

## NIRMA UNIVERSITY

Institute	Institute of Technology
Name of Programme	B. Tech. (All Programmes)
Semester	V / VI
Course Code	OFT003
Course Title	Campus to Corporate - II
Course Type	Vocational
Year of Introduction	2024 – 25

L	T	Practical component				C
		LPW	PW	W	S	
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### Course Learning Outcomes (CLOs):

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

- nurture a deep sense and understanding of personality development, soft skills and interpersonal relationship for overall self-development (BL6)
- develop and exhibit a balanced attitude in life and learn to handle failures (BL6)
- apply methods learned to manage time and stress (BL3)

### Contents:

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

The course is aimed at student understanding of organizations' expectations and will be imparted exercises related to career planning. During this course, the student will have exposure to etiquette, attire, behaviour and corporate expectations. This will help them to develop the competencies required for professional career, interpersonal and human relationship skills. This course is in continuation and the topics covered under this course are --

	Topics	Hours
UNIT - I	<b>Corporate Vocab Building &amp; Jargons</b>	1
UNIT - II	<b>Etiquettes &amp; Skilling</b> Confidence building, Grooming, Importance of Formal Attire, Business Etiquette, Telephone Etiquette, Written Communication (Formal representation, Use of AI), Leadership Skills	5
UNIT - III	<b>Corporate Readiness</b> Work Ethics, Stress Tackling activities during corporate Life, Team work, Effective Presentation skills, Hobbies and Skills, Adaptability, Flexibility, Conflict Resolution	7
UNIT-IV	<b>Interview Preparations</b> Effective way to introduce yourself, Group Discussion, Personal Interview Tips, Mock Interview, Virtual interview prep, Interview FAQ, Current Affairs and Fundamentals	7

### 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 2024 - 25 and onwards