



**YASHASWI EDUCATION SOCIETY'S
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCES (IIMS),
CHINCHWAD, PUNE
in association with
SAVITRIBAI PHULE PUNE UNIVERSITY**

VALUE ADDED COURSE: COMMUNICATION AND SOFT SKILLS - III

YEAR : 2022-23

Course Coordinator

DR SACHIN MISAL

Trainer

MR AMAR GUPTA

CERTIFIED SOFT SKILLS TRAINER

+91 8208992530

Syllabi for the Value-Added Course: Communication and Soft Skills-III

Semester-III

Semester III 2 Credit	LTP: 2:2:1	Communication and Soft Skills-III
CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO1	REMEMBERING	Describe the usage of Grammar in various tenses and parts of speech
CO2	UNDERSTANDING	Understand the concept of Soft Skills
CO3	APPLYING	Illustrate Teamwork and Leadership Skills through Group Discussion and Public Speaking
CO4	ANALYSING	Examine the role of Soft-Skills in Conflict Management
CO5	EVALUATING	Elaborate upon the various types of Soft-Skills
CO6	CREATING	Developing Decision-Making and Problem-Solving Skills through case studies, role-plays, and simulation games

1. Remedial English Grammar and Usage- Articles, Parts of Speech, Tenses **(8)**
2. Soft Skills- Introduction- Developing Positive Thinking and Attitude, Interpersonal Communication, Public Speaking, Group Discussion, Teamwork and Leadership Skills **(12)**
3. Various Types of Soft-Skills - Interview Skills, Presentation Skills, Time Management, Personality Development, Decision-Making and Problem-Solving Skills, Conflict Management, Stress Management
Emotional Intelligence **(10)**

