



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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ક્રમાંક : એસ/પરિપત્ર/૧૦૬૩૫/૨૦૨૪

તા.૨૦/૦૫/૨૦૨૪

પ્રતિ,
વડાશ્રી,
જે.પી.દાવર ઈન્સ્ટીટ્યૂટ ઓફ ઈન્ફોર્મેશન
સાયન્સ એન્ડ ટેકનોલોજી,
વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી,
સુરત.

વિષય :- બી.એસસી. (આઈ.ટી.) સેમે.-૩ અને ૪ નાં (AEC) અંગ્રેજી વિષયનાં અભ્યાસક્રમ
બાબત.

સુજ્ઞાશ્રી,

સવિનય જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૨૪-૨૫ થી અમલમાં આવનાર બી.એસસી.(આઈ.ટી.)
સેમે.-૩ અને સેમે.-૪ નો બી.એસસી. (આઈ.ટી.) સેમે.-૩ અને ૪ નાં (AEC) અંગ્રેજી વિષયનો
અભ્યાસક્રમ ઈન્ફોર્મેશન ટેકનોલોજી અભ્યાસ સમિતિનાં ચેરમેનશ્રીએ તથા કોમ્પ્યુટર સાયન્સ એન્ડ ઈન્ફોર્મેશન
ટેકનોલોજી વિદ્યાશાખાનાં અધ્યક્ષશ્રીએ વિદ્યાશાખાની મંજૂરીની અપેક્ષાએ વિદ્યાશાખા વતી મંજૂર કરી એકેડેમિક
કાઉન્સિલને કરેલ ભલામણને એકેડેમિક કાઉન્સિલની તા.૦૧/૩/૨૦૨૪ ની સભાનાં ઠરાવ ક્રમાંક:૧૦૪ અન્વયે
માન.કુલપતિશ્રીને આપેલ સત્તા અંતર્ગત માનનીય ઈ.ચા.કુલપતિશ્રી ધ્વારા મંજૂર કરેલ છે. જેની આથી જાણ
કરવામાં આવે છે.

N. J. Patel
કુલસચિવ

બિડાણ: ઉપર મુજબ

પ્રતિ,

- ૧) અધ્યક્ષશ્રી, કોમ્પ્યુટર સાયન્સ એન્ડ ઈન્ફોર્મેશન ટેકનોલોજી વિદ્યાશાખા
- ૨) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

.....તરફ જાણ તથા અમલ સારૂ.

B. Sc. (I.T.) 3rd Semester

Course : 301: IT Business Communication 1

Course Code	301																								
Course Title	IT Business Communication 1																								
Credit	2																								
Teaching per Week	2Hrs																								
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)																								
Last Review / Revision	June 2024																								
Purpose of Course	To make the Students Industry ready Professionals																								
Course Objective	To make the students aware about the IT Related business communication.																								
Course Outcomes	CO1: Students will be aware about the Needs and requirements in IT Placements. CO2: Students will be able to enhance their key vocabulary via English for specific purpose (ESP) -English for IT CO3: Students will develop their language skills as per the Industry standards.																								
Mapping between COs with PSOs	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>PSO1</th> <th>PSO2</th> <th>PSO3</th> <th>PSO4</th> <th>PSO5</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td></td> <td></td> <td></td> <td></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>CO2</td> <td></td> <td></td> <td></td> <td></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>CO3</td> <td></td> <td></td> <td></td> <td></td> <td style="background-color: #cccccc;"></td> </tr> </tbody> </table>		PSO1	PSO2	PSO3	PSO4	PSO5	CO1						CO2						CO3					
	PSO1	PSO2	PSO3	PSO4	PSO5																				
CO1																									
CO2																									
CO3																									
Pre-requisite	Basic knowledge of English and communication skills																								
Course Content	<p>Unit : 1 : Group Discussion</p> <p>1.1 Meaning and essentials 1.2 Types of group discussion 1.3 Participating in a GD 1.4 Body Language during a GD 1.5 Expressions used during a GD 1.6 Group Discussions on Different topics (Practical)</p> <p>Unit : 2 :Meeting communication</p> <p>2.1 Agenda and Minutes 2.2 Preparation for a meeting 2.3 Participating in a meeting 2.4 Expressions used in a meeting</p> <p>Unit : 3 : Customer/Client Communication</p> <p>3.1 Basics of Customer communication 3.2 Communicating Empathetically 3.3 Asking questions to understand Problems 3.4 Denying Requests</p>																								

