Program	MASTER OF SCIENCE (INFORMATION TECHNOLOGY) - INTEGRATED (IMSc-IT)	**Semester - 2**
Type of Course	Value Added Course	
Prerequisite	Basic knowledge of communication through English and yearning to enhance the communication skills further.	
Rationale	To help the students communicate better and hence prepare them for professional communication.	
Effective From A.Y.	2025-26	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				SEE	IAT	SEE	CCE	
2	1	0	3	70	30	-	20	120

***SEE** - Semester End Examination, **IAT** - Internal Assessment Test, **CCE** - Continues & Comprehensive Evaluation*

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
1	**Listening Skills (Theory)** • Distinguishing between Hearing and Listening • Effective Listening • Process of Listening • Types of Listening • Advantages of Listening	6	20
2	**Reading Skills (Theory)** • Need for Developing Efficient Reading • Developing Efficient Reading skills • Reading skills and its types • Basic steps To Effective Reading • Benefits of Effective Reading	6	20
3	**Group Discussion** • Elements of Group Discussion • Types of group discussion • Process of GD • Body Language and Expressions used during a GD • Group Discussions on Different topics (Practical)	4	10
4	**Business Communication** • Preparing Agenda and Minutes for Meetings • Writing Notices and Memos • Drafting an E-mail, Press Release • Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies • CV Writing	6	20
5	**Leadership Essentials and Intrapersonal Skills**	4	15

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
	• Qualities of a Good Leader • Leadership Styles • Decision Making • Intrapersonal skills		
6	**Interpersonal and Strategic Skills for Team Management** • Interpersonal skills • Problem solving • Critical thinking • Negotiation skills	4	15
	Total	30	100

Suggested Distribution Of Theory Marks Using Bloom's Taxonomy

Level	Remembrance	Understanding	Application
Weightage	30	40	30

NOTE : This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes

At the end of this course, students will be able to:	
CO1	Comprehend and enhance effective listening skills in academic and professional contexts.
CO2	Explain and improve reading skills for effective comprehension and interpretation.
CO3	Implement group discussion principles and techniques in formal communication settings.
CO4	Apply written business communication skills in corporate and real-world situations.
CO5	List out leadership qualities, styles, decision-making, and intrapersonal skills for self-development.
CO6	Recognize interpersonal, problem-solving, critical thinking, and negotiation skills for effective teamwork.

Reference Books

1.	**Communication Skills (TextBook)** By Sanjay Kumar, Pushp Lata | Oxford University Press
2.	**Art and Science of Business Communication (TextBook)** By P D Chaturvedi, Mukesh Chaturvedi | Pearson | Latest Edition