AC – Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Title of the Course: Fundamentals of Human Skills Semester II

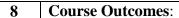
	Programmes:	
1	Bachelor of Commerce (B.Com)	
2	B.Com in Accounting and Finance (BAF)	
3	B.Com in Banking and Insurance (BBI)	
4	B.Com in Financial Markets (BFM)	
5	Bachelor of Science in Information Technology (B.Sc.IT)	

Syllabus for 2 credits

From the academic year-2024-2025

Name of the Course: Fundamentals 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:	Core Course	
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: 1. To comprehend the concept of individual behavior, personality and attitude, Johari window, perception and team effectiveness. 2. To explore organizational culture, Motivation at workplace and Organizational Stress.		



- **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 organizational culture, workplace motivation, and organizational stress.

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Module: 1 Understanding of Human Nature and Group Behaviour (15 Hours)

- **Individual Behaviour:** Concept of a human, individual differences, factors affecting individual differences and Influence of environment.
- **Personality and attitude:** Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation, self esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through Johari Window.
- **Perceptions:** Introduction, Definitions, Determinants of Perception, Errors in Perception, Perception and its Impact on Organizations.Group Dynamics: Nature, types, group behaviour model (roles, norms, status, process, structures). Team effectiveness: nature, types of teams and ways of forming an effective team. Setting goals. Organizational processes and system.

Module 2: Organizational Culture, Motivation and Organizational Stress (15 Hours)

- **Organizational Culture:** Characteristics of organizational culture. Types, functions and barriers of organizational culture and ways of creating and maintaining effective organization culture.
- **Motivation at workplace:** Concept of motivation Theories of motivation in an organisational set up. A.Maslow Need Heirachy, F.Hertzberg Dual Factor, Mc.Gregor theory X and theory Y. Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.
- **Organizational Stress:** Introduction, Definition, The Nature of Stress, The Effects of Stress, Causes of Stress and Stress Management.

10 References:

- John W.Newstrom and Keith Davis, Organisational behaviour, Tata McGrawhill
- Fred Luthans, Organisational behaviour, McGrawhill, New york
- K.Aswathappa, Organisational behaviour, Himalaya Publishing House
- Koontz, Harold, Essentials of management, Tata McGrawhill

Internal Continuous Assessment: 40% 11

Semester End Examination: 60%

12 Continuous Evaluation through:

Component	Total Marks
1)Assignment/Case	10 Marks
Studies / Presentation/	
/Project	
2)Objective Questions	10 Marks
Total	20 Marks

Format of Question Paper: for the final examination

Question	Particular	Marks
Number		
Q-1	Attempt any ONE of the following:(Module 1)	
	A. Full Length Question	10
	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)	10
	C. (Module 2)	10
	D. (Module 2)	
Note: Any o	of the short notes of 5 Marks can be a case study.	<u>.</u>

Signatures of Team Members

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