

University of Madras
Choice Based Credit System (CBCS)
Syllabus for Courses on Soft Skills
Common to all UG and 5 year Integrated Programmes of the Affiliated
Non-autonomous Colleges (w.e.f 2012-13)
1. Essentials of Language and Communication – Level I

Unit I

Recap of Language Skills – Speech, Grammar, Vocabulary, Phrase, clause, sentence, Punctuation.

Unit II

Fluency building: What is fluency – Why is fluency important – Types of fluency – Oral fluency – Reading fluency – Writing fluency – Barriers of fluency – How to develop fluency.

Unit III

Principles of communication: LSRW in communication. What is meant by LSRW Skills – Why it is important – How it is useful – How to develop the skills? Oral – Speaking words, articulation, speaking clearly.

Written communication – Generating ideas/ gathering data organizing ideas, Setting goals, Note taking, Outlining, Drafting, Revising, Editing and Proof reading. Non verbal communication – Body language, Signs and symbols, Territory/Zone, Object language.

Recommended Texts:

Hewing, Martin. 1999. Advanced English Grammar: A Self-study Reference and practice Book for South Asian Students. Reprint 2003. Cambridge University Press. New Delhi.

Lewis, Norman. 1991. Word Power Made Easy. Pocket Books.

Hall and Shepherd. The Anti-Grammar Book: Discovery Activities for Grammar Teaching Longman. Powell. In Company. MacMillan. Cotton, et al. Market Lader. Longman.

2. Essentials of Language and Communication – Level – II

Unit-I

Speaking Skills : Formal and Informal Conversation – Conversation in the work place – Interviews – Public Speech – Lectures.

Unit – II

Listening Skill: Comprehending – Retaining – Responding – Tactics – Barriers to Listening – Overcoming listening barriers – Misconception about listening.

Unit – III

Reading Skill: Acquiring reading – Reading Development – methods teaching – Reading difficulties.

Unit – IV

Writing skill : Note-making – CV's – Report writing, copy writing, Agenda – Minutes – Circular – Essay writing on any current issues – paragraph – Essay writing, Writing Research papers – Dissertation.

Unit- V

Business Correspondence: Meaning of Business correspondence – Importance of Business Correspondence essential qualities of a business letters. Different types of business letters – cover letter, thank you letters, message through email and Fax, Acceptance letters, rejection letters, and withdrawal letters.

Recommended Texts:

Minippally, Methukutty. M. 2001. Business Communication Strategies. 11th Reprint. Tata McGraw – Hill. New Delhi.

SasiKumar. V and P.V. Dharmija. 1993. Spoken English: A Self-Learning Guide

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Conversation Practice. 34th reprint. Tata McGraw – Hill. New Delhi.

Swets, Paul. W. 1983. The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates. Prentice Hall Press. New York.

John, Seely The Oxford guide to writing and speaking. Oxford U P, 1998, Delhi.

The Process of Writing: Planning and Research, Writing, Drafting and Revising.

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COMPUTING SKILLS – LEVEL - I

Objective:

The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students who have no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

Pre- requisite : NIL

Unit 1 : Introduction to computers – classification of computers; Computers inside – Hardware (processing, memory i/o, storage etc), Software (Systems, application); Operating Systems – DOS, LINUX, UNIX, Windows ; Programming – Overview, need and skills; Networking Basics; Virus; Hacking.

Unit 2 : Word processing - Operating of word documents like open, close, save, print ;Editing Text – tools, formatting , bullets, layout ; Navigating word – Keyword, mouse, document formatting ; paragraph alignment - indentation, headers, footers, numbering; printing – preview, options.

Unit 3 : File Management – Importance of file management, backing of files, files and folders- editing, deleting, retrieving, renaming, subfolders; Manipulating windows – minimize, maximize; power point basics- terminology- templates, viewing.

Unit 4 : Spreadsheets – MS Excel – opening, entering text and data, formatting, navigating; Formulas- entering, handling and copying; charts- creating, formatting and printing, header and footer, centering of data; printing.

Unit 5 : Networking - Internet explorer; www – working, browsing, searching, saving; bookmark – features, favorite, create, delete ; printing webpage; email – creating, receiving, reading and sending messages.

