



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

Master of Commerce (M.Com.)
Semester - IV

| Course Code PB04ACOM51 | Title of the Paper Career Planning-II | Total Credit 04 |
|----------------------------------|--|----------------------------------|
| 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 | | |
|---------------------------|--|------------------|
| 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 an 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 | | |
|---------------------------|---|------------------|
| 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: | |
|------------------------------|--|
| 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 |

