GUJARAT TECHNOLOGICAL UNIVERSITY
Syllabus for Integrated MSc, 3rd Semester
Branch: Information Technology
Subject Name: Soft Skills and Professional Communication
Subject Code: 1330501

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
				Theory Marks		Practical Marks		
L	T	P	C	ESE(E)	PA (M)	PA (I)	ESE (V)	
2	2	0	4	70	30	0	0	100

Course Content:

Sr. No.	Content	Teaching Hours	Module Weightage (%)
1	**Introduction To Soft Skills:** 1.1. Definition and Meaning 1.2. Classification of Soft Skills 1.3. Importance of Soft Skills today 1.4. Soft Skills for First Job and Future Career Advancement 1.5. Soft Skills Required by IT Professionals	4	15
2	**Business Ethics and Etiquettes:** 2.1. Etiquette advantage in business communication- Introduction, Greetings, Dressing and grooming, Norms of Business dressing and Table Manners 2.2. Body Language during professional Interactions 2.3. Developing a Professional Work Ethics 2.4. Developing a Professional Telephonic Skills	7	25
3	**Skills for Personality Development** 3.1. Self-esteem 3.2. Building Self-confidence 3.3. Team work and Team Building 3.4. Developing Positive Attitude 3.5. Stress and Time Management	4	15
4	**Skills at work Place** 4.1. Managing Meetings 4.2. Negotiation Skills 4.3. Leadership 4.4. Creativity 4.5. Respecting Social Protocols	6	20
5	**Employment communication** 5.1. Resume Writing 5.2. Aptitude Test 5.3. Group Discussion 5.4. Telephonic Interviews 5.5. Personal Interviews	7	25

Suggested Specification table with Marks (Theory):

Distribution of Theory Marks				
R Level	U Level	A Level	N Level	E Level
25	20	25	-	-

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate and above Levels (Bloom's Taxonomy)

Reference Books:
1. Soft skills for Everyone- Jett Butterfield
2. Enriching Soft skills- Dipali Biswas
3. The Ace of Soft skills- Gopalaswanny Ramesh
4. Placement and Personality Development – KVSG Murali Krishna
5. Communication Skills for Engineers – Sunita Mishra
6. Soft Skills for Managers – Dr. T. Kalyana Chakravarti
7. Soft Skills and Professional Communication – Francis Petes S. J.

Course Outcome:
After learning the course, the students should be able to:

No.	CO statement
CO-1	Understand the need and importance of Soft-skills
CO-2	Utilize and implement the Soft-skills at the work place
CO-3	Demonstrate professional etiquettes and professional communication
CO-4	Trained as Industry Professionals for Corporate world