

**VALUE ADDED COURSE: INTRODUCTION TO GERMAN LANGUAGE****SEM – 1****CREDITS : 2****DURATION : 60 HOURS****Objectives:**

The student / learner will

- be introduced to the elementary knowledge of the language, grammar and phonetics.
- can understand everyday expressions and simple sentence.

**Outcome:**

The student / learner will

- be able to understand basic German concepts.
- One can talk to others - where they live, who they know etc.

| Code No. | Course                          | TC | Th C | Tu C | Int | Ext | Total |
|----------|---------------------------------|----|------|------|-----|-----|-------|
| -        | Introduction to German Language | 2  | 2    | -    | 25  | 25  | 50    |

| Module No | Objective   | Content   | Evaluation   |
|-----------|---|---|--|
| 1         | Hören und sprechen das Alphabet, Zahlen und neue Wörter lernen.<br>(Listening and speaking the alphabets, numbers and learn new vocabulary words) | <p>1.1 <b>Hallo!!</b><br/>grüßen und verabschieden, Alphabet, Zahlen bis 20, buchstabieren, Telefonnummer und E-Mail adresse nennen.<br/>(greetings, saying hello and good bye, numbers till 20, alphabets, saying telefonnummer and e mail address)</p> <p>1.2 <b>Grammatik</b> : W- frage, Aussagesatz, Personalpronomen.<br/>(W- Questions, Personalpronouns, framing sentences)</p> | <p>25 marks-Internals.</p> <p>(15 marks-class test)</p> <p>10 marks – Oral test)</p> |

|   |   |   |                                   |
|---|---|---|-----------------------------------|
| 2 | <p>Die Kurze Texte schreiben, sprechen über sich ,hören wenige dialogue, Die Zeit und datum (ordinal zahlen) sprechen.</p> <p>(learn to write small text about yourself, introduce yourself, listen to basic dialogues, learn to say time and dates)</p> <p>Ein Lied: Ich bin Auslander.</p> <p>(Listen and understand this song)</p> | <p><b>2.1 Freunde, Kollegen und Ich.</b></p> <p>Sich und andere vorstellen, über Hobbys sprechen, Zahlen ab 20 nennen, Monate und Jahreszeiten, Wochentage.</p> <p>(introduce and communicate with others, learn different hobbies, numbers from 20 to 100, months, weekdays etc.)</p> <p><b>2.2 Grammatik :</b> Verben und Personal Pronomen, die verben haben und sein, Ja/ Nein Frage.</p> <p>(verbs and personal pronouns, conjugation of verbs,learn verbs to have and to be), Yes/No questions)</p> | 25 Marks –<br>Written examination |
|---|---|---|-----------------------------------|

**TEXT AND REFERENCE BOOKS:**

1. Netzwerk A1 3 Books and Audio Cd by Stefanie Dengler, Paul Rusch, Helen Schmitz. ... Published by Goyal Publishers & Dist (P) Ltd. 2015
2. Themen Aktuell1 deutsch als fremdsprache, originally published by Max Hueber Verlag, Langers International Pvt. Ltd., 2014.
3. Hilfe! Study aid book by Smita Inamdar, published by Pragati Books Pvt. Ltd, 2015



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**PROGRAMME: Bachelor of Home-Science and Bachelors in Computer Applications**

**Department of English (Foundation Courses)**

**Semester I**

**Course Title: Remedial English I**

**Course Credit: 1(30 Hours)**

**Course Description:**

To equip the students with the required listening and verbal skills in English for everyday communication and Professional requirements..

