



**YASHASWI EDUCATION SOCIETY'S
INTERNATIONAL INSTITUTE OF
MANAGEMENT SCIENCE, CHINCHWAD
IN ASSOCIATION WITH
SAVITRIBAI PHULE PUNE UNIVERSITY**

VALUE ADDED COURSE: COMMUNICATION AND SOFT SKILLS - I

**COURSE COORDINATOR -
PROF AMAR GUPTA**

YEAR : 2020 - 21



Syllabi for the Value Added Course: Communication and Soft Skills - I

Semester -I

Semester I 2 Credit	LTP: 2:2:1	Communication and Soft Skills-I
CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO1	REMEMBERING	Describe the different components of communication, Channels of communication and barriers to effective communication.
CO2	UNDERSTANDING	Compare various types of Communication
CO3	APPLYING	Discover the tips for Improving Non-Verbal Communication
CO4	ANALYSING	Illustrate the Process Communication
CO5	EVALUATING	Review the techniques of Communication
CO6	CREATING	CREATE and DELIVER effective Communication skills for common business situations

- 1: Introduction to Basics of Communication - Definition, Nature and Scope of Communication, Importance and Purpose of Communication, Process of Communication, Types of Communication. **(8)**
2. Non-Verbal Communication Personal Appearance, Gestures, Postures, Facial Expression, Eye Contacts Body Language(Kinesics) , Silence, Tips for Improving Non -Verbal Communication. **(14)**
3. Effective Communication Skills Essentials of Effective Communication, Communication Techniques, Barriers to Communication. **(8)**

