

# 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<sup>+</sup>** KCG-Dept of Edu. Got of Gujarat-April 2017

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

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

## Bachelor of Business Administration (BBA-General)

### Semester - I

Course Code	UM1SEBBA01	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"><li>To motivate students for personal and professional growth.</li><li>To provide tools for success and character building.</li></ul>
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Unit	Description	Weightage (%)
1	<b>Soft Skills</b> <ul style="list-style-type: none"><li>Meaning &amp; Definition Soft skills</li><li>Concept of Soft skills</li><li>Importance of Soft skills</li><li>Characteristics of Soft skills</li></ul>	50%
2.	<b>Hard Skills</b> <ul style="list-style-type: none"><li>Meaning &amp; Definition of Hard skills</li><li>Importance of Hard skills</li><li>Characteristics of Hard skills</li><li>Components of Hard skills</li><li>Difference between Soft skills &amp; Hard skills</li></ul>	50%

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

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

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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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