Target group: For students who are weak in the language

**Learning Outcomes:**

The student will learn how to

- Understand and use correct grammar consciously
- Have a conversation in proper English
- Be confident while interacting in general.
- Be able to frame sentences correctly
- Improve speaking and writing skills

| Code | Course                    | TC | Th C | Pr C | Int M | Ext M | Total |
|------|---------------------------|----|------|------|-------|-------|-------|
|      | <b>Remedial English I</b> | 1  | -    | 1    | 25    | 0     | 25    |

| Module               | Objective  | Content   | Evaluation   |
|----------------------|--|---|--|
| <b>1<br/>Grammar</b> | The student will be able to understand and complete the activities based on the module. They will be able to | -Word Order<br>-Parts of Speech <ul style="list-style-type: none"> <li>• Noun</li> <li>• Pronoun</li> </ul> | Worksheets<br><br>Language lab Vocabulary gamification |

|  |  |   |  |
|--|--|---|--|
|  | use basic grammar consciously.                                 | <ul style="list-style-type: none"> <li>• Verb</li> <li>• Adjective</li> <li>• Adverb</li> <li>• Conjunction</li> <li>• Preposition</li> <li>• Interjection</li> </ul> <p>-Articles<br/>-Basic Sentence Structure<br/>-Common errors in English<br/>-Punctuation<br/>(Will teach grammar with various gamifications)</p> |  |
| <b>2<br/>Enhancing basic listening and speaking Skills</b> | The student will be able to understand and speak basic English | <p>-Words (Pronunciation)<br/>-Everyday English Phrases<br/>-Situational Conversations (Listen and Repeat)</p>  | <p>Language lab – Role play</p> <p>Daily English Conversation in class</p> |

|   |
|---|
| <b>20 hours of Teaching    +    10 hours of Practice in the language lab    =    30 hours</b> |
|---|

#### EVALUATION:

| <b>Evaluation</b> | <b>Details</b><br><br>( * please give details of assessment in terms of Unit test/ Project/ quiz /or other assignments and marks allotted for it) | <b>Marks</b> |
|-------------------|---|--------------|
| Internal          | Lang. lab activities   -   10<br>Vocabulary Gamification   -   10<br>Daily conversation class   -   5   | 25           |
|                   | <b>Total marks</b>  | <b>25</b>    |

## **References:**

IMS. IMS Communication Skills Builder. Second ed., IMS, 2008

Dev, Anjana Neira., et al. Creative Writing: a Beginners Manual. Pearson, 2009.

Maruf, Sitara. *Easy-to-Learn English Grammar and Punctuation, Part 1 of 2: A Step-by-Step Guide for a Strong English Foundation (Volume 1)*. CreateSpace Independent Publishing Platform, 2014.

Rocci, Andrea, and Louis de Saussure. Verbal Communication. De Gruyter Mouton, 2016

Barrett, Grant. *Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking*. 1st ed., Zephyros Press, 2016.

## **List of worksheets**

GbR, Lingo4you. "Prepositions." *English Prepositions - English Grammar*, [www.ego4u.com/en/cram-up/grammar/prepositions](http://www.ego4u.com/en/cram-up/grammar/prepositions).

<https://www.ego4u.com/en/cram-up/grammar/prepositions>

"Articles a, an & The." *Article Worksheets: a, an, the | K5 Learning*, [www.k5learning.com/free-grammar-worksheets/second-grade-2/parts-speech/a-an-the](http://www.k5learning.com/free-grammar-worksheets/second-grade-2/parts-speech/a-an-the).

<https://www.k5learning.com/free-grammar-worksheets/second-grade-2/parts-speech/a-an-the>  
<http://www.espressoenglish.net/wp-content/uploads/2012/02/Free-English-Grammar-eBook-Beginner.pdf>

"ESL Kids Lesson Plans, Flashcards, Worksheets, Songs, Classroom Readers, Crafts & Games." *ESL KidStuff*, [www.eslkidstuff.com/worksheets.html](http://www.eslkidstuff.com/worksheets.html).

<http://www.eslkidstuff.com/worksheets.html>

**COURSE: UNDERSTANDING OF ONES'S SELF**  
**SEMESTER : 1**

**CREDIT : 1**

**DURATION: 30 HOURS**

**Objectives:**

- To create awareness about the students' own Potential.
- To help increase self-confidence and self-esteem.
- To teach open-mindedness and a non-judgemental attitude.

