

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: V
Syllabus with effect from : JUNE 2013

Paper Code: UB05SCOM07	Total Credit: 3
Title Of Paper: Soft Skills-I	

Unit	Description in detail	Weighting (%)
1	Soft Skills: An Introduction What is Soft Skills? Soft Skills – A man made skill Hard Skills v/s Soft Skills Importance of Soft Skills Types of Soft Skills Career and Soft Skills Identification of your Soft Skills	25 %
2	Driving our own growth How to motivate oneself: what is motivation and how to get it ? The process of identifying goals Working on self-esteem Values and Attitudes How to overcome doubts and innate fears Importance of persistence Making friends Rediscovering yourself	25 %
3	Learning to prioritize: The importance of managing time and money wisely How to regulate the way you spend time Developing the attitude to work hard How to counter procrastination Enjoying your work Planning work Organizing your work Preparing a blueprint of your priorities	25 %
4	The habit of learning everyday How to identify and develop your talents How to understand your strengths Multiple intelligences Learning styles Types of personality	25 %

Basic Text & Reference Books

- Shalini Verma, Enhancing Employability @ Sot Skills, Pearson, India.
- Dr. K. Alex, Soft Skills, S.Chand & Sons, India.
- Asha Kaul, Business Communication, Prentice Hall of India Private Limited, New Delhi, 2002.

