

AC –

Item No. –

**As Per NEP 2020**

**Tolani College of  
Commerce  
(Autonomous)**



**Title of the Course: Life Skill Development  
(Semester I)**

**Programme: Bachelor of Commerce (Logistics)**

**Syllabus for 2 Credit Course from the Academic Year 2024-2025**

## Name of the Course: Life Skill Development

Sr. No.	Heading	Particulars
1	<p><b>Description of the course :</b></p> <p><b>Including but not limited to :</b></p>	<p>This comprehensive course is designed to equip individuals with the essential life skills crucial for a successful transition from academic settings to the professional world.</p> <p>Delving into both foundational soft skills and advanced leadership abilities, participants will undergo a transformative learning experience, preparing them for the challenges of the modern workplace.</p>
2	<b>Vertical :</b>	Skill Enhancement Course
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 marks and Semester End Examination 30 marks
7	<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To equip participants with a comprehensive understanding of soft skills, including time management, stress reduction, communication, and grooming, ensuring they master the foundational elements essential for professional success.</li> <li>2. Foster leadership qualities by providing insights into different leadership styles, honing decision-making and problem-solving skills, and instilling effective negotiation and critical thinking abilities.</li> </ol>	
8	<p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Students will be able to apply acquired soft skills in real-world scenarios, showcasing effective time management, stress reduction, and communication in professional settings. This outcome ensures their readiness to navigate the challenges of the workplace with confidence.</li> <li>2. The course will demonstrate leadership excellence by applying diverse leadership styles, making informed decisions, solving complex problems, and negotiating effectively. This outcome ensures participants are not only prepared for leadership roles but also adaptable to the ever-evolving demands of their professional environments.</li> </ol>	

9	<b>Module 1: Transitioning from Campus to Corporate (15 Hours)</b>
	<ol style="list-style-type: none"> <li>1. Understanding Soft Skills <ul style="list-style-type: none"> <li>▶ Core Soft Skills Overview</li> <li>▶ Active listening techniques</li> </ul> </li> <li>2. Time and Stress Management <ul style="list-style-type: none"> <li>▶ Techniques for Effective Time Management</li> <li>▶ Strategies for Stress Reduction</li> </ul> </li> <li>3. Personal Presentation &amp; Professional Etiquette <ul style="list-style-type: none"> <li>▶ Grooming Skills &amp; Etiquettes for the Workplace</li> <li>▶ Navigating Social Media Professionally - Instagram, LinkedIn, and Messengers.</li> </ul> </li> </ol>
	<b>Module 2: Transportation Optimization and Management (15 Hours)</b>
	<ol style="list-style-type: none"> <li>1. Modern Interview Techniques <ul style="list-style-type: none"> <li>▶ Face-to-face, Videoconferencing, Skype, and Telephonic.</li> <li>▶ Identifying Job Openings and Effective Profiling</li> </ul> </li> <li>2. Interview Preparation <ul style="list-style-type: none"> <li>▶ Group Discussions</li> <li>▶ Behavioural Event Interviews</li> </ul> </li> <li>3. Leadership Styles <ul style="list-style-type: none"> <li>▶ Identifying Personal Leadership Approach</li> <li>▶ Decision-Making and Problem Solving</li> </ul> </li> </ol>
10	<b>Reference Books:</b> <ul style="list-style-type: none"> <li>● Brown, Angela R. Leadership Mastery: Strategies for Effective Decision Making and Problem Solving. HarperCollins, 2024.</li> <li>● Davis, Michael. Interview Excellence: Mastering New Age Interview Techniques. Academic Publishing, 2023.</li> <li>● Johnson, Mary. Transitioning Successfully: Campus to Corporate Soft Skills. XYZ Press, 2022.</li> <li>● Smith, John. Soft Skills in the Workplace: A Comprehensive Guide. Acme Publishing, 2023.</li> <li>● Thompson, Emily. The Art of Professional Communication: Soft Skills for the Digital Age. Beacon Books, 2024.</li> </ul>

<b>11</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>12</b>	<b>Continuous Evaluation through: (20 marks)</b>	1) Case Study, Class Presentation and Group Discussion, Extempore (10 marks) 2) MCQ Based Test (10 marks)	A learner must be present for each of the sub-components
<b>13</b>	<b>Format of SEE Question Paper: (30 marks)</b>		
	<b>Question No.</b>	<b>Nature of Question</b>	<b>Maximum Marks</b>
	<b>Q-1</b>	Answer the following: (attempt any 2 of 3) a) b) c)	10 Marks
	<b>Q-2</b>	Answer the following: (attempt any 2 of 3) a) b) c)	10 Marks
	<b>Q-3</b>	Answer the following: (attempt any 2 of 4) a) b) c) d)	10 Marks

### Signatures of Team Members

<b>Sr.No.</b>	<b>Name</b>	<b>Signature</b>
1.	Ms. Amrita Nambiar	
2.	Ms. Jacinta Ashita Tigga	