



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

1.3.2: Number of Value-added courses for imparting transferable and life skills offered during last five years

Course content or syllabus along with course outcome of Value-added courses offered



COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:					
1.	Module I Essentials of English Grammar			30% Weightage	
	<ul style="list-style-type: none"> • Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions 				
2.	Module II Written English Communication			30% Weightage	
	<ul style="list-style-type: none"> • Paragraph Writing • Essay Writing 				
3.	Module III Spoken English Communication			30% Weightage	
	<ul style="list-style-type: none"> • Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation 				
4.	Module IV : Prose			10% Weightage	
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to : <ul style="list-style-type: none"> • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation. 				
6.	Pedagogy for Course Delivery: <ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures • Extempore 				
Assessment/ Examination Scheme:					
	Theory (%)	L/T	Lab/Practical/Studio (%)	End Term Examination	
	100%		NA	70%	
Theory Assessment (L&T):					
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%


Text: Rosenblum, M. How to Build Better Vocabulary, London:

Bloomsbury Publication Verma, Shalini. Word

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, Business Communication, Galgotia Publishing Company.


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Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency (2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness (2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness (2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude (2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence (2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management. 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapierre, Richard. T - Social Change
- Lindzey, G. and Borgatta, E. Sociometric Measurement in the Handbook of Social Psychology, Addison -Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001. Response Books (Sage), New Delhi

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-I

Course Code: FLU144

Credit units: 02

Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs

2. pronom sujet et toniques, on, c'est

t/il est + profession, 3. masculin et

féminin des adjectifs de nationalité

4. verbes être, avoir, aller, 'er' groupe

5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que ? L'inversion;

où, comment, quand; quel

6. la négation

7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.

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COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: 1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:																					
1.	<p align="center">Module I Communication</p> <p align="right">35% Weightage</p> <ul style="list-style-type: none"> • Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers 																				
2.	<p align="center">Module II Verbal Communication</p> <p align="right">25% Weightage</p> <p>Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)</p>																				
3.	<p align="center">Module III Non-Verbal Communication</p> <p align="right">30% Weightage</p> <ul style="list-style-type: none"> • Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code 																				
4.	<p align="center">Module IV : Prose</p> <p align="right">10% Weightage</p> <p>TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i>. Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam</p>																				
5.	<p align="center">Student Learning Outcomes:</p> <p align="center">The students should be able to :</p> <ul style="list-style-type: none"> • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment 																				
6.	<p align="center">Pedagogy for Course Delivery:</p> <ul style="list-style-type: none"> • Extempore • Presentations • Lectures 																				
7.	<p align="center">Assessment/ Examination Scheme:</p> <table border="1"> <thead> <tr> <th align="center" colspan="2">Theory L/T (%)</th> <th align="center" colspan="2">Lab/Practical/Studio (%)</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="2">100%</td> <td align="center" colspan="2">NA</td> </tr> <tr> <th align="center" colspan="4">Theory Assessment (L&T):</th> </tr> <tr> <th align="center">Components (Drop down)</th> <th align="center">CIE</th> <th align="center">Mid Sem</th> <th align="center">End Term Examination</th> </tr> <tr> <th align="center">Weightage (%)</th> <td align="center">10%</td> <td align="center">15%</td> <td align="center">70%</td> </tr> </tbody> </table>	Theory L/T (%)		Lab/Practical/Studio (%)		100%		NA		Theory Assessment (L&T):				Components (Drop down)	CIE	Mid Sem	End Term Examination	Weightage (%)	10%	15%	70%
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100%		NA																			
Theory Assessment (L&T):																					
Components (Drop down)	CIE	Mid Sem	End Term Examination																		
Weightage (%)	10%	15%	70%																		

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.
Verma, Shalini. *Word Power made Handy*; S. Chand Publications. *High School English Grammar & Composition* by Wren & Martin.

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing

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Behavioral Science - II

Course Code: BSU-243

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Contributions to Society and Nation **Module IV: Patriotism and National Pride (2 Hours)**

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics (2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

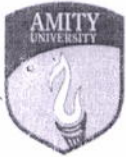
Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour

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FRENCH - II

Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical:

Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:

1. Adjectifs démonstratifs
2. Adjectifs possessifs/exprimer la possession à l'aide de :
i. « de » ii. A+nom/pronom disjoint
3. Conjugaison pronominale – négative, interrogative -
construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut... »/
« il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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Course Outcome:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:					
1	Module I	Principles of Effective Writing			35% Weightage
		<ul style="list-style-type: none"> • Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques 			
2	Module II	Formal Letter Writing			35% Weightage
		<ul style="list-style-type: none"> • Block Format • Types of Letters • E-mail • Netiquette 			
3		Module III	Business Memos		20% Weightage
			<ul style="list-style-type: none"> • Format & Characteristics 		
4	Module IV	Short Stories			10% Weightage
		<ul style="list-style-type: none"> • Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin 			
5	<p>Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.</p>				
6	Pedagogy for Course Delivery:				
		<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 			
7	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)		EndTerm Examination	
	100%	NA		70%	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	EndTerm Examination
Weightage (%)	10%	15%	5%	70%	

Text: Rai, Urmila & S.M. Rai. *Business Communication, Mumbai: Himalaya Publishing House, 2002.*

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, *Communication Skills, Oxford University Press.*



Course Code: BSU-343

Course Credit: 01

Course Outcome:

To enable the students:

- Understand the process of problem solving and creative thinking.
- Facilitation and enhancement of skills required for decision-making.

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

- What is thinking: The Mind/Brain/Behavior
- Critical Thinking and Learning:
 - Making Predictions and Reasoning
 - Memory and Critical Thinking
 - Emotions and Critical Thinking
- Thinking skills

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving (2 Hours)

- Recognizing and Defining a problem
- Analyzing the problem (potential causes)
- Developing possible alternatives
- Evaluating Solutions
- Resolution of problem
- Implementation
- Barriers to problem solving:
 - Perception
 - Expression
 - Emotion
 - Intellect
 - Work environment

Module IV: Plan of Action (2 Hour)

- Construction of POA
- Monitoring
- Reviewing and analyzing the outcome

Module V: Creative Thinking (2 Hours)

- Definition and meaning of creativity
- The nature of creative thinking
 - Convergent and Divergent thinking
 - Idea generation and evaluation (Brain Storming)
 - Image generation and evaluation
 - Debating
- The six-phase model of Creative Thinking: ICEDIP model

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem.
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999 •Geoff Petty:

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Course Outcome:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give information about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64 Dossier 5: Ici et là Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin,

indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1.



AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL –IV

Course Code: BCU 441

Credit Units: 1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I	Employment-Related Correspondence	35% Weightage
	<ul style="list-style-type: none"> • Resume Writing • Covering Letters • Follow Up Letters 		
2.	Module II	Dynamics of Group Discussion	35% Weightage
	<ul style="list-style-type: none"> • Significance of GD • Methodology & Guidelines 		
3.	Module III Interviews		20% Weightage
	<ul style="list-style-type: none"> • Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions 		
4.	Module IV Short Stories		10% Weightage
	<ul style="list-style-type: none"> • Proof of the Pudding - O. Henry • "The Lottery" 1948 – Shirley Jackson • The Eyes Have it- Ruskin Bond • Kallu- Ismat Chughtai <p style="text-align: center; font-size: small;">All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.</p>		
5.	Student Learning Outcomes:		
	<ul style="list-style-type: none"> • Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion 		
6.	Pedagogy for Course Delivery:		
	<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance
	Weightage (%)	25%	5%
			End Term Examination
			70%

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002. Rizvi,

M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals.


