



**SOPHIA COLLEGE FOR WOMEN  
(EMPOWERED AUTONOMOUS)**

Affiliated to

**UNIVERSITY OF MUMBAI**

**Syllabi for the Common Courses**

**Based on the National Education Policy 2020**

**Skill Enhancement Course**

**Course Code: ASEC**

F.Y.B.A.

2024-25 (NEP)

**Programme Outline : Skill Enhancement Course  
FYBA (SEMESTER I)**

Course Code	Name of the Unit	Credits
ASEC101	Creative Writing (Short Story Writing and Blogging)	2
ASEC102	Basics of Financial Literacy	2
ASEC103	Hindi Bhasha Kaushal	2
ASEC104	The Craft of Social Writing	

**Programme Outline : Skill Enhancement Course  
FYBA (SEMESTER II)**

Course Code	Unit No.	Name of the Unit	Credits
ASEC201	1	Creative Writing (Short Story Writing and Blogging)	2
ASEC202	2	Basics of Financial Literacy	2
ASEC203	3	Hindi Bhasha Kaushal	2
ASEC204	4	The Craft of Social Writing	2

**ASSESSMENT DETAILS:**

**Continuous Assessment (50 marks)**

1. A minimum of two activities will be given in each semester.
2. Each will be for 20 marks.
3. The nature of the activities will be decided by the Examiner and may include Assignment/ MCQs/ Short notes and/or any other type of /combination of objective or descriptive type activity.
4. 10 marks will be given for Class participation.

<b>NAME OF THE COURSE</b>	<b>CREATIVE WRITING (SHORT STORY WRITING AND BLOGGING)</b>
<b>CLASS</b>	FYBA
<b>COURSE CODE</b>	<b>ASEC101 and ASEC201</b>
<b>NUMBER OF CREDITS</b>	2
<b>NUMBER OF LECTURES PER WEEK</b>	2
<b>TOTAL NUMBER OF LECTURES PER SEMESTER</b>	30
<b>EVALUATION METHOD</b>	<b>CONTINUOUS ASSESSMENT</b>
<b>TOTAL MARKS</b>	50
<b>PASSING MARKS</b>	20

### **COURSE OBJECTIVES:**

CO 1.	The course aims to introduce students to the fundamentals of short story writing.
CO 2.	The course aims to introduce students to blogging as a form of creative writing.
CO 3.	The course aims to train students to write short stories and blogs by exposing them to a wide range of short stories and blogs.
CO 4.	The course aims to train students to write short stories and blogs by exposing them to the various techniques of short story writing and blogging.

### **COURSE LEARNING OUTCOMES:**

CLO 1.	The learner will be able to understand the fundamentals of short story writing and blogging including the various techniques of short story writing and blogging.
CLO 2.	The learner will be able to write various types of short stories and blogs through an application of the knowledge of the various techniques of short story writing and blogging learnt through the course

UNIT 1	SHORT STORY WRITING
UNIT 2	BLOGGING

### **REFERENCES:**

1. Dawson, Paul. *Creative writing and the new humanities*. Routledge, 2004.
2. Earnshaw, Steven, ed. *Handbook of creative writing*. Edinburgh University Press, 2014.

3. Graham, Robert, Helen Newall, and Heather Leach. *The road to somewhere: a creative writing companion*. Bloomsbury Publishing, 2017.
4. Harper, Graeme, ed. *Creative writing guidebook*. A&C Black, 2008.
5. Houghton, Robin. *Blogging for Creatives*. Hachette UK, 2012.
6. Koehler, Adam. "Digitizing craft: Creative writing studies and new media: A proposal." *College English* 75.4 (2013): 379-397.
7. Krauth, Nigel, Jen Webb, and Donna Lee Brien. "Introduction-Creative writing in the ERA era: a new research exercise." *TEXT* 14.Special 7 (2010): 1-9.
8. Lanson, Jerry. *Writing for Others, Writing for Ourselves: Telling Stories in an Age of Blogging*. Rowman & Littlefield, 2010.
9. Leccese, Mark, and Jerry Lanson. *The Elements of Blogging: Expanding the Conversation of Journalism*. CRC Press, 2015.
10. Mokhtari, Tara. *The Bloomsbury introduction to creative writing*. Bloomsbury Publishing, 2019.
11. Morley, David, and Philip Neilsen, eds. *The Cambridge Companion to Creative Writing*. Cambridge University Press, 2012.
12. Morley, David. *The Cambridge Introduction to Creative Writing*. Cambridge University Press, 2007.
13. Morrison, Aimée. "Blogs and blogging: Text and Practice." *A companion to digital literary studies* (2013): 369-387.
14. Seargeant, Philip, and Bill Greenwell. *From Language to Creative Wwriting: An introduction*. A&C Black, 2013.
15. Walker, Clarissa J. "Blog Love: Blogging (And Microblogging) Communities as Writing Classroom Companions." *Engaging 21st Century Writers with Social Media*. IGI Global, 2017. 14-31.

