



**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 - IV

YEAR : 2022-23

Course Coordinator

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Trainer

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CERTIFIED SOFT SKILLS TRAINER

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

Semester-IV

Semester IV 2 Credit	LTP: 2:2:1	Communication and Soft Skills-IV
CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO1	REMEMBERING	Define the SWOT Analysis
CO2	UNDERSTANDING	Understand the concept of Personal Grooming and Hygiene
CO3	APPLYING	Examining Interview and Its Types
CO4	ANALYSING	Analyse the various stages of Interview
CO5	EVALUATING	Evaluate the dos and don'ts in an Interview
CO6	CREATING	Facilitating Interview Preparation through cases and mock interviews.

1. SWOT Analysis- Demo on Strengths and Weaknesses, Self-Learning and Management **(6)**
2. Personal Grooming and Hygiene- Presentation of Self, Formal and Informal Dressing, Dressing for Occasions **(12)**
3. Techniques of Attending Interviews – Interview and Its Types, Preparation for the Interview, Stages of Interview, Dos and Don'ts in an Interview **(12)**



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