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Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics (2 Hours)

Meaning & its type
Relationship between Values and Ethics Its implication in one's life

Module II: Values Clarification & Acceptance (2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony Its process-Self Exploration
Nurturing Good values

Module III: Morality (2 Hours)

Difference between morality, ethics & values Significance of moral values

Module IV: Ethical Practice (2 Hours)

Ethical Decision making
Challenges in its implementation
Prevention of Corruption & Crime

Module V: Personal & Professional Values (2 Hours)

Personal values-Empathy, honesty, courage, commitment Professional Values-Work ethics, respect for others

Its role in personality development Character building-"New Self awareness.

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.



Course Outcome:

- To strengthen the language of the student's in both oral and written
- To revise the grammar in application and the communication tasks related to topics covered already
- To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as
 - talking about personal habits
 - narrating events in the past, marking the stages, using appropriate connectors
 - holding conversations on telephone
 - asking for/giving advice

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7: auboulot Actes de Communication:

Parler de ses habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Référence:

- Girardeau, Bruno et Nelly Mous. Réussir le DELFA 1

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COMMUNICATION SKILL-V

Course Code: BCU 541

Credit Units: 1

Course Outcome:

The course is intended to make students understand and adopt strategies for effective reading and writing skills. The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Vocabulary		35% Weightage
	<ul style="list-style-type: none"> Define Vocabulary Significance of Vocabulary One Word Substitution, Synonyms & Antonyms and Idioms & Phrases Define and Differentiate Homonyms, Homophones and Homographs Vocabulary Drills Foreign Words 		
2.	Module II Comprehension Skills		25% Weightage
	<ul style="list-style-type: none"> Reading Comprehension-SQ3R Reading Techniques Summarising and Paraphrasing Précis Writing Listening Comprehension 		
3.	Module III Presentation Skills		30% Weightage
	<ul style="list-style-type: none"> Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills. Analyzing the Significance of Non-Verbal Communication 		
4.	Module IV Prose		10% Weightage
	<ul style="list-style-type: none"> How Far is the River-Ruskin Bond My Wood-E.M.Forster I have a Dream-Martin Luther King Spoken English and Broken English-G.B. Shaw 		
5.	Student Learning Outcomes:		
6.	<ul style="list-style-type: none"> Communicate fluently and sustain comprehension of an extended discourse. Demonstrate ability to interpret texts and observe the rules of good writing. Prepare and present effective presentations aided by ICT tools. 		
	Pedagogy for Course Delivery: Workshop		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)		Lab/Practical/Studio (
	100%		NA
Theory Assessment (L&T):			
Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4thed. Belmont, CA: Wadsworth,2004.
 Effective English for Engineering Students, B Cauveri, Macmillan India
 Creative English for Communication, Krishnaswamy N, Macmillan Reference: A Textbook of English Phonetics, Balasubramanian T, Macmillan
 Additional Reading: Newspapers and Journals

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BEHAVIOURAL SCIENCE-V

Course Code: BSU-543

Course Credit: 01

Course Outcome:

The course is intended to make students understand inculcate in the students an elementary level of understanding of group/team functions. To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and Characteristics

- Importance of group
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group

Conflict ▪ Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team

•Building Effective Teams

•Consensus Building

•Collaboration

Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Student learning outcomes

- Students will develop critical and reflective thinking abilities
- Students will demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will develop strategies to recruit, retain, and continually motivate contributing members to the organization.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996), Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers.

Dipesh Kumar
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Français-V

CourseCode: FLU544

Credit units: 02

CourseOutcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

CourseContents:

Dossier8Pg7584Dossiers4,5 and6(révision) Dossier8: Vivre ensemble

ActesdeCommunication:

Exprimerlacause,l'opposition,laconséquence,décrirelesétapesd'uneaction,s'exprimersurl'environnement,

l'écologie,identifieret décrirelesdifférencesde comportement,décrire le fonctionnementd'une association,fairelabiographie d'une personne.

Dossiers4, 5,6–Révision

Exercicesd'écoute,productionorale et écrite.

Grammaire :

1. le présent (révision),lepassé composé(révision)
2. lespronomscomplémentsdirects,lespronomscompléments indirects
3. lesmarqueurschronologiques
4. lesarticulateurslogiques

ExaminationScheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text &References:

Text:

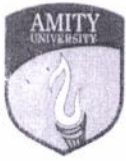
Le livre à suivre:

· Andant, Christineet al.A proposA1Livre del'élève.Grenoble:Pressesuniversitairesde Grenoble, 2010.

· Andant, Christineet al.A proposA1Cahierd'exercices.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Référence:

· Girardeau, Brunoet NellyMous.Réussirle DELFA1.Paris: Didier, 2010.



COMMUNICATION SKILLS-VI

Course Code: BCU 641

Credit Units: 1

Course Outcome: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Social Communication Essentials		30% Weightage
	<ul style="list-style-type: none"> • Small talk • Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat 		
2.	Module II Workplace Interpersonal Skills		25% Weightage
	<ul style="list-style-type: none"> • Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking 		
3.	Module III Visual Code / Social Etiquette		35% Weightage
	<ul style="list-style-type: none"> • Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol 		
4.	Module IV Prose		10% Weightage
	<ul style="list-style-type: none"> • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru <p>All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text</p>		
5.	Student Learning Outcomes:		
<ul style="list-style-type: none"> • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities. 			
6.	Pedagogy for Course Delivery:		
	<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
	Continuous Assessment/Internal Assessment		End Term Examination
Components (Drop down)	CIE	Attn	
Weightage (%)	25%	5%	70%



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BEHAVIOURAL SCIENCE -VI

Course Code: BSU-643

Course Credit: 01

Course Outcome:

The course is intended to make students understand the concept of stress its causes, symptoms and consequences and to develop an understanding the consequences of the stress on one's wellness, health, and workperformance.

Course Contents:

Module I: Stress

- Meaning & Nature
- Characteristics
- Types of stress

(2 Hours)

Module II: Stages and Models of Stress

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interact ional model.
- Pressure – environment fit model of stress.

(2 Hours)

Module III: Causes and symptoms of stress

- Personal
- Organizational
- Environmental

(2Hours)

Module IV: Consequences of stress

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

(2 Hours)

Module V: Strategies for stress management

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being.

(2 Hours)

Student learning outcomes

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience.

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FRENCH - VI

Course Code: FLU 644

Credit Units: 02

Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module D: pp. 157 – 168 – Unité 12

Unité 12: s'évader

1. présenter, caractériser, définir
2. parler de livres, de lectures
3. préparer et organiser un voyage
4. exprimer des sentiments et des opinions
5. téléphoner
6. faire une réservation

Contenu grammatical:

2. Faire + verbe
2. proposition relative avec pronom relatif "qui", "que", "où" - pour caractériser

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I –

Interaction/Conversation

Practice

Text & References:

- le livre à suivre :
Campus: Tome 1


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COMMUNICATION SKILLS-VII

Course Code: BCU 741

Credit Units: 1

Course Outcome:

The course is designed to empower students to carry out day to day communication at the work place by adequate understanding of various types of communication to facilitate efficient interpersonal communication.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Meetings	30% Weightage	
	<ul style="list-style-type: none"> • Notices • Circulars • Agenda • Minutes 		
2.	Module II Report Writing & Telephony Skills	25% Weightage	
	<ul style="list-style-type: none"> ➤ Report Writing <ul style="list-style-type: none"> • Purpose/Significance • Types • Format ➤ Telephony Skills <ul style="list-style-type: none"> • Call Receiving/ Handling/ Concluding Etiquette • Voice Modulation • Effective Listening • Dos and Don'ts of Telephony Skills 		
3.	Negotiation Skills	35% Weightage	
	<ul style="list-style-type: none"> • Definition/Concept • Purpose/ Significance • Checklist- Good & Bad Practices 		
4.	Module IV Prose	10% Weightage	
	<ul style="list-style-type: none"> • The Great Trial-Robert Payne • The Home Coming - Rabindra Nath Tagore • How Much Land does a Man Need? - Leo Tolstoy • Valiant Vicky, The Brave Weaver - Flora Anne Steel <p>All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text</p>		
<p>5. Student Learning Outcomes:</p> <ul style="list-style-type: none"> • Conduct all business activities related to the workplace with technical efficiency. • Contribute positively to the overall growth of the organization. 			
6.	Pedagogy for Course Delivery:		
	<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text: Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*, New Delhi: Cengage, 2012.
T.N Chhabra, *Business Communication*, Sun India Publication.