**Outcomes:**

The course will help students to:

- Gain better understanding of their personal strengths and positive qualities.
- Gain confidence and raise self-esteem.
- Aim for higher goals.

| Module No.: 1 | Objective   | Content  | Evaluation 25 marks   |
|---------------|---|--|---|
|               | <p>The course will help students to:</p> <ul style="list-style-type: none"> <li>● To understand themselves in terms of strengths and weaknesses</li> <li>● To understand the need to work on Personality Changes, <ul style="list-style-type: none"> <li>● Focusing on Attitude, Staying Motivated, Increasing Self-Confidence and self-worth.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● To introduce students to Personality Development</li> <li>● What is Personality?</li> <li>● Why does it Matter?</li> <li>● Understanding Yourself</li> <li>● Showing how to have</li> </ul> | <p><b>Worksheets:</b></p> <ul style="list-style-type: none"> <li>● Getting to know myself.( 5 marks)</li> <li>● Getting to know my attitude.(5 marks)</li> <li>● Do I use your potential? (10 marks)</li> </ul> |
| Module No. 1  | <ul style="list-style-type: none"> <li>● Explaining the value of growing in thinking.</li> </ul>  | <p>a considered opinion where both are present, the right and the wrong.</p> <ul style="list-style-type: none"> <li>● Teaching how not to over react</li> </ul>  | <ul style="list-style-type: none"> <li>● Positive Thinking exercises. (5marks)</li> </ul>   |
| Module No. 2  | <p>Students will learn Anger Management</p> <ul style="list-style-type: none"> <li>● Students will learn Problem Solving</li> </ul>   | <ul style="list-style-type: none"> <li>● Problems and Solutions---how to deal with problems and search for solutions.</li> <li>● Teaching students how to see a problem as an opportunity to learn and grow</li> </ul>               | <p><b>Worksheets on Anger Management</b> (12 marks)</p> <p>Problem Solving: (13 Marks)</p>  |

**COURSE: (ENHANCING COMMUNICATION SKILLS)****SEMESTER : 2****CREDIT : 1****DURATION: 30 HOURS****Objectives:**

- To help students gain confidence in speaking.
- Learn how to face an audience and express their opinion confidently .

**Outcomes:**

The course will help students to:

- **Speak confidently especially during an Internship.**

| Module No.: 1        | Objective  | Content   | Evaluation 25 marks   |
|----------------------|--|---|---|
|                      | <p>To teach students Phonetics and Pronunciation</p> <ul style="list-style-type: none"><li>• Students will be taught</li><li>• Social Skills</li><li>• Conversation Skills</li></ul><br><ul style="list-style-type: none"><li>• Students will learn Presentation Skills</li></ul> <p>To encourage students to speak confidently in front of an audience.</p> | <ul style="list-style-type: none"><li>• Tongue Twisters</li><li>• Motivational Poems to Teach Pronunciation</li></ul> <p>How and when to use ‘please’, ‘excuse me’, ‘sorry’ ‘thank you’.</p> <ul style="list-style-type: none"><li>• Introductions</li><li>• Greetings: Formal and Informal</li><li>• How to talk about your daily routine</li><li>• How to give and receive directions</li></ul><br><ul style="list-style-type: none"><li>• How to start a presentation.</li><li>• How to state the purpose of a presentation</li><li>• Keywords to signpost different stages in a presentation.</li><li>• Phrases to express your opinion</li></ul> | <p><b>Worksheets</b></p> <p>On use of Four Magical words 10 marks</p> <p>Poem on :MANNERS MATTER THEY REALLY DO 10 MARKS</p><br><p>Students are asked to speak on different topics expressing their opinions for 2 to 3 minutes.</p> <p>Oral test for 5 Marks</p> |
| <b>Module No.: 2</b> | <p>To prepare students for Internship during the Summer vacation</p>   | <ul style="list-style-type: none"><li>• Importance and value of Internship</li></ul> <p>Cover Letter and Resume for Internship</p>  | <p>Completed Cover Letter and Resume</p> <p>25 Marks</p>  |

**COURSE: (EXPLORING ONE'S POTENTIAL)****SEMESTER : 3****CREDIT : 1****DURATION: 30 HOURS****Objectives:**

- To help students learn how to answer Interview Questions.

