



B.COM. SEMESTER – 1

5	AEC 1	LIFE SKILLS – 1
----------	--------------	------------------------

Name of the Course: **Life Skills – 1**
 Course credit: **02**
 Teaching Hours: **30 (Hours)**
 Total marks: **50**

Objectives:

The aim of this course is to enhance the employability skills and maximize the potential of the students by introducing them to the principles that underly personal and professional success, and help them acquire the skills needed to apply these principles in their lives and careers.

Learning Outcomes:

After completion of the course, learners will be able to:

1. Define and Identify different life skills required in personal and professional life;
2. Develop an awareness of the self and apply well-defined techniques to cope with emotions and stress.;
3. Use appropriate thinking and problem solving techniques to solve new problems.

PARTICULAR	NO. OF LECTURES
UNIT NO. 1 INTRODUCTION	
Overview of Life Skills: Meaning and significance of life skills, Life skills identified by WHO: Self-awareness, Empathy, Critical thinking, Creative thinking, Decision making, problem solving, Effective communication, interpersonal relationship, coping with stress, coping with emotion.	10
UNIT NO. 2 LIFE SKILLS FOR PROFESSIONALS:	
Introduction, positive thinking, right attitude, attention to detail, having the big picture, learning skills, research skills, perseverance, setting goals and achieving them, helping others, leadership, motivation, self-motivation, and motivating others, personality development, IQ, EQ, and SQ	10
UNIT NO. 3 SELF-AWARENESS	
Introduction, definition, need for self-awareness; Coping With Stress and Emotions, Human Values, tools and techniques of SA: questionnaires, journaling, reflective questions, meditation, mindfulness, psychometric tests, feedback.	10
Total Lectures/Hours	30

Suggested Readings:

1. Shiv Khera, You Can Win, Macmillan Books, New York, 2003.
1. Barun K. Mitra, "Personality Development & Soft Skills", Oxford Publishers, Third impression, 2017.
2. ICT Academy of Kerala, "Life Skills for Engineers", McGraw Hill Education (India) Private Ltd, 2016.
3. Caruso, D. R. and Salovey P, "The Emotionally Intelligent Manager: How to Develop and Use the Four Key Emotional Skills of Leadership", John Wiley & Sons, 2004.
4. Kalyana, "Soft Skill for Managers"; First Edition; Wiley Publishing Ltd, 2015.
5. Larry James, "The First Book of Life Skills"; First Edition, Embassy Books, 2016.
6. Shalini Verma, "Development of Life Skills and Professional Practice"; First Edition; Sultan Chand (G/L) & Company, 2014.

Note: Learners are advised to use latest edition of books

