



C.U.SHAH UNIVERSITY – WADHWANCITY

FACULTY OF: - Science

DEPARTMENT OF: - English

SEMESTER: - V

CODE:- 4SC05PEF1

NAME: – Professional Etiquettes-1

Teaching & Evaluation Scheme:-

Subject Code	Subject Name	Teaching Schemes (Hours)				Credit	Evaluation Schemes							
		Th	Tu	Pr	To		Theory				Practical (Marks)		Total	
											Internal	University		
							Sessional Exam		University Exam		Pr	TW		Pr
							Marks	Hours	Marks	Hours				
4SC05PEF1	Professional Etiquettes-1	1	0	2	3	2	20	1	50	2	20	10	00	100

Course outline:

Detail Course Content:

Unit No.	Detailed Contents
	Section-A: Career Advancement Program (CAP)
1	Soft Skills <ul style="list-style-type: none"> • Introduction to soft skills • Difference between soft skills & hard skills • Importance of soft skills • Intelligence quotient, Emotional quotient, Spiritual quotient • Classification of soft skills: • Thinking Skills-Self Awareness, Problem-Solving, Decision Making, Critical Thinking, Creative Thinking • Social Skills-Interpersonal Relationships, Effective Communication, Empathy • Emotional Skills-Managing Feelings/emotions, Stress Management
2	Positive Attitude <ul style="list-style-type: none"> • Introduction • Importance of positive attitude • Ways to develop positive attitude • External and internal factors in bulging positive attitude
3	Leadership <ul style="list-style-type: none"> • Who is Leader? • Characteristics of Leader • Types of Leader



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	<ul style="list-style-type: none"> • Importance of Leadership in Professional life • Case study of Swami Vivekanand Steve Jobs, Abdul Kalam, Bill Gates etc.
4	Self Esteem <ul style="list-style-type: none"> • Definition • Theory of Maslow • Advantages of High Self Esteem • High Self Esteem vs. Low Self Esteem • Causes of Low Self Esteem • How to Improve Self Esteem
5	Goal Setting <ul style="list-style-type: none"> • Introduction • Importance • 5 D's of Goal Setting: Direction, Dedication, Determination, Discipline, Deadline • Steps of Goal • Action Plan
6	Notice, Agendas of Meeting, Minutes of Meeting <ul style="list-style-type: none"> • Preparing notice • Preparing a list of agendas for meeting • Drafting minutes of conducted meeting
7	Meeting <ul style="list-style-type: none"> • Introduction • Participation in meeting • Key features • Etiquettes
	Section-B: Literature
8	Wings of Fire by Abdul Kalam-Orientation & Creation Chapters



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References:

Sr No.	Title	Author	Publisher
1	Effective Personal Communication Skills for Public Relations	Green Andy	Kogan age Limited
2	Effective Technical Communication	M Ashraf Rizvi	Tata Mc Graw hill
3	Personality Development and Soft Skills	Mitra Barun	OUP
4	Resumes and Interviews	M Ashraf Rizvi	Tata Mc Graw hill
5	Managing Soft Skills for Personality Development	B.N. Ghosh	Tata Mc Graw hill
6	You Can Win	Shiv Khera	
7	The Monk Who Sold His Ferrari	Robin Sharma	Harper Collins
8	Wings of Fire	Abdul Kalam	University Presss