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VEER NARMAD SOUTH GUJARAT UNIVERSITY

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વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

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ક્રમાંક :ઓથો./પરિપત્ર/૧૨૯૨/૨૦૨૫

તા.૧૭/૦૫/૨૦૨૫

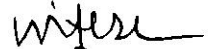
પ્રતિ,
વડાશ્રી,
જે.પી.દાવર ઈન્સ્ટીટ્યૂટ ઓફ ઈન્ફોર્મેશન
સાયન્સ એન્ડ ટેકનોલોજી,
વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી,
સુરત.

વિષય:- B.Sc. (IT) Sem.- 6 AEC નો અભ્યાસક્રમ અંગે.

સુંદરશ્રી,

સવિનય જણાવવાનું કે, શૈક્ષણિક વર્ષ-૨૦૨૫-૨૬ થી અમલમાં આવનાર M.Sc.(IT) પાંચ વર્ષીય ઈન્ટીગ્રેટેડ અભ્યાસક્રમનાં B.Sc.(IT) Sem.- 6 AEC નો અભ્યાસક્રમ અંગેની વિષયની અભ્યાસ સમિતિના ચેરમેનશ્રીએ અભ્યાસ સમિતિવતી મંજૂર કરી કોમ્પ્યુટર સાયન્સ વિદ્યાશાખાને કરેલ ભલામણ સ્વીકારી કોમ્પ્યુટર સાયન્સ વિદ્યાશાખા તથા કોમ્પ્યુટર સાયન્સ વિષયની અભ્યાસ સમિતિની સંયુક્ત તા.૩૦/૦૪/૨૦૨૫ની સભાનાં ઠરાવ ક્રમાંક: ૨૩ થી કરેલ ભલામણસ્વીકારી એકેડેમિક કાઉન્સિલની તા.૦૫/૦૫/૨૦૨૫ની સભાનાં ઠરાવ ક્રમાંક: ૧૭ થી મંજૂર કરેલ છે. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

બિડાણ: ઉપર મુજબ


કુલસચિવ (૦૨૧)

પ્રતિ,
૧) ઈ.ચા.ડીનશ્રી, કોમ્પ્યુટર સાયન્સ વિદ્યાશાખા.
૨) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
.....તરફ જાણ તેમજ અમલ સારું.

Subject Code [2511001106050001]

B.Sc. IT Sem-6

Course : 605: Functional IT Business Communication (AEC)

Course Code	605					
Course Title	Functional IT Business Communication					
Credit	2					
Teaching per Week	2 Hrs.					
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)					
Last Review / Revision	June 2025					
Purpose of Course	To make students well versed in the functional aspects of IT Business Communication					
Course Objective	<ul style="list-style-type: none"> To make students proficient in practical IT Business communication. To enhance the speaking and writing skills of students in IT business communication. 					
Pre-requisite	Basic knowledge of English and Communication Skills					
Course Out come	<ul style="list-style-type: none"> CO1: Students will demonstrate the ability to use written communication effectively in the IT workplace. CO2: Students will use spoken language skills to effectively Communicative in various IT workplace scenarios. CO3: Students will analyze and apply the functional approach to language adapting communication styles for Specific IT-related tasks and contexts 					
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4	PSO5
	CO1					
	CO2					
	CO3					
Course Content	<p>Unit 1: Group Discussion</p> <ol style="list-style-type: none"> 1.1 Electric vehicles in India 1.2 Women in the workspace 1.3 Lack of work and life balance in the present times 1.4 Climate Change and Environmental Conservation 1.5 Benefits of AI in Education 1.6 Are Ethics just business pretense? 1.7 Old age homes – Is it good for the new generation? 1.8 Atmanirbhar Bharat Abhiyan 1.9 Make In India campaign 1.10 Are CCTV cameras in workplaces effective? 1.11 Fake news: Why media should be more aware of fake news and sensationalism 1.12 Browsing in the workplace: Does it kill creativity? 1.13 Net neutrality 1.14 Do deadlines negatively impact creativity? 					

- 1.15 Work From Home – Advantages and disadvantages
- 1.16 Mental health awareness in the workplace
- 1.17 Ethics in business and corporate social responsibility
- 1.18 Gender diversity and inclusion in the workplace.
- 1.19 Smart work v/s Hard work
- 1.20 There is no right way to do a wrong thing
- 1.21 Haste makes waste.
- 1.22 Life is full of cactus, but you don't have to sit on it
- 1.23 Ethics and values are utopian word
- 1.24 Most important thing is beginning
- 1.25 Be patient with friends and enemies
- 1.26 There is always a tomorrow.

