

Branch Name:	B.Com
Program Code:	2CM101
Course Name:	Presentation and Soft Skills
Course Code:	2CM1010521
Pre-requisite Course:	Basic knowledge regarding of Presentation and Soft Skills.

Course Objectives:

- 1 - To encourage the all round development of students by focusing on soft skills.
- 2 - Identified the best ways to interact with the audience, control and handle challenging individuals
- 3 - Develop effective presentation skills.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
3	--	-	3	70	30	-	-	100

Subject Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Concept of 4 method for presentation • Preparation & introduction • Presentation • Evaluation / feedback • Summarization / Conclusion Team Building games, Together Everyone Achieves Miracle(Team), issues when there is no team work, Leadership emerging through team, How to identify team players	9	25%
2	Business Presentation– 1. Introduction 2. Business Presentations and Speeches– Planning, Structuring, Delivery 3. introduction to a presentation– Functions of an introduction, Components of an introduction 4. Main body– Message-based Approach, Creativity in presentation and speeches, Mind Mapping your presentations, Conclusion. - Integrating Levels of content - Symptoms of Stage Fright - Controlling Nervousness and Stage Fright	9	25%
3	Introduction to Soft Skills: What are soft skills, Importance of soft skills, Art of introducing self, Importance of body language, corporate etiquettes, Dressing etiquettes, interview skills, negotiation skills, Leadership Skills, interpersonal Skills	9	25%
4	Practical Aspect: • Self introduction skills • Interview skills • Preparing Power point Presentation on any two topics Dressing etiquettes in interview	9	25%

Books: Business Communication second Edition –Meenakshi Raman & Prakash singh

Reference Books: Soft skills Training – A workbook to develop skills for employment by Fredrick H. Wentz
1. Effective Presentation Skills – Robert Dilts, Meta Publication

1. Business Communication Today - Bovee and Thill: Tata McGraw Hill,
2. Presentation Skills 2015

List of Open Source Software/learning website:

- 1- <https://www.youtube.com/watch?v=bbqkC4hRh-o>
- 2- <https://www.youtube.com/watch?v=Tiy2LONr050>
- 3- <https://www.youtube.com/watch?v=ZOLCMa2QbdE>
- 4- https://www.youtube.com/watch?v=hR_kDZSSLUs

LAB/Practical

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Learn, practice and acquire the skills necessary to deliver effective, presentation with clarity and impact.	2- understanding 1- remembering
CLO2	Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.	1- remembering 3- applying
CLO3	learning to handle emotions including tolerance and behavioural responses, building positive friendships and bonding with peers and classmates, learning to show understanding and to demonstrate respect for the opinions, personal space and beliefs of others.	4-analyzing 1- remembering
CLO4	Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.	5-evaluating 1- remembering
CLO5	Students are able to interact respectfully and appropriately with people with diverse backgrounds.	4-analyzing
CLO6	develop the skills needed for approaching different types of interviews.	6-creating

Mapping of CLOs with POs & PSOs

Course Learning Outcomes (CLOs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CLO1	H		L		M		L	H	
CLO2		M		L		H			M
CLO3	H		M		L		L	M	
CLO4		L		H			M		H
CLO5	H			L		H	M	L	
CLO6	M	M		H		L			M

H: High, M: Medium, L: Low