

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Department of English

Soft-Skills and Personality Development-III & IV

B.Voc.II

Syllabus

(2022-23)

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-SPD-417	Soft-Skills and Personality Development-I	04	60	40	60	100	04

Semester – IV

Course Code	Course Title	Lect. per Week	Lect. per Sem.	Marks			Credit
				Internal	External	Total	
U-SPD-524	Soft-Skills and Personality Development-II	04	60	40	60	100	04

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
English
B. Voc. Second Year
(Semester-III)

Course Title: Soft-Skills and Personality Development-I
Course Code- U-SPD-417

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:

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

Unit I Introduction to Soft Skills

- 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 Ethical 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

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

Course Title: Soft-Skills and Personality Development -II
Course Code- U-SPD-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

1. **Skill of selection career:** Finding out inborn qualities and interest.
Interest- attraction or love
2. **Entrepreneurship:** definition, definition of entrepreneur, qualities of entrepreneur, scope and limitations of entrepreneurship
3. **Business:** - definition of business, definition of businessman, qualities of businessman, scope and limitations of businessman.
4. **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

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 edition (10 August 2017), ISBN-10: 9789332587403
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