



Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE
 OF COMMERCE, ARTS & MANAGEMENT STUDIES
 AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)
 ISO 9001 : 2015 Certified

Autonomous (2016-17)

Educational Excellence Award By Indus Foundation, U.S.A.
 IMC Ramkrishna Bajaj National Quality Commendation Certificate

Providing Syllabus copy of the courses highlighting the focus on employability/
 entrepreneurship/ skill development along with their course outcomes.

Sr. No.	Courses	2016-17	2017-18	2018-19	2019-20	2020-21	Total
1	Bachelor of Commerce (B.COM)	✓	✓	✓	✓	✓	5
2	Bachelor of Arts (B.A)	✓	✓	✓	✓	✓	5
3	Bachelor in Management Studies- (BMS)	✓	✓	✓	✓	✓	5
4	Bachelor of Commerce (Accounts and Finance)- BAF	✓	✓	✓	✓	✓	5
5	Bachelor of Commerce (Banking and Insurance)-BBI	✓	✓	✓	✓	✓	5
6	Bachelor of Commerce (Financial Markets)- BFM	✓	✓	✓	✓	✓	5
7	Bachelor of Science - Information Technology (B.Sc IT)	✓	✓	✓	✓	✓	5
8	Bachelor of Science- Computer Science(B.Sc CS)	✓	✓	✓	✓	✓	5
9	Bachelor of Arts- Multimedia and Mass Communication (B.A.MMC)	✓	✓	✓	✓	✓	5
10	Bachelor of Management Studies- Sports Management (BMS-SM)	X	X	✓	✓	✓	3
11	B. Com. Honours in Actuarial Studies	X	X	X	✓	✓	2
12	B.A. Honours in Apparel Design and Construction	X	X	X	✓	✓	2
13	B. Com. Honours in International Accounting	X	X	X	✓	✓	2
14	Bachelor of Management Studies- E commerce operations	X	X	X	X	✓	1
15	B.Sc. (Honours) in Integrative Nutrition & Dietetics	X	X	X	X	✓	1
16	BBA in Tourism and Travel Management	X	X	X	X	✓	1
17	B.Sc. in Interior Design	X	X	X	X	✓	1
18	Master Of Commerce-(M.COM)- Accountancy	✓	✓	✓	✓	✓	5
19	Master Of Commerce-(M.COM)- Management						
20	Master of Arts (Economics)	✓	✓	✓	✓	✓	5
21	Master of Arts (Geography)	✓	✓	✓	✓	✓	5
22	Master of Arts (Psychology)	X	X	X	✓	✓	2
23	Master of Science (Information Technology) (M.Sc IT)	✓	✓	✓	✓	✓	5
24	Master's Degree - Sports Management (MSM)	X	X	✓	✓	✓	3
25	Master of Science (Geo-informatics) (M.Sc GeoInformatics)	X	X	X	X	✓	1
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Moushumi Datta

Prof. (Dr.) Moushumi Datta
 I/c. Principal

Nagindas Khandwala College (Autonomous)



Syllabus Of Course Of

Bachelor of Science Computer Science (BSC CS) Programme

First Year

Semester I

Under Academic Autonomy and Credit, Grading and Semester System

(To be implemented during Academic Year- 2016-2017)

PRINCIPAL
NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
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(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Course Code	Course	Hrs. of Instruction/ week	Exam Duration (Hours)	Maximum Marks			Credits
				C I E	S E E	Total	
1611UCSSS	Part 1: Soft Skills Development	2	2 ½ hrs	25	75	100	2

Objectives:

1. To develop effective listening skills in learner so as to enable them to comprehend instructions and become a critical listener
2. To develop effective oral skills so as to enable learner to speak confidently interpersonally as well as in large groups
3. To develop effective writing skills so as to enable learner to write in clear, concise, persuasive and audience centred manner
4. To demonstrate effective use of communication technology

Course Outcome:

On successful completion of the course, learner will be able to:

CO1: Understand the concept, channels, objectives, methods and modes of communication.

CO2: Differentiate obstacles to communication in the business world.

CO3: Sharpen the business correspondence, language and writing skills of the learner.

CO4: Effectively use communication technology.

CO5: Demonstrate effective presentation, visual communication and impress stage.




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Sr. No.	Modules / Units
1	UNIT 1
	<p>Personality Development: Knowing Yourself, Positive Thinking, Johari's Window, verbal Communication, Non-verbal Communication, Body Language: grooming</p> <p>Emotional Intelligence: Meaning and Definition, Need for Emotional Intelligence, Intelligence Quotient versus Emotional Intelligence Quotient, Components of Emotional Intelligence, Competencies of Emotional Intelligence, Skills to Develop Emotional Intelligence</p> <p>Etiquette and Mannerism: Introduction, Professional Etiquette, Technology Etiquette</p> <p>Communication Today: Significance of Communication, GSC's 3M Model of Communication, Vitality of the Communication Process, Fundamentals of Good Listening, Need for Intercultural Communication, Communicating Digital World</p>
2	UNIT 2
	<p>Academic Skills (Skill Development)</p> <p>Resume writing: Introduction, Resume, Curriculum Vitae, Job Application or Cover Letter</p> <p>Professional Presentation: Planning a Presentation, Preparing the Presentation, Delivering the Presentation</p> <p>Job Interviews: Types of job Interviews, Preparatory Steps for Job Interviews, Interview Skill Tips, FAQ During Interviews</p> <p>Group Discussion: Difference between Group Discussion, Panel Discussion and Debate, Importance of Group Discussions, Traits, Types of Group Discussions, Individual Traits</p>


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3	<p>UNIT 3</p> <p>Creativity at Workplace: Current Workplaces, Nurturing Hobbies at Work, The Six Thinking Hat Method</p> <p>Ethical Values: Ethics and Society, Correlation between Values and Behavior, Nurturing Ethics, Importance of Work Ethics, Problems in the Absence of Work Ethics</p> <p>Leadership and Team Building: Leader and Leadership, Leadership Traits, Culture and Leadership, Leadership Styles and Trends, Team Building, Types of Teams,</p> <p>Decision Making and Negotiation: Introduction to Decision Making, Steps for Decision Making, Decision Making Techniques, Negotiation Fundamentals, Negotiation Styles, Major Negotiation Concepts</p> <p>Stress and Time Management: Stress, Sources of Stress, Ways to Cope with Stress, time management, prioritising and procrastination</p>
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Reference Books
Soft Skills Development
<p>Text book:</p> <ol style="list-style-type: none"> 1. Soft Skills: an Integrated Approach to Maximise Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India <p>Additional References:</p> <ol style="list-style-type: none"> 1. Personality Development and Soft Skills, Barun K. Mitra, Oxford Press 2. Business Communication, Shalini Kalia, Shailja Agrawal, Wiley India 3. Soft Skills - Enhancing Employability, M. S. Rao, I. K. International 4. Cornerstone: Developing Soft Skills, Sherfield, Pearson India



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