

# NIRMA UNIVERSITY

<b>Institute</b>	<b>Institute of Technology</b>
<b>Name of Programme</b>	<b>B. Tech. (All Programmes)</b>
<b>Semester</b>	<b>III / IV</b>
<b>Course Code</b>	<b>0FT002</b>
<b>Course Title</b>	<b>Campus to Corporate - I</b>
<b>Course Type</b>	<b>Vocational</b>
<b>Year of Introduction</b>	<b>2023 – 24</b>

L	T	Practical component				C
		LPW	PW	W	S	
1	-	-	-	-	-	-

### Course Learning Outcomes (CLOs):

At the end of the course, students will be able to-

- develop good personality, soft skills and interpersonal relationship for professional success (BL6)
- use technology for effective communication (BL3)
- realize the role of technology in personality development and the importance of time and stress management (BL3)

### Content:

**Total Hours : 30**  
**Teaching Hours : 20**

The course is aimed at providing knowledge to the students, understand nuances of communications, the etiquettes and preparations for career. During this course, the student will have exposure to corporate culture and expectations which will help them to develop the competencies required for professional career, interpersonal and human relationship skills. The topics covered under this course are -

	Topics	Hours
UNIT - I	<b>Ice Breaking, Goal Setting, SWOC Analysis</b>	5
UNIT – II	<b>Communication</b> Basic Grammar, Verbal Communication, Non-Verbal Communication, Written Communication (Letter, Application Writing, Social Media)	5
UNIT – III	<b>Etiquettes</b> Dining, Communication, Digital, Professional, Thank you and other notes, Personal grooming and hygiene, Cultural sensitivity, diversity.	2
UNIT IV	<b>Professional Skills</b> Confidence building, Email Etiquette, Resume Building, Public Speaking Skills, Extempore	5
UNIT-V	<b>Corporate Readiness</b> Time Management skills, People Skills, Effective Presentation skills	3

### Self-Study:

The students will be assigned tasks / presentation preparation / individual or team work or relevant activities equivalent to 10 hours and will be assessed based on the work carried out.

### Suggested Readings:

1. Dorch Patricia, What Are Soft Skills?, Execu Dress Publishers.
2. Kamin Maxine, Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders, John Wiley & Sons
3. Klaus Peggy, Jane Rohman & Molly Hamaker, The Hard Truth about Soft Skills, Harper Collins
4. Petes S. J., Francis. Soft Skills and Professional Communication, Tata McGraw-Hill Edu.
5. Stephen Covey, Seven Habits of Highly Effective People, Simon & Schuster Us Publishers
6. Hurlock Elizabeth B, Personality Development, Tata McGraw Hill New Delhi
7. Robin Sharma, The Leader who had No Title, Simon & Schuster
8. Shiv Khera, You can Achieve More, Live by Design Not by Default, Bloomsbury

L = Lecture, T = Tutorial, P = Practical, C = Credit

w.e.f. academic year 2023 - 24 and onwards

**NIRMA UNIVERSITY**  
**INSTITUTE OF TECHNOLOGY**  
**Proposed Teaching & Examination Scheme**  
**Bachelor of Technology**  
**Semester – V / VI**

w. e. f. Academic Year 2024-25

Course Code	Course Title	Teaching Scheme (hours/week)				Examination Scheme			
		L	T	P	C	Duration Hours	Component Weightage		
						SEE	CE	LPW	SEE
<b>Supplementary Course</b>									
OFT003	Campus to Corporate - II	1	-	-	-	-	1.0	-	-
	<b>Total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

L: Lectures, P/T: Practicals / Tutorial, C: Credits  
 LPW/PW: Laboratory / Project Work

SEE: Semester End Examination  
 CE: Continuous Evaluation

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