	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO 1	✓	✓		✓
CO 2	✓	✓		✓
CO 3	✓	✓		✓
CO 4	✓	✓		✓
CO 5	✓	✓		✓

University of Kerala

Discipline	**ENGLISH**				
Course Code	**UK4SECENG205**				
Course Title	**Essential Skills for Everyday Life**				
Type of Course	**SEC**				
Semester	**IV**				
Academic Level	**200-299**				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours/Week
	3	2 hours	-	2 hours	4
Pre-requisites	1. Basics of soft skills 2. Basics of digital literacy and environmental conservation				
Course Summary	The course aims to equip learners with the foundational skills needed to thrive in today's dynamic world. The course helps to gain practical knowledge in financial management, budgeting, saving, and investing strategies. It explores soft skills required to foster positive relationships in both personal and professional settings and also highlights the skills that every digital citizen should possess.				

Detailed Syllabus:

Module	Unit	Content	Hrs
I		**Essential Skills**	**12**
	1	Life skills - Definition, types and significance	
	2	16 types of Life Skills https://mind.help/topic/life-skills/types/	
		Practicum	

		Discuss in groups the soft skills we need to develop Write down your strengths, weaknesses, short -term and long-term goals	
II		**Financial Management skills**	**12**
	3	Budgeting - Understanding income, and expenses and creating a budget plan-investment-credit	
	4	Financial Literacy: What it is and Why it is so Important to Teach Teens. https://www.investopedia.com/terms/f/financial-literacy.asp	
		Practicum Track your income and expenses for a month to know your spending habits and financial priorities	
III		**Social Skills**	**12**
	5	Active listening- Interpersonal skills - Social etiquette- Circumstantial use of Language - Problem-Solving Skills - Conflict Management - delegation skills - boundaries	
	6	What are Soft Skills? https://www.themuse.com/advice/soft-skills-definition-examples	
		Practicum Discuss the specific boundaries that you want to set in interpersonal relationships and workplace	
IV		**Digital Literacy Skill**	**12**
	7	Defining digital literacy and its importance in the modern world	
	8	11 Important Skills Every Digital Citizen Should Possess. https://www.parksidefcu.com/11-important-skills-that-every-digital-citizen-should-possess/2770/	
	9	Introduction to Digital Literacy: Chapter 1 https://pressbooks.library.torontomu.ca/digcit/chapter/chapter-1/	
		Practicum Identify areas for improvement in navigating digital tools online	
V		**Practicum**	**12**
		Create a personal budget plan. Form groups for project work and delegate tasks to each member. Discuss strategies for protecting personal privacy online. Create a sustainability action plan outlining steps you will take to incorporate eco-friendly habits into your daily routine.	

Recommended Reading

Peter, Francis. *Soft Skills and Professional Communication*. New Delhi: Tata McGraw Hill.

2012. Print.

Covey, Stephen R. The 7 Habits of Highly Effective People. Simon and Schuster, 2004,
books.google.ie/books?id=upUxaNWSaRIC&printsec=frontcover&dq=Covey,+Stephen+R.+

7+HABITS+of+HIGHLY+EFFECTIVE+PEOPLE+:+Powerful+Lessons+in+Personal+Change.&hl=&cd=1&source=gbs_api

Ramsey, Dave. *The Total Money Makeover: Classic Edition*. Thomas Nelson, 2013, books.google.ie/books?id=5V5_IzjHOdsC&pg=PR3&dq=The+Total+Money+Makeover:+A +Proven+Plan+for+Financial+Fitness%22+by+Dave+Ramse&hl=&cd=1&source=gbs_api

Lowndes, Leil. *How to Talk to Anyone: 92 Little Tricks for Big Success in Relationships*. HarperCollins UK, 2013, books.google.ie/books?id=q3pHOXF3vzAC&pg=PR3&dq=How+to+Talk+to+Anyone:+92+ Little+Tricks+for+Big+Success+in+Relationships%22+by+Leil+Lowndes&hl=&cd=1&source=gbs_api

Sieberg, Daniel. The Digital Diet: The 4-step Plan to Break Your Tech Addiction and Regain Balance in Your Life. Three Rivers Press, 2011.

De Bono, Edward. 2000. *Six Thinking Hats*. 2nd Edition. Penguin Books.

E-Resources

https://www.investopedia.com/terms/s/soft-skills.asp#:~:text=Soft%20skills%20can%20also%20be,carried%20over%20to%20any%20position.

https://www.thebalancemoney.com/list-of-soft-skills-2063770

Course Outcomes

No.	Upon completion of the course, the graduate will be able to	Cognitive Level	PSO addressed
CO-1	Develop unique soft skills to deal with the world constructively.	U,Ap	1,2
CO-2	Gain proficiency in budgeting, saving, and investing strategies	R, U	4,7
CO-3	Acquire essential digital literacy skills, including internet navigation and cybersecurity awareness, to access, evaluate, and utilize digital resources effectively	U,An, Ap,	10
CO-4	Gain an insight into the soft skills and etiquette that foster positive relationships	R, U,E, Ap	9,13
CO-5	Empower learners to assume leadership roles and create strategies to carry out tasks effectively	C	7,10

R-Remember, U-Understand, Ap-Apply, An-Analyse, E-Evaluate, C-Create

Name of the Course: Credits: 2:0:2 (Lecture:Tutorial:Practical)

CO No.	CO	PO/PSO	Cognitive Level	Knowledge Category	Lecture (L)/Tutorial(T)	Practical (P)
1	CO - 1	1,2/1,2	U	F, C	L	P
2	CO-2	2,7/4,7	R, U	C, P	L	P
3	CO-3	7/10	An, Ap,	C	L	P
4	CO-4	4,5/9,13	E, C	P	L	P
5	C0-5	5/7,10	C	M	L	P

F-Factual, C- Conceptual, P-Procedural, M-Metacognitive

Mapping of COs with PSOs and POs :

	PSO 1	PSO 2	PSO 4	PSO 7	PSO 9	PSO10	PSO13	PO 1	PO 2	PO 4	PO 5	PO 7
CO1	1	2						2	2			
CO2			2	1					1			2
CO3						2						2
CO4					1		3			2	3	
CO5				2		2					2	

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam
- Programming Assignments
- Final Exam

Mapping of COs to Assessment Rubrics :

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO 1	✓	✓		✓
CO 2	✓	✓		✓
CO 3	✓	✓		✓
CO 4	✓	✓		✓
CO 5	✓	✓		✓