Sanjay Kumar & Pushplata, *Communication skills*, Oxford University Press.

Reference: Jones, *Working in English*, First Edition, Cambridge, CUP, 2001.

Additional Reading: Newspapers and Jour

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Course Code: BSU-743

Course Credit: 01

Course Outcome

This course will help the students to:

- Explore interest and attitude
- Explore career opportunities
- Set career goals
- Developing attributes that employers value

Course Contents:

Module I: Career Planning

(2 Hours)

- Importance of Career Planning & Development
- Career Development Plan
- Assessment of Career Development

Module II: Career Success: Interest, Aptitude & Attitude (Personality)

(2 Hours)

- Interest, Aptitude & Attitude
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude

Module III: Explore Career for Growth

(2 Hours)

- Selecting from available resources
- Career selection (Jobs)
- Career planning and development

Module IV: Self Reliance and Employability skills

(2 Hours)

- Self awareness, Self promotion and Presentation, Self confidence
- Action planning, Networking, Negotiation
- Political awareness, Coping with uncertainty,
- Developing positive attributes at work place (personal and professional)
- Time Management as Self Management

Module V: Impression Management for Career Enhancement

(2 Hours)

- Meaning & Components of Impression Management
- Impression Management Techniques(Influencing Tactics)
- Impact of Impression Management on Career Planning and Development

Student learning outcomes:

- Students develop the ability to identify suitable career options and to create a suitable career plan based on the utilization of the counseling process, assessment tools, and other resources.
- Students will know how to assess their skills, interests and values.
- Students will know how to make informed career choices based on their self- assessment.
- Students will know how to explore relevant career options and build skills pertinent to those of greatest interest.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard, T - Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison - Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers

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CourseOutcome:

To provide the students with the linguistic tools to enhance social communication skills and be able

- To describe an object, compare objects and evaluate
- To ask for information, precision
- To make claims

CourseContents:

Dossier 2 – pg 17-28, Dossier 2: 64 millions de consommateurs Actes de Communication:

Décrire un objet (un bijou unique, un voyage extraordinaire, un nouvel appareil photo)

Évaluer une chose (acheter un cadeau, discuter le prix) Ouvrir un compte à la banque (demander des renseignements à un banquier afin d'ouvrir un compte) Demander des

informations/précisions (précisions sur un problème dans le relevé de compte)

Faire une réclamation (s'adresser au service après-vente pour échanger un produit défectueux)

Thèmes abordés:

S'habiller bon marché (comment vous habillez-vous bon marché ?)

Le e-commerce (le portrait de l'acheteur de votre pays)

Les produits contrefaits (parler des produits contrefaits)

La profession: Les maraîchers (débat: comment éviter le gaspillage? la mode de vie des décroissants, privilégie-t-elle la qualité ou le prix lors d'un achat?)

Grammaire :

1. Le pronom " en "
2. La place de l'adjectif
3. Le présent progressif
4. Le passé récent
5. Le futur proche (révision)
6. Le comparatif et le superlatif

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Mous, Nelly. Réussir le DELFA1. Paris: Les Éditions Didier, 2010


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COMMUNICATION SKILL – VIII

Course Code: BCU 841

Credit Units: 1

Course Outcome:

This course is designed to hone the creative minds of students to develop knowledge of diverse ethnic groups and cultures and to increase self-awareness for cultural competence and sensitivity.

Prerequisites: NIL

Course Contents / Syllabus:																
1.	<p align="center">Module I Speaking in Public</p> <ul style="list-style-type: none"> Essentials in Public Speaking Parameters of Public Speaking 	45% Weightage														
2.	<p align="center">Module II Cross Cultural Communication</p> <ul style="list-style-type: none"> Culture and Context Awareness & Significance of Understanding Culture Ethnocentrism, Stereotyping and Cultural Relativism Cultural Shock and Social Change 	45% Weightage														
3.	<p align="center">Module III Prose</p>	10% Weightage														
4.	<ul style="list-style-type: none"> India Cinema: Tradition & Change-Chidananda Das Gupta Kabuliwala-Rabindranath Tagore The Duchess and the Jeweller -Virginia Woolf The Park- James Mathews <p align="center">All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text</p>															
<p align="center">Student Learning Outcomes:</p> <ul style="list-style-type: none"> Students will be able to navigate cross cultural encounters in a global economy. Facilitate students to develop learning to construct and deliver messages that incorporate the appropriate use of organizing content, language, vocabulary, kinesics, eye contact, appearance, visual aids, and time constraints. 																
5.	<p align="center">Pedagogy for Course Delivery:</p> <ul style="list-style-type: none"> Workshop Group Discussions Presentations Lectures 															
<p align="center">Assessment/ Examination Scheme:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Theory L/T (%)</th> <th align="center">Lab/Practical/Studio (%)</th> <th align="center">End Term Examination</th> </tr> </thead> <tbody> <tr> <td align="center">100%</td> <td align="center">NA</td> <td align="center">70%</td> </tr> </tbody> </table> <p align="center">Theory Assessment (L&T):</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Components (Drop down)</th> <th align="center">CIE</th> <th align="center">Attendance</th> <th align="center">End Term Examination</th> </tr> </thead> <tbody> <tr> <td align="center">Weightage (%)</td> <td align="center">25%</td> <td align="center">5%</td> <td align="center">70%</td> </tr> </tbody> </table>			Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%
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100%	NA	70%														
Components (Drop down)	CIE	Attendance	End Term Examination													
Weightage (%)	25%	5%	70%													
6.																

Text: Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*. New Delhi: Cengage, 2012.

Raman, Meenakshi. *Business Communication*, Oxford


Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

References:

Beamer, Linda. *Intercultural Communication in the Global Workplace*, Irwin/McGraw-Hill. 2005.

Reynolds, Sana & Deborah Valentine. *Guide to Cross-cultural Communication*, Prentice Hall, 2003.

Additional Reading: Newspapers and Journals.


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Course Code: BSU-843

Course Credit:01

Total Hours: 10

Course Outcome:

- To have a great deal of insight into one’s character.
- Understanding of positive emotions
- To explore the dimensions of happiness, well-being, Optimism and hope
- Quick understanding of different situations and grasp new concepts.

Course Contents:

Module I: Positivity in personality (2 Hours)

- Importance of Positivity in personality
- Positivity Vs. Negativity
- Introspection and personal growth

Module II: Positive Emotions (2 Hours)

- Understanding positive emotions
- Importance of Positive emotion
- Types and identification of positive emotions (Love, happiness, Contentment, Resilience, etc.)

Module III: Hope, Optimism and Resilience (2 Hours)

- Positive approach towards future
- Benefits of Positive approach
- Resilience during challenge and loss

Module IV: Application of Positive Emotions (2 Hours)

- Application of positive emotions in relationships, and organizations
- Creating healthy organizational climate
- Positive emotions enhances performance.

Module V: Happiness and Well Being (2 Hours)

- Concept of Happiness & Well-Being
- Secret of happy mind and healthy life
- Work life balance.

Student learning outcomes:

Students develop the ability to identify and regulate positive emotions for personal and professional excellence.

- Students will know how to develop resilience.
- Students will know how to role of happiness to attain wellbeing.
- Students will know how to nurture personality by positivity.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan D. (2005). Information and Knowledge Management Macmillan India Ltd. Delhi.

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Français-VIII

Course Code:FLU844

Creditunits:02

Course Outcome:

To provide the students with the linguistic tool to enhance social communication skills and be able

- To express an intention, announce a news,
- enquire about an event To speak about the future
- To discuss the media

Course Contents:

Dossier 3 – pg 29-40, Dossiers 1 & 2 (révision).

