

As Per NEP 2020

University of Mumbai



Title of the Course Fundamentals of People's Skills

Semester – Sem I

Syllabus for Two Credit

(With effect from the academic year 2024-25)

Name of the Course: Fundamentals of People's Skills

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	This course deals with the fundamentals of people's skills which are one of the most important aspects of Life Skills required to be developed among students. Acquiring these skills would help them to develop ethical foundation right during their young days. It would foster creativity and innovation among these student while sensitizing them towards respecting social and cultural differences.
2	Vertical :	Skill Enhancement
3	Type :	Theory / Practical
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks

Course Objectives	<ol style="list-style-type: none"> 1. To develop ethical foundation among students. 2. To encourage creativity and innovation among young minds. 3. To create awareness among students about the importance of being a good listener. 4. To sensitize students about recognizing and dealing with different social, cultural backgrounds more effectively 5. To enable students to conduct themselves more professionally and put across their views in front of others more effectively.
Course Outcomes	<p>Students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate ethical behavior coupled with integrity. 2. Will generate new ideas and create a business plan. 3. Will be able to develop good listening skills which are vital for demonstrating good team qualities. 4. Will build sensitivity about social and cultural differences and illustrate good etiquettes. 5. Will be able to present themselves and their thoughts in front of others more confidence.
Module 1: Ethics and Integrity (6 Hours)	Importance of ethics. (Story-telling) Ethical decision-making. (Discussing biographies) Personal and professional moral codes of conduct. (Discussing biographies) Creating a harmonious life. (Interactive session)
Module 2: Entrepreneurial Skills (6 Hours)	<ol style="list-style-type: none"> 1. Who is an entrepreneur (Story-telling) 2. Traits and qualities of a good entrepreneur (Story-telling) 3. Types of entrepreneurs (Interactive session with Story-telling) 4. Problem identification and idea generation (role play/ simulation)

	<ol style="list-style-type: none"> 5. Idea validation (Interactive session with Story-telling) 6. Pitch-deck presentation (video)
Module 3 Teamwork and Importance of Listening in a Team (6 Hours)	<ol style="list-style-type: none"> 1. What is a team? (Conceptual Clarity) 2. Advantages of being a good listener in a team (Story telling) 3. Listening as a team leader (Case study) 4. Listening as a team member(Interactive session) 5. Improving listening skills (Interactive session)
Module 4 Resume Writing and CV Building (6 Hours)	<ol style="list-style-type: none"> 1. Difference between a Resume and CV (Conceptual Clarity) 2. Essentials of writing a good Resume (Practical Application) 3. How to build a good CV (Practical Application) 4. Common Mistakes in preparing a good resume/ building a good CV (Conceptual Clarity)
Module 5 Professional, Social and Cultural Etiquettes (6 Hours)	<ol style="list-style-type: none"> 1. Why following etiquettes is important (Interactive session) 2. Types of etiquettes (Conceptual Clarity) 3. Professional etiquettes (Video + Story-telling) 4. Social etiquettes (Video + Story-telling) 5. Cultural etiquettes (Video + Story-telling) 6. Role of etiquettes in creating a better personal and professional image (Video + Story-telling)
Suggested Readings and e- resources	<ol style="list-style-type: none"> 1. Bentley University. (2022, December 7) 7 ways to promote diversity in the workplace. https://www.bentley.edu/news/7-ways-promote-diversity-workplace. 2. Roy, B. D. (2022, August 1). Active listening; its skills and importance in the workplace. Nurture an Engaged and Satisfied Workforce Vantage Circle HR Blog. https://blog.vantagecircle.com/active-listening/. 3. Hisrich, R. D., Peters, M. P., and Shepherd D. A. (2017). Entrepreneurship. 10th Ed. McGraw Hill Education 5. Ashokan, M. S. (2015). Karmayogi: A Biography of E. Sreedharan. London: Penguin. 6. Nellickappilly, S. (n.d). Ethics. [Video]. NPTEL. https://nptel.ac.in/courses/109/106/109106117/.
Assessment and Evaluation	Continuous assessment throughout the semester of 30 Marks by maintain a logbook and/ or a journal and final project of 20 marks at the end of the semester
Signature of the Team	

Signature:
Prof. Kavita Laghate
Chairman of Board of Studies in Value Education