<b>NAME OF THE COURSE</b>	<b>BASICS OF FINANCIAL LITERACY</b>
<b>CLASS</b>	<b>FYBA</b>
<b>COURSE CODE</b>	<b>ASEC102 and ASEC202</b>
<b>NUMBER OF CREDITS</b>	2
<b>NUMBER OF LECTURES PER WEEK</b>	2
<b>TOTAL NUMBER OF LECTURES PER SEMESTER</b>	30
<b>EVALUATION METHOD</b>	<b>CONTINUOUS ASSESSMENT</b>
<b>TOTAL MARKS</b>	50
<b>PASSING MARKS</b>	20

### **COURSE OBJECTIVES:**

CO 1.	Understand the significance of financial planning and savings
CO 2.	Grasp the power of compounding
CO 3.	To introduce various savings-related products to students

### **COURSE LEARNING OUTCOMES:**

CLO 1.	Prepare a financial plan, budget and manage personal finances.
CLO 2.	Present a brief overview of marketable and non-marketable investments.
CLO 3.	Carry out online payment transactions.
CLO 4.	Plan for life insurance.

UNIT 1	Introduction to Personal Finance (15 LECTURES)
1.1	Meaning of Financial goal & financial planning. Steps in financial planning.
1.2	Sources of household income: salary, rental income, return from investments.
1.3	Key concepts of personal finance: Creating a budget, income, expenses and savings, surplus and deficit, investment and borrowing
1.4	Meaning of Investment, return and risk, objectives of investment. Time Value of Money, future and present value, significance of diversification
UNIT 2	Savings related Products (15 LECTURES)
2.1	Banking Sector: Banking services, different types of bank deposits, Opening and Managing bank account, Types of customer facilities- e-banking facilities, debit

	and credit card and other services. different types of bank loans.
2.2	Financial services of post office: different types of post services - office savings scheme,
2.3	Role of insurance, various types of insurance products- life insurance for household, ULIP, SIP and Pension plan.
2.4	Consumer grievance redressal: Role of regulators - RBI, IRDAI.

**REFERENCES:**

1. Madura Jeff, Personal Finance, Pearson Education Limited, Seventh Edition, 2020.
2. Siegel Rachel & Yacht Carol, Personal Finance, Saylor Foundation, <https://open.umn.edu/opentextbooks/textbooks/personal-finance>
3. Financial Education Booklet, Securities and Exchange board of India (SEBI), November 2020.
4. Keown Arthur, Personal Finance: Turning Money into Wealth, Pearson Education limited, Seventh Edition, 2015.
5. Indian Institute of Banking and Finance, Introduction to Financial Planning, Taxmann Publications, New Delhi, 2020.

<b>NAME OF THE COURSE</b>	हिंदी भाषा कौशल
<b>CLASS</b>	FYBA
<b>COURSE CODE</b>	<b>ASEC103 and ASEC203</b>
<b>NUMBER OF CREDITS</b>	2
<b>NUMBER OF LECTURES PER WEEK</b>	2
<b>TOTAL NUMBER OF LECTURES PER SEMESTER</b>	30
<b>EVALUATION METHOD</b>	<b>CONTINUOUS ASSESSMENT</b>
<b>TOTAL MARKS</b>	50
<b>PASSING MARKS</b>	20

### **COURSE OBJECTIVES:**

CO 1.	अहिन्दी भाषी विद्यार्थी को हिंदी भाषा का संज्ञान करना
CO 2.	विद्यार्थियों में मौखिक और लिखित अभिव्यक्ति कौशल निर्माण करना
CO 3.	विद्यार्थियों की लेखन-कला में कल्पनाशीलता और सृजनात्मकता का विकास करना
CO 4.	साहित्य की विविध विधाओं और उनकी रचनात्मक शैली का परिचय देते हुए हिंदी लेखन तथा वाचन का कला का विकास करना
CO 5.	लेखन के प्रति रुचि निर्माण करना
CO 6.	कहानी, कविता, संवाद आदि का वाचन एवं पठन का अभ्यास करना

