Department of Information Technology Presents

Certificate Course in Technical Soft Skills Development

Academic Year: 2022-23

Certification Course in Technical Soft Skills Development Course Content

Course Title	:	Certificate Course in Learning Technical Soft Skills Development
Objectives	:	Each and every person must possess communication and interpersonal abilities. The goal of a Technical Soft Skills Development course is to promote overall growth, and giving students a course that promotes overall development will aid in improving their personalities and communication abilities. Technical Soft Skills Development are personality qualities and social abilities that define a person's interactions with others. Technical Soft Skills Development are seen as an addition to hard skills in the job, which are knowledge and practical abilities.
Learning Outcomes	:	Technical Soft Skills Development are not only technical knowledge and Communication skills but the complete personality development. Students in this course will learn Time management. Communication, Adaptability and Teamwork, Problem-solving and Decision Making, Anger management, IT Skills.
Purpose of the course	:	It is the requirement of every individual to have interpersonal skills and communications skills. The motive Technical Soft Skills Development course is to have over all development and having a course that provides overall development for the students will help them to improve their personality and have a better hold on their communication skills. Technical Soft Skills Development are character traits and interpersonal skills that characterize a person's relationships with other people. In the workplace, Technical Soft Skills Development are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills.
Evaluation	:	Evaluation will be based on Presenting two PowerPoint Presentation (PPTs) and Assignments.

Duration	:	32 Hrs.
Eligibility of Students	:	12th (Science), BSc-IT (FY/SY/TY)
Fees	:	Rs. 300/-
Intake Capacity	:	Maximum 20 students per session
Proposed day and date	:	12 the September 2022 to 16th December 2022
Goals of the course	:	An individual requires discipline in his professional as well as his personal life below is some milestones that he/she should achieve to build a disciplined lifestyle. Hence the goals are to achieve the following aspects: - *Time management.* *Communication.* *Adaptability and Teamwork.* *Problem-solving and Decision Making* *Anger management.* *IT Skills*

List of Subject Teachers/Expertise Faculty:

Sr. No.	Name	Designation
1.	Prof. Cynthia Shinde	Assistant Professor, Department of I.T

Index

Sr. No.	Particulars	Page No.
1	Notice	5
2	Brochure	6
3	Syllabus	7
4	Student Enrollment List	9
5	Students Attendance Report	10
6	Syllabus Coverage Details	14
7	Certificate	17
8	Report	18

Sonopant Dandekar Shikshan Mandali's
Sonopant Dandekar Arts,
V. S. Apte Commerce &
M. H. Mehta Science College, Palghar

Estb.: 14 August 1968

Dr. Kiran Save, Principal

Kharekuran Road, Palghar (W), Tal. & Dist. Palghar,
Maharashtra - 401 404, INDIA
Tel. : +91 - 2525 - 252163
Principal : +91 - 2525 - 252317
Email : sdsmcollege@yahoo.com
Web. : www.sdsmcollege.com

Date: - 02/09/2022

NOTICE

This is to inform all the 12th Science and BSc-IT -FY/SY/TY college students, that the Department of Information Technology is organizing a short term certification course on **Technical Soft Skills Development** from September 12, 2022.

The fee for the above course is Rs. 300.

Students interested in pursuing the course will contact **Ms. Cynthia Shinde** (Department of I.T) for enrolments and other details.

After successful completion of the course and Examination, participants will get E-certificate from college.

Dr. Ashwin D. Bhagat
HOD
I.T Dept.

Prof. Mahesh Deshmukh
Vice Principal
IQAC Convener

Dr. Kiran Save
Principal

PRINCIPAL
Sonopant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404

5

Brochure

Technical Soft Skills Development Course

Each and every person must possess communication and interpersonal abilities. The goal of a Technical Soft Skills Development course is to promote overall growth, and giving students a course that promotes overall development will aid in improving their personalities and Communication abilities.

Technical Soft Skills Development are personality qualities and social abilities that define a person's interactions with others. Technical Soft Skills Development are seen as an addition to hard skills in the job, which are knowledge and practical abilities.

Organized By:-

Sonopant Dandekar Shikshan Mandali's SONOPANT DANDEKAR ARTS, V S APTE COMMERCE AND M.H MEHTA SCIENCE COLLEGE, PALGHAR

Contact Us:

BSc-IT Department, Of Sonopant Dandekar Shikshan Mandali, College.

