

FACULTY OF COMPUTER APPLICATIONS
Bachelor of Computer Applications

- **Semester** : 4
- **Subject Code** : 05CR0401
- **Subject Name** : Life Skills 2

Course Objectives

This course equips you with essential life skills: mental toughness for challenges, a growth mindset for continuous learning, and mastery of focus, communication, teamwork, finances, and more. Navigate social media, build strong networks, and adapt to change with resilience. Thrive in every aspect of life!

Unit No	Topics Covered	No of lectures required
1	<p>Significance of Mental Toughness and Assess Mental toughness with Mental toughness assessment tool</p> <ul style="list-style-type: none"> - Concept of mental toughness. - Overview of mental toughness in personal and academic contexts. - Detailed explanation of the components and structure of Mental toughness assessment tool. - Assess Mental toughness of students with Mental Toughness assessment tool. 	5
2	<p>Significance of Mindset</p> <ul style="list-style-type: none"> - Overview of Mindset - Growth VS Fixed Mindset - Abundance VS Scarcity Mindset - Open VS Closed Mindset - Positive VS Negative Mindset - Gratitude Mindset 	4
3	<p>Developing Self-Confidence and Self-Esteem</p> <ul style="list-style-type: none"> - Building self-confidence. - Recognizing and overcoming self-esteem issues. - Develop Positive self-talk. 	3

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4	Developing and Maintaining Focus <ul style="list-style-type: none"> - Csikszentmihalyi's research on flow - Develop Focus in Academic Learning - Relation between Neuroplasticity and Focus 	3
5	Overcoming Challenges <ul style="list-style-type: none"> - Facing and Welcoming challenges makes you stronger - WOOP Method - Empower limiting beliefs 	2
6	Effective Communication Skills <ul style="list-style-type: none"> - Active listening - Assertive communication - Conflict resolution 	2
7	Team Management and Leadership Skills <ul style="list-style-type: none"> - Leadership styles and their impact - Decision-Making and Problem-Solving - Motivating and Inspiring Teams - Adaptability and Change Management - Ethical Leadership - Building Trust and Cohesion among team members - Celebrating Diversity in Teams - Collaborative Problem-Solving - Team Building activities 	6
8	Developing Social Media Etiquette <ul style="list-style-type: none"> - Leveraging social media for professional growth - Building an online professional presence - Navigating the challenges of social media 	2
9	Financial Literacy <ul style="list-style-type: none"> - Budgeting and financial planning. - Saving and investing. - Managing debt. 	2
10	Networking and Relationship Building <ul style="list-style-type: none"> - Importance of networking in personal and professional life. - Building a professional network. - Networking etiquette. 	3
11	Adaptability and Resilience <ul style="list-style-type: none"> - Adapting and coping with change. - Building resilience in the face of challenges. - Learning from setbacks. 	2
12	Resume Building <ul style="list-style-type: none"> - Overview of Resume format - Understanding the key sections of Resume 	3

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13	Group Discussion - Overview of Resume format	3
14	Interview Skills	3
15	Habits of Highly Effective People	2

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Course Outcomes:

1. Develop interpersonal Relationship Skills
2. Build resilience and Stress Management Skills
3. Develop leadership and team collaboration Competence
4. Enhance financial literacy and responsibility
5. Develop effective Communication Competence

Course Outcomes – Program Outcomes Mapping Table:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1		L			M			
CO2		L		L	L			
CO3		M			M			
CO4								
CO5		L		M	M			

Reference Books:

