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

S.Y.B.A.

2024-25 (NEP)

Programme Outline : Skill Enhancement Course
SYBA (SEMESTER IV)

Course Code	Name of the Unit	Credits
ASEC401	Advanced Course in Personal Finance	2
ASEC402	Basics of Financial Literacy	2
ASEC403	कंप्यूटर और हिंदी भाषा	2
ASEC404	The Craft of Social Writing	2
ASEC405	Critical Reasoning	2
ASEC406	Psychology and Law	2
ASEC407	Visual Media through Social Lenses	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.

NAME OF THE COURSE	ADVANCED COURSE IN PERSONAL FINANCE	
CLASS	SYBA	
COURSE CODE	**ASEC401**	
NUMBER OF CREDITS	2	
NUMBER OF LECTURES PER WEEK	2	
TOTAL NUMBER OF LECTURES PER SEMESTER	30	
EVALUATION METHOD	CONTINUOUS ASSESSMENT	
TOTAL MARKS	50	
PASSING MARKS	20	

COURSE OBJECTIVES

CO 1.	Understand the significance of financial planning and savings.
CO 2.	Grasp the power of compounding.
CO 3.	Introduce various investment instruments to students.

COURSE LEARNING OUTCOMES:

CLO 1.	Evaluate and choose among various investments instruments like shares, bonds, derivatives, etc
CLO 2.	Compare different mutual fund schemes.
CLO 3.	Calculate tax liability and evaluate various tax saving options
CLO 4.	Plan and invest for their retirement.

UNIT 1	Investment in Capital Market (15 LECTURES)
1.1	Securities market: various terms in the primary and secondary market, dematerialization
1.2	Investing in equities, bonds and term insurance
1.3	Mutual funds and Financial Derivatives

1.4	Diversification and Asset Allocation
UNIT 2	Tax concepts in Financial Planning (15 LECTURES)
2.1	Personal income tax structure in India.
2.2	Different components of salary & income tax deductions. Computing your tax liability & and filing your tax return.
2.3	Real estate investments, Purchasing and financing a home, loan amortization.
2.4	Estate Planning and Will, Financial Scams and Fraud Prevention.

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.

NAME OF THE COURSE	INTERPRETATION OF POETRY
CLASS	SYBA
COURSE CODE	**ASEC402**
NUMBER OF CREDITS	2
NUMBER OF LECTURES PER WEEK	2
TOTAL NUMBER OF LECTURES PER SEMESTER	30
EVALUATION METHOD TOTAL MARKS PASSING MARKS	CONTINUOUS ASSESSMENT 50 20

COURSE OBJECTIVES:

CO 1.	The course aims to introduce students to important critical terms, and literary tropes and devices.
CO 2.	The course aims to enable students to apply the technique of close reading and principles of practical criticism to their reading of poetry.
CO 3.	The course aims to enhance students' responsiveness to poetry, and to sharpen their awareness of the literary use of language in poetry.

COURSE LEARNING OUTCOMES:

CLO 1.	The learner will be able to understand the meaning and significance of important critical terms, literary tropes and devices.
CLO 2.	The learner will be able to apply the technique of close reading and principles of practical criticism to their reading of poetry.
CLO 3.	The learner will be able to recognise and creatively respond to the literary use of language in poetry.

UNIT 1	Critical Terms and Literary Devices (15 LECTURES)
1.1	Students will be given a nuanced understanding of important critical terms and literary tropes and devices – imagery, metaphor, irony, paradox, symbol, etc. – and the ways in which these can be used in literature, especially poetry.
UNIT 2	Critical Appreciation of a Previously Unseen Poem (15 LECTURES)
2.1	The focus will be on a close reading of the poem, analysing its thematic, linguistic, and literary features, with a focus on the filters of gender, class, race and caste in the analysis.

