

# **As Per NEP 2020**

## **Tolani College of Commerce (Autonomous)**



Knowledge is Supreme

### **Title of the Course: Foundation Course- II**

#### **Name of the Programmes:**

1. Bachelor of Commerce
2. Bachelor of Commerce (Management Studies)
3. Bachelor of Commerce (Accountancy & Finance)
4. Bachelor of Commerce (Banking & Insurance)
5. Bachelor of Commerce (Financial Markets)

### **Semester II**

#### **Syllabus for 2 Credit Course**

**From the academic year- 2025-2026**

## Name of the Course: Foundation Course- II

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>	The comprehensive course is designed to equip participants with the essential knowledge and skills needed to excel in competitive exams. It focuses not only on the academic aspects but also emphasises the development of crucial soft skills that play a pivotal role in achieving success in various competitive arenas. The nature of the course provides learners with a good foundation in both the academic knowledge and the soft skills essential for success in various competitive environments. The course ensures that learners can apply their knowledge and skills to enhance their overall competitiveness in the job market or educational pursuits.
2	<b>Vertical:</b>	Skill Enhancement Course
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	<b>Course Objectives:</b> By end of this course learners should: 1. acquire basic information about the competitive exams. 2. develop soft skills essential for success in competitive exams	
8	<b>Course Outcomes:</b> The learners shall: 1. become aware about the various competitive exams for career enhancement 2. be familiarised with the basics of stress and time management techniques useful in everyday life.	

9	<p><b>Module 1: Introduction to Competitive Exams (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>Examinations conducted for entry into professional courses:</b> Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT), TOEFL, ACT, PTE, CET</li> <li><b>Exams conducted for entry into teaching profession:</b> NET, SET.</li> <li><b>Examinations conducted for Government jobs:</b> UPSC, MPSC, SSC</li> <li><b>Examinations for Entrance in Banking and Insurance sector:</b> Banking- IBPS, SBI, RBI and NABARD; Insurance- LIC, IRDA and NIACL</li> </ol> <p><b>Module 2: Soft Skills Required for Competitive Exams (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>Information on areas tested:</b> Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking</li> <li><b>Motivation:</b> Concept, Theories and Types of Motivation.</li> <li><b>Goal-Setting:</b> Types of Goals, SMART Goals.</li> <li><b>Time Management:</b> Effective Strategies for Time management.</li> </ol>
10	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>Bhatnagar Mamta and Bhatnagar Nitin, Effective Communication and Soft Skills, Pearson India, New Delhi, 2011</li> <li>Singh, Ashok Kumar, Science and Technology for Civil Service Examination, Tata McGraw Hill, New Delhi, 2012.</li> <li>Thorpe, Edgar, General Studies Paper I Volume V, Pearson, New Delhi, 2017.</li> </ol>
11	<p><b>Websites:</b></p> <ol style="list-style-type: none"> <li><a href="https://www.gmac.com/gmat-other-assessments/about-the-gmat-focus-edition/exam-overview">https://www.gmac.com/gmat-other-assessments/about-the-gmat-focus-edition/exam-overview</a></li> <li><a href="https://www.ets.org/show-english-ability.html">https://www.ets.org/show-english-ability.html</a></li> <li><a href="https://iimcat.ac.in/per/g01/pub/756/ASM/WebPortal/1/index.html?756@@1@@1">https://iimcat.ac.in/per/g01/pub/756/ASM/WebPortal/1/index.html?756@@1@@1</a></li> <li><a href="https://cetcell.mahacet.org/cet/">https://cetcell.mahacet.org/cet/</a></li> <li><a href="https://upsc.gov.in/">https://upsc.gov.in/</a></li> <li><a href="https://mpsc.gov.in/examination_syllabus?m=18">https://mpsc.gov.in/examination_syllabus?m=18</a></li> <li><a href="https://www.ugcnetonline.in/syllabus-new.php">https://www.ugcnetonline.in/syllabus-new.php</a></li> <li><a href="https://ugcnet.nta.nic.in/">https://ugcnet.nta.nic.in/</a></li> <li><a href="https://setexam.unipune.ac.in/">https://setexam.unipune.ac.in/</a></li> <li><a href="https://www.ets.org/gre/test-takers/general-test/about.html">https://www.ets.org/gre/test-takers/general-test/about.html</a></li> <li><a href="https://www.mindtools.com/a5ykiuq/personal-goal-setting">https://www.mindtools.com/a5ykiuq/personal-goal-setting</a></li> <li><a href="https://www.mindtools.com/a4wo118/smart-goals">https://www.mindtools.com/a4wo118/smart-goals</a></li> <li><a href="https://www.ibps.in/">https://www.ibps.in/</a></li> </ol>

<b>12</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>13</b>	<b>Continuous Evaluation through:</b>	Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	20 marks
<b>14</b>	<b>Format of Question Paper:</b>		
	<b>Question Number</b>	<b>Nature of Questions</b>	<b>Maximum Marks</b>
	1)	Attempt any THREE of the following: (From Module I)	15
	A.		
	B.		
	C.		
	D.		
	2)	Attempt any THREE of the following: (From Module II)	15
	A.		
	B.		
	C.		
	D.		

### Signatures of Team Members

<b>Sr. No.</b>	<b>Name</b>	<b>Signature</b>
1.	Ms. Varada Trivedi	
2.	Mr. Kaustubh Bhagat	
3.	Ms. Ranjeeta Prajapati	