

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 (4<sup>th</sup> 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 I

**Course Title: Soft Skills for Effective Personality**

Course Code	Paper Title	Credits
	Soft Skills for Effective Personality	04

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

Semester	: I
Name of the Programme	: FYBCom/ FYBSc
Course	: Open Elective (OE)
Course Code	:
Course Title	: Soft Skills for Effective Personality
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 Effective Personality

Semester: I                      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 create awareness about the significance of soft skills in professional and inter-personal communications
2. To help learners understand various positive personality traits
3. To understand various non-verbal forms of communication
4. To facilitate holistic development
5. To enhance confidence

Course Outcome: On successfully completing the course, the learners will be able to:
1. understand, analyse and exhibit an accurate sense of the affective self
2. gain competence in effective non-verbal communication techniques
3. develop an understanding of various personality traits exhibited by people
4. build one's own personality effectively
5. present themselves confidently in both professional and personal situations

Course Content:			
Unit No.	Module No.	Content	Lectures
1	I	Communication Skills	15

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		ICT-enabled communication Verbal and Non-verbal communication Barriers to Communication	
<b>2</b>	I	<b>Soft Skills and Personality Traits</b> Types of soft skills – assertiveness, critical thinking, decision making, positive attitude	<b>15</b>
<b>3</b>	I	<b>Soft Skills for Success</b> Negotiation skills– conflict resolution Etiquette – netiquette/ social Emotional Quotient: Strategies and Techniques	<b>15</b>
<b>4</b>	I	<b>Presentation Skills</b> Elements of an effective presentation Use of PPT Public Speaking	<b>15</b>
Total number of lectures			<b>60</b>

**Beyond the Syllabus**

Other activities: SWOT Analysis, presentations, group discussions, use of e-learning, extempore, simulations, etc.

**Teaching Methodology**

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

**Internal Assessment (Semester I)**

Sr. No.	Particulars	Marks
1.	Class Test	15
2.	Project/ Assignment	15
3.	Class Participation and Presentation	10
Total Marks		40

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Semester End Examination – Question Paper Pattern (Semester I)		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.	Speech writing (1/3) (Unit 4)	15
Total Marks		60

Recommended Resources
<b>Textbooks:</b>
<i>Communication Skills In English</i> – Reliable Publications
<b>Reference Books:</b>
Adler, R.B., Rosenfeld, L.B. and Proctor, R.F. <i>Interplay: The Process of Interpersonal Communication</i> . 10th ed. Oxford University Press, 2007.
Adler, Ronald B. and Rodman, George Rodman R. <i>Understanding Human Communication</i> . 8th ed. Oxford University Press, 2003.
Agee, W.K., R.H. Ault and E. Emery, eds <i>Introduction to Mass Communication</i> . Harper and Row, Publishers, 1979.
Ahuja, B.N. and S.S. Chopra. <i>Communication</i> . Surjeet Publications, 1989
Albrecht, T.L. and M.B. Adelman, eds, 1987a, <i>Communicating Social Support</i> . Sage, 1987.
Allport, G.W., <i>Personality: A Psychological Interpretation</i> . Holt, 1937.
Argyle, Michael. <i>Bodily Communication</i> . 2nd ed. Routledge, 1988.
Argyle, Michael. <i>The Psychology of Interpersonal Behaviour</i> . 5th ed. Penguin, 1994.
Bagozzi, Richard P., Gurhan-Canli, Zeynep and Priester, Joseph R. <i>The Social Psychology of Consumer Behaviour</i> . Open University Press, 2002.
Baron, R.A., Branscombe, N.R. and Byrne, D.E. <i>Social Psychology</i> . 12th ed.: Pearson/Allyn and Bacon, 2009.
Beebe, Steven A., Beebe, Susan J. and Redmond, Mark V. <i>Interpersonal Communication: Relating to Others</i> . 4th ed. Pearson/Allyn and Bacon, 2005.

- Bettinghaus, Erwin Paul and Cody, Michael J. *Persuasive Communication*. 5th ed. Harcourt Brace College Publishers, 1994.
- Crigler, Ann N. *The Psychology of Political Communication*. University of Michigan Press, 1996.
- Dunn, Dana, Halonen, Jane S. and Smith, Randolph A. *Teaching Critical Thinking in Psychology: A Handbook of Best Practices*. Wiley-Blackwell, 2008.
- Ekman, Paul. *Emotions Revealed: Understanding Faces and Feelings*. Phoenix, 2004.
- Feist, Jess and Feist, Gregory J. *Theories of Personality*. 7th ed. McGraw-Hill Higher Education, 2009.
- Freeman, Sarah: *Written Communication*. Orient Longman, 1977.
- Gackenbach, Jayne. *Psychology and the Internet: Intrapersonal, Interpersonal, and Transpersonal Implications*. 2nd ed. Academic Press, 2007.
- Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. CUP, 2004
- Hargie, Owen and Dickson, David (2004) *Skilled Interpersonal Communication: Research, Theory, and Practice*. Routledge, 2004.
- Harris, Richard Jackson. *A Cognitive Psychology of Mass Communication*. 4th ed. L. Erlbaum Associates, 2004.
- Hartley, Peter. *Interpersonal Communication*. Routledge, 1999.
- Krippendorff, Klaus and Bermejo, Fernando. *On Communicating*. Routledge, 2009.
- Maslow, Abraham H. and Frager, Robert. *Motivation and Personality*. 3rd ed. Harper and Row, 1987.
- McLean, Scott. *The Basics of Interpersonal Communication*. Pearson, 2005.
- Meyer, Joyce. *Managing Your Emotions: Instead of Your Emotions Managing You!* Warner Books, 2002.
- Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
- Mohan Krishna & Singh, N. P. *Speaking English Effectively*. Macmillan India, 1995.
- Ryckman, Richard M. *Theories of Personality*. Thomson Wadsworth, 2008.
- Stiff, James B. and Mongeau, Paul A. *Persuasive Communication*. Guilford Press, 2003.
- Wilmot, William W. and Hocker, Joyce L. *Interpersonal Conflict*. McGraw-Hill, 2007.

E-resources:

<https://egyankosh.ac.in/bitstream/123456789/77160/1/Unit-3.pdf>

<https://www.sirc-icai.org/images/cabf/Soft%20Skills%20&%20Personality%20Development.pdf>

[https://www.researchgate.net/profile/Vijay-More-5/publication/310613314\\_Soft\\_Skills\\_Personality\\_Development/links/5833e20b08aef19cb81cbb75/Soft-Skills-Personality-Development.pdf](https://www.researchgate.net/profile/Vijay-More-5/publication/310613314_Soft_Skills_Personality_Development/links/5833e20b08aef19cb81cbb75/Soft-Skills-Personality-Development.pdf)

Syllabus prepared by

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