

AC –

Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



**Title of the Course: Life Skill Development - Practical
(Semester II)**

Bachelor of Commerce (Logistics)

Syllabus for 2 Credit Course from the Academic Year 2025-2026

Name of the Course: Life Skill Development - Practical

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	<p>This course is designed to equip students with essential, practical life skills for a seamless transition from academic settings to the workplace.</p> <p>Emphasis will be on hands-on demonstrations in communication, problem-solving, and professionalism. Students will engage in practical activities to develop skills essential for professional success.</p>
2	Vertical :	SEC
3	Type :	Theory
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 marks and Semester End Examination 30 marks
7	Course Objectives: <ol style="list-style-type: none"> 1. To equip students with practical skills for effective communication, adaptability, and conflict resolution, ensuring professional readiness. 2. To develop problem-solving and decision-making capabilities, fostering a professional mindset in real-world scenarios. 	
8	Course Outcomes: <ol style="list-style-type: none"> 1. Students will apply practical communication and interpersonal skills in various workplace scenarios, showcasing readiness for professional environments. 2. Students will demonstrate problem-solving and decision-making skills, adapting effectively to workplace demands and exhibiting leadership potential. 	
9	Module 1: Real-World Communication and Interpersonal Effectiveness (15 Hours)	
	1. Active Listening and Assertive Communication <ul style="list-style-type: none"> ● Differences between passive, aggressive, and assertive communication ● Techniques for active listening, such as paraphrasing and summarising 	

	<p>2. Adaptability and Flexibility in Communication Styles</p> <ul style="list-style-type: none"> ● Identifying and using different communication styles (direct, indirect, formal, informal) ● Adapting communication in virtual and in-person settings <p>3. Managing Difficult Conversations</p> <ul style="list-style-type: none"> ● Delivering constructive feedback effectively ● Managing emotions & maintaining professionalism during challenging discussions <p>4. Self branding, Networking and Relationship Building</p> <ul style="list-style-type: none"> ● Developing an elevator pitch and engaging in small talk ● Building rapport, professional connections, personal brand statement
	<p>Module 2: Problem Solving, Decision-Making, and Professionalism (15 Hours)</p>
	<p>1. Critical Thinking and Problem Solving Under Pressure</p> <ul style="list-style-type: none"> ● Introduction to critical thinking: evaluating evidence and recognising biases. ● Structured problem-solving techniques, Managing stress during complex problem-solving <p>2. Decision-Making and Accountability</p> <ul style="list-style-type: none"> ● Steps for effective decision-making ● Understanding personal accountability and its role in professional settings <p>3. Developing Executive Presence</p> <ul style="list-style-type: none"> ● Key elements of executive presence: grooming, posture, and body language. ● Using body language effectively to convey confidence and credibility. <p>4. Team Collaboration and Leadership Exercises</p> <ul style="list-style-type: none"> ● Understanding team roles and collaboration ● Exploring leadership styles and strategies to foster collaboration.
<p>10</p>	<p>Reference Books:</p> <ul style="list-style-type: none"> ● Brown, Angela R. Leadership Mastery: Strategies for Effective Decision Making and Problem Solving. HarperCollins, 2024. ● Davis, Michael. Interview Excellence: Mastering New Age Interview Techniques. Academic Publishing, 2023. ● Johnson, Mary. Transitioning Successfully: Campus to Corporate Soft Skills. XYZ Press, 2022. ● Smith, John. Soft Skills in the Workplace: A Comprehensive Guide. Acme Publishing,

	2023. <ul style="list-style-type: none"> Thompson, Emily. The Art of Professional Communication: Soft Skills for the Digital Age. Beacon Books, 2024. 		
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through: (20 marks)	Case Study Presentation, Group Presentation, Periodic Test	A learner must be present for each of the sub-components
13	SEE Evaluation: Practical Demonstration (30 marks)		
	<p>A. Role-Play Simulation (30 Marks)</p> <p>Objective: Evaluate critical thinking, decision making, interpersonal skills, adaptability, professional presence and the ability to provide constructive feedback in realistic scenarios.</p> <p>Format:</p> <ul style="list-style-type: none"> Group A: Presents the role-play simulation (20 Marks). Group B: Observes, analyses, and presents feedback based on rubrics (10 Marks). The pattern is reversed, allowing all students to experience both presenting and evaluating. <p>Teacher Evaluation Parameters:</p> <p>For Group A (20 Marks): Presenting the Simulation</p> <ol style="list-style-type: none"> Critical Thinking and Decision-Making (5 Marks): <ul style="list-style-type: none"> Ability to assess the situation critically. Making appropriate and well-thought-out decisions during the simulation. Interpersonal Conflict Handling (5 Marks): <ul style="list-style-type: none"> Skill in responding appropriately to challenging scenarios. Flexibility and responsiveness in handling unexpected developments. Professionalism (5 Marks): <ul style="list-style-type: none"> Maintenance of a professional demeanour, including body language, tone, and attire. Adherence to workplace norms during role-play. Team Coordination (5 Marks): <ul style="list-style-type: none"> Evidence of effective collaboration among team members. Distribution and execution of roles to achieve the task's objectives. <p>For Group B (10 Marks): Observation and Feedback</p> <ol style="list-style-type: none"> Observation and Analysis (5 Marks): <ul style="list-style-type: none"> Quality of insights based on the scenario's key aspects (e.g., decisions, conflict resolution). 		

	<ul style="list-style-type: none"> ○ Using the provided rubric effectively to identify strengths and improvement areas. <p>2. Constructive Feedback Delivery (5 Marks):</p> <ul style="list-style-type: none"> ○ Ability to present feedback clearly, concisely, and respectfully ○ Suggestions provided are actionable and relevant to the scenario.
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Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	
2.	Dr. Swati Bhise	