

GANPAT UNIVERSITY										
FACULTY OF MANAGEMENT STUDIES										
Program		Bachelor of Business Administration			Branch/Spec.		Marketing Management			
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	

### Pre-requisite:

Better acquaintance of soft skill for the personality development.

### Objective:

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

### **Learning Outcomes/Course Outcomes:**

On successful completion of the course, the students 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.

## Mapping of PO-CO and PSO-CO:

Course Outcome (CO) No.	PO-CO Mapping								PSO-CO Mapping					
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	2	2	2	2	2	1	1	2	1	2	1	2	2
CO2	2	2	2	3	2	2	1	1	2	1	2	1	2	2
CO3	2	2	3	2	2	2	1	1	2	1	2	1	2	2
CO4	2	2	2	2	2	2	1	1	2	1	2	1	2	2

## Theory syllabus

Unit	Content	Hrs
1	<b>Elements of Soft Skills - Time and Stress Management</b>	15
	<p>Difference between soft skills and hard Skills, Introduction to soft skills, Importance of soft skills, improving soft skills and practicing soft skills, attributes regarded as soft skills.</p> <p><b>Time Management</b> - Time Management matrix, Steps of successful time management, Difference between time savers and time wasters.</p> <p><b>Stress Management</b> - Sources of stress, effects of stress and stress management tips.</p>	
2	<b>Team and Attitude Building</b>	15
	<p><b>Team Building</b> - Team building and teamwork skills, characteristics of an effective team, role of team leader and team members.</p> <p><b>Attitude Building</b> - Factors which form attitude, ways of changing attitude in person, obstacles in developing a positive attitude, developing positive attitude, workplace attitude and power of positive attitude.</p>	

Exam: Theory 100%,

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## Text Books

Alex K. Soft Skills Know Yourself and Know the World, Sultan Chand & Sons New Delhi

## **Reference Books:**

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

## Online Resources:

[https://onlinecourses.nptel.ac.in/noc20\\_hs16/preview \(Soft Skill Development-By Prof. Priyadarshi Patnaik, Prof. V.N. Giri, Prof. D. Suar\)](https://onlinecourses.nptel.ac.in/noc20_hs16/preview)