



S. B. Mahila Arts College, Mehtapura, Himmatnagar
B. A. SEM V
Life Skills (Certificate Course)
Duration: 30 Hours
COURSE CODE SBM 06A
Course Name: Communication Skills

Course	Hours	Teaching Content	Duration
<u>Module 1</u>	5 hours	Listening Techniques	6 Months (30 Hrs.)
Listening		Comprehension	
		Probing questions	
		Problems of Listening	
<u>Module 2</u>	5 hours	Parts of Speech	
Speaking		Tenses	
		Common Errors	
		Idioms and Phrases	
		Dramatization	
<u>Module 3</u>	5 hours	Concept of Reading	
Reading		Punctuations	
		Vocabulary	
		Pronunciation	
		Comprehension	
Writing	5 hours	Tools of Effective writing	
		Forms of writing	
		Importance of 5 Cs in writing	
		Resume writing	
		Worksheet	
<u>Module 4</u>	5 hours	Digital Platforms	
Digital Literacy		Digital resources	
		Use of Internet	
		MS office	
		Practical	
Effective use of Social Media	5 hours	Social Media & Uses	

		Sharing and receiving	
		Effective use of Apps	
		Cyber bullying	
		Practical	

Objective of the Course:

- To ensure clear and correct concept of information from Listener to speaker or vice versa.
- To learn & communicate through the digital platforms
- To develop interpersonal skills and adopt good leadership and self-confidence.
- To understand the importance of Social Media in the world of technology.

Learning Outcomes:

- Communicate pleasingly and effectively.
- Think critically about communication.
- Write correctly in various contexts.
- Interact skillfully and ethically.
- Create and draw professional presentations.
- Recognize the power of social media in challenging world.
- Keep yourself safe from Attackers and Hackers.

Examination Pattern: 1. 50 MCQs
2. 50 Practical

References:

1. Communication Skills by Language S. K. Jha, Meena Malik.
2. What is a Digital Platform by Sagar Sharma.
3. Computer for Beginners by Pawan Arora.
4. India Social by AnkitLal

Prepared by Team of IQAC:

1. Dr. N. R. Shaikh
(I/C principal)
2. Prof. Shadab Rose
(Department of English)
3. Dr. S. A. Qureshi
(Department of Sociology)
4. Dr. S. M. Shaikh
(Department of Hindi)
5. Dr. I. A. Gazi
(Department of Gujarati)

S. Mureshi

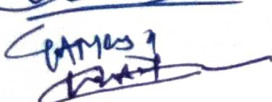
S. M. Sheikh












Incharge Principal
S. B. Mahila Arts College
Himatnagar