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03

(With effect from Academic Year 2011-2012)

B.B.A

Year: First

Semester II

Paper No: 207

Title of the Paper: Soft skills for managers

Marks: 100 Marks

Credits: 03

Marks:

Marks: Semester End Examination:

70 Marks

Continuous Internal Evaluation:

30 Marks

Unit	Detailed Syllabus	Teaching Hours	Marks/Weight
Unit 1	Project, report writing and proposal, how to write an effective report, basic of project writing and paragraph writing, paper reading and voice modulation	09	14
Unit 2	How to make a presentation, various presentation tools along with guideline of effective presentation, boredom factors in presentation as a part of job interview	09	14
Unit 3	Resume- writing skills, guideline for a good resume, how to face an interview, importance of posture and gestures and steps to successes in interviews, self introduction- high lighting positive and negative traits and self SWOT	09	14
Unit 4	Introduction to group discussion, debate and extempore, participation in group discussion, dealing with people in a group meeting, myths regarding group discussion, role as a group leader and group, do's and dont's of group discussion, role as a group leader and group member, art of effective listening	09	14
Unit 5	Concept of team management, team building approach and process of creating an effective team, developing interpersonal relations among team members, skills and abilities of team leader and team members, role of team in management	09	14

Break up of Continuous Internal Evaluation:

20/03/11

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| 1) | ASSIGNMENT _____ | 10 Marks |
| 2) | SEMINAR _____ | 10 Marks |
| 3) | TEST _____ | 10 Marks |

Total Marks: 30 Marks

Reference Books:

The Communication skill – Matthew McKey

Simply Rules for Achieving Everyday Communication Success – Steve Nakamoto

People Skill: How to Assert Yourself, Listen to others, and Resolve conflicts- Robert Bolton

Soft Skills for the Effective Manager - Kindle Edition - Kindle eBook (Apr. 3, 2011) by Swaminathan Sankaran

The People Skills You Need to Achieve Outstanding Results - Anthony C. Mersino

20/11/2011