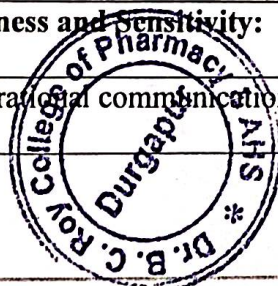




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Dr. Meghnad Saha Sarani, Bidhannagar, Durgapur-713206, West Bengal (India)

Course Level	Course Title		L	T	P	J	C	
Certificate Course (offline)	Soft Skills for Pharmacists		2	0	0	0	2	
Pre-requisite	NIL							
Course Coordinator	Mr. Aniruddha Lahiri							
Proposed Candidates	B. Pharma (I, II, III, IV)							
<b>Course Objectives:</b>								
1. To develop interpersonal and intrapersonal skills for the success of an organization 2. To enhance leadership skills 3. To gain effective life skills for time management and stress management								
<b>Expected Course Outcomes (CO):</b>								
1. Understand the attributes regarded as soft skills 2. Learn soft skills during presentation, group discussion and interviews 3. Develop positive attitude about oneself and others 4. Use positive body language in professional and personal arena								
<b>Module:1</b>	<b>Introduction to Soft Skills:</b>	<b>CO1</b>						<b>4 hours</b>
Understanding the basic concepts of Corporate soft skills, Importance of acquiring soft skills								
<b>Module:2</b>	<b>Know Thyself/Self Discovery:</b>	<b>CO3, CO2</b>						<b>8 hours</b>
SWOT analysis, Creativity and Innovation, Self-efficacy, EI, Work-life Balance, Communication Styles, Academic stress, Work-life balance, Conflict management, Domains and Learning Styles								
<b>Module:3</b>	<b>Developing positive Attitude:</b>	<b>CO3</b>						<b>4 hours</b>
Optimism, Positive leadership, Power of Positive Attitude, Attitude in Workplace, Overcoming Negative Attitude								
<b>Module:4</b>	<b>Body Language:</b>	<b>CO4</b>						<b>4 hours</b>
Body talk, voluntary and involuntary body language, forms of body language, uses of body language, improving your body language								
<b>Module:5</b>	<b>Etiquette and Manners:</b>	<b>CO2, CO4</b>						<b>6 hours</b>
Table manners and dining etiquette, telephone and email etiquette, hand shaking, grooming, annoying office habits								
<b>Module:6</b>	<b>Cultural Awareness and Sensitivity:</b>	<b>CO3, CO1</b>						<b>4 hours</b>
Gender Sensitivity, Inter-generational communication, communication in cross-cultural environment, Case studies								



*(Signature)*  
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M. Pharm., Ph.D. (Pharm.)  
Principal  
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	<b>Total Lecture hours:</b>	<b>30 hours</b>
<b>Text Book(s)</b>		
1.	Alex, K. (2009). <i>Soft Skills</i> . S Chand and Company Limited: New Delhi, India.	
<b>Reference Books</b>		
1	Storoni, Mithu. (2017). <i>Stress-Proof</i> . Tarcher Perigee: New York.	
2	Klaus, Peggy. (2007). <i>The Hard Truth about Soft Skills</i> . Collins Business: New York.	
3	Plach, S. K., Napholz, L. & Kelber, S. T. (2001). Differences in anxiety and role experiences among three age groups of women with heart disease. <i>Archives of Psychiatric Nursing</i> .	
4	Wilson, Gina M. (2021). <i>Skills That Build</i> . Bayfront Press: India.	
5	Almonte, Richard (2021). <i>A Practical Guide to Soft Skills</i> . Talor and Francis Limited: New Delhi.	
6	Beutell, Nicholas .(2022). <i>Soft Skills for Human Centered Management and Global Sustainability</i> . Routledge: New Delhi.	
<b>Mode of Evaluation:</b> Situational Role Play / Assignment / Quiz / Group Discussion / Seminar/ Mock Interview		
	<b>Date</b>	<b>9 September 2023</b>

Approved by

Prof. (Dr.) Samir Kumar Samanta

Principal

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