### **COURSE LEARNING OUTCOMES:**

CLO 1.	विद्यार्थी हिंदी भाषा से अवगत होंगे और उनमें हिंदी भाषा के प्रति रुचि निर्माण होगी
CLO 2.	हिंदी साहित्य: कहानी, कविता- वाचन और पठन-कौशल निर्माण होगा
CLO 3.	रोजगार के विविध क्षेत्रों में जैसे फिल्म लेखन, विज्ञापन लेखन, तथा लेखक के रूप में विद्यार्थियों का कौशल निर्माण होगा और वे विभिन्न क्षेत्रों में कार्य कर सकेंगे
CLO 4.	हिंदी भाषा में परिपक्वता निर्माण होगी और लेखन क्षेत्र में विद्यार्थियों का कौशल विकास होगा

<b>इकाई 1</b>	<b>हिंदी भाषा : व्याकरण</b>
1.1	वर्ण-विचार स्वर एवं व्यंजन का सामान्य परिचय
1.2	चिन्ह-योजना का ज्ञान
1.3	पद-ज्ञान (संज्ञा, सर्वनाम, विशेषण, क्रिया )
1.4	वाक्य-योजना
<b>इकाई 2</b>	<b>कविता एवं कहानियाँ :</b>
2..1	कहानी-वाचन,
2.2	कहानी-लेखन
2.3	कविता-वाचन
2.4	कविता-लेखन

**संदर्भ :**

1. हिंदी भाषा शिक्षण – संपादक प्रो. डॉ.सदानंद भोसले, हिंदी अध्ययन मंडल, सावित्रीबाई फुले पुणे विश्वविद्यालय. पुणे
2. सामान्य भाषा विज्ञान – बाबूराम सक्सेना, हिंदी साहित्य सम्मेलन, प्रयाग |
3. भाषा विज्ञान की भूमिका – आ. देवेन्द्रनाथ शर्मा, राधाकृष्ण प्रकाशन, दिल्ली
4. भाषा विज्ञान एवं भाषा-शास्त्र – कपिल द्विवेदी, विश्वविद्यालय प्रकाशन, वाराणसी
5. भाषा विज्ञान- भोलानाथ तिवारी, किताब महल, इलाहाबाद



<b>NAME OF THE COURSE</b>	<b>THE CRAFT OF SOCIAL WRITING</b>
<b>CLASS</b>	<b>FYBA</b>
<b>COURSE CODE</b>	<b>ASEC104 &amp; ASEC204</b>
<b>NUMBER OF CREDITS</b>	2
<b>NUMBER OF LECTURES PER WEEK</b>	2
<b>TOTAL NUMBER OF LECTURES PER SEMESTER</b>	30
<b>EVALUATION METHOD</b>	<b>CONTINUOUS ASSESSMENT</b>
<b>TOTAL MARKS</b>	50
<b>PASSING MARKS</b>	20

### **COURSE OBJECTIVES:**

CO 1.	To equip students to research about contemporary social issues
CO 2.	To address social issues through an objective lens
CO 3.	To analyze and review social issues found in popular narratives

### **COURSE LEARNING OUTCOMES:**

CLO 1.	The learner will be able to think and write about social issues through an objective lens.
CLO 2.	The learner will be able to provide perspectives on how social issues can be analyzed and backed by adequate research.
CLO 3.	The learner will be able to organize and present their thoughts, opinions, and views in a structured form.

UNIT 1	What is Social Writing?
1.1	Understanding the 'Social' in writing
1.2	Objectivity and Subjectivity in social reality
UNIT 2	Presenting Social Writing (Application)
2.1	Importance of Research: Sources, Citations and References
2.2	Structuring your Writing

## REFERENCES:

1. Writing Social Science: A Personal Narrative- Dr. Paramjit Judge (2012)
2. Creative Writing For Social Research- Richard Philips and Helen Kara
3. Writing for Social Scientists- Howard Becker (Third Edition: 2020)
4. Sociological Imagination- C. Wright Mills (1959)
5. Creative Writing in the Social Studies Classroom: Promoting Literacy and Content Learning. Firek, H. Social Education, 70(4), 183–186.
6. Newspaper Articles pertaining to social issues which will be discussed in class.
7. Movie References:
  - Gender: The Great Indian Kitchen (2021), Aligarh (2015),
  - Media: The Truman Show (1998), Merchants of Doubt (2004), Talvar (2015) Caste: Jai Bhim, Sairat, Article 15, Asuran