



BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY & SCIENCE
 (An AUTONOMOUS INSTITUTION, APPROVED BY AICTE-NEW DELHI, PERMANENTLY
 AFFILIATED TO JNTUK-KAKINADA, ACCREDITED BY NAAC 'A' GRADE,
 2 PROGRAMMES (CSE,EEE) ACCREDITED BY NBA (For A.Y 2023-24 to 2025-26)
 Post Box: 26, Amalapuram 533201, Dr.B R Ambedkar Konaseema Dt., A.P.

BR23 B.Tech CSE III YEAR II SEMESTER SYLLABUS

III Year II Semester	SOFT SKILLS (SKILL ENHANCEMENT COURSE) (23SC6L04) (Common to CSE, CSE-AI&DS, AI&ML & IT branches)	L	T	P	C
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Course Objectives:

- To equip the students with the skills to effectively communicate in English
- To train the students in interview skills, group discussions and presentation skills
- To motivate the students to develop confidence
- To enhance the students' interpersonal skills
- To improve the students' writing skills

Course Outcomes (COs)

By the end of the course, students will be able to:

- **CO1:** Demonstrate analytical thinking, listening, and communication skills (verbal and non-verbal) for effective personal and professional interactions.
- **CO2:** Apply self-management techniques such as time, stress, and anger management, and exhibit leadership and team-building qualities with proper etiquette in social and business contexts.
- **CO3:** Employ standard language and communication practices, including grammar, pronunciation, note making/taking, email, and professional writing skills.
- **CO4:** Prepare for employment through job-oriented skills such as resume writing, group discussions, and interviews, and practice them in simulated scenarios.
- **CO5:** Build and sustain healthy interpersonal relationships by understanding their types, importance, and the factors influencing them in workplace and personal life.

UNIT – I

Analytical Thinking & Listening Skills: Self-Introduction, Shaping Young Minds - A Talk by Azim Premji (Listening Activity), Self – Analysis, Developing Positive Attitude, Perception.

Communication Skills: Verbal Communication; Non Verbal Communication (Body Language)

Dr.N.Rama Krishnaiah, Professor of CSE,UCEK & Control of Examination JNTUK, Kakinada.	Dr.C.Krishna Mohan, Professor of CSE,IIT, Kandi, Hyderabad.	Dr.P.Radha Krishna, Professor of CSE,NIT, Warangal	Mr.Rajesh Bobburi Chief Operating Officer, HighQ Labs Private Limited, Rajahmundry	Dr.Lakshmi Haritha Medida, Associate Professor, R.M.K.Engineering College,Kavaraipettai,Tamilnadu	Dr.K.Srinivas Professor & HoD Department of CSE, B.V.C.I.T.S, Batlapalem



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UNIT – II

Self-Management Skills: Anger Management, Stress Management, Time Management, Six Thinking Hats, Team Building, Leadership Qualities

Etiquette: Social Etiquette, Business Etiquette, Telephone Etiquette, Dining Etiquette

UNIT – III

Standard Operation Methods : Basic Grammars, Tenses, Prepositions, Pronunciation, Letter Writing; Note Making, Note Taking, Minutes Preparation, Email & Letter Writing

UNIT-IV

Job-Oriented Skills: Group Discussion, Mock Group Discussions, Resume Preparation, Interview Skills, Mock Interviews

UNIT-V

Interpersonal relationships: Introduction, Importance, Types, Uses, Factors affecting interpersonal relationships, Accommodating different styles, Consequences of interpersonal relationships

Text books:

1. Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
2. S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.

Reference books:

1. R.S.Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S.Chand& Company Ltd., 2018.
2. Raman, Meenakshi& Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.

E-resources:

1. https://swayam-plus.swayam2.ac.in/courses/course-details?id=P_CAMBR_01

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