

Shivaji University, Kolhapur
Programme: B. Com.
Level 4.5 Semester- II
Course Code: SEC (E) - II
SEC-II Soft Skills
(Introduced from June 2024)

Course Outcomes:

At the end of the course, students will be able to

1. Identify the soft skills among themselves and others
2. Develop soft skills and self-confidence
3. Apply leadership qualities in a professional context
4. Demonstrate various interview techniques
5. Analyse the emotions of one's own and others

2 Credits	50 marks (Semester end examination 40 and internal evaluation 10)	Total 30 hours
Unit No.	Course Content	No. of Hours
Unit-I	Introduction	15 hours
	Soft Skills <ul style="list-style-type: none"> • Need for soft skills, Difference between Soft skills and Hard skills • Life Skills: Attitude building, Emotional Intelligence, Self Esteem • Personality development: Concept, Types of personality, Elements of personality development, SWOC analysis, Goal setting, • Universal Human Values (Understanding self, society, and nature) 	
Unit-II		15 hours
	Interpersonal Skills <ul style="list-style-type: none"> • Creativity, Critical thinking • Problem-solving & Stress Management • Career Skills: Resume and job application, Group Discussion, Interview Skills, debate • Corporate Skills: Leadership Qualities, Negotiation Skills, Time Management • Social etiquette • Manners in conversations • Digital Literacy and social media- netiquettes, email writing, etc. 	

(As it is SEC, the time of this course can be utilized as 20% for theoretical knowledge and 80% for practical exercises and experiential learning)

Reference Books Recommended:

1. Personality Development and Soft-Skills, Barun K. Mitra Oxford University Press 2016.
2. An Introduction to Professional English and Soft Skills by Das et al, Cambridge University Press, 2012.
3. Soft Skills by K. Alex, S. Chand and Company, 2013
4. Personal Development for Life and Work by Masters and Wallace, Cengage Learning, 2011.
5. Managing Soft Skills for Personality Development by B.N. Ghosh, Tata McGraw Hill, 2012.
6. Soft Skills by K. Alex, S. Chand and Company, 2014.
7. Soft Skills and Employability Skills by Sabina Pillai and Agna Fernandez, Cambridge University Press-2018
8. Life Skills and Personality Development by Maithry Shinde and Jyotsna Sreenath, Cambridge University Press-2022

Nature of Question Paper
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Assessment: Formative assessment should be based on experiential learning and skill-oriented activities. Internal evaluation will consist of the practical test of 10 marks. Semester-end-examination will be for 40 marks.

Instructions:

1. Question 1 and 2 are compulsory.
2. Attempt any three questions from 3 to 6.

Total Marks 40

Time 90 minutes

Question No. 1	Multiple Choice Questions (8 questions)	8 Marks
Question No. 2	Write Short notes (Any two out of three)	8 Marks
Question No. 3	Practical question/ Case study (Skill oriented)	8 Marks
Question No. 4	Practical question/ Case study(Skill oriented)	8 Marks
Question No. 5	Practical question/ Case study(Skill oriented)	8 Marks
Question No. 6	Practical question/ Case study(Skill oriented)	8 Marks

(Questions should test skill enhancement)