Dossier 3: Médias.fr Actes de Communication:

Parler de l'avenir (les avantages et les inconvénients des réseaux sociaux) Exprimer une intention (poser des questions sur un forum) Parler des médias Engager/ terminer une conversation (demander pourquoi on n'a pas répondu au mail) Interroger sur un événement (vol, accident) Annoncer une nouvelle (celle de démission)

Thèmes abordés:

Les Français et la presse (débat: Croyez-vous aux légendes urbaines?)
Les Français et Internet (débat: les informations de la presse écrites sont plus fiables que les informations sur Internet ?) La télévision des Français
La profession: Les animateurs radio (débat : pour ou contre le téléchargement illégal de la musique ou des films)

Grammaire :

1. Le futur simple
2. L'hypothèse sur le futur
3. Les formes de la négation
4. Les pronoms compléments directs et indirects (révision)

Examination Scheme:

Components	INTERNAL			TOTAL	EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE		END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

- Le livre à suivre
Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.

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COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:				
1.	Module I Essentials of English Grammar			30% Weightage
	<ul style="list-style-type: none"> • Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions 			
2.	Module II Written English Communication			30% Weightage
	<ul style="list-style-type: none"> • Paragraph Writing • Essay Writing 			
3.	Module III Spoken English Communication			30% Weightage
	<ul style="list-style-type: none"> • Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation 			
4.	Module IV : Prose			10% Weightage
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam			
5.	Student Learning Outcomes: The students should be able to : <ul style="list-style-type: none"> • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation. 			
6.	Pedagogy for Course Delivery:			
	<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures • Extempore 			
Assessment/ Examination Scheme:				
	Theory (%)	L/T	Lab/Practical/Studio (%)	End Term Examination
	100%		NA	70%
Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance
	Weightage (%)	10%	15%	5%
				End Term Examination
				70%

Text: Rosenblum, M. How to Build Better Vocabulary, London:

Bloomsbury Publication Verma, Shalini. Word

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, Business Communication, Galgotia Publishing Company.


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Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard T - Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison -Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

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Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1,2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs

2. pronoms sujet et toniques, on, c'es

t/il est+ profession, 3. masculin et féminin des adjectifs de nationalité

4. verbes-être, avoir, aller, 'er' groupe

5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que ? L'inversion; où, comment, quand; quel

6. la négation

7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELFA 1. Paris: Didier, 2010.

(Signature)
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COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: 1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: Nil.

Course Contents / Syllabus:				
1.	Module I Communication			35% Weightage
	<ul style="list-style-type: none"> • Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers 			
2.	Module II Verbal Communication			25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)			
3.	Module III Non-Verbal Communication			30% Weightage
	<ul style="list-style-type: none"> • Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code 			
4.	Module IV : Prose			10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam			
5.	Student Learning Outcomes: The students should be able to : <ul style="list-style-type: none"> • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment 			
6.	Pedagogy for Course Delivery: <ul style="list-style-type: none"> • Extempore • Presentations • Lectures 			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)		Lab/Practical/Studio (%)	
	100%		NA	
	Theory Assessment (L&T):			
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%


Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.

Verma, Shalini. *Word Power made Handy*, S. Chand

Publications. *High School English Grammar &*

Composition by Wren & Martin.

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing


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Behavioral Science - II

Course Code: BSU-243

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Contributions to Society and Nation module IV: Patriotism and National Pride (2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics (2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour

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FRENCH - II

Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical: Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:

1. Adjectifs démonstratifs
2. Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de »
 - ii. A+nom/pronom disjoint
3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut... »/ «il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

Examination Scheme:


Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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COMMUNICATION SKILL-III

Course Code: BCU 341

Credit Units: 1

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:					
1	Module I	Principles of Effective Writing			35% Weightage
		<ul style="list-style-type: none"> • Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques 			
2	Module II	Formal Letter Writing			35% Weightage
		<ul style="list-style-type: none"> • Block Format • Types of Letters • E-mail • Netiquette 			
3	Module III	Business Memos			20% Weightage
		<ul style="list-style-type: none"> • Format & Characteristics 			
4	Module IV	Short Stories			10% Weightage
		<ul style="list-style-type: none"> • Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin 			
5	Student Learning Outcomes:				
	The students should be able to write correctly and properly with special reference to Letter writing.				
6	Pedagogy for Course Delivery:				
		<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 			
7	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)		EndTerm Examination	
	100%	NA		70%	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	EndTerm Examination
Weightage (%)	10%	15%	5%	70%	

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.


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Course Outcome:

To enable the students:

- Understand the process of problem solving and creative thinking.
- Facilitation and enhancement of skills required for decision-making.

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

- What is thinking: The Mind/Brain/Behavior
- Critical Thinking and Learning:
 - Making Predictions and Reasoning
 - Memory and Critical Thinking
 - Emotions and Critical Thinking
- Thinking skills

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving (2 Hours)

- Recognizing and Defining a problem
- Analyzing the problem (potential causes)
- Developing possible alternatives
- Evaluating Solutions
- Resolution of problem
- Implementation
- Barriers to problem solving:
 - Perception
 - Expression
 - Emotion
 - Intellect
 - Work environment

Module IV: Plan of Action (2 Hour)

- Construction of POA
- Monitoring
- Reviewing and analyzing the outcome

Module V: Creative Thinking (2 Hours)

- Definition and meaning of creativity
- The nature of creative thinking
 - Convergent and Divergent thinking
 - Idea generation and evaluation (Brain Storming)
 - Image generation and evaluation
 - Debating
- The six-phase model of Creative Thinking: ICEDIP model

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem.
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999 •Geoff Petty:


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Course Outcome:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give information about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64 Dossier 5: Ici et là Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin,

indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

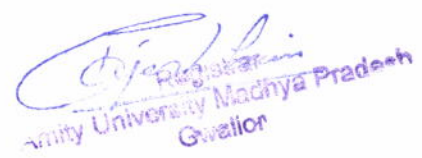
Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1.





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COMMUNICATION SKILL –IV

Course Code: BCU 441

Credit Units: 1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:																
1.	Module I Employment-Related Correspondence <ul style="list-style-type: none"> Resume Writing Covering Letters Follow Up Letters 	35% Weightage														
2.	Module II Dynamics of Group Discussion <ul style="list-style-type: none"> Significance of GD Methodology & Guidelines 	35% Weightage														
3.	Module III Interviews <ul style="list-style-type: none"> Types & Styles of Interviews Fundamentals of facing Interviews Interview-Frequently Asked Questions 	20% Weightage														
4.	Module IV Short Stories <ul style="list-style-type: none"> Proof of the Pudding - O. Henry “The Lottery” 1948 – Shirley Jackson The Eyes Have it- Ruskin Bond Kallu- Ismat Chughtai <p align="center">All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.</p>	10% Weightage														
5.	Student Learning Outcomes: <ul style="list-style-type: none"> Develop a resume for oneself Ability to handle the interview process confidently Learn the subtle nuances of an effective group discussion 															
6.	Pedagogy for Course Delivery: <ul style="list-style-type: none"> Workshop Group Discussions Presentations Lectures 															
7.	Assessment/ Examination Scheme: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Theory L/T (%)</th> <th align="center">Lab/Practical/Studio (%)</th> <th align="center">End Term Examination</th> </tr> </thead> <tbody> <tr> <td align="center">100%</td> <td align="center">NA</td> <td align="center">70%</td> </tr> </tbody> </table> <p align="center">Theory Assessment (L&T):</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Components (Drop down)</th> <th align="center">CIE</th> <th align="center">Attendance</th> <th align="center">End Term Examination</th> </tr> </thead> <tbody> <tr> <td align="center">Weightage (%)</td> <td align="center">25%</td> <td align="center">5%</td> <td align="center">70%</td> </tr> </tbody> </table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination														
100%	NA	70%														
Components (Drop down)	CIE	Attendance	End Term Examination													
Weightage (%)	25%	5%	70%													

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.


Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002. Rizvi,

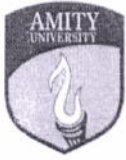
M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals.


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Course Code: BSU-443

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics (2 Hours)

Meaning & its type
Relationship between Values and Ethics Its implication in one's life

Module II: Values Clarification & Acceptance (2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony Its process-Self Exploration
Nurturing Good values

Module III: Morality (2 Hours)

Difference between morality, ethics & values Significance of moral values

Module IV: Ethical Practice (2 Hours)

Ethical Decision making
Challenges in its implementation
Prevention of Corruption & Crime

Module V: Personal & Professional Values (2 Hours)

Personal values-Empathy, honesty, courage, commitment Professional Values-Work ethics, respect for others
Its role in personality development Character building-"New Self awareness.

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-IV

CourseCode: FLU 444

Creditunits:02

Course Outcome:

To strengthen the language of the student's in both oral and written
 To revise the grammar in application and the communication tasks related to topics covered already
 To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as
 talking about personal habits
 narrating events in the past, marking the stages, using appropriate connectors
 holding conversations on telephone
 asking for/giving advices

CourseContents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7: auboulot Actes de Communication:
 Parler de habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'
 exprimer
 au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

ExaminationScheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

· Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

· Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Référence:

· Girardeau, Bruno et Nelly Mous. Réussir le DELFA 1

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COMMUNICATION SKILL-V

Course Code: BCU 541

Credit Units: 1

Course Outcome:

The course is intended to make students understand and adopt strategies for effective reading and writing skills. The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Vocabulary		35% Weightage
	<ul style="list-style-type: none"> Define Vocabulary Significance of Vocabulary One Word Substitution, Synonyms & Antonyms and Idioms & Phrases Define and Differentiate Homonyms, Homophones and Homographs Vocabulary Drills Foreign Words 		
2.	Module II Comprehension Skills		25% Weightage
	<ul style="list-style-type: none"> Reading Comprehension-SQ3R Reading Techniques Summarising and Paraphrasing Précis Writing Listening Comprehension 		
3.	Module III Presentation Skills		30% Weightage
	<ul style="list-style-type: none"> Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills. Analyzing the Significance of Non-Verbal Communication 		
4.	Module IV Prose		10% Weightage
	<ul style="list-style-type: none"> How Far is the River-Ruskin Bond My Wood-E.M.Forster I have a Dream-Martin Luther King Spoken English and Broken English-G.B. Shaw 		
5.	Student Learning Outcomes:		
	<ul style="list-style-type: none"> Communicate fluently and sustain comprehension of an extended discourse. Demonstrate ability to interpret texts and observe the rules of good writing. Prepare and present effective presentations aided by ICT tools. 		
6.	Pedagogy for Course Delivery: Workshop		
	<ul style="list-style-type: none"> Group Discussions Presentations Lectures 		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)		Lab/Practical/Studio (
	100%		NA
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	End Term Examination
	Weightage (%)	25%	70%
		Attendance	
		5%	

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4thed. Belmont, CA: Wadsworth,2004.

Effective English for Engineering Students, B Cauveri, Macmillan India Creative

English for Communication, Krishnaswamy N, Macmillan Reference: A Textbook of

English Phonetics, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals


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Course Outcome:

The course is intended to make students understand inculcate in the students an elementary level of understanding of group/team functions. To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and Characteristics
- Importance of group
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Student learning outcomes

- Students will develop critical and reflective thinking abilities
- Students will demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will develop strategies to recruit, retain, and continually motivate contributing members to the organization.

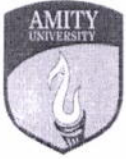
Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard T - Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison - Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol 4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.: The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers.

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Français-V

CourseCode: FLU544

Credit units: 02

CourseOutcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

CourseContents:

Dossier8Pg7584Dossiers4,5 and6(révision) Dossier8:Vivre ensemble

ActesdeCommunication:

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement,

l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers4, 5,6-Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

ExaminationScheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text &References:

Text:

Le livre à suivre:

· Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

· Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Référence:

· Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.


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COMMUNICATION SKILLS-VI

Course Code: BCU 641

Credit Units: 1

Course Outcome: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Social Communication Essentials		30% Weightage
	<ul style="list-style-type: none"> • Small talk • Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat 		
2.	Module II Workplace Interpersonal Skills		25% Weightage
	<ul style="list-style-type: none"> • Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking 		
3.	Module III Visual Code / Social Etiquette		35% Weightage
	<ul style="list-style-type: none"> • Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol 		
4.	Module IV Prose		10% Weightage
	<ul style="list-style-type: none"> • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru <p>All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text</p>		
5.	Student Learning Outcomes:		
	<ul style="list-style-type: none"> • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities. 		
6.	Pedagogy for Course Delivery:		
	<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
Continuous Assessment/Internal Assessment		End Term Examination	
Components (Drop down)	CIE	Attn	
Weightage (%)	25%	5%	70%

Text:
 Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011
 • *Communication and Organizational Culture*. Keyton, Joann. Sage Publications
 • *Social Communication (Frontiers of Social Psychology)*. Fiedler, Klaus. Psychology Press

Reference:
 Cypherpunks: *Freedom and the Future of the Internet*. Assange, Julian. Assange. OR Books.
 Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE -VI

Course Code: BSU-643

Course Credit: 01

Course Outcome:

The course is intended to make students understand the concept of stress its causes, symptoms and consequences and to develop an understanding the consequences of the stress on one's wellness, health, and workperformance.

Course Contents:

Module I: Stress

- Meaning & Nature
- Characteristics
- Types of stress

(2 Hours)

Module II: Stages and Models of Stress

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interact ional model.
- Pressure – environment fit model of stress.

(2 Hours)

Module III: Causes and symptoms of stress

- Personal
- Organizational
- Environmental

(2Hours)

Module IV: Consequences of stress

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

(2 Hours)

Module V: Strategies for stress management

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being.

(2 Hours)

Student learning outcomes

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing. ultimately it will enhance their performance.

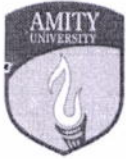
Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M. Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience.

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FRENCH - VI

Course Code: FLU 644

Credit Units: 02

Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module D: pp. 157 – 168 – Unité 12

Unité 12: s'évader

1. présenter, caractériser, définir
2. parler de livres, de lectures
3. préparer et organiser un voyage
4. exprimer des sentiments et des opinions
5. téléphoner
6. faire une réservation

Contenu grammatical:

2. Faire + verbe

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1



COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:														
1.	Module I Essentials of English Grammar			30% Weightage										
	<ul style="list-style-type: none"> • Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions 													
2.	Module II Written English Communication			30% Weightage										
	<ul style="list-style-type: none"> • Paragraph Writing • Essay Writing 													
3.	Module III Spoken English Communication			30% Weightage										
	<ul style="list-style-type: none"> • Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation 													
4.	Module IV : Prose			10% Weightage										
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam													
5.	Student Learning Outcomes: The students should be able to : <ul style="list-style-type: none"> • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation. 													
6.	Pedagogy for Course Delivery: <ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures • Extempore 													
Assessment/ Examination Scheme:														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Theory (%)</th> <th style="width: 10%;">L/T</th> <th style="width: 25%;">Lab/Practical/Studio (%)</th> <th style="width: 20%;">End Examination</th> <th style="width: 30%;">Term Examination</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">100%</td> <td></td> <td style="text-align: center;">NA</td> <td></td> <td style="text-align: center;">70%</td> </tr> </tbody> </table>					Theory (%)	L/T	Lab/Practical/Studio (%)	End Examination	Term Examination	100%		NA		70%
Theory (%)	L/T	Lab/Practical/Studio (%)	End Examination	Term Examination										
100%		NA		70%										
Theory Assessment (L&T):														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Components (Drop down)</th> <th style="width: 10%;">CIE</th> <th style="width: 10%;">Mid Sem</th> <th style="width: 15%;">Attendance</th> <th style="width: 45%;">End Term Examination</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Weightage (%)</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">15%</td> <td style="text-align: center;">5%</td> <td style="text-align: center;">70%</td> </tr> </tbody> </table>					Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination										
Weightage (%)	10%	15%	5%	70%										

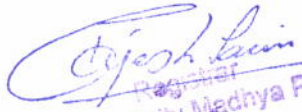
Text: Rosenblum, M. How to Build Better Vocabulary, London:

Bloomsbury Publication Verma, Shalini. Word

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, Business Communication, Galgotia Publishing Company.