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Note – Unit 2 -5 are to be taught as practical with hands on experience

References :

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India
3. Working In Microsoft office 2006– Ron Mansfield ,Tata Mc-Graw Hill, India

Examinations :

1. Sessional tests could be based on Theory and practical
2. End semester is based on practical examination only.

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COMPUTING SKILLS – LEVEL II

Objective:

The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students with no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

Pre- requisite : Essentials of Microsoft office as given in Level I

Unit 1 : Word processing - Auto formatting; Paragraph and character styles – creating , modifying and using styles; Templates – modifying, attaching and controlling; Tables and columns - creating, manipulating and formulating; mail merge; labels- creating.

Unit 2 : Data Management – MS Access - Introduction, concepts and terms; database and tables-creating, data types, editing fields, renaming, resizing of fields, finding, sorting and displaying of data –printing.

Unit 3 : Spreadsheets – MS Excel – Worksheets – moving, copying, sorting, inserting of cells, rows, columns; Charts – creating, editing, adding, rotating, printing, deleting and controlling; graphics-creating and placing, drawing lines and shapes; using multiple worksheets ; printing.

Unit 4 : Presentations – Power point- starting, browsing and saving, creating, editing, formatting of text and paragraphs, inserting tables and charts; Presentation through slides, handouts and printing.

Unit 5 : Graphics and Multimedia - Clip art – create and insert; shapes- draw, insert and copy; create a flow

Note – Unit 1 -5 are to be taught as practical with hands on experience

References :

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India
4. Working In Microsoft office 2006– Ron Mansfield , Tata Mc-Graw Hill, India

Examinations :

1. Sessional tests could be based on Theory and practical

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1. Personality Enrichment – Level I

Unit 1- Self Disclosure

Characteristics of self disclosure – Self disclosure benefits and appropriateness – Self disclosure and self awareness – Self disclosure and feedback.

Exercise:

1. Self Description– Reflect and answer the following questions on a sheet of paper about yourself: Who am I? What am I like? How do others perceive me? What are my strengths as a person? In what areas do I want to develop greater skills?
2. Adjective Checklist – the following exercise is aimed at providing an opportunity for participants to disclose their view of themselves to the other members of their group and to receive feedback on how the other group members perceive them.
3. Self Disclosure and Self Awareness – the purpose of this exercise is to allow participants to focus on the areas as described in the Johari Window.

Unit II – Anger, Stress and Managing Feelings

The nature of stress- managing stress through social support systems – the nature of anger – guidelines for managing anger constructively – dealing with an angry person

Exercise:

1. Handling put downs techniques practiced through role plays.
2. changing your feelings discuss how people can make their assumptions more constructively.
3. defusing the Bomb exercise discuss how one can manage provocations.

Unit III – Interpersonal Effectiveness

Managing anxiety and fear – Breathing – an antidote to stress – progressive muscle relaxation – understanding your shyness – building one' self esteem – avoiding self blame – taking risks, tolerating failure, persisting and celebrating success – self talk.

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Exercise:

1. being positive about yourself
2. Understanding your shyness analyze the social situation of shyness and the causes of your shyness.
3. Systematic Muscle Relaxation train one in the procedure for systematic muscle relaxation.
4. Learning how to breathe deeply help one to relax systematically when one is anxious by controlling one's breathing.

Unit IV: Study Skills

Importance of study environment – using VCR3 to increase memory power: visualizing, concentrating, relating, repeating, reviewing- memory hindrances – memory helpers – knowing vs memorizing – memory and studying – the SQ3R method; survey, write questions, read, recite , review – mnemonic devices – rhymes – acronyms – pegging – cooperative learning .

Exercise:

1. Using the techniques of memory enhancers to review your classroom and textbook notes.

Unit V: Goal Setting and Managing Time

The basis of effective goals – steps to be followed to obtain optimum results from goal setting – Identifying the reasons for procrastination – guidelines to overcome procrastination – priority management at home and college.

Exercise:

1. Steps to prepare one's short term goals and long term goals.
2. Role play activity through reflection of identifying how priority management affect one's ability to live a balanced life.

Reference:

1. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self Actualization. 6th ed. Boston: Allyn and Bacon.
2. Sherfield, R. M. ; Montgomery, R.J. and Moody, P, G. (2010). Developing Soft Skills. 4th ed. New Delhi: Pearson.
3. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning.