Goals of the course

An individual requires discipline in his professional as well as his personal life below are some milestones that he/she should achieve to build a disciplined lifestyle. Hence the goals are to achieve the following aspects:-

- *Time management.*
- *Communication.*
- *Adaptability and Teamwork.*
- *Problem-solving and Decision Making*
- *Anger management.*
- *IT Skills*

- **Learning Outcomes**

Soft Skills are not only technical knowledge and Communication skills but the complete personality development. Students in this course will learn Time management.

Communication, Adaptability and Teamwork, Problem-solving and Decision Making, Anger management, IT Skills. The content of the course will help the students

SYLLABUS OF THE COURSE

Timespan/ Schedule	Content of the course
Week 1 **10 lectures**	**1)Time management** • Goal Setting. • Focus Mastery. • Personal Success. • Learning Strategies. • Procrastination. • Motivation. • Tasks Management. • Case Study **2) Communication** • **Assertive Verbal Skills:** Developing Assertiveness • **Assertive Verbal Skills:** Assertive Communication Techniques • Barriers to Effective Communication • Communicating with Confidence • Communicating with the C-Suite • **Interpersonal skills.** • **Gestures and Postures** • **Technical/Formal communication.** • **Emotional Intelligence:** What is Emotional Intelligence? • **Emotional Intelligence:** Developing Self-Awareness • **Emotional Intelligence**: Developing Self-Regulation • **Emotional Intelligence:** Developing Self-Motivation • **Case study**
Week 2 **6 lectures**	**3) Adaptability and Teamwork.** • Creative and Strategic thinking skills • Teamwork Skills • Team Building Skills • Organizational Skills • Performance Evaluation. • Leadership skills • Case Studies. **4) Problem-solving and Decision Making** • Conflict Management. • Studying Decision making. • Business Case studies.
Week 3 **4 lectures**	**5) Anger management.**

	• Psychology behind Anger Management. • 12 Symptoms of Problematic Anger in Adults • Optimistic Thinking • Meditation • Case study.
Week 4 **10 lectures**	**6) IT Skills** • General Computer knowledge • Microsoft Office Suit. • Internet • Data security • Cyber security • Operating Systems
Evaluation	**Presenting two PowerPoint Presentation (PPTs) and Assignments**

Certification course syllabus committee:

Sr. No.	Name	Designation
1.	Dr. Kiran J. Save	Principal, Sonopant Dandekar College, Palghar
2.	Prof. Mahesh Deshmukh	IQAC Coordinator, Sonopant Dandekar College, Palghar
3.	Dr. Ashwin D. Bhagat	Incharge, Department of I.T.
4.	Dr. Juita Raut	Assistant Professor, Department of I.T.

Student Enrolment List

Student Enrollment List

Sr No	Student name	Class
1	ARYA MILIND CHURI	FYIT
2	TEHZEEB JADIR PATEL	FYIT
3	SAKINA MERAJ PATEL	FYIT
4	GANESH SHRAVAN RAUT	FYIT
5	IZHAN DANISH SHAIKH	FYIT
6	RIMI RANJIT SARKAR	FYIT
7	KUSHAL NAVIN BHOIR	FYIT
8	ANNU JAYANT KUSHWAHA	FYIT
9	KRUSHIT CHIMAN RAUT	FYIT
10	PRITAM MANOJ DHANAWADE	FYIT
11	SUHANI DEVESH SINGH RAWAT	FYIT
12	SHREYA VIJAY PATIL	FYIT
13	BITTU SHANKAR DAS	FYIT
14	MOINUDDIN AKRAM SHAIKH	FYIT
15	RIDDHI GIRISH MHATRE	FYIT
16	NIDHI SATYENDRA MISHRA	FYIT
17	PRINE PHILIP DSA	FYIT
18	MEET VIJAY SAVE	FYIT
19	GAYATRI SUNIL BHAMBID	FYIT
20	TANAYA VINAYAK PATIL	FYIT

