

The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce (Autonomous)

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Mithagar Road, Mulund East, Mumbai 400081

Re-Accredited (4th Cycle) by NAAC with 'A' Grade



Syllabus for F.Y.B.Com./ F.Y.B.Sc.

(Implemented AY 2023-2024)

Program: B.Com./ B.Sc.

Semester II

Course Title: Soft Skills for Employability

Course Code	Paper Title	Credits
	Soft Skills for Employability	04

Syllabus as per **Choice Based Credit System (CBCS)**

Semester	: II
Name of the Programme	: FYBCom/ FYBSc
Course	: Open Elective (OE)
Course Code	:
Course Title	: Soft Skills for Employability
Course content	: Syllabus enclosed
Reference(s)	: Given in the Syllabus
Credit Structure	:
Number of Credits per Semester	: 04
Number of Lectures per unit	: 15
Number of Lectures per week	: 04
Number of Tutorials per week	:
Scheme of Examination	: Semester End Examination (60 marks), Internal Assessment (40 marks)
Special Notes, if any	: NA
Eligibility, if any	: As laid down in the College Admission Brochure/ Website
Fee Structure	: As per College Fee Structure specifications
Special Ordinances / Resolutions, if any	: No

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Programme: FYBCom/ FYBSc

Course Title: Soft Skills for Employability

Semester: II

Course: Open Elective

Course Code:

Teaching Scheme (Hrs/week)				Continuous Internal Assessment (40 marks)					SEE (60 marks)	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab/ Tut.	Written	
4		-		15	15	10	-	-	60	100
Duration of Semester End Examination: 2 hours										

Prerequisites:

Basic competence in English

Basic interest in written and spoken communication

Course Objectives:

1. To understand group communication techniques
2. To develop and improve formal writing skills for official correspondences
3. To learn soft skills for effective output at the workplace
4. To develop and conform to workplace etiquettes
5. To equip with strategies and techniques to successfully face an interview

Course Outcome: On successfully completing the course, the learners will be able to:

1. apply techniques of group communication for effective outcomes
2. develop and improve formal writing skills for official correspondence
3. effectively employ soft skills at the workplace
4. implement and follow workplace etiquettes
5. face interviews efficiently

Course Content:			
Unit No.	Module No.	Content	Lectures
1	I	Interpersonal Communication Interviews – concept, need and importance of interviews, types of interviewers, types of interviews, the interview process	15
2	I	Group Communication Meetings – definition, importance, types of meetings, role of chairperson and participants in a meeting, notice and agenda making, resolutions Group Discussion: Techniques and Skills required	15
3	I	Soft Skills and the Workplace Types of soft skills – teamwork, work ethic, organisational skills, multi-tasking, leadership skills Etiquette – telephonic/ corporate	15
4	I	Formal Writing Skills Job Application Letter (with Resume) Job Acceptance Letter Job Resignation Letter Request for Recommendation Letter	15
Total number of lectures			60

Beyond the Syllabus

Other activities: Role play, presentations, formal letter writing

Teaching Methodology

Lectures, Flipped Classroom, Presentations, ICT, Case Studies, Demonstrations, Role play, Workshops, Guest Lectures

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Internal Assessment (Semester II)		
Sr. No.	Particulars	Marks
1.	Class Test	15
2.	Project/ Assignment	15
3.	Class Participation and Presentation	10
Total Marks		40

Semester End Examination – Question Paper Pattern (Semester II)		Duration: 2 hours
Q. No.	Question Type	Marks
1.	Essay (1/3) (Unit 1)	15
2.	Essay (1/3) (Unit 2)	15
3.	Essay (1/3) (Unit 3)	15
4.	Letter Writing (2/4) (Unit 4)	15
Total Marks		60

Recommended Resources
Textbooks:
<i>Soft Skills: Enhancing Employability</i> by M.S. Rao
Reference Books:
Anderson, Lydia E. <i>Professionalism: Skills for Workplace Success</i> . Pearson Education/ Prentice Hall, 2011.
Ashley, A. <i>A Handbook of Commercial Correspondence</i> , Oxford University Press, 1992.
Aswalthapa, K <i>Organisational Behaviour</i> , Himalaya Publication, 1991.
Balan, K.R. and Rayudum C.S. <i>Effective Communication</i> , Beacon, 1996.
Barkar, Alan. <i>Making Meetings Work</i> , Sterling Publications Pvt. Ltd, 1993.
Basu, C.R. <i>Business Organisation and Management</i> , T.M.H. 1998.
Benjamin, James. <i>Business and Professional Communication Concepts and Practices</i> , HarperCollins College Publishers, 1993.
Black, Sam. <i>Practical Public Relations</i> , E.L.B.S., 1972.
Cottrell, Stella. <i>Skills for Success: The Personal Development Planning Handbook</i> . Macmillan, 2003.
French, Astrid. <i>Interpersonal Skills</i> . Sterling Publishers, 1993.
Garlside, L.E. <i>Modern Business Correspondence</i> , McDonald and Evans Ltd, 1980.
Ghanekar, A <i>Communication Skills for Effective Management</i> . Everest Publishing House, 1996.

Graves, Harold F. *Report Writing*, Prentice Hall, 1965.

Hind, David W. G., and Stuart Moss. *Employability Skills*. Business Education Publishers Ltd, 2005.

Kaul, Asha. *Business Communication*, Prentice-Hall, 2013.

Lesikar, Raymond V and Petit, John D. *Business Communication: Theory and Application*, Richard D. Irwin Inc, 1994.

Martin, Rob. *Employability Skills Explored*. Learning and Skills Network, 2008.

Merrihue, William. *Managing by Communication*, McGraw Hill, 1960.

Monippalli, M.M. *The Craft of Business Letter Writing*, T.M.H, 1997.

Montagu, A and Matson, Floyd. *The Human Connection*, McGraw Hill, 1979.

Phillip, Louis V. *Organisational Communication – The Effective Management*, Columbus Grid Inc., 1975.

Stephenson, James. *Principles and Practice of Commercial Correspondence*. Pilman and Sons Ltd. 1988.

Trought, Frances. *Brilliant Employability Skills: How to Stand Out From the Crowd in the Graduate Job Market*. : Prentice Hall, 2011.

E-resources:

https://www.researchgate.net/publication/275769263_The_New_Soft_Skills_for_Employability

<https://www.ijcspub.org/papers/IJCSP22D1034.pdf>

Interview tips | Prospects.ac.uk. http://www.prospects.ac.uk/interview_tips.htm

<https://www.arcjournals.org/pdfs/ijmsr/v5-i11/3.pdf>

http://psydilab.univer.kharkov.ua/resources/ucheba/softskills/Chapter_1_Introduction.PDF

Syllabus prepared by

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