REFERENCES:

1. Baldick, Chris. *The Concise Oxford Dictionary of Literary Terms*. Oxford University Press, 1996.
2. Bennett, Andrew, and Nicholas Royle. *An Introduction to Literature, Criticism and Theory*. Routledge, 2023.
3. Bodkin, Maud. *Archetypal Patterns in Poetry*: *Psychological Studies of Imagination*. Oxford UP, 1951.
4. Brooks, Cleanth. *The Well Wrought Urn*: *Studies in the Structure of Poetry*. Dennis Dobson Ltd., 1960
5. Childs, Peter, and Roger Fowler. *The Routledge Dictionary of Literary Terms*. Routledge, 2006.
6. Cuddon, John Anthony. *A Dictionary of Literary Terms and Literary Theory*. John Wiley & Sons, 2012.
7. Culler, Jonathan. *Literary Theory*: *A Very Short Introduction*. Oxford UP, 2011.
8. Daiches, David. *Critical Approaches to Literature*. Orient Longman, 1984.
9. Fish, Stanley. "What makes an interpretation acceptable?." *Pragmatism*. Routledge, 2020. 253-265.
10. Hamer, Enid. *The Metres of English Poetry*. Booksway, 2014.
11. Mikics, David. *A New Handbook of Literary terms*. Yale university press, 2008.
12. Smith, Barbara Herrnstein. "Poetry as fiction." *New Directions in Literary History*. Routledge, 2022. 165-187.
13. Waugh, Patricia, editor. *Literary Theory and Criticism*: *An Oxford Guide*. Oxford UP, 2006.
14. Wellek, Rene, and Austin, Warren. *Theory of Literature*. Jonathan Cape, 1955.
15. Wimsatt. W. K. *The Verbal Icon*: *Studies in the Meaning of Poetry*. The University Press of Kentucky. 1954.
16. Wolfreys, Julian, editor. *Introducing Literary Theories*: *A Guide and Glossary*. Edinburgh University Press, 2003.

NAME OF THE COURSE	कंप्यूटर और हिंदी भाषा
CLASS	SYBA
COURSE CODE	**ASEC403**
NUMBER OF CREDITS	2
NUMBER OF LECTURES PER WEEK	2
TOTAL NUMBER OF LECTURES PER SEMESTER	30
EVALUATION METHOD	CONTINUOUS ASSESSMENT
TOTAL MARKS	50
PASSING MARKS	20

COURSE OBJECTIVES

CO 1.	छात्राओं को कंप्यूटर का ज्ञान देना एवं कम्प्यूटर के क्रमिक विकास को समझाना	
CO 2.	कम्प्यूटर के हिंदी के विविध फोंट से परिचित करवाना	
CO 3.	इंटरनेट से छात्राओं को परिचित करवाना

COURSE LEARNING OUTCOMES:

CLO 1.	छात्राओं को आज की बुनियादी आवश्यकता कम्प्यूटर संबंधित जानकारी प्राप्त होगी	
CLO 2.	कंप्यूटर के हिंदी फॉण्ट की जानकारी प्राप्त कर कंप्यूटर के क्षेत्र में रोजगार प्राप्त होंगे।
CLO 3.	इंटरनेट के माध्यम से विद्यार्थी हिंदी में कॉन्टेंट लेखन एवं ब्लॉग लेखन के क्षेत्र में सृजनात्मक कार्य कर पाएंगे।

इकाई 1	कंप्यूटर का विकास और हिंदी
1.1	कंप्यूटर का परिचय और विकास
1.2	कंप्यूटर में हिंदी भाषा का आरम्भ और विकास
1.3	हिंदी फॉण्ट : यूनिकोड, देवनागरी और मंगल
1.4	हिंदी भाषा, ईमेल लेखन और ब्लॉग लेखन एवं कृत्रिम बुद्धि प्रयोग Artificial Intelligence (A. I.)

इकाई 2	इंटरनेट और हिंदी भाषा
2.1	इन्टरनेट का विकास
2.2	इन्टरनेट का महत्त्व
2.3	इन्टरनेट का उपयोग
2.4	इन्टरनेट और हिन्दी भाषा

REFERENCES:

- कंप्यूटर के भाषिक अनुप्रयोग -विजयकुमार मल्होत्रा
- कंप्यूटर और हिंदी - हरिमोहन
- इन्टरनेट - शशि शुक्ला
- हिंदी भाषा और कंप्यूटर - संतोष गोयल
- सोशल नेटवर्किंग : नए समय का संवाद : सम्पादक संजय द्विवेदी

NAME OF THE COURSE	MUSEOLOGY	
CLASS	SYBA	
COURSE CODE	**ASEC404**	
NUMBER OF CREDITS	2	
NUMBER OF LECTURES PER WEEK	2	
TOTAL NUMBER OF LECTURES PER SEMESTER	30	
EVALUATION METHOD	CONTINUOUS ASSESSMENT	
TOTAL MARKS	50	
PASSING MARKS	20	

COURSE OBJECTIVES:

CO 1.	To highlight the role of Museums in the preservation of Heritage.
CO 2.	To encourage students to pursue careers in various Museums and Archives.