2. Personality Enrichment – Level II

Unit 1 : Stress Management

The Nature of Stress – A wellness Lifestyle – Distress symptoms: emotional distress, cognitive distress, behavioral distress, physical distress symptoms – managing stress : exercise, nutrition, sleep, healthy pleasures – self talk and stress – Relaxation Methods: breathing techniques, meditation techniques, visualization techniques – self hypnosis- muscle relaxation techniques – Using social support.

Exercise:

1. Distressors and Distress Symptoms
2. Identifying Personal uses for self talk management
3. Social support networks from which you draw and networks through which you give social support.

Unit 2: Maintaining Trust

Developing and maintaining trust – being trusting and trustworthy – building interpersonal trust – reestablishing trust after it has been broken – trusting appropriately – trust and friendship.

Exercise:

1. Practicing Trust Building Skills
2. Developing Trust

Unit 3: Resolving Interpersonal Conflicts

Understanding conflicts of Interests- conflict strategies – negotiating to win – negotiating to solve the problems – steps for effective problem solving negotiating – refusal skills.

Exercise:

1. Non verbal conflict
2. Confronting the opposition
3. Using the conflict strategies – role playing

Unit 4: Applying Emotional Intelligence

Emotional Intelligence and emotional competence - components of emotional intelligence – behavioral skills of emotional intelligence.

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Exercise:

1. Role model using a modeling/group exercise.

Unit 5: Enhancing self esteem

Self theory and the Johari window- Characteristics of fully functioning individuals – manifestations of low and high self esteem – techniques for enhancing self esteem – nurturance techniques -

Exercise:

1. Weakness-strength
2. managing your pig identify areas of self criticism and dealing with negative messages.
3. Nurturing relationships

Reference

1. Schafer, W. (1998). Stress Management for Wellness. 4th edition. Australia: Thomson & Wadsworth.
2. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self Actualization. 6th ed. Boston: Allyn and Bacon.
3. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning.
4. Frey, D and Carlock , C. (1989). Enhancing Self Esteem. 2nd edition. Indiana: Accelerated Development INC.

Life Skill Enhancement-Yoga and Meditation

Objective of the Course

To understand the benefit of Heartfulness Meditation.

Students are able to learn and practice the meditation.

Students are able to focus on their studies.

Students can feel the Relaxation and Techniques of cleaning the mind and removing the unwanted thoughts.

Students will be able to learn and handle the failure and designing the destiny.

Promoting positive attitude, prevention of stress related health problems through Yoga.

Imparting skills to them; introduction of Yoga for health to general public and Yoga for total personality development of students in Colleges and Universities

UNIT- 1

What is Meditation- Heartfulness Techniques and its Benefits-Relaxation with meditation-self Cleaning with meditation- connect with innerself - Techniques to strengthen the inner connection- Self Discipline - Attitude - Removing the Fear.

UNIT-2

A stress free life - from outside to inside- facing challenges in life-Heart vs Mind- Personality Development - how to reform-setting the Goal-Taking initiatives-Team Management. Power of thought- Dealing with Failures -Relationship.

UNIT-3

Essential life skills like managing stress, time, conflicts, habits- Basic human values and positive relationships-Focus and concentration-holistic well-being through meditation. Balanced Life-Happiness-concentration-My contribution to society-Designing Destiny.

UNIT - 4

(Before the commencement of any yoga, the body must be warmed up, tuned and made supple to make sure that there is no injury to the body)

What is Yoga - Benefits of Yoga - Basic Yoga Postures - Surya Namaskar (12 poses) - Standing poses (Tadasana, Vrikshasana, Trikonasana, Virabhadrasana, Garudasana, Utkatasana) - Sitting poses (Padmasana, Vajrasana, Gomukasana, Vakrasana)

UNIT-5

Yogic concept of health, wellness and illness - Forward bending poses (Pawanamuktasana, Yoga mudra, Mahamudra, etc) - Backward bending poses (Matsyasana, Dhanurasana, Chakrasana etc)- 10 Powerful Mudras and how to use them - Bandas (Jalandhara Bandha, Uddiyana Bandha, Mula Bandha) - What is Pranayama? - 4 types of Pranayama for beginners - Whole body Relaxation (Shavasana).