	<p>3.5 Conversations/Expressions based on client communication</p> <p>Unit : 4 :Developing a Professional work ethic:</p> <p>4.1 Demonstrating your work ethic and commitment 4.2 Being Dependable and Reliable 4.3 Earning Recognition 4.4 Developing Professional Work Ethics</p> <p>Unit 5:English for Information Technology:</p> <p>5.1 Language Tasks Based on: 5.1.1 IT jobs and duties 5.1.2 IT business and products 5.1.3 IT Operations 5.1.4 Networks</p>
Reference Books	<ol style="list-style-type: none"> 1.Alex, K. Soft Skills : Know Yourself and Know the World. S. Chand & Company Pvt. Ltd., 2014. 2.Anand, Renu, and Neena Kaul. Communicative English Resource Book. Oxford University Press, 2018. 3.Butterfield, Jeff. Soft Skills for Everyone. Cengage Learning, 2014. 4Glendinning, Eric H. and John McEwan. Oxford English for Information Technology. Oxford, University Press, 2002. 5.Hill, David. English for Information Technology. Pearson. 6.Krasnenko, Oksana, et al. Professional English in IT B2-C1 : Textbook for Students of Information Technology. Taras Shevchenko National University of Kyiv, 2019. 7.Meyer, Carolyn, and N. Bringi Dev. Communicating for Results. Oxford University Press, 2021. 8.Mishra, Sunita, and C. Muralikrishna. Communication Skills for Engineers. Dorling Kindersley (India) Pvt. Ltd., 2007. 9..Mukerjee, Hory Sankar. Business Communication : Connecting at Work. Oxford University Press, 2021. 10.Raman, Meenakshi, and Sangeeta Sharma. Professional Communication. Oxford University Press, 2017. 11..Ramesh, Gopaldaswamy, and Mahadevan Ramesh. The ACE of Soft Skills : Attitude, Communication and Etiquette for Success. Dorling Kindersley (India) Pvt. Ltd., 2013.
Teaching Methodology	Lectures, Discussion, Practical sessions, Seminars, Case Studies, Language Lab sessions and Assignments

B.Sc. (I.T.) 4th Semester

Course :401: IT Business Communication 2

Course Code	401																												
Course Title	IT Business Communication 2																												
Credit	2																												
Teaching per Week	2 Hrs																												
Minimum weeks per Semester	15(Including Class work, examination, preparation, holidays etc.)																												
Last Review / Revision	June 2024																												
Purpose of Course	To make the Students Industry ready Professionals.																												
Course Objective	To make the students well-versed in IT Industry Related business communication.																												
Course Outcomes	<p>CO1: Students will be to well versed with the soft skills as per the standards of IT Industry.</p> <p>CO2: Students will enhance English language and use in context as per the scenario and context in an IT Industry.</p> <p>CO3: Students will be Industry Ready Professionals</p>																												
Mapping between COs with PSOs	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>PSO1</th> <th>PSO2</th> <th>PSO3</th> <th>PSO4</th> <th>PSO5</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td></td> <td></td> <td></td> <td></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>CO2</td> <td></td> <td></td> <td></td> <td></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>CO3</td> <td></td> <td></td> <td></td> <td></td> <td style="background-color: #cccccc;"></td> </tr> </tbody> </table>						PSO1	PSO2	PSO3	PSO4	PSO5	CO1						CO2						CO3					
	PSO1	PSO2	PSO3	PSO4	PSO5																								
CO1																													
CO2																													
CO3																													
Pte-requisite	Basic knowledge of English and communication skills																												
Course Content	<p>Unit : 1 : Presentation Skills</p> <p>1.1 Developing Presentation Content 1.2 Delivering Presentations (Practical) 1.3 Building Rapport 1.4 Managing Anxiety 1.5 Expressions used during a Presentation</p> <p>Unit : 2 :Preparation for Job</p> <p>2.1 Identifying Job Opportunities 2.2 Interpreting Job advertisements 2.3 CV and Resume writing</p> <p>Unit : 3 : Presenting yourself Professionally</p> <p>3.1 Managing your Image 3.2 Dressing Appropriately 3.3 Meeting business causal standards 3.4 Interacting with others</p>																												

	<p>Unit : 4 : Interview Skills 4.1Introducing yourself 4.2 Personal Interview 4.3 Interview Etiquette and Body language and Dress code 4.4 Interview Question answers 4.5 Expressions used during an Interview 4.6 Telephonic Interview</p> <p>Unit 5: English for Information Technology:</p> <p>5.1 Language Communication based on IT : 5.1.1 Communication related to Databases 5.1.2 Communication related to System Administration 5.1.3 Communication related to E-Mail 5.1.4 Communication related to Mobile computing 5.1.5Communication related to Computer problems 5.1.6 Communication related to CV/Interviews</p>
Reference Books	1.Alex, K. Soft Skills : Know Yourself and Know the World. S. Chand & Company Pvt. Ltd., 2014. 2.Anand, Renu, and Neena Kaul. Communicative English Resource Book. Oxford University, Press, 2018. 3.Butterfield, Jeff. Soft Skills for Everyone. Cengage Learning, 2014. 4.Glendinging, Eric H. and John McEwan. Oxford English for Information Technology. Oxford, University Press, 2002. 5.Hill, David. English for Information Technology. Pearson. 6.Krasnenko, Oksana, et al. Professional English in IT B2-C1 : Textbook for Students of Information Technology. Taras Shevchenko National University of Kyiv, 2019. 7..Meyer, Carolyn, and N. Bringi Dev. Communicating for Results. Oxford University Press, 2021. 8.Mishra, Sunita, and C. Muralikrishna. Communication Skills for Engineers. Dorling Kindersley (India) Pvt. Ltd., 2007. 9.Mukerjee, Hory Sankar. Business Communication : Connecting at Work. Oxford University, Press, 2021. 10.Raman, Meenakshi, and Sangeeta Sharma. Professional Communication. Oxford University, Press, 2017. 11.Ramesh, Gopaldaswamy, and Mahadevan Ramesh. The ACE of Soft Skills : Attitude, Communication and Etiquette for Success. Dorling Kindersley (India) Pvt. Ltd., 2013.
Teaching Methodology	Lectures, Discussion, Seminars, Case Study , Assignment,Practical sessions based on the syllabus, Language Lab Sessions