STUDENT ATTENDANCE REPORT

Sr No	Student name	Class	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1	ARYA MILIND CHURI	FYIT	P	P	P	P	P	A	P	P	P	P
2	TEHZEEB JADIR PATEL	FYIT	P	P	A	P	P	P	P	P	P	P
3	SAKINA MERAJ PATEL	FYIT	P	P	P	P	A	P	A	P	P	P
4	GANESH SHRAVAN RAUT	FYIT	P	P	P	P	P	P	P	P	A	P
5	IZHAN DANISH SHAIKH	FYIT	P	P	P	P	P	P	P	P	P	P
6	RIMI RANJIT SARKAR	FYIT	P	P	P	P	P	P	P	P	P	P
7	KUSHAL NAVIN BHOIR	FYIT	P	A	P	P	P	P	P	P	P	P
8	ANNU JAYANT KUSHWAHA	FYIT	P	P	P	P	P	P	P	A	P	P
9	KRUSHIT CHIMAN RAUT	FYIT	P	P	P	P	P	P	P	P	P	P
10	PRITAM MANOJ DHANAWADE	FYIT	P	A	P	P	P	P	P	P	P	P
11	SUHANI DEVESH SINGH RAWAT	FYIT	P	P	P	P	P	P	P	P	P	A
12	SHREYA VIJAY PATIL	FYIT	P	A	P	P	P	P	P	P	P	P
13	BITTU SHANKAR DAS	FYIT	P	P	P	P	P	P	P	P	P	P
14	MOINUDDIN AKRAM SHAIKH	FYIT	P	P	A	P	P	P	P	P	P	P
15	RIDDHI GIRISH MHATRE	FYIT	P	P	P	P	P	P	P	P	P	A
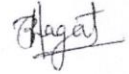
16	NIDHI SATYENDRA MISHRA	FYIT	P	P	P	A	P	P	P	P	P	P
17	PRINE PHILIP DSA	FYIT	P	P	P	P	P	P	A	P	P	P
18	MEET VIJAY SAVE	FYIT	P	A	P	P	P	P	P	P	P	P
19	GAYATRI SUNIL BHAMBID	FYIT	P	P	P	A	P	P	P	P	P	P
20	TANAYA VINAYAK PATIL	FYIT	P	P	P	P	P	P	P	P	P	P

Sr No	Student name	Class	S11	S12	S13	S14	S15	S16	S17	S18	S19	S 20
1	ARYA MILIND CHURI	FYIT	P	P.	A	P	P	P	P	P	P	P
2	TEHZEEB JADIR PATEL	FYIT	P	P	P	A	P	P	P	P	P	P
3	SAKINA MERAJ PATEL	FYIT	P	P	P	P	P	P	P	P	P	P
4	GANESH SHRAVAN RAUT	FYIT	P	P	P	P	P	P	P	P	P	P
5	IZHAN DANISH SHAIKH	FYIT	P	P	P	P	P	P	P	P	P	P
6	RIMI RANJIT SARKAR	FYIT	P	P	P	P	P	P	P	P	P	P
7	KUSHAL NAVIN BHOIR	FYIT	P	P	P	P	P	P	P	P	P	P
8	ANNU JAYANT KUSHWAHA	FYIT	P	P	P	P	P	P	P	P	P	P
9	KRUSHIT CHIMAN RAUT	FYIT	P	A	P	P	P	P	P	P	P	P
10	PRITAM MANOJ DHANAWADE	FYIT	P	P	P	P	P	P	P	P	P	P
11	SUHANI DEVESH SINGH RAWAT	FYIT	P	P	P	P	P	P	P	P	P	P
12	SHREYA VIJAY PATIL	FYIT	P	P	P	P	P	P	P	P	P	P
13	BITTU SHANKAR DAS	FYIT	P	P	P	P	A	P	P	P	P	P
14	MOINUDDIN AKRAM SHAIKH	FYIT	P	P	P	P	P	P	P	P	P	P
15	RIDDHI GIRISH MHATRE	FYIT	P	P	P	P	P	P	P	P	P	P

16	NIDHI SATYENDRA MISHRA	FYIT	P	P	P	P	P	P	P	P	P	P
17	PRINE PHILIP DSA	FYIT	P	P	P	P	P	P	P	P	P	P
18	MEET VIJAY SAVE	FYIT	P	P	P	P	P	P	P	P	P	P
19	GAYATRI SUNIL BHAMBID	FYIT	P	P	P	P	P	A	P	P	P	P
20	TANAYA VINAYAK PATIL	FYIT	P	P	P	P	P	P	P	P	P	P

Ms. Cynthia Shinde

Dr. Aswin D. Bhagat
HOD, IT Department

SYLLABUS COVERAGE DETAILS

Sessions Conducted by Ms. Cynthia Shinde

Sr. No.	Topics Covered	Date	Session Hours
1	**Time management** • Goal Setting. • Focus Mastery. • Personal Success. • Learning Strategies.	**12/09/2022**	**S1 (2 Hrs.)**
2	• Procrastination. • Motivation. • Tasks Management. • Case Study	**13/09/2022**	**S2 (2 Hrs.)**
3	**Communication** • **Assertive Verbal Skills:** Developing Assertiveness • **Assertive Verbal Skills:** Assertive Communication Techniques • Barriers to Effective Communication • Communicating with Confidence • Communicating with the C-Suite	**14/09/2022**	**S3 (2 Hrs.)**
4	• **Interpersonal skills.** • **Gestures and Postures** • **Technical/Formal communication.** • **Emotional**	**15/09/2022**	**S4 (2 Hrs.)**

