


VEER NARMAD SOUTH GUJARAT UNIVERSITY

SYLLABUS FOR COMMUNICATION SKILLS IN ENGLISH FOR B.C.A PROGRAM SEMESTER I FOR THE ACADEMIC YEARS -2022-23 TO 2024-25


COURSE TITLE : COMMUNICATION SKILLS IN ENGLISH

Course Code	101																								
Course Title	Communication skills in English																								
Credit	2																								
Teaching per Week	2Hrs																								
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)																								
Last Review / Revision	June 2022																								
Purpose of Course	To enhance the Communication Skills of the students and make them ready for the workplace.																								
Course Objective																									
Course Outcomes	<p>CO1 : Students will be able to know the importance and need of Communication Skills.</p> <p>CO2 : Students will be able utilize and implement the communication Skills in their day to day tasks at the workplace.</p> <p>CO3 : Students will be trained as Industry ready Professionals as per the demands from Corporate today.</p>																								
Mapping between COs with PSOs	<table><tr><td></td><td>PSO 1</td><td>PSO 2</td><td>PSO 3</td><td>PSO 4</td><td>PSO 5</td></tr><tr><td>CO1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO3</td><td></td><td></td><td></td><td></td><td></td></tr></table>		PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	CO1						CO2						CO3					
	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5																				
CO1																									
CO2																									
CO3																									
Pre-requisite	Basic Knowledge of English																								
Course Out come	After studying the course, students will be able to Implement their skills at their workplace on varied roles such as computer operator and programmer.																								


Dr. G.K. Nanda

Course Content	<p>Unit : 1 : Fundamentals of Communication</p> <ol style="list-style-type: none"> 1.1 Definition and Meaning, Overview 1.2 Process of Communication 1.3 Features and Process of Professional communication 1.4 Role of creative and critical thinking in communication 1.5 Different forms of communication 1.6 Communication Network in an Organization 1.7 Barriers to communication <p>Unit : 2 :Developing Listening skills</p> <ol style="list-style-type: none"> 2.1 Listening Vs Hearing 2.2 Effective Listening 2.3 Process of Listening 2.4 Types of Listening 2.5 Barriers to effective listening <p>Unit : 3 : Speaking Skills</p> <ol style="list-style-type: none"> 3.1 Non-verbal Communication 3.2 Group –discussions- Conducting G.D on given topics(Oral Practical) 3.3 Dynamics of Professional presentation/Drafting Presentation on given topics 3.4 Public speaking 3.5 Conversations and Dialogue writing <p>Unit : 4 Reading Skills</p> <ol style="list-style-type: none"> 4.1 Need for Developing Efficient Reading 4.2 Benefits of Effective Reading 4.3 Basic steps To Effective Reading 4.4 Types of Reading 4.5 Reading Comprehension <p>Unit : 5 Writing Skills</p> <ol style="list-style-type: none"> 5.1 Resume writing 5.2 The art of Condensation 5.3 Business Reports 5.4 E-mail writing 5.5 Blog Writing.
Main Reading	Sanjay Kumar ,Pushp, Lata, <i>Communication Skills</i> : Oxford Higher Education, 2 nd Ed. (OUP 2015)

Reference Books	<p>Reference Books:</p> <ol style="list-style-type: none"> 1. <i>Communication Skills in English</i> : Orient Blackswan 2. <i>Advanced Communicative English</i>, Krishna Mohan and Meenakshi Raman : Macmillan Education. 3. <i>Business Communication –Techniques and Mehtods</i> .OmP.Juneja. Aarti Mujumdar, OrientBlackswan. 4. Tengse, Ajay. <i>Sodt-Skills -A Textbook for Undergraduates</i>: OrientBlackswan 2015. 5. Dhanvel, S.P. <i>English and Soft -skills</i> Orient Blackswan 2021. 6. Board of Editors <i>Aspirations English for Careers</i> Orient Blackswan, 2021. 7. Parikh, J.P. Surve, Anshu. Swarnabharati, Behrinnwala, Asma. <i>Business Communication(Basic Concepts and Skills)</i> Orient Blackswan. 2011. 8. Samson, T. Alexander, Susan. Thomas Mary Sowmya. <i>Effective Business Communication, Cam bridge</i>, 2020. 9. Pillai, Sabina. Fernandez, Agna. <i>Sodt-Skills & Employability Skills</i>. Cambridge , 2019.
Teaching Methodology	Lectures, Discussion, Group Discussion, Seminars, Case Study and Assignment
Evaluation Method	30% Internal assessment 70% External assessment


 Dr. G.K. Nanda