

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A⁺** KCG-Dept of Edu. Govt of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A⁺'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025

Master of Commerce (MCOM)

Semester - IV

Course Code	PG04ACOM01	Title of the Course	CAREER PLANNING-II
Total Credits of the Course	04	Hours per Week	04

Course Objectives	1. To impart values and soft skills to make students ready for industry / corporate careers
	2. Assertiveness sees everyone as equal with equal rights and responsibility.
	3. To help in Team Building
	4. To identify the career stages and enhance the motivational level.

Course Content		
Unit	Description	Weightage (%)
1.	Thinking and Reasoning Introduction- Nature and types of Thinking- Concepts- Reasoning-Theories of Factors related to Thinking- Attribution and its impact on Thinking-Problem Solving	25 %
2.	Assertiveness and Emotional Intelligence Introduction of Assertiveness – Nature and Types of Assertiveness – Types of Behaviour – Assumptions and Rights in Interpersonal Communication – Skills in Assertiveness – Strategies to Become Assertive – Characteristics of and Assertive Person Nature and Significance of Emotional Intelligence – Scope and Types – Correlates of EI – Strategies to enhance EI	25 %
3.	Team Building Significance, Nature and Need of Team Building – Difference Between Team and Staff – Stages of Team Building – Types of Teams – Effectiveness – Guidelines for TB – Factors Responsible for Resistance to TB – Agenda for TB.	25%

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4.	Personal Effectiveness Enhancement 7C's Model for Professional Excellence – The 50 New Rules of Work – Professional Etiquettes and Manners – Effective Negotiation Skills – Creative Problem Solving	25 %
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Teaching-Learning Methodology	<ul style="list-style-type: none">• Direct Lecture• Power Point Presentations• Seminars• Students Presentations• Questions-Answers during lectures.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written Examination	20%
2.	Internal Continuous Assessment in the form of Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance	10%
3.	External Examination	70%

Course Outcomes	
1.	To know and understand about concept of thinking and reasoning
2.	To know and understand about assertive behavior and emotional behaviour.
3.	To know and practically understand about team building process and team importance.
4.	To know and practically understand about personal effectiveness

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Suggested References	
Sr. No.	References
1	Joshi Gangadhar (2016), Campus to Corporate, Sage Publication India Pvt Ltd, New Delhi
2	Wadkar Alka ((2016), Life Skills for Success, Sage Publication India Pvt Ltd, New Delhi

On-line resources to be used if available as reference material
On-line Resources
http://egyankosh.ac.in/handle/123456789/1
