

GANPAT UNIVERSITY									
FACULTY OF SOCIAL SCIENCES AND HUMANITIES									
Program		BACHELOR OF COMMERCE				Branch/Spec.		General	
Semester		IV				Version		1.0.0.0	
Effective from Academic Year			2025-26			Effective for the batch Admitted in			July 2024
Subject code		BSEC206				Subject Name			Soft Skills
Teaching scheme						Examination scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	02	00	00	00	02	Theory	25	25	50
Hours	02	00	00	00	02	Practical	00	00	00
<b>Pre-requisite:</b>									
Better acquaintance of soft skill for the personality development.									
<b>Objective:</b>									
To help learners develop their soft skills and develop their personality together with their academic skills. Developing professional and social skills to harness hidden strengths, capabilities and knowledge equip them to excel in real work environments and corporate life									
<b>Learning Outcomes/Course Outcomes:</b>									
Learners will be able to, Co1- Distinguish between soft and hard skills, recognizing their significance in personal and professional success. Co2- Implement effective time and stress management strategies to enhance productivity and well-being. Co3- Develop teamwork and leadership abilities to collaborate and lead effectively in various settings. Co4- Cultivate a positive attitude to support continuous personal and professional growth.									
<b>Theory syllabus</b>									
<b>Unit</b>	<b>Content</b>								<b>Hrs</b>
<b>1</b>	<b>Elements of Soft Skills - Time and Stress Management</b> Difference between soft skills and hard Skills, Introduction to soft skills, Importance of soft skills, improving soft skills and practising soft skills, attributes regarded as soft skills. <b>Time Management</b> - Time Management matrix, Steps of successful time management, Difference between time savers and time wasters. <b>Stress Management</b> - Sources of stress, effects of stress and stress management tips.								<b>15</b>
<b>2</b>	<b>Team and Attitude Building</b> <b>Team Building</b> - Team building and teamwork skills, characteristics of an effective team, role of team leader and team members. <b>Attitude Building</b> - Factors which form attitude, ways of changing attitude in person, obstacles in developing a positive attitude, developing a positive attitude, workplace attitude and power of positive attitude.								<b>15</b>
Exam: Theory 100 %,									
<b>Text Books</b>									
	Alex K. Soft Skills Know Yourself and Know the World, Sultan Chand & Sons New Delhi								
<b>Reference Books:</b>									
	B. N. Ghosh, Managing Soft Skills for Personality Development Tata McGraw Hill education Barun K. Mitra, Personality Development and Soft Skills, Oxford Press Gajendra S. Chauhan, Sangeeta Sharma, Soft Skills: An Integrated Approach to Maximize Personality, Wiley India M. S. Rao, Soft Skills - Enhancing Employability I. K. International Sherfield , Cornerstone: Developing Soft Skills, , Pearson India								
<b>Online Resources:</b>									
	<a href="https://onlinecourses.nptel.ac.in/noc20_hs16/preview (Swayam)( Soft Skill Development-By Prof. Priyadarshi Patnaik, Prof. V.N. Giri, Prof. D. Suar)"><u>https://onlinecourses.nptel.ac.in/noc20_hs16/preview (Swayam)( Soft Skill Development-By Prof. Priyadarshi Patnaik, Prof. V.N. Giri, Prof. D. Suar)</u></a>								