



GANPAT UNIVERSITY

FACULTY OF COMPUTER APPLICATIONS

Programme	B. Sc. IT (Hons.)					Branch	Computer Applications			
Semester	III					Version	1.0.0.0			
Effective from the Academic Year				2025-26		Effective for the batch Admitted in			June 2024	
Subject code		U23D5ES1		Subject Name		Employability Skills-I				
Teaching scheme						Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CCE	SEE	Total	
	L	TU	P	TW						
Credit	2	-		-	2	Theory	25	25	50	
Hours	2	-		-	2					

Objective:

To develop essential employability skills including effective communication, teamwork, time management, stress management and technical writing, enabling students to thrive in professional IT environments with confidence and competence.

Pre-requisites:

Basic knowledge about communication skills.

Course Outcomes:

Name of CO	Description
CO1	Understand the Significance of Soft Skills.
CO2	Develop Effective Group Discussion Techniques.
CO3	Design and deliver impactful presentations using appropriate visual aids and online tools
CO4	Develop clear, concise, structured reports and proposals tailored to technical and organizational requirements.
CO5	Apply Time and Stress Management Techniques.

Mapping of CO and PO:

Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	1	0	1	0	0	2	3	3	2	3	3	2
CO2	0	0	0	0	0	0	2	1	3	2	3	2
CO3	0	0	1	1	1	1	3	2	3	2	3	1
CO4	2	0	1	2	0	0	2	2	2	1	3	1
CO5	0	1	1	1	0	1	2	2	1	1	3	1

Content:

Unit	Content	Hrs.
1	Soft Skills - Soft Skills (EQ, IQ, SQ) - Hard skills vs. soft skills - Soft skills gap - Importance of soft skills in the workplace - Soft skills in the IT field	06
2	Group Discussion - Definitions and Objectives - Types - Dos and Don'ts of GD - Various sources of GD Topics - Mock GD	06

3	Presentation Skills • Presentation • Presentation: Design and Delivery • Visual Aids • Online tools to make presentations • Mock Presentations	06
4	Introduction to Report and Proposal Writing • Purpose and importance of reports and proposals in IT • Differences between reports and proposals • Characteristics of Effective Technical Writing • Types of IT reports: progress, project, feasibility, and technical reports • Structure and Formatting of Reports • Purpose and types of IT proposals: solicited, unsolicited, internal, external. • Structure of an IT proposal • Tools and Techniques for Report and Proposal Writing	06
5	Managing Time and Stress Through Literature • Understanding the Eisenhower Matrix • The four quadrants explained: 1. Urgent & Important (Do) 2. Not Urgent but Important (Plan) 3. Urgent but Not Important (Delegate) 4. Not Urgent and Not Important (Eliminate) • Time Management Lessons from Bhagavad Gita Chapter - 2 Sāṅkhya Yog Stress Management • Definition of Stress Management • Types of Stress • Techniques to Manage Stress • The role of meditation and self-discipline in managing stress from Bhagavad Gita Chapter – 6 (Dhyana Yoga) • Maintaining emotional balance during challenges • The concept of equanimity (Samatvam Yoga)	06

Text Books:

1	Bhagavad-gītā As It Is, Prabhupada, Bhaktivedant Book Trust
2	What Are Soft Skills? New York: Execu, Dorch, Patricia, Dress, 2013.
3	Soft Skills and Professional Communication, Petes S. J., Francis. New Delhi: Tata McGraw-Hill Education, 2011.

Reference Books:

1	The Song of God – Swami Mukundananda, Chapter 2: Sāṅkhya Yog – Bhagavad Gita
2	10 soft skills every IT team needs: https://enterpriseproject.com/article/2019/10/10-soft-skills-it-teams
3	7 Skills required to ace ‘Group Discussion’ -By Richa Gulani, https://www.iilmlko.ac.in/blog/7-skills-required-to-ace-group-discussion-by-richa-gulani/

MOOC/Certificate Course:

1	https://www.edx.org/learn/business-communications/ibm-soft-skills-develop-interpersonal-skills
2	https://www.edx.org/learn/time-management/state-bank-of-india-time-management-for-beginners
3	https://www.edx.org/learn/mental-health/curtin-university-managing-study-stress-and-mental-health-at-university

Question Paper Scheme:

University Examination Duration: 1Hour Paper Structure: - Q-1 Must be from Unit 1: Any One out of Two (05 Marks) [CO1] - Q-2 Must be from Unit 2: Any One out of Two (05 Marks) [CO2] - Q-3 Must be from Unit 3: Any One out of Two (05 Marks) [CO3] - Q-4 Must be from Unit 4: Any One out of Two (05 Marks) [CO4]	
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	Q-5 Must be from Unit 5: Any One out of Two (05 Marks) [CO5]
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