

# **LIFE SKILLS**

A value-added course

**Course duration : 30 hours**

**Year : 2018-19**

**Offering Department : PG Commerce**

<p>COURSE OUTCOME</p>	<p><b>Acquaint about non-verbal messages are communicating to others.</b></p>
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## **CONTACT**

### **Head of the department**

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Mysuru 570025

# M.COM- SYLLABUS

## For 2018-2019 Value Added course Second Semester Life Skills

### 1. Course Description:

The course provides the coverage on Communication and its important role in shaping an individual's life, personal as well as professional. Also it is the backbone of any organization/institution. Success in life to a considerable extent depends on effective communication skills. In today's world of computers a strong communication skill base is essential for learners and for smooth functioning of an organization.

### 2. Course Outcome:

- CO1 Analyze common communication problems that may be holding learners back
- CO2 Understand communication beyond language.
- CO3 Knowledge about Social Media
- CO4 Acquaint about non-verbal messages are communicating to others

### 3. Pedagogy:

The subject matter will be presented through lecture, class discussion, student presentation, guest lectures.

### 4. Course Contents:

Module 1: Listening- Techniques of effective listening -Listening and comprehension - Probing questions-Barriers to listening.

Module 2: Speaking- Pronunciation -Enunciation -Vocabulary -Fluency -Common Errors.

Module 3: Effective use of Social Media- Introduction to social media websites -Advantages of social media -Ethics and etiquettes of social media- How to use Google search better -Effective ways of using Social Media.

Module 4: Non-verbal communication- Meaning of non-verbal communication - Introduction to modes of non-verbal communication - Open and Closed Body language -Eye Contact and Facial Expression •-Hand Gestures - Do's and Don'ts - Learning from experts -Activities-Based Learning

### REFERENCE BOOKS:

1. Sen Madhucchanda (2010), An Introduction to Critical Thinking, Pearson, Delhi
2. Silvia P. J. (2007), How to Read a Lot, American Psychological Association, Washington DC
3. Bernard Juaraz ((2000) Learning on Purpose: A Self-management Approach to Study Skills Grades
4. Dr. K. Ravikanth Rao and Dr. P. Dinakar (2016) Life Skills Education.