

Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)
U G-B.VOC SecondYear (Semester-III)
Course Code-
Course Title –SoftSkills-I

Max. Marks: 60
Total Lectures: 60

Lectures: 50

Credits: 04
Practical: 10

Learning Objectives:

1. To enhance learners soft skills by giving adequate exposure in the related sub-skills.
2. To acquaint the learners with moral values and its necessity.
3. 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-1: Introduction to Soft Skills

- 1) Definition of Soft skills
- 2) Need of soft skills
- 3) Nature and scope of Soft skills
- 4) Acquiring and Advantages of soft skills.

To be assessed through MCQ, short /long answer questions.

UNIT-2: Soft Skills

- 1) Critical, Creative and Positive thinking
- 2) Self-Management
- 3) Problem-solving Skills
- 4) Effective teamwork Skills

To be assessed through MCQ, short /long answer questions.

UNIT-3 Values

- 1) Meaning 2) Importance of values 3) Kinds of values
- 4) Concept of morality, character, duty and virtue

UNIT-4: Attitude

- 1) Positive Attitude 2) Negative Attitude 3) Neutral Attitude

Reference Books:

- 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

U G-B.VOC Second Year (Semester-III)

Course Code-

Course Title –Soft Skills-I

Time: 3 Hrs.

Max Marks: 60

Note:

- i. Attempt all Questions.**
- ii. All questions carry equal marks.**
- iii. Draw neat diagrams and sketches wherever necessary.**

Q. 1. Short Answer questions (Any six out of Eight) 6x5 = 30 marks

Long answer type questions (With internal choice) = 10 marks
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Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)
U G-B.VOC Second Year (Semester-IV)
Course Code-
Course Title –SoftSkills-II

Max. Marks: 60
Total Lectures: 60

Lectures: 50

Credits: 04
Practical: 10

Learning Objectives:

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

Learning Outcomes:

After successful completion of this course, students will be able to:

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

Unit I Career selection
1. Skill of selection career 2. Finding out inborn qualities and interest. 3. Interest- attraction or love 4. Entrepreneurship: definition, definition of entrepreneur, qualities of entrepreneur, scope and limitations of entrepreneurship 5. Business:- definition of business, definition of businessman, qualities of businessman, scope and limitations of businessman. 6. Service: definition of service, service sectors in India and Abroad, scope and limitation of service
Unit II Components of Attitude
a) Formation of Attitude b) Emotional, Behavioral and Cognitive. c) Functions of Attitude.
Unit III Leadership and Team Management
a) Definition of leader b) Qualities of leader c) Duties of leader d) Definition of team e) Importance of team f) Formation of team g) Management of team.
Unit IV Personality Development
a) Definition of personality b) External factors affecting personality c) Internal factors affecting personality d) Meditation e) Use of meditation as a tool to achieve health and wealth.

Reference Books:

- 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
- 3) 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

U G-B. VOC Second Year (Semester-IV)

Course Code-

Course Title – Soft Skills-II

Time: 3 Hrs.

Max Marks: 60

Note:

- i. Attempt all Questions.**
- ii. All questions carry equal marks.**
- iii. Draw neat diagrams and sketches wherever necessary.**

Q. 1. Short Answer questions (Any six out of Eight) 6x5 = 30 marks

Long answer type questions (With internal choice) = 10 marks
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