

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified

GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A⁺** KCG-Dept of Edu. Got of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A⁺'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

Bachelor of Commerce (BCOM)

Semester - I

Course Code	UB1SECOM01	Title of the Course	Soft Skills - I
Total Credits of the Course	02	Hours per Week	02

Course Objectives	<ul style="list-style-type: none">• To motivate students for personal and professional growth.• To provide tools for success and character building.
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Unit	Description	Weightage (%)
1	Soft Skills <ul style="list-style-type: none">• Meaning & Definition Soft skills• Concept of Soft skills• Importance of Soft skills• Characteristics of Soft skills	50%
2.	Hard Skills <ul style="list-style-type: none">• Meaning & Definition of Hard skills• Importance of Hard skills• Characteristics of Hard skills• Components of Hard skills• Difference between Soft skills & Hard skills	50%

Teaching-Learning Methodology	<ul style="list-style-type: none">• Lecture Method• Online Lectures• Group Discussion• Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written	30%
2.	Internal Continuous Assessment in the form of Practical, Quizzes, Seminars, Assignments, Attendance	20%
3.	External Examination	50%

Course Outcomes	
1.	Understand about the different skills.
2.	Student will get idea about the skill they possess.
3.	Students will enough knowledge about skill development.

Suggested References	
Sr. No.	References
1	English for Job Seekers (Language and Soft Skills for the Aspiring) by Geetha Rajeevan, C.L.N. Prakash) Cambridge University Press pvt,Ltd.
2	New International Business English by Leo Jones and Richard Alexander. Cambridge University Press pvt,Ltd
3	Business Benchmark by Norman Whitby. Cambridge University Press pvt,Ltd
4	Peter, Francis. Soft Skills and Professional Communication. New Delhi: Tata McGraw Hill. 2012. Print.
5	Pareek U (1988) Organizational Behaviour Processes – Jaipur Rawat
6	Cartea, Wendy (1996) Communication Skills - Kogan Page India
7	(1996) Creativity & Problems solving - Kogan Page India
8	(1996) Recruitment & Interviewing Skills , New Delhi ; Kogan Page India

On-line resources to be used if available as reference material

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