

## NIRMA UNIVERSITY

<b>Institute</b>	<b>Institute of Technology</b>
<b>Name of Programme</b>	<b>B. Tech. in Electrical Engineering</b>
<b>Semester</b>	<b>IV</b>
<b>Course Code</b>	<b>0FT002VA23</b>
<b>Course Title</b>	<b>Campus to Corporate - I</b>
<b>Course Type</b>	<b>Vocational</b>
<b>Year of Introduction</b>	<b>2023-2024</b>

L	T	Practical component				C
		LPW	PW	W	S	
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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	<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 self-study contents will be declared at the commencement of semester. Around 10% of the questions will be asked from self-study contents.

**Suggested Readings/ References:**

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

