



C. U. SHAH UNIVERSITY
Wadhwan City

FACULTY OF:- Computer Science

DEPARTMENT OF:- Master of Computer Applications

SEMESTER:- -I

CODE :- 5CS01MCS1

NAME – COMMUNICATION & SOFT SKILLS DEVELOPMENT

Teaching and Evaluation Scheme

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5CS01MCS1	COMMUNICATION & SOFT SKILLS DEVELOPMENT	4	2	-	6	5	30	1.5	70	3	-	50	-	150

Objectives:-

- The purpose of this course is to develop the students’ competence in communication at an advanced level. Assuming that the students are fairly proficient in the basic communication skills of listening, speaking, and reading & writing in English.
- To give a global competitive edge to the students by way of honouring their professional communication skills.
- To enhance the employability skills of the students.
- To make them aware of the process of interview and competencies required.
- To train them to prepare career oriented contributor profile..

Prerequisites:-

Students should have basic knowledge of English language and grammar.
 Students should have ability to speak and write correct sentence in their day to day language.
 Students should be familiar with correct usage of language.
 Students should have basic knowledge of professional communication..

Course outline:-

Sr. No.	Course Contents	Number of Hours
1	Features of Indian English Communication: Correction of sentences – Informal conversation Vs Formal expression – Verbal and non-verbal communication, barriers to effective communication – kinesics – Types of	5



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	communication – Listening, Speaking, Reading and Writing, Telephone etiquette.	
2	Technical presentations: Types of presentation – video conferencing – participation in meeting – chairing sessions – Formal and informal interviews – interviewing in different setting and for different purposes recruiting, performance appraisal, Public Speaking, Debate and Group Discussion.	5
3	Written communication – differences between spoken and written communication – features of effective writing such as clarity and brevity.	6
4	Letter-writing – business letters – pro-forma culture – format – style – effectiveness, promptness - Analysis of sample letters collected from industry – email, fax.	6
5	Technical Report writing – Business and Technical Reports Types of reports – progress reports, routine reports – Annual reports – format – Analysis of sample reports from industry – Synopsis and Dissertation writing.	12
6	Personality development, personal grooming and soft skills	4
7	Employability skills	4
8	Interviews	4
9	Resume Writing	4
Total hours		48

Learning Outcomes:-

1. Develop their personality and personal grooming to work effectively at workplace.
2. Be able to prepare their resume in highly contributor manner and develop their employability skills, for interview and technical report writing.

Teaching Methodology:

1. The teaching will be made effective through interactive class room approach.
2. Different kind of soft skills will be improved through drilling method.
3. Active and inactive resources such as Audio & Video-CDs will be utilize for effective teaching learning process

Books Recommended:-

1. Essentials of Business Communication
2. Basic Communication Skills for Technology
3. Business Communication
4. English for Technical Communication – vols. 1 and 2
5. Writing Remedies: Practical Exercises for Technical Writing