



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	Centre for Skills Development
Name of Head of Department	Dr.Neelofar Raina
Title of the Course	Professional Skills
Course Code	SKL12
Type of Course (New / Revised)	Revised
Number of Credits	2
Date of Approval by BoS	26/10/21
Date of Implementation	2021

Course Outcomes
1.Take on new challenges and opportunities as it provides a hands-on experience to involve, prepare and participate in simulated interviews and group discussions.
2.Increase their knowledge and awareness of emotional competency and emotional intelligence at place of study.



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3. Realize one's potential through practical experience.

4. Explore desired career opportunities in the employment market in consideration of an individual SWOC Analysis.

5. Design, develop and adapt to situations as an individual and as a team

DETAILS OF SYLLABUS

UNIT NUMBER	DETAILS	NUMBER OF LECTURES
1	1.1. Resume Skills: i. Preparation & Presentation of a good Resume ii. Common Errors in the Preparation of a Resume 1.2. Interview Skills i. Preparation & Presentation for an Interview ii. Simulation of an Interview. iii. Common Errors made in an Interview.	8
2	2.1. Group Discussion Skills i. Meaning, Methods & Procedure of Group Discussion ii. Simulation of Group Discussion iv. Common Errors made in Group Discussion 2.2. Exploring Career Opportunities i. Knowledge of Self and the World ii. Sources of Career Information iii. Preparation for a Career	7
3	3.1 Presentation Skills i. Types & Purpose of a Presentation	



	<p>ii. Use of various Presentation Tools</p> <p>iii. Measures for improving Presentation Skills</p> <p>3.2 Trust and Collaboration</p> <p>i. Importance of Trust in a Collaborative Team</p> <p>ii. Spirit of Teamwork</p> <p>iii. Overcoming Fear</p> <p>3.3 Listening as a Team Skill</p> <p>i. Advantages of Effective Listening</p> <p>ii. Role Change- Listening as a Team Member and as a Team Leader</p>	9
4	<p>4.1. Brainstorming</p> <p>i. Brainstorming Techniques (Individual & Group)</p> <p>ii. Principles of Documentation of Team Session Outcomes</p> <p>4.2. Social and Cultural Etiquettes</p> <p>i. Need for etiquette</p> <p>ii. Aspects of social and cultural/corporate etiquette in promoting teamwork</p> <p>iii. Importance of time, place, propriety, and adaptability to diverse cultures</p> <p>4.3. Internal Communication</p> <p>i. Use of various channels of transmitting information including digital and physical, to team members.</p>	6
	Total Number of Hours	30 Hours
Reference List		



- David Allen (2002): Getting Things Done: The Art of Stress-Free Productivity, Penguin Group
- Osterwalder A. & Pigneur Y. (2010), Business Model Generation, Portable Version
- Tom Rath (2007), Strengths Finder 2.0, Gallup Press
- Subroto Bagchi (2012): The Professional Companion: How to Make the Best of your Workplace Skills, Penguin Publishers
- Eric Coryell (2019), Revolutionize Teamwork: How to Create and Lead Accountable Teams, Simple Truths
- Fitzpatrick B.W, Sussman B.C. (2015), Debugging Teams: Better Productivity Through Collaboration, O'Reilly Media

Suggested Websites

- Foundation Skills in IT (FSIT) - Refer the websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/fsit/>
- Global Business Foundation Skills (GBFS) – Refer websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs>

IT-ITeS Sector Skills Council readiness program namely Global Business Foundation Skills (GBFS) in website (<https://www.sscnasscom.com/ssc-projects/capacity-building-anddevelopment/training/gbfs/>), and Generic and the entrepreneurial NOS at NSQF Level 4 -7

Dr. Neelofar Raina
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Centre For Skill Development