COURSE LEARNING OUTCOMES:

CLO 1.	The Learner will have gleaned the basics of Museology.
CLO 2.	The Learner will have been acquainted with the role played by Curators.
CLO 3.	The Learner will have learnt about the possibilities of this subject as a future career.

UNIT 1	Museology 1 (15 LECTURES)
1.1	Definition of Museology, Museum Movement in India
1.2	Role of the Curator
1.3	Types of Museums
UNIT 2	Museology 2(15 LECTURES)
2.1	Methods of Collection; Legal Measures to protect Cultural Heritage in India

2.2	Conservation and Preservation of Objects; Types of Exhibitions
2.3	Changing Role of Museums – In-house and Out-reach activities

REFERENCES:

1. Agrawal, O.P, Essentials of Conservation and Museology, Sundeep Prakashan, 2007.

2. Biswas, T.K., Museum and Education, New Age International (P) Ltd., 1996.

3. Burcaw, G. Ellis, Introduction to museum work, Rowman & Littlefield Publishers Inc., 1997.

4. Caulton, Tim, Hands on Exhibition: Managing Interactive Museums and Science Centre. London, Routledge, 1998.

5. Fopp, Michael A., Managing Museums and Galleries, Routledge, 1997.

6. Knell, Simon J, MacLeod, Suzanne & Watson, Sheila, Museum Revolutions: How Museums Change and Are Changed, Routledge, 2007.

7. Punja, Shobita, An Illustrated Guide to Museums of India. The Guidebook Company Limited, Hong Kong, 1990.

8. Sarkar, H., Museums and Protection of Monuments and Antiquities in India, Sundeep Prakashan, 1981.

9. Sivaramamurti, C., Directory of Museums in India, 1950.

NAME OF THE COURSE	CRITICAL REASONING	
CLASS	SYBA	
COURSE CODE	**ASEC405**	
NUMBER OF CREDITS	2	
NUMBER OF LECTURES PER WEEK	2	
TOTAL NUMBER OF LECTURES PER SEMESTER	30	
EVALUATION METHOD	CONTINUOUS ASSESSMENT	
TOTAL MARKS	50	
PASSING MARKS	20	

COURSE OBJECTIVES:

CO 1	To introduce various logical reasoning techniques involved in traditional and formal logic.
CO 2	To master the theory underlying the above techniques.
CO 3	To equip the students with knowledge of logical reasoning to enable them to appear for competitive examinations involving logic.

Course Learning Outcomes:

CLO 1	Analyze the logical structure of language to present its validity.
CLO 2	Application of critical thinking frameworks to complex problems and unfamiliar situations.
CLO 3	Demonstrate this ability by synthesizing information from diverse sources, evaluating the strengths and weaknesses of opposing viewpoints, and formulating well-reasoned solutions.
CLO 4	Successfully attempt competitive examinations involving logical reasoning.

Unit 1	**Forms of Reasoning (15 Lectures)**
Topic 1	Analogical reasoning
Topic 2	Moral reasoning
Topic 3	Statistical reasoning
Topic 4	Scientific reasoning
Unit 2	**Informal Fallacies (15 lectures)**
Topic 1	What is a fallacy? Formal and Informal fallacies
Topic 2	Fallacies of relevance (Threat, Pity, Popular opinion, personal attacks, generalizations)
Topic 3	Fallacies of weak induction (false authority, ignorance, hasty generalization, false cause, slippery slope)

Topic 4	Fallacies of presumption and ambiguity (begging the question, complex question, false dichotomy, equivocation, amphiboly, composition and division)

REFERENCES:

