



Autonomous (2016-17)

Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE

**OF COMMERCE, ARTS & MANAGEMENT STUDIES
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

Syllabus Along With Course Objectives

And

Outcomes Of The Value Added Courses Offered.

**DR. (MRS.) ANCY JOSE
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Nagindas Khandwala College

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- **Name of the STC – Soft Skills**
- **Number of Credits – 2**
- **Students who complete the Course, it will be written as ‘Successfully Completed.’ There will be no grades awarded.**

Soft Skills

Objectives of course

1. To introduce basic concepts of Communication
2. To demonstrate on Basic Presentation skills used internationally

Course Outcome:

After completion of this course the learner will be able to:

- CO1: Learners will be able to explain the fundamentals of communication (Level: Comprehension)
- CO2: Learners will be able to apply Verbal non verbal communication skills. (Level: Application)

Contents for presentation skills as used internationally.

1. Basic Communication
2. The Fundamentals of Communication
3. Rhetorical Choices
4. Talk the Talk: Verbal Communication
5. Walk the Walk: Nonverbal Communication
6. How Are You Doing?
7. Using Audience Feedback
8. Good Preparation Leads to Good Performance



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9. Setting Priorities: Choosing the Main Ideas
10. Organizing the Main Ideas into a Coherent Presentation
11. Supporting Evidence
12. Introductions and Conclusions
13. Audiovisual Aids: Selection
14. Board-work
15. Flip Charts
16. Over-heads Slides
17. Computer Graphics
18. Using a Microphone
19. Discipline Specific Issues
20. Practice Does Make Perfect (or at Least Better) Choosing Your Test Audience
21. Evaluating Feedback
22. The Front Line: The Presentation Itself Pre-presentation Check
23. The Presentation Answering Questions
24. Disasters Getting Feedback from the Audience

Behaviour management:

Positive behavior support is a behavior management system used to understand what maintains an individual's challenging behavior. People's inappropriate behaviors are difficult to change because they are functional; they serve a purpose for them.

These behaviours are supported by reinforcement in the environment DISC Profiling will be introduced and guidance given accordingly.

Contents

- Anger management.




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- Stress Management.
- Self Motivation
- Team Work
- Leadership
- Decision-making
- Facing Challenges and over-coming obstacles
- Ladder system of self analysis
- Behavior and attitudes
- Gratitude

Other Topics Covered:

- Effective 1 page CV writing
- Interview readiness
- Grooming for interview and Group discussions.
- Group discussion readiness (mindset)
- State elucidation for job readiness and execution. (mindset).



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