

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

Title of the Course: Foundation of Human Skills

Programme: Bachelor of Commerce (Management Studies) Semester-I

Syllabus for 2 credits

From the academic year-2024-2025

Name of the Course: Foundation of Human Skills

Sr. No.	Heading	Particulars
1	Description the course :	Learners will acquire the essential abilities needed to thrive in various personal and professional contexts. These skills enable individuals to communicate effectively, collaborate with others, manage their emotions and relationships, and adapt to changing situations. Understanding human skills helps people confidently handle social interactions, form strong connections with others, and reach their goals faster and more effectively
2	Vertical :	Major
3	Type :	Theory
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: <ol style="list-style-type: none">1. To comprehend the concept of individual behaviour, attitude, Johari window and learning,2. To understand organisational culture, organisational change & creativity and organisational development.	
8	Course Outcomes: <ol style="list-style-type: none">1. Learners will be able to understand the factors contributing to individual differences, personality and attitude, Johari window, perception and team effectiveness.2. Learners will acquire knowledge of organisational culture, organisational change & creativity and organisational development.	

9	Module: 1 Understanding of Human Nature (15 Hours)	
	<ul style="list-style-type: none"> • Individual Behaviour: Concept of a human, individual differences, factors affecting individual differences and Influence of environment. • Attitude: Meaning, Features, Components (Cognitive, Affective and Behavioural), Functions (Knowledge, Value expressive, Self-esteem, Impression, Motivation and Ego-defensive) Ways of changing Attitudes-Providing new information, Fear, Persuasion, Co-opting approach and influence of friends and peers) and Concept of understanding self through Johari Windows. • Learning: Meaning, Characteristics, Theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence: meaning, factors and types (Spiritual Quotient, Emotional Quotient, Intelligence Quotient.) 	
	Module 2: Understanding Organisational Culture, Organisational Change and Creativity and Organisational Development (15 Hours)	
	<ul style="list-style-type: none"> • Organisational Culture: Characteristics of organisational culture. Types, functions and barriers of organisational culture and Ways of creating and maintaining effective organisation culture. • Organisational Change and Creativity: Meaning, Features, Kurt Lewins Model of Organisational Change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making and what is creative problem solving? • Organisational Development: Meaning, Need, Techniques <p>Stress: Meaning, Causes, Consequences and Organisational approaches to dealing Job Stress.</p>	
10	References: <ul style="list-style-type: none"> • Aswathappa, K. al Behaviour. Himalaya Publishing House, 2017. • Fred Luthans et. al, Organisational Behaviour. Information Age Publishing, 2021. • Harold Koontz, Essentials of Management. Tata McGrawhill, 2020. • John W. Newstrom and Keith Davis. al Behaviour. Tata McGrawhill, 2001. • Kathrin Deshotels. Emotional Intelligence 2.0. Ingram Spark, 2020. • Stephen P.Robbins et. al, Organisational Behaviour. Pearson 2023. 	
11	Internal Continuous Assessment: 40%	Semester End Examination : 60%

12	Continuous Evaluation through: <table border="1" data-bbox="370 268 979 506"> <thead> <tr> <th data-bbox="370 268 748 310">Component</th> <th data-bbox="748 268 979 310">Total Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 310 748 426">1)Assignment/Case Studies / Presentation/ /Project</td> <td data-bbox="748 310 979 426">10 Marks</td> </tr> <tr> <td data-bbox="370 426 748 468">2)Objective Questions</td> <td data-bbox="748 426 979 468">10 Marks</td> </tr> <tr> <td data-bbox="370 468 748 506">Total</td> <td data-bbox="748 468 979 506">20 Marks</td> </tr> </tbody> </table> <p data-bbox="300 520 1554 562"><i>Note: Learner must be Present in all the two exam components of Continuous Evaluation.</i></p>			Component	Total Marks	1)Assignment/Case Studies / Presentation/ /Project	10 Marks	2)Objective Questions	10 Marks	Total	20 Marks			
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1)Assignment/Case Studies / Presentation/ /Project	10 Marks													
2)Objective Questions	10 Marks													
Total	20 Marks													
13	Format of Question Paper: for the final examination Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 30 Duration:1 Hour													
	<table border="1"> <thead> <tr> <th data-bbox="467 730 557 814">Question Number</th> <th data-bbox="557 730 1369 814">Particular</th> <th data-bbox="1369 730 1554 814">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 814 557 961">Q-1</td> <td data-bbox="557 814 1369 961"> Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question </td> <td data-bbox="1369 814 1554 961">10</td> </tr> <tr> <td data-bbox="467 961 557 1157">Q-2</td> <td data-bbox="557 961 1369 1157"> Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question </td> <td data-bbox="1369 961 1554 1157">10</td> </tr> <tr> <td data-bbox="467 1157 557 1377">Q-3</td> <td data-bbox="557 1157 1369 1377"> Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2) </td> <td data-bbox="1369 1157 1554 1377">10</td> </tr> </tbody> </table>	Question Number	Particular	Marks	Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10	Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10	Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10	
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<p data-bbox="300 1377 1554 1419">Note: Any of the short notes of 5 Marks can be a case study.</p>														

**Signatures of Team
Members**

Sr.No	Name	Signature
1.	Ms. Shalini Clayton	
2.	Ms. Reshma Rajput	
3.	Mr. Vedant Kajbaje	
4.		
5.		