

As Per NEP 2020

AC –
Item No. –

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

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:	<ol style="list-style-type: none">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.

8

Course Outcomes:

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.

9	<p>Module: 1 Understanding of Human Nature and Group Behaviour (15 Hours)</p> <ul style="list-style-type: none"> • 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. <p>Module 2: Organizational Culture , Motivation and Organizational Stress (15 Hours)</p>
	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 													
11	Internal Continuous Assessment: 40%	Semester End Examination : 60%												
12	Continuous Evaluation through: <table border="1" data-bbox="302 573 907 808" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Component</th> <th style="text-align: center;">Total Marks</th> </tr> </thead> <tbody> <tr> <td>1)Assignment/Case Studies / Presentation/ /Project</td> <td style="text-align: center;">10 Marks</td> </tr> <tr> <td>2)Objective Questions</td> <td style="text-align: center;">10 Marks</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">20 Marks</td> </tr> </tbody> </table>		Component	Total Marks	1)Assignment/Case Studies / Presentation/ /Project	10 Marks	2)Objective Questions	10 Marks	Total	20 Marks				
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Total	20 Marks													
13	Format of Question Paper: for the final examination <table border="1" data-bbox="228 932 1495 1577" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Question Number</th> <th style="text-align: center;">Particular</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Q-1</td> <td>Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">Q-2</td> <td>Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">Q-3</td> <td>Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p>Note: Any of the short notes of 5 Marks can be a case study.</p>		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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Signatures of Team Members

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