

Paper Code: BCASEC 6.8

Paper title: Communication Skills

Teaching Hours – 2hrs/week

Total Teaching Hours: 30 Hrs.

Marks: Th-40+IA-10

Credits: 2

Unit I:

Communication and its importance: Process of Communication, written and oral communication, process of listening body language or non verbal communication, the art of public speaking.

10Hrs

Unit II:

Leadership as a process: Working in a team, management of conflict, interpersonal and intrapersonal intergroup, Profiles of great personalities

10Hrs

Unit III:

Career planning and role of career planning and role of career planning in personality development, How to face personal interview and group discussion.

10Hrs

References:

1. EriksenKarin(1979) Communication skills for human services ,Prentice –Hall.
2. Johnson Roy Ivan (1956) Communication : Handling Idea Effectively , McGraw Hill, New York.
3. Personality Development and communication skills, Mulgund&Kenchappanavar, Srishtiprakashana