



ST AGNES COLLEGE (AUTONOMOUS)

Re-accredited by NAAC with A+ Grade, CGPA 3.65/4 (Cycle 4)
College of Excellence by UGC, New Delhi
Star College Status by DBT, MST, Govt. of India

Department of Commerce 2022-2023

VALUE ADDED COURSE SOFT SKILLS

Duration: 30 Hours

Resource Person Incharge

VIGNESH M.K



COURSE OUTCOMES

- To understand the significance and essence of an wide range of soft skills.
- To apply soft skills in a wide range of routine social and professional settings.
- To learn how to employ soft skills to improve interpersonal relationships
- To be trained how to employ soft skills to enhance employability and ensure workplace and career success.
- To encourage the all-round development of students by focusing on soft skills



Syllabus (30 hours)

- Self-Discovery
- Goal Setting,
- Communication Skills
- Listening Skills
- Preparation for Interview
- Time Management
- Team Building
- Leadership
- Assertiveness
- Conflict Management
- Management
- Critical Thinking
- Problem Solving
- Emotional Intelligence

Criteria for Evaluation and Marks Distribution

Attendance : 20%

Participation :80%

Grading Pattern:

- A - 40 and above
- B - 30 – 39
- C - 25 – 29
- D - 24 and below