



## 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 ✓          |         |         |        |     |           |         |     |               |     |

|                                       |                              |
|---------------------------------------|------------------------------|
| <b>Name of the Department</b>         | Centre for Skill Development |
| <b>Name of Head of Department</b>     | Dr.Neelofar Raina            |
| <b>Title of the Course</b>            | U Spark Future Ready         |
| <b>Course Code</b>                    | SKL08                        |
| <b>Type of Course (New / Revised)</b> | Revised                      |
| <b>Number of Credits</b>              | 3                            |
| <b>Date of Approval by BoS</b>        | 26/10/21                     |
| <b>Date of Implementation</b>         | 2021                         |

| Course Outcomes   |
|---|
| 1. List the importance of soft skills in their educational life and for their future.       |
| 2. Identify basic facts of SWOT, Communication, Team Work, Presentations, Time manager, etc |
| 3. Examine and break information into parts by identifying motives or causes.               |
| 4. Analyze case studies and practical exposure will make the understanding more relatable.  |



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5. Debate and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria

6. Express facts and ideas by organizing, comparing, interpreting, giving descriptions, and stating main ideas.

## DETAILS OF SYLLABUS

| UNIT NUMBER | DETAILS  | NUMBER OF LECTURES |
|-------------|--|--------------------|
| 1           | Introduction and Ice Breaker   | 2                  |
| 2           | Goal Setting <ul style="list-style-type: none"><li>• Why goal setting and importance of it</li><li>• Why people fail to make their GOALS</li><li>• How to consider some logical steps toward your goal.</li><li>• How to exhibit the importance</li><li>• Steps involved in filling out the details like: what, when, where and how for each step.</li><li>• Effective way of making GOALS</li></ul> | 4                  |
| 3           | Johari Window <ul style="list-style-type: none"><li>• Self-Assessment</li><li>• Incorporating with individuals and its impact on present and future</li></ul>  | 2                  |
| 4           | Business Communication <ul style="list-style-type: none"><li>• Importance of Business communication</li><li>• How to construct more logical and effective communication</li><li>• Will give them idea to illustrate their ideas to action</li><li>• Techniques of Business communication</li><li>• Do's and Don'ts</li></ul>   | 4                  |
| 5           | Writing skills <ul style="list-style-type: none"><li>• How to make ones writing skills more effective and keeping it crisp and clear</li><li>• Good and Bad examples</li></ul>   |                    |



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|    |  |   |
|----|--|---|
|    | <ul style="list-style-type: none"><li>• How to represent effective skills</li><li>• Proper structure and rearrange</li><li>• Common mistakes to be avoided</li></ul>   | 4 |
| 6  | Interpersonal skills <ul style="list-style-type: none"><li>• Importance of individuals and their core strength</li><li>• How to inculcate in day-to-day aspects</li><li>• Making it a habit</li></ul>  | 2 |
| 7  | Time Management <ul style="list-style-type: none"><li>• Self-assessment</li><li>• How to make one a great time manager</li><li>• Be intentional, prioritized, be focused and a critique</li><li>• Importance of Urgent and Priority</li></ul>                    | 2 |
| 8  | Public Speaking <ul style="list-style-type: none"><li>• Confidence building</li><li>• Differentiate between being polite and its justification</li><li>• How and when to use polite sentences</li><li>• Impromptu topics</li><li>• Sharing of feedback</li></ul> | 4 |
| 9  | Leadership <ul style="list-style-type: none"><li>• Examples of Leadership and Manager</li><li>• Application of skills at right time</li><li>• Self-awareness</li><li>• How to create situational awareness</li><li>• Effective negotiation skills</li></ul>      | 2 |
| 10 | SWOT <ul style="list-style-type: none"><li>• Understanding of individual SWOT</li><li>• How people perceive, correlate and how individuals perceive them selves</li><li>• Recommend a road map for self for on-going basis and omit mistakes</li></ul>           | 4 |



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|                                 |  |           |
|---------------------------------|--|-----------|
|                                 | <ul style="list-style-type: none"><li>● Road-map making for better understanding and analysing</li></ul>   |           |
| 11                              | <p>Presentation skills</p> <ul style="list-style-type: none"><li>● Tricks of making effective presentation: Structuring and signposting your presentation.</li><li>● Observe and learn</li><li>● Do's and Don'ts : Selecting and using the right visual aids.</li><li>● Managing nerves and anxiety.</li><li>● Non-verbal communication.</li></ul> | 4         |
| 12                              | <p>Team</p> <ul style="list-style-type: none"><li>● Setting clear purpose, goals and expectations for the team.</li><li>● How to build trust among team members.</li><li>● How to track how team members spend their time and keep motivating them.</li></ul>  | 4         |
| 13                              | Presentation Assessment  | 4         |
| 14                              | Field Trip   | 3         |
| <b>Total Number of Lectures</b> |  | <b>45</b> |

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