CIS College List of Soft Skills Courses

No.	COURSE NAME	Sub titles	NO. OF hours/Days
1.	Access to Employment	CV writing, Interview Skills Job Hunting	15 hours
2.	Behavior in Work Place	Comm. Skills, Business Ethics, Time Mgt., Team work, Stress Mgt Conflict resolution	15 hours
3.	Succeeding in Work place	Presentation Skills. Goal setting and a Life Plan, Problem Solving creatively	15 hours
4.	Advanced Employability	Negotiation Skills Strategic Thinking Leadership	15 hours
5.	Digital Marketing	Photoshop Video editing Forming business cards	20 hours
6.	Social Media (TOT)	Ads: Facebook Instagram YouTube	8 hours
7.	Project Cycle Management	Proposal writing Monitoring and evaluating	15 hours
8.	English Language	20 modules	60 hours
9.	Computer Skills	Microsoft Office	35 hours
10	Digital & Media Literacy	Microsoft office Basic computer skills	60 hours

11.	Life Skills	Self-love Passion Awareness Comm. Skills on personal level Emotions Positive Mindset	20 hours
12.	Positive Leadership	Building foundation of positive leadership Planning and preparation Organizational leadership planning	36 hours
13.	Team Building	Types and characteristics of teams Stages developing a team Systematic approach of team building	36 hours
14.	Entrepreneurship	Creative thinking Business Development	70 hours