

Bachelor of Business Administration (B.B.A.)			Semester - IV
Course Title: Life Skills			Type of Course: AEC
Credit: 02	Theory: 02 Hours	Practical: NIL	Teaching Hours: 30
Internal Marks: 25	External Marks: 25	Total Marks: 50	External Exam Time: 1 Hour

COURSE OUTCOMES:

- Awareness about basic life skills
- Develop Professional skills like resume writing, interview skills
- Develop team skills
- Develop and Improve Cognitive and Non- Cognitive skills
- Enhance social and cultural etiquette
- Besides face-to-face lectures (theory would be limited only to 20 percent of the component and the remaining 80 per cent would be practical oriented), the focus would be primarily on blended or hybrid learning. This could include a flipped classroom approach that leverages project-based learning, demonstration, group discussion, and simulations.

Unit - 1	Overview of Basic Life Skills	Hours: 06
	Introduction to Basic Life Skills, Meaning & Concept of Life Skills, Importance of Basic Life skills for Youth, Conceptual awareness of Basic Life Skills for Youth Prescribed by WHO 1. Self - Awareness, 2. Interpersonal Skills, 3. Thinking Skills	
Unit – 2	Professional Skills- (Career Skills)	Hours:12
	<ol style="list-style-type: none"> 1. Résumé Skills: Preparation and Presentation (5 Hours) <ul style="list-style-type: none"> • Introduction of résumé and its importance • Difference between a CV, résumé and biodata • Essential components of a good résumé 2. Interview Skills: Preparation and Presentation (5 Hours) <ul style="list-style-type: none"> • Meaning and types of interviews (F2F, telephonic, video, etc.) • Dress code, background research, do's and don'ts. • Situation, task, action, and response (STAR concept) for facing an interview. • Interview procedure (opening, listening skills, and closure). • Important questions generally asked at a job interview (open- and close-ended questions). 	
Unit 3	Team Skills	Hours: 12
	<ol style="list-style-type: none"> 1. Cognitive and Non-cognitive Skills (4 Hours) <ul style="list-style-type: none"> • Cognitive Skills: <ul style="list-style-type: none"> Meaning, Types of Cognitive Skills, Strategies to Develop Cognitive Skills i. Critical Thinking Skills ii. Problem-solving skill iii. Ability to Learn • Non-cognitive Skills: Meaning and Types of Non-cognitive Skills, Strategies to Develop Non-cognitive Skills (i. Empathy, ii. Creativity, iii. Teamwork, iv. Collaboration, v. Resilience, vi. Interpersonal Skills, vii. Perseverance, viii. Social Control, ix. Social Skill) 2. Listening as a Team Skill (3 Hours) <ul style="list-style-type: none"> • Advantages of Effective Listening • Listening as a Team Member and Team Leader. Use of active listening strategies to encourage sharing of ideas (full and undivided attention, no interruptions, no prethink, use empathy, listen to tone and voice modulation, recapitulate points.). 3. Social and Cultural Etiquette (3 Hours) <ul style="list-style-type: none"> • Need for Etiquette (impression, image, earn respect, appreciation) 	



- Aspects of Social and Cultural/Corporate Etiquette in Promoting Teamwork
- Importance of Time, Place, Propriety and Adaptability to Diverse Cultures

Skill Development Activities: Practical Applications.

REFERENCES

- Life Skills Education [Paperback] Dr. K. Ravikanth Rao and Dr. P. Dinakar Paperback – 1 January 2016
- The Resume Handbook: The Definitive Guide on How to Write the Resume of a Lifetime Kindle Edition