

**Sardar Patel University**  
**Programme : B.Com.**  
**Semester : V**  
**Syllabus with effective from:**

<b>Paper Code : UB05SCOM23</b>	<b>Total Credit : 3</b>
<b>Title Of Paper : Soft Skills -1</b>	

Unit	Description in detail	Weighting (%)
<b>1</b>	<b>Soft Skills : An Introduction</b> What is Soft Skill ? Soft Skills – A man made skill Hard Skills v/s Soft Skills Importance of Soft Skills Types of Soft Skills Career of Soft Skills Identification of your Soft Skills	<b>25 %</b>
<b>2</b>	<b>Driving Our Own Growth :</b> How to motivate oneself : what is motivation and how to get it ? The process of identifying goals Working on self-esteem Value and Attitudes How to overcome doubts and innate fears Importance of persistence Making friends Rediscovering yourself	<b>25 %</b>
<b>3</b>	<b>Learning to Prioritize :</b> 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 Team work Preparing blueprint of your priorities	<b>25 %</b>
<b>4</b>	<b>The habit of learning everyday :</b> How to identify and develop your talents How to understand your strengths Multiple intelligences Learning styles Types of personality , Self Etiquette , Rules of Etiquette	<b>25 %</b>

**Basic Text & References Books :**

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