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|  <p>Since 1951</p> | <p align="center">B. J. VANIJYA MAHAVIDYALAYA (Autonomous) (Grant-in-Aid) (Affiliated to Sardar Patel University) Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India Accredited with CGPA of 2.78 on four point scale at B++ Grade by NAAC Syllabus with effective from December - 2025</p> |
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Master of Commerce (M.Com.)
Semester - IV

| Course Code PB04ACOM51 | Title of the Paper Career Planning-II | Total Credit 04 |
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| Course Objectives | <ol style="list-style-type: none"> 1. To explore how individuals think and apply strategies to solve problems. 2. To understand and apply key skills of assertiveness and emotional intelligence for better communication and self-management. 3. To learn how to build effective teams for better collaboration and performance. 4. To enhance key skills for professional and personal success. | |

| Course Description | | |
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| Unit | Description | Weightage |
| 1. | Thinking and Reasoning <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Significance • Nature and Need of Team Building • Difference Between Team and Staff • Stages of Team Building • Types of Teams | 25% |

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| | <ul style="list-style-type: none"> Effectiveness Guidelines for TB Factors Responsible for Resistance to TB Agenda for TB | |
| 4. | Personal Effectiveness Enhancement <ul style="list-style-type: none"> 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 | Lecture, Group Discussion, Doubt Solving, Power Point Presentation, Case Study, Real Life Company Examples, & Seminar |
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| Evaluation Pattern | | |
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| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal/ Written Examination | 20% |
| 2. | Internal Continuous Assessment in the form of Viva-Voce, Quizzes, Seminars, Assignments, Attendance | 10% |
| 3. | External Examination | 70% |

Students will have to score minimum of 40% to pass the course.

| Course Outcomes: Having Completed this course, the students will be able to: | |
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| 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. |

| Suggested References: | |
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| 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. |
| 3. | On-Line Resources available that can be used as Reference Material |
| 4. | Website: http://egyankosh.ac.in/handle/123456789/1 |