**Outcomes:**

The course will help students to:

- Learn how to face an Interview Panel.

| <b>Module No.: 1</b> | <b>Objective</b>                                      | <b>Content</b>  | <b>Evaluation 25 marks</b>   |
|----------------------|---|---|--|
|                      | Students will learn how to face an Interview Panel.   | <ul style="list-style-type: none"><li>• Showing how to improve body language and to face an interview panel</li></ul> | Practice Sessions for Interview Workbook with all questions is used to note down possible answers. |
| <b>Module No.: 2</b> | Students will learn how to answer Interview Questions | 50 Common Interview Questions.<br>Each question is discussed and answers are dictated.                                | Mock Interview Test with Teachers from the Department on the panel. (25 Marks)                     |

**COURSE: (GROUP DISCUSSION TECHNIQUES AND PRACTICE SESSION)**

**SEMESTER : 4**

**CREDIT : 1**

**DURATION: 30 HOURS**

**Objectives:**

- To help students learn how to participate and communicate effectively through discussion.

**Outcomes:**

The course will help students to learn the art of discussion, language to be used and how to communicate without being aggressive.

| <b>Module No.: 1</b> | <b>Objective</b>   | <b>Content</b>  | <b>Evaluation 25 Marks</b>  |
|----------------------|--|---|---|
|                      | <p>The course will help students to:</p> <ul style="list-style-type: none"><li>• To be comfortable and confident in expressing opinions without fear.</li></ul> <p>Explaining the value of growing in thinking.</p> <p>Practice Sessions on various Current, Environmental related, Political as well as Social issues and topics.</p> | <p>Ability to work in a team<br/>Communication Skills<br/>Reasoning Ability<br/>Leadership skills<br/>Initiative<br/>Flexibility<br/>Ability to think <b>independently and creatively</b></p> | <p><b>Worksheets:</b><br/>Language used for Effective Group Discussions<br/>10 marks</p> <p>Group Discussion Topics are given keeping the latest social, political issues in mind. (Test for 15 marks.)</p> |

**COURSE: (PLACEMENT PREPARATION)**

SEMESTER : 5

CREDIT : 1

DURATION: 30 HOURS

**Objectives:**

- To help students learn how to prepare the Cover Letter and Resume/CV

**Outcomes:**

- Students will be able to apply for Campus as well as off-Campus Placements

| Module No.: 1 | Objective   | Content                                     | Evaluation<br>25 marks   |
|---------------|---|---|--|
|               | Students will learn how to prepare a <ul style="list-style-type: none"><li>• Cover/ Application Letters</li><li>• Resume</li><li>• Curriculum Vitae</li></ul> | Cover Letter Writing<br><br>Resume Writing. | <b>Worksheets:</b><br>Students prepare their resumes which are emailed to the Teacher for editing and proofreading so that all Resumes are ready for the Mock Interviews followed by the Campus Placements.                                      |
| Module 2.     | A Mock Interview is organized. Experts from Corporate companies are invited to form the Interview Panel.  | Each Student appears for the Mock Interview | Students are evaluated by the invited experts. Technical as well as HR Interviews are conducted (25 marks)<br><br>Students are informed about the Feedback received from the experts so as to help them identify their weaknesses and strengths. |

**COURSE: (CORPORATE GROOMING)**

SEMESTER : 6

CREDIT : 1

DURATION: 30 HOURS

**Objectives:**

- To help students learn how to adjust to a corporate environment.

**Outcomes:**

- Students will be able to improve self-worth and self-esteem as they learn Dining Etiquette and Social Skills

| Module No.: 1   | Objective  | Content   | Evaluation 25 marks  |
|---|--|---|--|
|   | To teach students:<br>Social Skills<br>Vocabulary related to: <ul style="list-style-type: none"><li>• Hotels</li><li>• Airports/Flying</li><li>• Banking</li></ul> | To familiarize students with expected behavior at Hotels, Airports and Banks. | Worksheets on:<br>Hotels<br>Airports/Flying<br>Banking<br>(5 marks each) |
| <b>Module No.: 2</b><br><b>To teach students Dining Etiquette</b> |  | Dos and Don'ts to be followed during Corporate Lunches and Dinners            | Practical Test of Setting the Table and Dining Etiquette.<br>(10 marks)  |