1. Patrick Hurley and Lori Watson, A Concise Introduction to Logic, chapter 9, 12 and 13

2. Stan Baronnett, Logic: An Introduction, chapter 10, 12, 13 and 14

3. Patrick Hurley and Lori Watson, A Concise Introduction to Logic, chapter 3

4. Stan Baronnett, Logic: An Introduction, chapter 4

NAME OF THE COURSE	PSYCHOLOGY & LAW
CLASS	SYBA
COURSE CODE	**ASEC406**
NUMBER OF CREDITS	2
NUMBER OF LECTURES PER WEEK	2
TOTAL NUMBER OF LECTURES PER SEMESTER	30
EVALUATION METHOD	CONTINUOUS ASSESSMENT
TOTAL MARKS	50
PASSING MARKS	20

COURSE OBJECTIVES:

CO 1.	To understand the interplay of Psychology and Law
CO 2.	Gain a comprehensive understanding of the ethical standards and guidelines that govern the practice of Psychology within legal context
CO 3.	To facilitate brief understanding of how psychological principles are applied to the legal system and role of psychologists in the same
CO 4.	Learn about laws and legal standards related to mental health

COURSE LEARNING OUTCOMES:

CLO 1.	Distinguish and understand how Psychology and Law complement each other
CLO 2.	Articulate and emulate the key ethical standards and guidelines that govern the practice of Psychology within legal context
CLO 3.	List and compartmentalize the various psychological principles/phenomena that govern the legal system
CLO 4.	Be informed about laws and legal standards related to mental health as well as be aware of their psychological implications

UNIT 1	Overview of Psychology and Law (15 LECTURES)
1.1	Evolution of Psychology's Influence on the Legal System
1.2	Decoding the Ethics of Psychology
1.3	Role of Mental Health Professionals in the Legal Process

1.4	Mental Health and Criminal Behaviour
UNIT 2	Exploring the Psychological Implications of Legal Acts (15 LECTURES)
2.1	Mental Health Care Act, 2017
2.2	Protection of Children from Sexual Offences (POCSO) Act, 2012
2.3	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) (POSH) Act, 2013
2.4	Evaluation, Relevance and Future Scope

REFERENCES:

1. https://www.legalserviceindia.com/legal/article-12869-the-intersection-of-psychology-and-law-understanding-the-complexities-of-today-s-legal-landscape.html
2. Ministry of Law and Justice. (2017). *The Mental Health Care Act, 2017*. The Gazette of India.
3. Ministry of Law and Justice. (2012). *The Protection of Children from Sexual Offences Act, 2012*. The Gazette of India.
4. Ministry of Law and Justice. (2019). *The Protection of Children from Sexual Offences (Amendment) Act, 2019*. The Gazette of India.
5. Ministry of Law and Justice. (2013). *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*. The Gazette of India.

NAME OF THE COURSE	VISUAL MEDIA THROUGH SOCIAL LENSES
CLASS	SYBA
COURSE CODE	**ASEC407**
NUMBER OF CREDITS	2
NUMBER OF LECTURES PER WEEK	2
TOTAL NUMBER OF LECTURES PER SEMESTER	30
EVALUATION METHOD	CONTINUOUS ASSESSMENT
TOTAL MARKS	50
PASSING MARKS	20

COURSE OBJECTIVES:

CO 1.	To enable students to examine the visuals from different standpoints
CO 2.	To enable the students to analyze the role of digital media in shaping contemporary Society

COURSE LEARNING OUTCOMES:

CLO 1.	The learner will be able to develop critical thinking skills in deconstructing visual media.
CLO 2.	The learner will be able to assess the implications of digital media on society.

UNIT 1	Visual Media
1.1	What is visual media?
1.2	Ways of seeing: Semiotics
1.3	Forms of Visuals: Photographs, paintings, films
UNIT 2	Era of Digital Media
2.1	Meaning, scope and evolution of digital media
2.2	Content creation in digital age
2.3	Growth of OTT platforms

REFERENCES:
1. Berger, J. 1972. Ways of Seeing. London: Penguin
2. Ramaswamy, S. 2008. Beyond Appearances: Visual Practices and Ideologies in Modern India. Sage Publishers