

COURSE CODE :EDN SEC-1

COURSE TITLE : LIFE SKILL EDUCATION

Course Objectives:

Credits : 3

1. To provide orientation in life skills.
2. To acquaint students with the social and inter-personal skills that will enable them to cope with the constantly changing environment.
3. To develop feeling of respect for work and dignity of labour in the students.

Course Contents :

UNIT I : Introduction

- . Concept and definition of Life Skill Education.
- Objectives of Life Skill Education.
- Importance of Life Skill Education.

UNIT II : Ten Core Life Skills (Listed by WHO)

- Problem solving skills .
- Decision making skills.
- Creative thinking skills.
- Critical thinking skills.
- Communication skills.
- Inter-personal skills.
- Empathy.
- Self awareness.
- Coping with emotion.
- Coping stress.

UNIT III : Methods of Teaching Life Skills.

- Project, Demonstration, Observation, Experiment and Integrated method.
- Role of teachers and community members in Life skill education.

Suggested Readings

1. SCERT .Life Skills Education-Guidebook for Teachers (SCERT)
2. Sengararvelu,G. (2011) .Education in Emerging Indian Society, Neel Kamal Publication Pvt Ltd.

COURSE CODE :EDN SEC-2

COMMUNICATION SKILLS

Course Objectives :

Credits : 3

1. To define and understand communication and the communication process.
2. To identify key barriers to effective communication and also to appreciate the role of non-verbal behaviour in human communication.
3. To develop knowledge to express effectively and efficiently.

Course Contents

UNIT I - Introduction

- Meaning , nature and scope of communication.
- Importance of communication.
- Process of communication.

UNIT II - Types of Communication Skills

- Verbal and Non-verbal communication
- Hard skills and soft skills
- Listening, Speaking, Reading and Writing

UNIT III - Effective Communication

- Essentials of effective communication.
- Communication Techniques.
- Barriers to communication.
- Measures to overcome barriers to communication.

Suggested Readings

1. Sampath, K, A.Panneerselvam, S.Santhanam (2007).Introduction to Educational Technology Sterling publisher Pvt. Ltd
2. Mangal, S.K. and Uma Mangal. (2014). Essentials of Educational Technology, PHI Learning Pvt. Ltd.
3. Konar, Nira (2011). Communication Skills for Professionals (Second Edition). New Delhi: PHI Learning Private Limited.
4. MTD Training (2010). Effective Communication Skills. United Kingdom. MTD Training and Ventus Publishing ApS.
5. Owen, Hargie (2006). The Handbook of Communication Skills (Third Edition). East Sussex, London : Routledge, Taylor and Francis Group.
6. Sen, Leena (2009). Communication Skills (Second Edition). New Delhi : PHI Learning Private Limited.