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Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency (2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness (2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness (2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude (2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence (2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerson, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T - Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison -Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol 4, 1985
- LaPasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

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CourseCode: FLU144

Creditunits: 02

Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.
To enable students

- to greet someone in French
- to present and describe
- oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1,2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs

2. pronom sujet et toniques, on, c'es

t/il est+ profession, 3. masculin et féminin des adjectifs de nationalité

4. verbes-être, avoir, aller, 'er' groupe

5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que? L'inversion; où, comment, quand; quel

6. la négation

7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

· Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

· Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

· Girardeau, Bruno et Nelly Mous. Réussir le DELFA 1. Paris: Didier, 2010.

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COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: 1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:				
1.	Module I Communication			35% Weightage
	<ul style="list-style-type: none"> Process and Importance Models of Communication (Linear & Shannon Weaver) Role and Purpose Types & Channels Communication Networks Principles & Barriers 			
2.	Module II Verbal Communication			25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)			
3.	Module III Non-Verbal Communication			30% Weightage
	<ul style="list-style-type: none"> Principles & Significance of Nonverbal Communication KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) Visible Code 			
4.	Module IV : Prose			10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam			
5.	Student Learning Outcomes: The students should be able to :			
	<ul style="list-style-type: none"> Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment 			
6.	Pedagogy for Course Delivery:			
	<ul style="list-style-type: none"> Extempore Presentations Lectures 			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)		Lab/Practical/Studio (%)	
	100%		NA	
	Theory Assessment (L&T):			
	Components (Drop down)	CIE	Mid Sem	Attendance
	Weightage (%)	10%	15%	5%
				End Term Examination
				70%

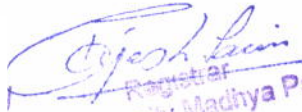
Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.

Verma, Shalini. *Word Power made Handy*, S. Chand

Publications. *High School English Grammar &*

Composition by Wren & Martin.

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing


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Behavioral Science - II

Course Code: BSU-243

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding S

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Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical:

Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:

1. Adjectifs démonstratifs
2. Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de »
 - ii. A+nom/pronom disjoint
3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut... »/ «il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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Course Outcome:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:					
1	Module I	Principles of Effective Writing			35% Weightage
		<ul style="list-style-type: none"> • Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques 			
2	Module II	Formal Letter Writing			35% Weightage
		<ul style="list-style-type: none"> • Block Format • Types of Letters • E-mail • Netiquette 			
3		Module III	Business Memos		20% Weightage
			<ul style="list-style-type: none"> • Format & Characteristics 		
4	Module IV	Short Stories			10% Weightage
		<ul style="list-style-type: none"> • Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin 			
5		Student Learning Outcomes:			
		The students should be able to write correctly and properly with special reference to Letter writing.			
6		Pedagogy for Course Delivery:			
		<ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 			
Assessment/ Examination Scheme:					
7	Theory L/T (%)	Lab/Practical/Studio (%)		EndTerm Examination	
	100%	NA		70%	
Theory Assessment (L&T):					
	Components (Drop down)	CIE	Mid Sem	Attendance	EndTerm Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.


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Course Outcome:

To enable the students:

- Understand the process of problem solving and creative thinking.
- Facilitation and enhancement of skills required for decision-making.

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

- What is thinking: The Mind/Brain/Behavior
- Critical Thinking and Learning:
 - Making Predictions and Reasoning
 - Memory and Critical Thinking
 - Emotions and Critical Thinking
- Thinking skills

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving (2 Hours)

- Recognizing and Defining a problem
- Analyzing the problem (potential causes)
- Developing possible alternatives
- Evaluating Solutions
- Resolution of problem
- Implementation
- Barriers to problem solving:
 - Perception
 - Expression
 - Emotion
 - Intellect
 - Work environment

Module IV: Plan of Action (2 Hour)

- Construction of POA
- Monitoring
- Reviewing and analyzing the outcome

Module V: Creative Thinking (2 Hours)

- Definition and meaning of creativity
- The nature of creative thinking
 - Convergent and Divergent thinking
 - Idea generation and evaluation (Brain Storming)
 - Image generation and evaluation
 - Debating
- The six-phase model of Creative Thinking: ICEDIP model

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999 •Geoff Petty:

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Course Code: FLU344

Credit units:02

Course Outcome:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give information about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64 Dossier 5: Ici et là Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin,

indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELFA1.


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COMMUNICATION SKILL –IV

Course Code: BCU 441

Credit Units: 1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:										
1.	Module I Employment-Related Correspondence	35% Weightage								
	<ul style="list-style-type: none"> Resume Writing Covering Letters Follow Up Letters 									
2.	Module II Dynamics of Group Discussion	35% Weightage								
	<ul style="list-style-type: none"> Significance of GD Methodology & Guidelines 									
3.	Module III Interviews	20% Weightage								
	<ul style="list-style-type: none"> Types & Styles of Interviews Fundamentals of facing Interviews Interview-Frequently Asked Questions 									
4.	Module IV Short Stories	10% Weightage								
	<ul style="list-style-type: none"> Proof of the Pudding - O. Henry "The Lottery" 1948 – Shirley Jackson The Eyes Have it- Ruskin Bond Kallu- Ismat Chughtai <p>All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.</p>									
5.	Student Learning Outcomes:									
	<ul style="list-style-type: none"> Develop a resume for oneself Ability to handle the interview process confidently Learn the subtle nuances of an effective group discussion 									
6.	Pedagogy for Course Delivery:									
	<ul style="list-style-type: none"> Workshop Group Discussions Presentations Lectures 									
7.	Assessment/ Examination Scheme:									
	<table border="1"> <thead> <tr> <th>Theory L/T (%)</th> <th>Lab/Practical/Studio (%)</th> <th>End Term Examination</th> </tr> </thead> <tbody> <tr> <td>100%</td> <td>NA</td> <td>70%</td> </tr> </tbody> </table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%			
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination								
100%	NA	70%								
	Theory Assessment (L&T):									
	<table border="1"> <thead> <tr> <th>Components (Drop down)</th> <th>CIE</th> <th>Attendance</th> <th>End Term Examination</th> </tr> </thead> <tbody> <tr> <td>Weightage (%)</td> <td>25%</td> <td>5%</td> <td>70%</td> </tr> </tbody> </table>	Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
Components (Drop down)	CIE	Attendance	End Term Examination							
Weightage (%)	25%	5%	70%							

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002. Rizvi,

M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals.


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Behavioural Science - IV

Course Code: BSU-443

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics (2 Hours)

Meaning & its type

Relationship between Values and Ethics Its implication in one's life

Module II: Values Clarification & Acceptance (2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony Its process-Self Exploration

Nurturing Good values

Module III: Morality (2 Hours)

Difference between morality, ethics & values Significance of moral values

Module IV: Ethical Practice (2 Hours)

Ethical Decision making

Challenges in its implementation

Prevention of Corruption & Crime

Module V: Personal & Professional Values (2 Hours)

Personal values-Empathy, honesty, courage, commitment Professional Values-Work ethics, respect for others

Its role in personality development Character building-“New Self awareness.

