

NIRMA UNIVERSITY

Institute	Institute of Technology
Name of Programme	BTech Chemical Engineering
Semester	IV
Course Code	0FT002VA23
Course Title	Campus to Corporate - I
Course Type	Vocational
Year of Introduction	2023-2024

L	T	Practical component				C
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Course Learning Outcomes (CLOs):

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

1. develop good personality, soft skills and interpersonal relationship for professional success (BL3)
2. utilise technology for effective communication (BL3)
3. apply mechanism to manage time and stress. (BL3)

The course is aimed at providing knowledge to the students, understand nuances of communications, the etiquettes and preparations for career. During this course, the students 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 as follows:

Unit	Contents	Teaching hours (Total 20)
Unit-I	Ice Breaking, Goal Setting, SWOC Analysis	5
Unit-II	Communication Basic grammar, verbal communication, non-verbal communication, written communication (letter, application writing, social media).	5
Unit-III	Etiquettes Dining, communication, digital, professional, thank you and other notes, personal grooming and hygiene, cultural sensitivity, diversity.	2
Unit-IV	Professional Skills Confidence building, email etiquette, resume building, public speaking skills, extempore.	5
Unit-V	Corporate Readiness 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/
References:

Patricia, D. *What Are Soft Skills?* Execu Dress Publishers.

Maxine, K. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders*, John Wiley & Sons.

Peggy, K., Rohman J. & Hamaker, M. *The Hard Truth about Soft Skills*, Harper Collins.

Petes F. S. J. *Soft Skills and Professional Communication*, Tata McGraw-Hill Edu.

Covey, S. *Seven Habits of Highly Effective People*, Simon & Schuster Us Publishers.

Hurlock E. B. *Personality Development*, Tata McGraw Hill.

Sharma, R. *The Leader who had No Title*, Simon & Schuster.

Khera, S. *You can Achieve More, Live by Design Not by Default*, Bloomsbury.