Unit 2 : Email Writing

- 2.1 E-mail to the team-members regarding the module distribution the project.
- 2.2 E-mail to the client regarding the delay in the assignment
- 2.3 E-mail to the team leader regarding the delay in the execution of the project.
- 2.4 E-mail to the client regarding the requirements of the website
- 2.5 E-mail regarding the software update to the client.
- 2.6 E-mail expressing apology to the client.
- 2.7 Introduction E-Mail to a client
- 2.8 E-Mail asking feedback
- 2.9 E-Mail asking /giving a status update
- 2.10 E-mail to a client sharing the status of project
- 2.11 E-mail to your boss for work progress

Unit 3 : Presentation skills(Online/Offline)

- 3.1 Presenting startup ideas
- 3.2 Presenting a new software to the clients
- 3.3 Presenting your projects to the Employers
- 3.4 Presenting your profile to the Interviewer

Unit 4 : Interview skills

4.1 Building an effective resume using key words and objective statements:

- 4.1.1 IT Project manager
- 4.1.2 System administrator
- 4.1.3 System analyst
- 4.1.4 Web developer
- 4.1.5 Cloud engineer

4.2 IT HR Interview Questions based on the following topics.

- 4.2.1 Self-Introduction
- 4.2.2 Strengths and weakness
- 4.2.3 Description of a technical issue and how it was resolve
- 4.2.4 working under tight deadline.

	<p>4.2.5 Dealing with difficult people</p> <p>4.2.6 Effective Collaboration effectively with a cross-functional team.</p> <p>4.2.7 Staying updated on the latest IT trends</p> <p>4.2.8 Career goals in the IT field</p> <p>4.2.9 Short term goals</p> <p>4.2.10 Your motivation to excel in your role</p> <p>4.2.11 Upgrading yourself</p> <p>Unit 5 : Business Conversations</p> <p>5.1 Points to be kept in mind while communicating with clients, peers & seniors</p> <p>5.2 Business conversations based on following scenarios:</p> <p>5.2.1 Conversation between the team leader and team members discussing different modules of a project.</p> <p>5.2.2 Conversation between the web-developer and the client about the requirements about the website.</p> <p>5.2.3 Conversation between the team-members discussing about a software.</p> <p>5.2.4 Persuading the client to buy a new software.</p> <p>5.2.5 Discussing IT Business trends</p> <p>5.2.6 Talking about your products and services, Topics based on current projects, new technologies, coding languages, industry trends, software design patterns, career development, company culture, recent industry news, challenges faced on projects, best practices, personal projects, upcoming conferences, and the impact of technology on different sectors.</p> <p>5.3 Teams Chat Communication Etiquette</p> <p>5.3.1 Acknowledgment & Response Time</p> <p>5.3.2 Clarity & Brevity</p> <p>5.3.3 Updates & Transparency</p> <p>5.3.4 Professionalism & Respect</p>
Internal Evaluation	<ul style="list-style-type: none"> • Practical Assignments • Presentation • Group Discussion • Computer-based assessment designed according to the syllabus
External Evaluation	<ul style="list-style-type: none"> • All assignments will be practical. • University written examination based on functional communication approach to language learning.
	<p>Note: Any other topic to be included in syllabus keeping the current interview trends and industry requirements.</p>
Reference Book	<ol style="list-style-type: none"> 1. Butterfield, Jeff. Soft Skills for Everyone. Cengage India Pvt. Ltd., 2020. Biswas, Dipali. Enhancing Soft Skills. Shroff Publishers and Distributors Pvt. Ltd., 2011. 2. Chakravarti, T. Kalyana, and T. Latha Chakrabarty. Soft Skills for Managers. Biztantra, 2011. 3. Business Communication. Harvard Business Review Press, 2003.

	<ol style="list-style-type: none"> 4. Dobson, Anne. How to Communicate at Work. Jaico Publishing House, 2003. 5. Alex, K. Soft Skills: Know Yourself and Know The World. S. Chand Publishing, 2015. 6. Meyer, Carolyn, and N. Bringi Dev. Communicating for Results. Oxford University Press, 2021. 7. Ramesh, Gopaldaswamy, and Mahadevan Ramesh. The ACE of Soft Skills: Attitude, 8. Communication and Etiquette for Success. Dorling Kindersley (India) Pvt. Ltd., 2013. 9. Raman, Meenakshi, and Sangeeta Sharma. Professional Communication. Oxford University, Press, 2017. 10. Olejniczak, Maja. English for Information Technology 1. Pearson, 2011. 11. Hill, David. English for Information Technology 2. Pearson, 2012. 12. Glendinning, Eric H., and John McEwan. Oxford English for Information Technology. Oxford University Press, 2002. 13. Krasnenko, O. M., et. al. Professional English in IT B2-C1: Textbook for Students of Information Technology. KYIV, 2019.
Teaching Methodology	Lectures, Discussion, Independent Study, Seminars and Assignment, Presentations, task based activities