



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
Tick ✓								

Name of the Department	Centre for Skill Development
Name of Head of Department	Dr.Neelofar Raina
Title of the Course	Campus to Corporate
Course Code	SKL02
Type of Course (New / Revised)	New
Number of Credits	3

Course Outcomes
1. Identify one's competencies as per Corporate and Professional World Requirements
2. Interpret corporate communication and face the interview panel confidently, keeping in mind industry requirements.
3. Develop understanding of workplace demands and apply professional conduct.
4. Debate and have group discussions over a variety of social and economic topics



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5. Manage digital platforms for networking and bag internships

6. Create tailor made resumes and sample outlines to suit every sector

DETAILS OF SYLLABUS

UNIT NUMBE R	DETAILS	NUMBER OF LECTURES
1	<ul style="list-style-type: none">● Introduction and Ice Breaking● Managing and Setting Expectations● Professional & Workplace Grooming● Creating First Impressions through ABC● Confidence Building● Business Etiquettes	10
2	<ul style="list-style-type: none">● Change Management● Self-Motivation● Career Focus● Team Dynamics & Interpersonal Relations● Understanding Work Culture	10
3	<ul style="list-style-type: none">● Powerful Presentation Techniques● Visual Effects● Story Telling● Number Hooks● Writing a Professional Resume● Networking and Effective use of social media: Job Search● Digital Tools and Netiquettes● Essential Interview Skills: Offline and Online● Group Discussions● Skill Through Drill● One on One Personal Interviews	15



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4	<ul style="list-style-type: none">● Goal setting● SWOT Analysis● Decision Making● Problem Solving● Lateral Thinking and Out of BoxTime Management & Prioritizing	10
	Total Number of Lectures	45
Reference List Suggested Reference Books: <ul style="list-style-type: none">● Essentials of Business Etiquette by Barbara Pachter● Lateral Thinking: Edward De Bono● Eat that Frog: Brian Tracy● How to Talk to Anyone by Leil Lowndes● How to Win Friends & Influence People: Dale Carnegie Suggested Websites: <ul style="list-style-type: none">● https://www.mindtools.com/pages/article/interview_skills.htm● https://www.livecareer.com/resume/builder		

Dr. Neelofar Raina
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Centre For Skill Development