hr)</p> <p><b>Section_3:</b> Activity/Assessment: 2 Hrs</p>

## Course Structure

Semester	Course	Course Code	Prerequisite	Delivery & Assessment Hours /Semester
III/ IV	Soft Skills	ATMECE_SS_02	Communication Skills	24 Hours

### Module

#### Module-4 : Corporate Conduct

- **Section\_1:** Corporate etiquette (1 Hr)
- **Section\_2:** Grooming etiquette (1 Hr)

**Section\_3:** Activity/Assessment: 2 Hrs

#### Module-5 : Outlook

- **Section\_1:** Organizing Speech (1 Hr)
- **Section\_2:** Personal Branding (1 Hr)

**Section\_3:** Activity/Assessment: 2 Hrs

#### Module-6 : Personality enhancement

- **Section\_1:** Self confidence (1 Hr)
- **Section\_2:** Positive attitude (1 Hr)

**Section\_3:** Activity/Assessment: 2 Hrs



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### Department of Career Guidance and Placement

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#### Reference Links

<https://ncert.nic.in/textbook/pdf/kect108.pdf>  
<http://www.osou.ac.in/eresources/Soft-Skills-ccs04.pdf>  
<http://worldwideuniversity.org/library/bookboon/soft-skills.pdf>  
<https://www.skillsyouneed.com/general/soft-skills.html>  
<https://in.indeed.com/career-advice/resumes-cover-letters/soft-skills>  
<https://www.thebalancecareers.com/hard-skills-vs-soft-skills-2063780>  
<https://www.skillsyouneed.com/general/soft-skills.html>

#### Course Outcomes

At the end of the course the student will be able to:

1. Identify the elements of communication.
2. Identify the factors affecting our perspectives in communication and build confidence
3. To build, develop, and maintain communication and active listening skills