



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 June – 2026

Bachelor of Business Administration (B.B.A.) (General)

Semester – V

Course Code	UM05SEBBA02	Title of the Course	Soft Skills
Total Credits of the Course	02	Hours per week	02

Course Objectives:	1) To equip students with essential skills for personal and professional success. 2) To enhance verbal and non-verbal communication techniques for effective interaction. 3) To focus on some theories and detailed tips to improve usage of career and self-development strategies.
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Course Content		
Unit No.	Description	Weightage (%)
1	Soft Skills: An Introduction • 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	50%
2	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 • Team work • Preparing blueprint of your priorities	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 Learning Outcomes: Having completed this course, the learner will be able to
1)	Effectively communicate through verbal/oral communication and improve the
2)	listening skills. Write precise briefs or reports and technical documents.
3)	Write precise briefs or reports and technical documents
4)	Actively participate in group discussion / meetings / interviews and prepare &

Sr. No.	Suggested References:
1)	Shalini Verma, Enhancing Employability @ Soft Skills, Person, India
2)	Dr. K. Alex, Soft Skills, S. Chand & Sons, India.
3)	Asha Kaul, Business Communication, Prentice Hall of India Private Limited, New Delhi, 2002.

Sr. No.	On-Line Resources available that can be used as Reference Material
1)	https://youtu.be/jY8nWva_0BQ
2)	https://youtu.be/kdYpqwEogFo