KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMPUTER APPLICATIONS

VALUE ADDED COURSE (2018-2019) – SYLLABUS

17VCAIP – INTERPERSONAL SKILLS FOR IT PROFESSIONALS

Course Objective: It is aimed to promote the strategies for the personality development of the students. Those who to take up the job in cooperates.

UNIT I	Introduction to Personality	6 Hours
Definition and Basics of Personality – Analyzing Strength and Weakness – Corporate theories on Personality Development – Increasing Vocabulary – Body Language – Preparation of Self Introduction.	
UNIT II	Personality Development Stage I	6 Hours
Communication Skills: Listening – Communication Barriers – Overcoming these barriers – Building Self – Esteem and Self – Confidence – Working on attitudes – Aggressive – Assertive and Submissive.	
UNIT III	Personality Development Stage II & III	10 Hours
*Personality Development Stage II:* Introduction to Leadership – Leadership Styles – Group Dynamics – Team Building. *Personality Development Stage III:* Interpersonal Relationship: Analysis of Ego States, Transactions, Stokes & Life positions – Stress Management: Causes, Impact & Managing Stress.	
UNIT IV	Personality Development Stage IV	8 Hours
Conflict management: Introduction – Levels of Conflict – Managing Conflict – Time management: Concept – Importance & Need – Steps towards better time management	
UNIT V	Projecting a Positive Social Image	10 Hours
Definition & Importance of Social Image – Looking great and attractive – Grooming basics – Public speaking – Voice modulation – Social graces and Proper e-mail and Telephone etiquette – International and Social etiquettes – Body Language – Social grace and Table Manners. *Performance Appraisal* – Vertical, Horizontal & 360° Degrees: Self Introduction – Group discussion – impromptu – Personal interview session.	
	Total Hours	40 Hours

Course Outcome: On Completion of this course the students will be able to

• Understand their Interpersonal Style like Personality, Communication and Leadership.