

Panipat Institute of Engineering & Technology

Department of CSE-AI&DS

LESSON PLAN

Subject: SSIC

Session: Jan.-June 2023-24

Subject code: OE-CS-AIDS-302

Semester: 6th

S. No	Topic	CO Covered	Assignment No.	Teaching Methodology
1	Unit-1: Introduction Need for communication, Process of communication	CO1	Assignment No. 1	Lecture Method
2	Barriers to communication and how to improve it			Lecture Method
3	Inter-cultural, Intra-cultural, Cross-cultural, International communication			Group Discussion, Simulation and role playing
4	Written and verbal communication			Using Verbal and Non-Verbal Aids
5	Visual communication: Signs, signals, and symbols			Using Verbal and Non-Verbal Aids
6	Silence as a mode of communication, and communication through questionnaires			Self-Assessment
7	Business letter writing			Lecture Method
8	Electronic communication.			Lecture Method
9	Preparation of promotional material, Value of time			Lecture method and Self-assessment Method
10	Non-verbal communication: body language, postures, and Gestures			Simulations and Role-Playing, and Group discussion
11	Organizational body language, Importance of listening, Emotional intelligence.			Simulations and Role-Playing, and Group discussion
12	Unit II: Business Cases and Presentations	CO2	Assignment No. 2	Lecture Method
	Letters within the Organizations			Lecture Method
13	Letters from top management			Lecture Method
14	Circulars and Memos			Lecture Method
15	Business Presentations to Customers and other stakeholders			Group discussion
16	Presenting a Positive Image through Verbal and Non-verbal Cues, Use of Audio-visual Aids			Lecture Method
17	Preparing and Delivering the Presentations			Lecture Method
18	Report Writing	Lecture Method		
19	Unit III: Individual Interaction and skills	CO3	Assignment No. 3	Interactive lecture, role Playing
	Basic interaction skills within family			Reflective journals and Self-assessment method
20	Society Personal and interpersonal intrapersonal skills			Interactive Lecture and Peer Discussion
21	Types of skills; conceptual, supervisory, technical, managerial			

22	Decision-making skills, Problem Solving skills			Interactive Lecture and Peer Discussion
23	Lateral Thinking: self-awareness and self-esteem			Self-assessment Method, and Reflective Journal
24	Group influence on interaction skills in human relations (examples)			Role Playing and Case Study
25	Unit IV: Leadership Skills Working individually and, in a team	CO4	Assignment No. 4	Discussion and Role Playing
	Leadership skills			Role Playing
26	Leadership Lessons through Literature Team work			Group Discussion and Role Playing
27	Team building Interpersonal skills - Conversation, Feedback, Compatibility, and their role in building team -			Group Discussion and Role Playing
28	Feed forward Interpersonal skills - Delegation, Humor, Trust, Expectations, Values, Status,			Group Discussion and Role Playing
29	Work Conflict Management			Group Discussion and Role Playing
30	Types of conflicts, how to cope with them			Group Discussion and Role Playing
31	Negotiation Skills, Types of Negotiation Strategies Selling skills			Role Playing and Case Study
32	Selling to customers, Selling to Superiors			Role Playing
33	Selling to peer groups, team mates & subordinates			Group Discussion and Role Playing
34	Conceptual selling, Strategic selling			Role Playing and Case Study