**TEXT AND REFERENCE BOOKS:**

- Mulford, P. (2013). *Thoughts are Things*. (eBook)Simon & Schuster.
- Peale, N. V. (1952). *The Power of Positive Thinking*. New York: Simon & Schuster.
- Kirkpatrick, B. (2006). *Say It Right 1 & 2*. Clearway Logistics Phase 10-12
- *Look Within* WORKBOOK

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**APPROVED SYLLABUS UNDER AUTONOMY**

**Program: Bachelor of Computer Applications**

**Course Title: Communication Skills**

**Course code BCA 101**

**Objectives:**

- To study the basic concept of communication
- To conduct activities that will help improve written and spoken skills.
- To help develop communication skills in reading, writing, speaking and listening
- To prepare students for corporate career

**Outcomes:**

The course will help the students:

- To understand and learn the four skills of communication.
- To acquire personal and professional skills through enhanced communication skills
- To improve confidence levels

| Code No. | Course               | TC | Th C | Pr/Tuts C | Int M | Ext M | Tot |
|----------|----------------------|----|------|-----------|-------|-------|-----|
| BCA101   | COMMUNICATION SKILLS | 4  | 2    | 2         | 50    | 50    | 100 |

| Module No. | Objectives  | Content  | Evaluation                |
|------------|---|--|---------------------------|
| 1          | 1. To help develop introspection skills and critical thinking | <b>Reading skills</b><br>Stories from 'Let's Go Home' and Other Stories by Meenakshi Mukherjee.<br>3 short stories viz<br>Let's Go Home<br>The Green Parrots | Unit Test-1<br>(Marks-25) |

|   |   |   |   |
|---|---|---|---|
|   |   | The White Dove  |   |
| 2 | <ol style="list-style-type: none"> <li>To develop spoken skills</li> <li>To learn to make power point presentations</li> </ol>  | <b>Spoken skills</b><br>Presentation on Book review/Film review<br>Group presentation<br>Vocabulary enhancing activities(Debates, Group Discussion)   | Oral presentation with PPT (Marks 05)<br>Extempore (Marks 05) |
| 3 | <ol style="list-style-type: none"> <li>To help improve writing skills</li> <li>To help students articulate their thoughts</li> <li>To train students to prepare reports on various fake news being circulated on social media</li> <li>To prepare reports for college activities</li> </ol> | <b>Writing skills</b><br>Precis writing<br>Report writing (Review Reports of social media fake news)<br>Writing Emails –Inquiry, Invitation, Permission Letters, Thank You Letter, Complaint Letter, email etiquettes | Class Test (Marks 5+5=10)                                     |
| 4 | <ol style="list-style-type: none"> <li>To help students become active listeners</li> <li>To develop healthy listening skills</li> </ol>   | <b>Listening Skills</b><br>Importance of listening<br>Rules of listening<br>Steps for good listening<br>Types of listeners<br>You tube video recordings<br>Group Activity   | Assignment (Marks 05)   |

#### REFERENCES:

- 1) (ed.), M. M. ((2009 rpt). *Lets Go Home and Other Stories*. New Delhi: Orient Longman,.
- 2) Agrawal, D. ( 2011). *Group discussion: theory and technique*. Jaipur: Yking.(Bentley.
- 3) Bentley, T. ( (2004)). *Report writing in business the effective communication of information*. New Delhi: : Viva Books Pvt. Ltd.

- 4) Doctor, A., & Doctor, R. .. (n.d.). *Principles And Pctice Of Business Communication*. mumbai: Sheth Publishers Pvt.Ltd.
- 5) Mulgaonkar. (2011). *Business Communication*. mumbai: Manan prakashan.
- 6) Rai, U. R. (2016). *Business Communication*. Mumbai : Himalaya Publishing Hous.
- 7) Sasikumar, V. K. (2006). . *A Course in Listening and Speaking I &II*. New Delhi: Foundation Books Cambridge House.
- 8) Dr.Shirodkar. (2011). *Knowing Your Words' Worth: A Practical Guide To Communicating Effectively* . India : Shroff Publisher's and Distributor's.Pvt Ltd.
- 9) Shirodkar, D. (2013). *Unscrambling Emails*. India: Shroff Publisher's & Distribution Pvt Ltd.