

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Syllabus

(2019-20)

English

SOFT SKILLS AND COMMUNICATION SKILLS I & II

w.e.f.2019-20

Rajarshi Shahu Mahavidyalaya Autonomous, Latur

B. voc. Second Year

English

(MCQ + Theory Pattern)

Semester – III

Course Code	Course Title	Lect . per Week	Lect . per Sem .	Marks			Credit
				Internal	External	Total	
U-SCS-426	SOFT SKILLS AND COMMUNICATION SKILLS -	04	60	40	60	100	04

Semester – IV

Course Code	Course Title	Lect. per Week	Lect. per Sem.	Marks			Credit
				Internal	External	Total	
U-SCS-524	SOFT SKILLS AND COMMUNICATION SKILLS - II	04	60	40	60	100	04

Rajarshi Shahu Mahavidyalaya Autonomous, Latur
English
B. voc. Second Year
(Semester-IV)

Course Title – SOFT SKILLS AND COMMUNICATION SKILLS - I

Course Code- U-SCS-426

Max. Marks: 100
Total Lectures: 60

Credits: 04

Objectives:

- i) To enhance learners' soft skills by giving adequate exposure in the related sub- skills.
- ii) To acquaint the learners with moral values and its necessity.
- iii) To help learners to recognize and make use of soft skills in professional life.

Course Outcomes:

- i) Students will be aware of soft skills and the related sub-skills. They will focus a lot on Problem-solving and decision making to achieve the goals.
- ii) Students will understand the inevitability of moral values.
- iii) Students will get exposure to develop their attitude.

Unit I Introduction to SoftSkills

- i) Definition of Soft skills
- ii) Need of soft skills
- iii) Nature and scope of soft skills
- iv) Acquiring and Advantages of soft skills

Unit II Soft Skills

- i) Critical, Creative and Positive thinking
- ii) Self-Management
- iii) Problem-solving Skills
- iv) Effective teamwork Skills

Unit III Values

- i) Meaning
- ii) Importance of values
- iii) Kinds of values
- iv) Concept of morality, character, duty and virtue

Unit IV Attitude

- i) Positive Attitude
- ii) Negative Attitude
- iii) Neutral Attitude

References:

1. Seven habits of highly effective peoples by Stephen Covey, Simon & Schuster; India Only edition (21 November 2013), **ISBN-10:** 1471131823
2. Marketing Management by Philip Kotler, Pearson Education; Fifteenth edition (10 August 2017), **ISBN-10:** 9789332587403
3. Soft Skills by Ajay R. Tengse, Orient Black Swan Pvt. Ltd Hyderabad, India. 2015, **ISBN-978- 81-250-5879-3.**
4. Effective Communication Skills by Dr. Kul Bhushan Kumar and R.S. Salaria, Khanna Book Publishing co.(p)LTD, New Delhi, 2018. **ISBN- 978-93-82609-94-**

Rajarshi Shahu Mahavidyalaya Autonomous, Latur
English
B. voc. Second Year
(Semester-IV)

Course Title – SOFT SKILLS AND COMMUNICATION SKILLS - II
Course Code- U-SCS-524

Max. Marks: 100
Total Lectures: 60

Credits: 04

Objectives:

- i) This course helps students to select their professional career as per their inborn qualities
- ii) The course develops many soft skills among students which are essential in all types of careers.
- iii) To help the learner to develop proper attitude and personality.

Course Outcomes:

- i) By giving adequate exposure in soft skills and the related sub-skills
the students enhanced the entrepreneur skills.
- ii) The learners will develop their attitude and personality.
- iii) The learners understand and use leadership qualities in their life.

Unit I Career selection

- i) Skill of selection career ii) Finding out inborn qualities and interest. iii) Interest- attraction or love
- iv) Entrepreneurship: definition, definition of entrepreneur, qualities of entrepreneur, scope and limitations of entrepreneurship v) Business: - definition of business, definition of businessman, qualities of businessman, scope and limitations of businessman. vi). Service: definition of service, service sectors in India and Abroad, scope and limitation of service

Unit II Components of Attitude

- i) Formation of Attitude
- ii) Emotional, Behavioral and Cognitive.
- iii) Functions of Attitude.

Unit III Leadership and Team Management

- i) Definition of leader ii) Qualities of leader iii) Duties of leader
- iv) Definition of team v) Importance of team vi) Formation of team vii) Management of team.

Unit IV Personality Development

- i) Definition of personality ii) External factors affecting personality
- iii) Internal factors affecting personality iv) Meditation
- v) Use of meditation as a tool to achieve health and wealth.

References:

1. Soft Skills by Ajay R. Tengse, Orient Black Swan Pvt. Ltd
Hyderabad, India. 2015, **ISBN-978-81-250-5879-3.**
2. Marketing Management by Philip Kotler, Pearson Education; Fifteenth
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