	Intelligence: What is Emotional Intelligence? • **Emotional Intelligence:** Developing Self-Awareness		
5	• **Emotional Intelligence:** Developing Self-Regulation • **Emotional Intelligence:** Developing Self-Motivation • **Case study**	**16/09/2022**	**S5 (2 Hrs.)**
6	**Adaptability and Teamwork.** • Creative and Strategic thinking skills • Teamwork Skills • Team Building Skills	**17/10/2022**	**S6 (1 Hr.)**
7	• Organizational Skills • Performance Evaluation.	**18/10/2022**	**S7 (1 Hr.)**
8	• Leadership skills • Case Studies.	**19/10/2022**	**S8 (1 Hr.)**
9	**Problem-solving and Decision Making** • Conflict Management.	**20/10/2022**	**S9 (1 Hr.)**
10	• Studying Decision making.	**21/10/2022**	**S10 (1 Hr.)**
11	• Business Case studies.	**22/10/2022**	**S11 (1 Hr.)**
12	**Anger management.** • Psychology behind Anger Management. • 12 Symptoms of Problematic Anger in Adults	**14/11/2022**	**S12 (1 Hr.)**

13	• Optimistic Thinking	15/11/2022	S13 (1 Hr.)
14	• Meditation • Case study.	16/11/2022	S14 (2 Hrs.)
15	**IT Skills** • General Computer knowledge	10/12/2022	S15 (2 Hrs.)
16	• Microsoft Office Suit.	12/12/2022	S16 (2 Hrs.)
17	• Internet	13/12/2022	S17 (2 Hrs.)
18	• Data security	14/12/2022	S18 (1 Hr.)
19	• Cyber security	15/12/2022	S19 (1 Hr.)
20	• Operating Systems • PPT presentation	16/12/2022	S20 (2 Hrs.)

Certificate
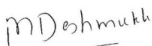
Sonopant Dandekar Arts, V.S. Apte Commerce and
M.H. Mehta Science College, Palghar

Address - Kharekuran road, Palghar. District - Palghar

CERTIFICATE
OF COMPLETION

THIS CERTIFICATE IS TO CERTIFY

Arya Milind Churi

has successfully completed certificate course on Technical Soft Skills Development,
organized by Department of Information Technology under the umbrella of Centre
for Excellence and Innovation from 12 September, 2022 to 16 December, 2022.

PROF. MAHESH DESHMUKH
CFEI -

DR. KIRAN SAVE
PRINCIPAL Principal
Sonopant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404

Sonopant Dandekar Arts, V.S. Apte Commerce and
M.H. Mehta Science College, Palghar

Address - Kharekuran road, Palghar. District - Palghar

CERTIFICATE
OF COMPLETION

THIS CERTIFICATE IS TO CERTIFY

Kushal Navin Bhoir

has successfully completed certificate course on Technical Soft Skills Development,
organized by Department of Information Technology under the umbrella of Centre
for Excellence and Innovation from 12 September, 2022 to 16 December, 2022.

PROF. MAHESH DESHMUKH
CFEI -

DR. KIRAN SAVE
PRINCIPAL Principal
Sonopant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404

Report

Course Report

1) **Course Name: - <u>Technical Soft Skills</u>**

2) **Summary of the course:**

Technical Soft Skills Development are not only technical knowledge and Communication skills but the complete personality development. Students in this course have learned about Time management, Communication skills, Adaptability and Teamwork, Problem-solving and Decision Making, Anger management, IT Skills. The course was executed on an offline mode.

Technical Soft Skills Development courses focuses on improving communication, teamwork, and problem-solving skills within technical concepts to bridge the gap between technical expertise and interpersonal effectiveness. Essential skills including effective communication, teamwork, Problem-solving, Decision Making, Anger management and IT Skills are usually included in this course. Participants gain proficiency in managing interpersonal communication in professional situations, working effectively in diverse teams, and clearly articulating complicated technical concepts. Technical professionals can build a collaborative work atmosphere, increase overall productivity, and progress their careers by developing their leadership and client-interaction skills.

3) **Date of Commencement:-** 12th September 2022

4) **Course completion date:-** 16th December 2022

5) **No of students enrolled:-** 20

6) **No. of student received certificates:-** 20

7) **Duration of the course: -** 32 hours.