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon,


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-IV

CourseCode: FLU 444

Creditunits:02

Course Outcome:

To strengthen the language of the student's in both oral and written
To revise the grammar in application and the communication tasks related to topics covered already
To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as
talking about personal habits
narrating events in the past, marking the stages, using appropriate connectors
holding conversations on telephone
asking for/giving advice

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7: aubout Actes de Communication:

Parler de habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer
au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

· Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

· Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Référence:

· Girardeau, Bruno et Nelly Mous. Réussir le DELF A1


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COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:					
1.	Module I Essentials of English Grammar			30% Weightage	
	<ul style="list-style-type: none"> • Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions 				
2.	Module II Written English Communication			30% Weightage	
	<ul style="list-style-type: none"> • Paragraph Writing • Essay Writing 				
3.	Module III Spoken English Communication			30% Weightage	
	<ul style="list-style-type: none"> • Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation 				
4.	Module IV : Prose			10% Weightage	
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to : <ul style="list-style-type: none"> • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation. 				
6.	Pedagogy for Course Delivery: <ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures • Extempore 				
Assessment/ Examination Scheme:					
	Theory (%)	L/T	Lab/Practical/Studio (%)	End Term Examination	
	100%		NA	70%	
Theory Assessment (L&T):					
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rosenblum, M. How to Build Better Vocabulary, London:

Bloomsbury Publication Verma, Shalini. Word

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, Business Communication, Galgotia Publishing Company.


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Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

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Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs

2. pronom sujet et toniques, on, c'es

t/il est+ profession, 3. masculin et féminin des adjectifs de nationalité

4. verbes- être, avoir, aller, 'er' groupe

5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que? L'inversion; où, comment, quand; quel

6. la négation

7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.

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COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: 1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:				
1.	Module I Communication			35% Weightage
	<ul style="list-style-type: none"> • Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers 			
2.	Module II Verbal Communication			25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)			
3.	Module III Non-Verbal Communication			30% Weightage
	<ul style="list-style-type: none"> • Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code 			
4.	Module IV : Prose			10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam			
5.	Student Learning Outcomes: The students should be able to : <ul style="list-style-type: none"> • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment 			
6.	Pedagogy for Course Delivery: <ul style="list-style-type: none"> • Extempore • Presentations • Lectures 			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)		Lab/Practical/Studio (%)	
	100%		NA	
	Theory Assessment (L&T):			
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.
 Verma, Shalini. *Word Power made Handy*, S. Chand Publications. *High School English Grammar & Composition by Wren & Martin.*

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing

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Behavioral Science - II

Course Code: BSU-243

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Module IV: Patriotism and National Pride (2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics (2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

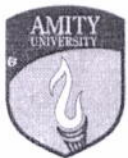
Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding

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FRENCH - II

Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical:

Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités imaginer une conversation téléphonique/un dialogue Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:

1. Adjectifs déterminatifs
2. Adjectifs possessifs
i. « de » ii. /
3. Conjugaison
construction
4. Impératif/expression
faut... »/ «il
5. passé composé
6. Questions directes

Examination Scheme:

Components	CT1	
Weightage (%)	20	

V	A
15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1

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Course Outcome:

The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Prerequisites: NIL.

Course Contents / Syllabus:

Module I Fundamentals of Communication.		30% Weightage		
<ul style="list-style-type: none"> • Role and Purpose of Communication, 7 C's of Communication • Barriers to Effective Communication • Forms of Communication: One-to-One, Informal and Formal 				
Module II Oral Communication		20% Weightage		
<ul style="list-style-type: none"> • Effective Listening: Principles and Barriers • Effective Speaking: Pronunciation and Accent 				
Module III Building Advanced Vocabulary		20% Weightage		
<ul style="list-style-type: none"> • Word Formation; Synonyms; Antonyms; Eponyms; Homonyms, Homophones & Homographs • One Word Substitution; Phrasal Verbs, Idiomatic Expressions & Proverbs • Foreign Words in English 				
Module IV Non Verbal Communication		30% Weightage		
<ul style="list-style-type: none"> • Principles & Significance • Kinesics, Oculistics, Proxemics,, Para-Language, Artifacts, Chronemics, Tactilics 				
Student Learning Outcomes				
The students will be able to use the LSRW Skills to communicate effectively in a professional environment. Will be able to develop fluency.				
Pedagogy for Course Delivery				
<ul style="list-style-type: none"> • Workshop • Presentation • Group Discussion • Lectures 				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
100%	Theory Assessment (L&T):	70%		
End Term Examination				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Jones, *Working in English*, 1st ed. Cambridge, CUP 2001

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Butterfield, *Jeff Soft skills for Everyone*, Cengage Learning 2011

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Behavioral Science – I

Course Code: BSP-143

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of:
elf and the process of self exploration

- Learning strategies for development of a healthy self esteem
- Importance of attitudes and their effect on work behavior.
- Effective management of emotions and building interpersonal competence.

Course Contents:

Module I: Understanding Self

(2 Hours)

- Formation of self concept
- Dimension of Self
- Components of self
- Self Competency

Module II: Self-Esteem: Sense of Worth

(2 Hours)

- Meaning and Nature of Self Esteem
- Characteristics of High and Low Self Esteem
- Importance & need of Self Esteem
- Self Esteem at work
- Steps to enhance Self Esteem

Module III: Emotional Intelligence: Brain Power

(2 Hours)

- Introduction to EI
- Difference between IQ, EQ and SQ
- Relevance of EI at workplace
- Self assessment, analysis and action plan

Module IV: Managing Emotions and Building Interpersonal Competence

(2 Hours)

- Need and importance of Emotions
- Healthy and Unhealthy expression of emotions
- Anger: Conceptualization and Cycle
- Developing emotional and interpersonal competence.
- Self assessment, analysis and action Plan.

Module V: Leading Through Positive Attitude

(2 Hours)

- Understanding Attitudes
- Formation of Attitudes
- Types of Attitudes
- Effects of Attitude on
 - Behavior
 - Perception
 - Motivation
 - Stress
 - Adjustment
 - Time Management
 - Effective Performance
- Building Positive Attitude.

Student learning outcomes:

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility.
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course. Suggested Readings:

- Towers, Marc: Self Esteem, 1st Edition 1997, American Media
- Pedler Mike, Burgoyne John, Boydell Tom, A Manager’s Guide to Self-Development: Second edition, McGraw-Hill Book company.
- Covey, R. Stephen: Seven habits of Highly Effective People. 1992 Edition, Simon & Schuster Ltd..
- Khera Shiv: You Can Win, 1st Edition, 1999, Macmillan
- Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books

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Français-I

CourseCode:FLP144

CreditUnits:02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
 - with the accents
 - with the manners
 - with the cultural aspects
- To enable the students
- to establish first contacts
 - to identify things and talk about things

Course Contents:

Unité 1,2: pp.01 to 37

Introduction à la langue: système phonétique, accents, genre et accord, jours, mois, nombres

Actes de communication:

Unité 1: Premiers contacts

1. nommer des objets, s'adresser poliment à quelqu'un
2. se présenter, présenter quelqu'un
3. entrer en contact: dire tu ou vous, épeler
4. dire où on travaille, ce qu'on fait
5. communiquer ses coordonnées

Unité 2: Objets

1. identifier des objets, expliquer leur usage
2. dire ce qu'on possède, faire un achat, discuter le prix.
3. montrer et situer des objets
4. décrire des objets
5. comparer des objets, expliquer ses préférences

Grammaire: 1. articles indéfinis, masculin et féminin des noms, pluriel des noms

2. Je, il, elle, sujets, verbes parler, habiter, s'appeler, être, avoir, masculin et

féminin des adjectifs de nationalité

3. tu, vous, sujets, verbes parler, aller, être, c'est moi/c'est toi

4. verbes faire, connaître, vendre, c'est/il est + profession, qui est-ce ? qu'est-ce que...?

5. article défini, complément d'un nom avec de, quel interrogatif

6. adjectifs possessifs (1), pour + infinitif

7. verbe avoir, ne...pas/pas de, question avec est-ce que ?, question négative, réponse

Si

8. Prépositions de lieu, il y a/qu'est-ce qu'il y a

9. accord et place des adjectifs qualificatifs, il manque...

