



B. J. VANIJYA MAHAVIDYALAYA

(Autonomous)

(Grant-in-Aid)

(Affiliated to Sardar Patel University)

Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India

Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC

Syllabus as per the NEP 2020 with effect from December - 2024

Bachelor of Commerce (B. Com.)

Semester – II

Course Code	UB02SECOM02	Title of the Course	Soft Skills - I
Total Credits of the Course	02	Hours per week	02

Course Objectives:	<ol style="list-style-type: none">1) To develop self-awareness.2) To enhance leadership skills.3) To enhance decision making skill.4) To develop knowledge and skills to master in group discussion and personal interview skills.
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Course Content		
Unit No.	Description	Weightage (%)
1	Leadership Skills: <ul style="list-style-type: none">• Concept, Meaning and Needs of Leadership• Key Characteristics of Effective Leader• Leadership Skills• Leadership Style• Perspective of Leader	50%
2	Interviews and Group Discussion: <ul style="list-style-type: none">• Meaning and types of interviews• Common errors that candidates generally make at an interview• Dos and don'ts at Interview• Situation, task, action, and response (STAR concept) for facing an interview• Meaning and Methods of Group Discussion• Procedure of Group Discussion• Group Discussion - Common Errors	50%



Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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Internal and External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1)	Class Test (at least one)	15 (30%)	10 (40%)
2)	Quiz (at least one)	15 (30%)	05 (20%)
3)	Active Learning	05 (10%)	----
4)	Home Assignment	05 (10%)	05 (20%)
5)	Class Assignment	05 (10%)	----
6)	Attendance	05 (10%)	05 (20%)
Total Internal (%)		50 (100%)	25 (100%)
Final Examination (%)		50 (100%)	25 (100%)

Sr. No.	Course Outcomes: Having completed this course, the learner will be able to
1)	Understand the importance of communication in leadership.
2)	Recognize the implications of leadership style and its impact on team and organization performance.
3)	Develop the skills needed for approaching different types of interviews.
4)	Fosters the development of teamwork. Team members help each other out and share information. When students work together, they develop a sense of belonging and become closer friends

Sr. No.	Suggested References:
1)	On Becoming a Leader, Benis Warren.
2)	Leadership, North house G. Peter.
3)	The Complete Q&A Job Interview Book, Allen G. Jeffery.

On-Line Resources to be used as and when required.