

TECNIA INSTITUTE OF ADVANCED STUDIES
Grade 'A' Institute
Department of Information, Communication & Technology
Bachelor of Computer Applications (BCA)
Scheme and Syllabus (w.e.f. Academic Session 2024-25)
As per UGC Curriculum & Credit Framework for Undergraduate Programme (CCFUP)
(Dec 2022): GGSIP University, Delhi

COURSE CODE BCA 142T

COURSE NAME: Course Name: Soft Skills

LEARNING OBJECTIVES:

This course will provide the learners the following:

To know about various aspects of soft skills and learn ways to develop personality

1. Understand the importance and type of communication in personal and professional environment.
2. To provide insight into much needed technical and non-technical qualities in career planning.
3. Learn about Leadership, team building, decision making and stress management

PRE-REQUISITES: Nil

COURSE OUTCOMES (COs):

CO#	Detailed Statement of the CO
CO1	The student will become familiar with the basics of soft Skills and its importance in their career and life
CO2	To improve the business communication skills
CO3	To improve the listening skills by knowing well how to negotiate and give effective presentations.
CO4	To make use of effective business language and give a professional look to oneself.

Course Outcomes	Program Outcomes (Scale – 1: Very Low, 2: Low,3:Medium,4:High)									
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	2	-	2	1	-	1	2	1	2
CO2	-	2	-	2	1	-	1	2	1	2
CO3	-	2	-	2	1	-	1	2	1	2
CO4	-	2	-	2	1	3	1	2	1	2