



SYLLABUS

Course Title	Professional Skills for Computer Applicants
Course Code	MCAL005
Course Credit	Theory(Hrs) : 4
	Practical(Hrs) : 0
	Tutorial(Hrs) : 0
	Credits : 4

Course Objectives

The objectives of the course are:

- To develop Professional Skills through effective communication
- To enhance Listening Skills
- To enable students to present ideas through Presentation Skills
- To make them ready for Job Interview and Group Discussion
- To inspire students for effective reading
- To employ writing ability in students

Detailed Syllabus

Sr. No.	Name of chapter & details	Hours Allotted
Section – I		
1	Developing Professional Skills through Communication Meaning, process, types, forms, components of non-verbal communication, barriers, flow and networks	08
2	Listening Skills Importance, meaning, types, Active & Passive Listening, barriers, qualities of a good listener	06

3	Presentation Skills Nature & Importance, Forms, Speech Vs Presentation, Planning, Preparing, Organizing, Rehearsing, Handling the stage fright	07
4	Interview Cracking Skills & Group Discussion Interview: Types, Preparation, Planning, Most asked Questions, Group Discussion: Types, Desired Parameters, Tips, How to crack with Speaking Skill	08
Section – II		
5	Reading Comprehension Importance, purpose, reasons for poor reading comprehension, techniques to improve, Rendering Comprehension	07
6	Writing Skills Business letters, E-mails, Research Paper, Cover Letter, Resume	08
7	Report Writing Skills Introduction, Types, Structure, Formats, Objectives, Characteristics	07
8	Technology based Communication Tools Meaning, positive and negative impacts of Technology-enabled Communication, selection of appropriate technology for communication	05

Instructional Method and Pedagogy:

- Lectures will be conducted on the basis of Classroom Response Systems with the use of multimedia projector and black board.
- Assignments based on course contents will be given at the end of each unit/topic and will be evaluated at regular interval.

Course Learning Outcomes:

On the completion of the course, students will be able to:

- **Develop** their Professional Skills well in the field
- **Enhance** their Listening Skills
- **Present** their ideas effectively through Presentation Skills
- **Prepare** themselves for Interviews and Group Discussions
- **Practice** Reading Skills
- **Employ** effective Writing Skills

Text books:

- Title: “Technical Communication- Principles and Practice”, 2nd Edition, Oxford University Press, 2011.
Author(s): Meenakshi Raman & Sangeeta Sharma,

Reference Books:

- Title: “Effective Technical Communication”, TMGH publication
Author(s): Ashraf Rizvi
- Title: “Communication Skills for Engineers”, Pearson Education
Author(s): Sunita Mishra, C. Murli Krishna
- Title: Business Communication Strategies, TMGH Publications
Author(s): Matthukutty M. Monippally
- Title: Business Correspondence and Report Writing, 3rd Edition, TMGH publication
Author(s): R C Sharma & Krishna Mohan

Additional Resources:

- www.bmconsultantsindia.com/communication-skills
- www.onlinemca.com/skills/communication/what_is_communication
- <http://www.myenglishteacher.eu/blog/ways-to-improve-your-english-communication-skills/>
- <http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/>
- <https://www.englishclub.com/learn-english/learn-english-how.htm>
- <https://www.youtube.com/watch?v=MZDarZKXv2M>
- <https://www.youtube.com/watch?v=3mCgkG3V7Wg>
- <http://www.britishcouncil.ma/en/english>
- <http://www.learnenglish.de/>
- <http://www.talkenglish.com/>
- <http://www.englishcentral.com/videos#>