



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

UG Curriculum

PROGRAM	BA	BA(Hon)	B.Com	B.Com(Hon)	M.Com	MA - Eng	MA- Eco	MA- Psy
Tick ✓								

SEMESTER	1	2	3	4	5	6	7	8
Tick ✓								

SPECIALIZATIONS									
BA	Eco	Eng	Psy	Gen					
Tick ✓									
BCOM	Costing	Banking	Entrep	MKT	Fin & Acc	Mgt Acc	HRM	Bus Analytics	Gen
Tick ✓									

Name of the Department	Symbiosis Centre for Liberal Arts
Name of Head of Department	Prof.Dr.Hilda David
Title of the Course	Soft Skill and Personality Development
Course Code	HS37
Type of Course (New / Revised)	New
Number of Credits	3

Course Outcomes
CO 1: Read on Soft skills and their importance in our lives
CO 2: Explain SWOT analysis-learning to maximize success using SWOT, how to do a personal SWOT
CO 3: Determine Communication styles-types with examples, perception of each type of communication, quiz
CO 4: Focus on various communication skills/listening/ stress management etc.
CO 5: Explain Etiquette-social and corporate-Types, Presentation skills, Interview techniques etc.

DETAILS OF SYLLABUS		
UNIT NUMBER	DETAILS	NUMBER OF LECTURES
1	<ul style="list-style-type: none"> ▪ What are soft skills ▪ The importance of soft skills in our lives 	2



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2	<ul style="list-style-type: none"> ▪ What is Personality? ▪ Personality traits and tips to develop a good Personality 	2
3	<ul style="list-style-type: none"> ▪ Self-presentation- ▪ What is Self-presentation, ▪ Strategies of self-presentation 	2
4	<ul style="list-style-type: none"> ▪ SWOT analysis ▪ Learning to maximize success using SWOT ▪ How to do a personal SWOT 	2
5	<ul style="list-style-type: none"> ▪ Self-analysis ▪ Significance and methods of self-analysis 	2
6	<ul style="list-style-type: none"> ▪ Communication skills ▪ Process, elements, and importance ▪ Ways to improve communication 	2
7	<ul style="list-style-type: none"> ▪ Communication styles with examples ▪ Perception of each type of communication 	2
8	<ul style="list-style-type: none"> ▪ Assertiveness ▪ What is assertiveness ▪ Importance in today's world 	2
9	<ul style="list-style-type: none"> ▪ Non- verbal communication and it's types ▪ Importance and role of nonverbal communication ▪ Ways to improve our nonverbal communication 	2
10	<ul style="list-style-type: none"> ▪ Acing Time management ▪ What is time management ▪ Benefits of time management ▪ Strategies to improve time management 	2
11	<ul style="list-style-type: none"> ▪ Goal setting ▪ Importance of Goal setting ▪ Types of Goals, ▪ Ways to achieve goals 	2
12	<ul style="list-style-type: none"> ▪ Change management and change curve ▪ Impact of change ▪ Learning to manage change in our lives 	2
13	<ul style="list-style-type: none"> ▪ Stress Management ▪ What is stress and it's causes ▪ Techniques of stress management 	2
14	<ul style="list-style-type: none"> ▪ Listening skills ▪ Importance and types ▪ Ways to improve listening skills 	2
15	<ul style="list-style-type: none"> ▪ Team/group dynamics and group discussion ▪ Importance of group work ▪ Effective communication within a team 	2
16	<ul style="list-style-type: none"> ▪ Presentation skills ▪ Tips to make effective and engaging presentations 	2
17	<ul style="list-style-type: none"> ▪ Etiquette ▪ Social and corporate-Types ▪ Importance and impact of business and social etiquette 	2



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18	<ul style="list-style-type: none">▪ Interview techniques▪ Mock Interviews-Dos and don'ts, FAQ's▪ Tips on making a positive impression	2
19	<ul style="list-style-type: none">▪ Various activities with a practical approach based on everyday life situations	7
	Total Number of Hours	45

Reference List

Suggested Reference Books

- ✓ Soft skills & Life skills: The dynamics of success-Nishitesh and Dr. Bhaskara Reddy
- ✓ Soft Skills-Dr. Alex
- ✓ Managing Soft skills-K. R Lakshminarayan and T. Murugavel
- ✓ Soft skills and Professional Communication-Francis Peter S.J
- ✓ The Ace of Soft skills-Gopalswamy Ramesh and Mahadevan Ramesh
- ✓ Personality Development and Soft skills-Barun K. Mitra
- ✓ Soft Power: An introduction to Core & Corporate soft skills-Anitha Arunima

Prof.Dr.Hilda David

Name and Sign of Head