

Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj
Master of Science (Computer Applications & Information Technology)
Semester: V

Paper Code: FCCS506		Total Credit : 4 Total Marks : 70 Time : 3 Hrs
Title of Paper: Soft Skills and Personality Development		
Unit		
	Description	Weighting
I	Introduction to Soft Skills and Hard Skills, Break the ice berg – FEAR, Self Development - Etiquette and Manners. The Self Concept: Attitude, The process of attitude formation, positive attitude, How to build a success attitude, You are the chief architecture of yourself. Self Management Techniques. Believe in yourself: Self Image and Self Esteem, Building Self Confidence, Environment we mix with, How to build self image?.	
II	Meaning and definition of personality, Personal Planning and Success Attitude: Prioritizing, Creating the master plan, Active positive visualization and Spot analysis. Self Motivation and Communication: Levels of motivation, power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, Importance of listening and responding	
III	Motivation Skills & Personality Development, Goal Setting, Career Planning, Resume Building, Psychometric Test, Priority Management & Time Management, Positive Attitude and Self Confidence. Verbal Communication includes Planning, Preparation Delivery, Feedback and assessment of activities like: Public speaking, Group Discussion, Oral Presentation skills, Perfect Interview, Listening and observation skills, body language and use of Presentation aids.	
IV	Written communication that includes project proposals, brochures, newsletters, articles. Etiquettes that include: etiquettes in social as well as office settings, email etiquettes, telephone etiquettes. Improving Personal Memory, study skills that include rapid reading, notes taking and creativity	
V	Problem Solving and Decision Making Skills, Perceptive, Conceptual, Creative, Analytical and Decisive. Leadership as a process: co-ordination while working in a team, Leadership styles, Leader and Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, negotiation, Motivating.	
Basic Text & Reference Books :-		
1.	Wallace : Personality Development 1st Edition, 2008 Cengage Learning India.	
2.	Succeed for your self -Richard Denny (3rd edition)- Kogan page India www.vivagroupindia.com.	
3.	Unleashing Leadership – John Hoover & Angelo Valenti – Jaico publishing House	
4.	Listening and Responding – Sandra D.Collins-Cengage Learning India.	
5.	1,001 ways to inspire your organization, your team and your self – David E. Rye- Jaico publishing house.	

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Unit	Description	Total Marks	
I	Q.1 (A) Answer the Following. (Definitions, Blanks, Full Forms, True/False, Match the Following)	06	14
	Q.1 (B) Medium / Long Questions. (With Internal Option)	08	
II	Q.2 (A) Answer the Following. (Definitions, Blanks, Full Forms, True/False, Match the Following)	06	14
	Q.2 (B) Medium / Long Questions. (With Internal Option)	08	
III	Q.3 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.3 (B) Medium / Long Questions. (With Internal Option)	08	
IV	Q.4 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.4 (B) Medium / Long Questions. (With Internal Option)	08	
V	Q.5 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.5 (B) Medium / Long Questions. (With Internal Option)	08	