

Branch Name:	BCA (Bachelor of Computer Application)
Program Code:	CS101
Course Title :	PROFESIONAL SKILLS DEVELOPMENT
Course Code :	2CS1010507
Pre-requisite Course:	-

Course Objective:

- To learn professional environment for IT company
- To understand soft and hard skill
- To understand details of soft skill for companies

Teaching Scheme(Hours per week)				Evaluation Scheme (Marks)								
Lecture	Tutorial	Practical	Credit	Theory				Practical				Total
				University Assessment		Continuous Assessment		University Assessment		Continuous Assessment		
				Min. Marks	Max. Marks	Min. Marks	Max. Marks	Min. Marks	Max. Marks	Min. Marks	Max. Marks	
2	-	-	-	-	-	-	-	-	-	-	-	-

Subject Contents			
Sr. No	Topics	Total Hours	Weight (%)
1	Element of Professional Skill : Introduction of Soft skill and hard skill , comparison of soft and hard skill , element of soft and hard skills	5	
2	Soft Skills - I: Communication skill , Team work skill , Time management , Creativity	6	
3	Soft Skills - II: Work ethics , Interpersonal skill , Leadership skill , Stress management , Analytical skill	6	
4	Hard Skills – I : Information Technology skill ,Basic computer skill , Customer service skill	3	
5	Hard Skills – II : Presentation skill , Project management skill , Design and Layout skill	3	

Course Outcome:

At the end of this course, the student would be able to

1. Understand the concept of IT company professional
2. Understand the soft and hard skill require for students.
3. Understand to MNC level and entrepreneur culture as IT students

List of Text book/ Reference books :

1. Invaluable by Maya Grossman AIP Press, Springer
2. Do the Work by Steven Pressfield
3. Getting things done by David Allen Print by Paperback