



Estd: 1972
NAAC Reaccredited
'A' Grade

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Shri. Aillak Pannalal Digambar Jain Pathashala's

Jain-Minority Institute

Hirachand Nemchand College of Commerce, Solapur

Autonomous College

(Affiliated to P. A. H. Solapur University, Solapur)

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Jr. College Index No.: J 24.09.004

Udise- 27301300601

New Certificate Courses at

Hirachand Nemchand College of Commerce, Solapur (Autonomous)

Year	Seme ster/ Level	Name of Course	Code	Cours e Type	No of Teaching /Learning Sessions in Hours	Teaching / Learning Method	Assessm ent Method	Total Marks
2021 - 2022	I/ PG	Certificate Course in Soft Skills and Personality Development	CCSPD	Comp ulsory	40	Lectures/ Practical sessions	Internal- Test & Practical	50 marks (20 Theory 30 Practical)
2021 - 2022	I/UG	Certificate Course in Tally	CCT	Comp ulsory	40	Lectures/ Practical sessions	Internal- Test & Practical	50 marks (20 Theory 30 Practical)
2021 - 2022	I/ UG	Certificate Course in Hardware Networking	CCHN	Comp ulsory	40	Lectures/ Practical sessions	Internal- Test & Practical	50 marks (20 Theory 30 Practical)
2021 - 2022	I/ PG	Certificate Course in Digital Marketing	CCDM	Option al	40	Lectures/ Practical sessions	Internal- Test & Practical	50 marks (20 Theory 30 Practical)
2021 - 2022	I/ PG	Certificate Course in Basic Excel	CCBE	Option al	40	Lectures/ Practical sessions	Internal- Test & Practical	50 marks (20 Theory 30 Practical)

Structure and Proposed Syllabus
Certificate Course in Soft Skills & Personality Development
Compulsory Add on Course for MBA/M.Com.–Sem I

Semester : I		Internal Exam			No of Teaching /Learning sessions in hours.
Code: CCSPD	Certificate Course in Soft Skills & Personality Development	Theory	Practical	Total	
Subject Title		20	30	50	
Course Objectives	1. To understand the meaning of personality and scope of its development. 2. To develop core skills for self-development. 3. To use practical English in daily Communication. 4. To develop communication and problem solving skills. 5. To build employability skills for better future.				
Course Outcomes	By the end of the course the students will be able to <ul style="list-style-type: none">• Identify their strengths and overcome weaknesses.• Build a positive personality.• Behave professionally.• Develop interpersonal skills.• Get Better job opportunities.• Develop confidence to face the competitive world.				
Module	Topics				No of Lectures/ Module
Module 1	Introduction to Personality Development				10
The concept, dimensions and types of personality Significance of personality development Ways to develop positive personality- Self-confidence Personality traits SWOT Analysis.					
Module 2	Introduction to Soft Skills				10
Meaning Soft skill Vs Hard skills Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette.					