- Mental Toughness in Academics: "Grit: The Power of Passion and Perseverance" by Angela Duckworth (Combines research and practical tips to cultivate resilience and achieve academic goals)
- Mindset: "Mindset: The New Psychology of Success" by Carol Dweck (Explores the power of fixed vs. growth mindsets and how to shift for personal growth)
- Self-Confidence and Self-Esteem: "The Six Pillars of Self-Esteem" by Nathaniel Branden (Offers a foundational framework for building lasting self-esteem and self-worth)
- Maintaining Focus: "Deep Work: Rules for Focused Success in a Distracted World" by Cal Newport (Provides actionable strategies for minimizing distractions and maximizing your productivity)
- Overcoming Challenges: "Man's Search for Meaning" by Viktor Frankl (A powerful testament to resilience and finding purpose in the face of adversity)
- Effective Communication: "Nonviolent Communication: A Language of Life" by Marshall B. Rosenberg (Promotes empathy and understanding through clear, respectful communication)

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- Team Management and Leadership Skills: "The Leadership Pipeline: Five Essential Stages of Leadership Development" by Ram Charan, Noel Tichy, and Stephen Drotter (Offers a clear roadmap for developing your leadership skills and capabilities)
- Social Media Etiquette: "Netiquette: The Etiquette of the Net" by Virginia Shea (A timeless guide to online etiquette and respectful communication in the digital age)
- Financial Literacy: "I Will Teach You to Be Rich" by Ramit Sethi (Actionable steps for budgeting, investing, and achieving financial security)
- Networking and Relationship Building: "Never Eat Alone: And Other Secrets to Success in Business and Life" by Keith Ferrazzi (Practical strategies for building and nurturing connections that benefit your career and personal life)
- Adaptability and Resilience: "Daring Greatly: How Courage Makes Us Vulnerable, Dare to Lead, and Give Wholeheartedly" by Brené Brown (Connects vulnerability and courage to building resilience and thriving in ever-changing environments)

Web References :

Mental Toughness in Academics:

- The Greater Good Science Center - Grit: The Power of Passion and Perseverance: <https://ggia.berkeley.edu/> (Provides research-backed strategies for developing grit)

Mindset:

- Khan Academy - Mindset Matters: <https://www.khanacademy.org/college-careers-more/learnstorm-growth-mindset-activities-us> (Interactive lessons and resources on fixed vs. growth mindsets)

Self-Confidence and Self-Esteem:

- Psychology Today - 10 Tips to Boost Your Self-Esteem: <https://www.psychologytoday.com/intl/blog/social-instincts/202301/5-healthy-habits-to-improve-your-self-esteem> (Practical tips and exercises for building self-confidence)

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Maintaining Focus:

- TED Talk - Cal Newport: Deep Work: <https://www.youtube.com/watch?v=3E7hkPZ-HTk> (Inspiring talk on the importance of deep focus and avoiding distractions)

Overcoming Challenges:

- Headspace - 3 Ways to Build Resilience: <https://www.headspace.com/articles/how-to-relieve-stress> (Mindfulness practices for overcoming challenges and cultivating mental strength)

Effective Communication:

- Toastmasters International - Effective Communication Tips: <https://www.toastmasters.org/magazine/magazine-issues/2022/june/communication-style> (Resources and guidance on improving communication skills in various settings)

Team Management and Leadership Skills:

- Harvard Business Review - 10 Must-Have Skills for Effective Leadership: <https://hbr.org/2018/10/the-6-fundamental-skills-every-leader-should-practice> (Insights and frameworks for developing strong leadership skills)

Social Media Etiquette:

- Netiquette - The Emily Post Institute: <https://emilypost.com/> (Classic guide to online etiquette and respectful communication)

Financial Literacy:

- Mint.com - Financial Resources and Tools: <https://mint.intuit.com/> (Free platform for budgeting, tracking spending, and achieving financial goals)

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Networking and Relationship Building:

- LinkedIn Learning - Building and Maintaining Relationships: <https://www.linkedin.com/business/sales/blog/strategy/5-best-practices-for-building-relationships-on-linkedin> (Online course with actionable strategies for networking and building strong connections)

Adaptability and Resilience:

- The American Psychological Association - Building Resilience: <https://uncw.edu/studentaffairs/committees/pdc/documents/the%20road%20to%20resilience.pdf> (Tips and resources for adaptivity and resilience in the face of change and challenges)