

KEY-WORDS

Analysis – Break down the knowledge and comprehension into constituent parts and see relationships between them.

Aptitude – Unpracticed or natural ability or talent for a particular kind of work.

Attitude – A mental state of readiness organized through experience, exerting a directive or dynamic influence upon the individual response to all objects and situations with which it is related to.

Basic skills in Commerce – The minimum skills to be developed through the teaching- learning process in Commerce education.

Competence – The ability of an employee, to perform to the standards required in employment. It is an ability based on work-task or job-output

Competency – A job competency is an underlying characteristic of a person, which results in effective and / or superior performance in a job.

Creativity – The production of novel, valuable, relevant and useful ideas. Creativity means doing things differently, being unique, clever, innovative or original.

Dialects – The art or practice of logical discussion as of truth of a theory or opinion.

Education – It is a natural, harmonious and progressive development of man's innate powers. Education means all-round drawing out of the best in a student and man-body, mind and spirit.

Effectiveness – The ability to do the right things; or to get things accomplished. It demands choosing the most appropriate objectives and the proper method of achieving the objectives. It implies selection of the right things to do and the right method for getting them done. "Doing the right thing".

Efficiency – Refers to the ability to get things done correctly. It can be measured or quantified as the ratio of output to input. It implies the minimizing the cost of the resources used to produce a fixed level of output.

Epistemology – A branch of philosophy that investigates the origin, methods and limits of human knowledge.

Evaluation – Judge the value of knowledge, comprehension and/or new whole using explicit and coherent criteria of either one's own creation or derived from the work of others.

General skills – These are the outcomes of teaching-learning process to achieve the educational objectives in general.

Instruction – Means accumulation and transmission of knowledge.

Intelligence – The ability to think, the capacity to learn and the amount of detail kept in the memory.

Kinesics – The study of body motion as related to speech i.e. body language.

Knowledge – The information, understanding and skills that you gain through education or experience.

Linkages – Close contacts established between the academic institutions and the business organizations for making teaching-learning process more effective through interaction with field experts and their infrastructural facilities.

Management – The art or skill of directing human activities and physical resources in the attainment of predetermined goals.

Managerial skills – Skills required for effective management and which can be developed through teaching-learning process.

Method – A particular way of doing something.

Scheme of practical – It is the concept of practical in commerce introduced by the University of Pune under the Restructured Programme (1983), Modified Syllabus (1990) and Vocationalization of First Degree Education (1994).

Skill – The ability to use one's knowledge effectively and readily in execution or performance, technical expertise, a power or habit of doing any particular thing competently.

Specific skills – Are the outcomes of teaching-learning process to achieve the instructional objectives in a particular subject or area.

Synthesis – Re-assemble the parts into a new and meaningful agreement thus creating a new whole.

Taxonomy – Implies a classification of ideas or an object. Taxonomy of instructional objectives means an analysis of instructional objectives in terms of precise teaching outcome and specific learning appropriate to a classroom.

Teaching – Imparting of knowledge, the work of a teacher, the teaching profession.

Technical skill - An ability to perform a specific task or function.

Technique – A particular way of doing something, especially one in which one has to learn special skills. The skill with which somebody is able to do something practical.

Technology – Scientific knowledge used in practical ways in industry. Machinery or equipment designed using technology.

Thinking – Covers numerous mental processes. It means to turn over in the mind, meditate, ponder, reason, to give continued thought, in order to reach a decision, to understand, or to solve; to bear in mind, recollect, remember, to anticipate or expect etc.

Training – An act of increasing the knowledge and skills of an employee for doing a particular job. Training is concerned with skill formation and skill development.

Typologies of skills – Skills are classified into three categories, General, Specific and Managerial.

Values – Beliefs about what is right and wrong and what is important in life: cultural/social/moral values. Philosophy (principles and priorities) of life.

Wherewithal – A skill needed by one in order to do something.