

Seshadripuram Educational Trust  
**Seshadripuram Academy of Business Studies**  
**Value-Added Course Syllabus**  
**2018-19**

<b>1 Semester B.Com/BBA/BCA</b>	<b>No. of Hours</b>
Psychometric Test	
Ice-Breakers (Introduce Themselves)	1
Tenses	2
Direct - Indirect	2
Active – Passive	2
<b>Grammar Test</b>	1
Story Making	1
<b>Softskills:</b>	
Personal & Interpersonal Skills (IQ, Grooming, Common Sense, Body Language, Eye Contact)	2
Public Speaking (Speak on Topic)	2
Team Building	2
Listening Skills	1
SWOT Analysis & Self Awareness	1
Case Studies	2
Role Play 1,2,3	2
Reporting Skills (1,2,3)	6
Reading Comprehension (1,2,3,4,5,6)	1
Positive Attitude	1
Reading Comprehension (Test)	1
<b>Total</b>	<b>30</b>

<b>III Semester B.Com/BBA</b>	
Psychometric Test	
Ice-Breakers (Introduce Themselves)	1
<b>Grammar Test</b>	1
Tenses, Speeches	1
Story Making	1
<b>Softskills:</b>	
Leadership Skills	1
Professional Etiquettes(Body Language, Gestures, Attitude )	1
Critical Thinking	1
Public Speaking (Speak on Topic)	2
Writing Skills	2
SWOT Analysis & Self Awareness	1
<b>Aptitude:</b>	15
Level 1	
<b>Practical Classes (MS Office)</b>	3
MS Word, MS Excel, MS Powerpoint (1 hour Each)	
<b>Total</b>	<b>30</b>

**V Semester B.Com/BBA**

Psychometric Test	
Ice-Breakers (Introduce Themselves)	1
<b>Grammar Test</b>	1
<b>Softskills:</b>	
Leadership Skills	1
Professional Etiquettes	1
Body Language, Gestures, Attitude	1
Critical Thinking	2
Public Speaking (Speak on Topic)	2
Writing Skills	2
SWOT Analysis & Self Awareness	1
Presentation	
<b>Aptitude:</b>	9
Problems on Ages, Simple & Compound Interest	
<b>Practical Classes (MS Office)</b>	9
MS Word	
MS Excel	
MS Powerpoint	
<b>Total</b>	