



बिरसा मुंडा ट्रायबल युनिवर्सिटी

Birsa Munda Tribal University

राजपिपला, जि. नर्मदा Rajpipla, Dist. Narmada

Established by Tribal Development Department, Govt. of Gujarat

School of Commerce

B.Com. Programme

Subject Code & Subject Name: BC01AECC02 Fundamentals of Communication Skills

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
2	-	-	2	50%	00	50%	00

Programme Name	B.Com.
Semester	Semester 1
Course Code	BC01AECC02
Course Title	Fundamentals of Communication Skills
Course Content Type (Th./Pr.)	Theory
Course Credit	2
Sessions+ Lab. Per Week	N/A
Total Teaching/Lab. Hours	30 Hours
* 2 Laboratory = 1 Session	

Learning Objectives

- To introduce the fundamentals of communication.
- To develop effective speaking and listening skills.
- To enhance presentation and group discussion abilities.

Learning Outcomes

On the Completion of this course, students will able to:

- Understand the process and types of communication.
- Demonstrate effective verbal and non-verbal communication.
- Participate actively in group discussions and presentations.





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Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	Unit 1: Fundamentals of Communication <ul style="list-style-type: none">• Communication Process, Types, and Barriers• Importance of Effective Communication• Non-verbal Communication: Body Language, Facial Expressions, Proxemics, Chronemics, Vocalics	15
II	Unit 2: Effective Speaking and Listening <ul style="list-style-type: none">• Techniques for Effective Speaking: Clarity, Tone, and Body Language• Active Listening Skills• Introduction to Presentation Skills	15

Reference Books

- Adler, Ronald B., and Jeanne Marquardt Elmhurst. Communicating at Work: Principles and Practices for Business and the Professions. McGraw-Hill Education.
- Lucas, Stephen. The Art of Public Speaking. McGraw-Hill Education.
- Duck, Steve, and David T. McMahan. Communication in Everyday Life: The Basic Course Edition with Public Speaking. SAGE Publications.

L:: Lecture, **T::** Tutorial, **P::** Practical

CCE:: Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/surprised), attendance etc. or any combination of these)

PWE:: Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

SEE:: Semester End Evaluation

