

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi.**  
(Autonomous College)



Syllabus for Approval  
**Skill Based Course**  
**Certificate Course in Soft Skills**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
<b>1</b>	<b>Class</b>	F.Y.B.Com.( Banking & Insurance)
<b>2</b>	<b>Eligibility for Admission</b>	12th Pass in any stream or equivalent qualification Open category - Minimum 45% Reserved category- Minimum 40%
<b>3</b>	<b>Title of the Course</b>	Certificate Course in Soft Skills
<b>4</b>	<b>Passing Marks</b>	40%
<b>5</b>	<b>Syllabus and Evaluation</b>	30 Marks for Semester Exam + 20 Marks Continuous Internal Evaluation
<b>6</b>	<b>Duration</b>	30 Hrs.
<b>7</b>	<b>Level</b>	<del>P.G./ U.G./ Diploma / Certificate</del> (Strike out which is not applicable)
<b>8</b>	<b>Pattern</b>	<del>Yearly / Semester</del> (Strike out which is not applicable)
<b>9</b>	<b>Status</b>	New / <del>Revised</del> (Strike out which is not applicable)
<b>10</b>	<b>To be implemented from Academic Year</b>	From Academic Year 2021-22

Date:

Signature:

Name of BOS Chairperson / Dean: \_\_\_\_\_

AC- 25/10/2021

Item No-



**Rayat Shikshan Sanstha's  
KARMAVEER BHURAO PATIL COLLEGE, VASHI.  
NAVI MUMBAI**

**(AUTONOMOUS COLLEGE)**

Sector-15- A, Vashi, Navi Mumbai - 400 703

**Syllabus for Skill Based Course**

**Program: B.Com. Banking & Insurance**

**Course: Certificate Course in Soft Skills**

**(Choice Based Credit, Grading and Semester System  
with effect from the academic year 2021-22)**

**Syllabus of Skill Enhancement Course of  
B.Com. (Banking & Insurance) Programme  
with effect from the Academic Year 2021-22**

**Certificate Course in Soft Skills**

**Details of the Certificate Course:**

1. Credit	: 1
2. Eligibility	: 10+2
3. Duration	: 30 Hrs
4. Intake Capacity	: 30 Students
5. Fees Structure	: Rs. 2000

**Course Objectives:**

To impart training in personal development and professional skills for value addition of employability and industry placement.

**Learning Outcomes:**

By end of the course students will be able to,

1. Develop work life and social skills as well as personal an emotional well being
2. Demonstrating clear briefing and listing skills
3. Develop effective writing and communications skills
4. Know realistic perspective of work and work expectations
5. Formulate problem solving skills in making appropriate and responsible decisions

## *Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Goal Setting	03 session
2	Public Speaking	03 session
3	Self Confidence Development	03 session
4	Time Management	03 session
5	Fear and Stress Management	03 session
6	Social Manners	03 session
7	Effective Presentation Skill	03 session
8	Resume writing	03 session
9	Interview skill	03 session
10	Finishing skill	03 session

Sr. No.	Modules / Units
<b>1</b>	<b>Goal Setting</b>
	Introduction, basic principle, steps for drafting a goal, exercise & assignment.
<b>2</b>	<b>Public Speaking</b>
	How to present ideas, opening & closing of talk& how to make it interesting, E -concept, How to overcome barriers for non-performance & role plays.
<b>3</b>	<b>Self-Confidence Development</b>
	Game and exercise ,anchoring, basic changes for positive body language SWOT analysis , building positive attitude, view problems as opportunities, types of motivation & its relevance & assignment.
<b>4</b>	<b>Time Management</b>
	Time as a resource, identification of time wasters, time management styles and techniques and assignment.
<b>5</b>	<b>Fear and Stress Management</b>
	Introduction, impact, how to manage stress and overcome fear.
<b>6</b>	<b>Social Manners</b>
	Introduction, how to listen effectively, value of win-win situation, golden principles of human relations, emptying technique & assignment.
<b>7</b>	<b>Effective Presentation Skills</b>
	How to prepare ppt, how to use tools, conduct of ppt in smooth manner, optimum utilization of time in presentation. & Role plays
<b>8</b>	<b>Resume Writing</b>
	Drafting of resume, official letters, reports, crisp writing & assignment
<b>9</b>	<b>Interview Skills</b>
	How to prepare for interview ,how to answer the questions raised by interviewer. How to negotiate with interviewer? & Role plays
<b>10</b>	<b>Finishing Skills</b>
	Etiquettes, table manners, grooming, skincare, power dressing & role plays

## **Scheme of Evaluation**

### **Evaluation Scheme:**

<b>Evaluation System</b>	<b>Particular</b>	<b>Marks</b>
Term end Assessment	Written Test / Online Test	<b>30 Marks</b>
Internal Evaluation	Group discussion/ Role Plays/ Management Games/ Case Studies	<b>20 marks</b>
	<b>Total</b>	<b>50 Marks</b>

### **List of Reference Books:**

1. Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.
2. Alien, R. K.(1970) Organisational Management through Communication.
3. Ashley, A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
4. Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
5. Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
6. Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
7. Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
8. Bangh, LSue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
9. Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
10. Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.