



GUJARAT TECHNOLOGICAL UNIVERSITY
Syllabus for Bachelor of Vocation (B.Voc), 6st Semester
Branch: BFSI
Subject Name: Finishing School- II
Subject Code: 1162103

**With effective
from academic
year**

Teaching and Examination Scheme:

Teaching Scheme			Credit	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA(M)	ESE(V)	PA(I)		
3	0	0	3	50	0	0	0	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Content:

Sr. No.	Content	Hrs.
1	Time Management and Goal setting: Need and importance of Time management, Time management strategies, Importance of goal setting, how to make SMART goals, different types of goals	10
2	Managing Emotions: Need and importance, Managing emotions at the work place for increased success, Emotional intelligence: Self-awareness, Self-control	10
3	Thinking Skills: Classification and types of thinking skills - Problem solving, critical thinking, concrete v/s abstract thinking, convergent v/s divergent thinking, Elements of creative thinking, core thinking skills	12
4	Modes of Self development: Reading, Writing, Listening, Speaking skills, soft skills- presentation skill, verbal & non-verbal communication, Managerial skills – Decision making & Leadership	10
	Total	42

Reference Books:

- 1 Thinking skills: critical thinking and problem solving by Geoff Thwaites and John Butterworth
2. The five elements of effective thinking by Edward Burger and Michael Starbird
3. Managing your emotions by Joyce Meyer
4. Emotional intelligence: Managing emotions to make a positive impact on your life and career by Gill Hasson
5. Master your time master your life by Brian Tracy
6. Time Management for students by Vijay Aggarwal
7. Communication skills by Sanjay Kumar , Pushp Lata

Course Outcomes:

After learning the course the students should be able to understand:

1. Students will be able to manage time personally & professionally.
2. To set their Goal in life
3. Improvement in Basic Reading, Writing, Speaking and listening skills
4. How to remain self-motivated.