10. comparatifs et superlatifs, pronom toniques, pronom

Examination Scheme

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weight age (%)	15	10	5	30	70	100

Text & References:

Le livre à suivre: Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.

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Course Outcome:

The course is designed to make the students ready for placement.

Prerequisites: NIL

Module I Job Correspondence		20% Weightage		
<ul style="list-style-type: none"> • Job Applications • Resume & Profile Writing for Social Media • Follow Up Letter 				
Module II Dynamics of Group Discussion		30% Weightage		
<ul style="list-style-type: none"> • Methodology • Guidelines 				
Module III Speaking for Employment		50% Weightage		
<ul style="list-style-type: none"> • Types of Interview (Technical & HR Rounds) • Fundamentals of Facing Interviews • Question Answer on Various Dimensions • Non-Verbal Communication Component • Interview Etiquettes 				
<p>Pedagogy for Course Delivery</p> <ul style="list-style-type: none"> • Workshop • Presentation • Group Discussion • Lectures <p>Student Learning Outcomes: The student will be able to write an impressive resume and face the interview confidently.</p>				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
100%	NA	70%		
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Bovee, L Courtland, Mukesh chaturvedi, and John U Thill, *Business Communication Today*, Pearson
Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Comfort, Jermy *Speaking Effectively*, Jermy, et.al, Cambridge, CUP, 1994

Reference:

Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Stay Hungry, Stay Foolish: Rashmi Bansal

Business Maharajas: Gita Piramal

How to Make Friends in Digital Age: Dale Carnegie

Business Communication / Making Connections in a Digital World, Raymond V. Lesikar, Marie E Flattey,

Kathryn Rentz, Neerja Pande, Mc Graw Hill, 2009

Additional Reading: Newspapers and Journals.

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BEHAVIORAL SCIENCE-II

Course Code: BSP-243

Credit unit: 01

Total Hours: 10

Course Objective:

This course aims at imparting an understanding of:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one’s wellness, health, and work performance.
- Enhancing personal effectiveness and performance through effective interpersonal communication
- Enhancing their conflict management and negotiation skills.

Course Contents:

Module I: Conflict Management (2 Hour)

- Meaning and nature of conflicts
- Types of Conflict
- Styles and Techniques of conflict management
- Conflict management and interpersonal communication

Module II: Behavioral & Interpersonal Communication (2 Hours)

- Importance of Interpersonal Communication
- Rapport Building – NLP, Communication mode
- Steps to improve interpersonal communication
- Meaning and Nature of Behavioural Communication
- Relevance of Behavioural Communication

Module III: Relationship Management for Personal and professional Development (2 Hours)

- Importance of relationships
- Maintaining healthy relationships
- Communication Styles
- Types of Interpersonal Relationships

Module IV: Stress Management (2 Hours)

- Understanding of Stress & GAS Model
- Symptoms of Stress
- Individual and Organizational consequences with special focus on health
- Healthy and Unhealthy strategies for stress management
- Social support for stress management and well being
- Stress free, Successful and Happy Life

Module V: Conflict Resolution & Management (2 Hours)

- Conflict Resolution Strategies
- Ways of Managing Conflict (Healthy & Unhealthy)
- Impact of Conflict Resolution & Management.

Student learning outcomes

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme.

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course.

Suggested Readings:

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1st Edition Cassel.
- Goddard, Ken: Informative Writing, 1995 1st Edition, Cassell
- Harvard Business School, Effective Communication: United States of America.
- Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.

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Français-II

CourseCode:FLP 244

CreditUnits:02

CourseObjective:

To furnish the linguistic toolsto enable the students

- totalkabouttime schedules
- totalkabouttravel
- toperform simple communicative tasks(fixappointments,makereservations,discusshabits,giveadvice, directions)

CourseContents:

Unité 3, 4: pp. 42 to 72:

Actes de communication:

Unité 3 : Emploi du temps.

1. demander et donner l'heure, des horaires
2. raconter sa journée
3. parler de ses habitudes au travail, de ses loisirs
4. dire la date, parler du temps qu'il fait
5. fixer rendez-vous (au téléphone pare-mail), réserver une table au restaurant

Unité 4: Voyage

1. réserver une chambre d'hôtel, demander la note
 2. expliquer un itinéraire
 3. parler de ses déplacements, situer sur une carte
 4. exprimer un conseil, une interdiction, une obligation
 5. acheter un billet de train, consulter un tableau d'horaires
- Grammaire:** 1. question avec à quelle heure? adjectifs démonstratifs
 2. verbes pronominaux au présent, les prépositions à et de : aller à venir de
 3. adverbes de fréquence, pourquoi...? Parce que ...?
 4. expression indiquant la date, verbes impersonnels
 5. verbe pouvoir + infinitif, le lundi, lundi prochain
 6. adjectifs possessifs (2), adjectif tout
 7. impératif présent (1), nombres ordinaux
 8. questions avec est-ce que ? à et en + moyen de transport, en/au + pays
 9. verbes devoir + infinitif, il faut + infinitif, il est interdit de
 10. verbes: aller, venir, partir, questions avec d'où, où, par où, à quel, de quel.

Examination Scheme:

Component s	INTE RNAL				EXTERNA L	GRAN D TOTA L
	MID-SEM	VIV A- VOC E	ATTENDAN CE	TOTA L	END SEMESTE R	
Weighta ge (%)	15	10	5	30	70	100

Text & References:

Le livre à suivre: Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.

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ADVANCED COMMUNICATION-III

Course Code: BCP 341

Credit Units: 1

Course Objective:

The course is designed to develop competence in communication skills related to production & presentation of messages in multiple formats & understand the importance of body language.

Prerequisites: NIL

Course Contents / Syllabus:				
Module I Written Communication			40% Weightage	
<ul style="list-style-type: none"> • Coherence and Structure • Précis Writing • Writing Paragraphs & Essays 				
Module II Developing Writing Skills			30% Weightage	
<ul style="list-style-type: none"> • Business Letter/Official Correspondence • Social Correspondence • Emails & Netiquette 				
Module III Business Presentations			30% Weightage	
<ul style="list-style-type: none"> • Planning, Design and Layout of Presentation • Contents : Information Packaging & Delivery • Personal Branding 				
Student Learning Outcomes				
The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional environment.				
Pedagogy for Course Delivery				
<ul style="list-style-type: none"> • Workshop • Presentation • Group Discussion • Lectures 				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)		End Term Examination	
100%	NA		70%	
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006
 Comfort, *Jerry Speaking Effectively*, Jerry, et.al, Cambridge, CUP, 1994
 Lesikar & Flatley, *Basic Business Communication*, Tata McGraw- Hill Edition

Reference:

Guffey, *Ellen Mary, Business Communication*, Thomson (South Western)
Business Communication for Managers, Payal Mehra Pearson 2012

Additional Reading: Newspapers and Journal.

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BEHAVIOURAL SCIENCE – III

Course Code: BSP-343

Course Credit: 01

Total Hours: 1

Course Objective:

This course will help the students to:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence
- Explore interest, attitude and Explore career opportunities
- Set career goals

Course Contents:

Module I: Professional Competence

(2 Hours)

- Understanding Professional Competence
- Component of Competence:
 - Knowledge
 - Skills
 - Attitude
 - Self awareness
 - Self Promotion & Presentation,
 - Self confidence
 - Skills
 - Performance

- Political awareness, Coping with uncertainty
- Developing positive attributes at work place (personal and professional)
- Time management
- Handling criticism and interruptions
- Managing difficult people

Module II: Managing Personal Effectiveness

(2 Hours)

- Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)
- Integration of personal and organizational vision for effectiveness
- A healthy balance of work and play

Module III: Components of Excellence

(2 Hours)

- Positive Imagination & Focused
- SMART Goal
- Controlling Distraction
- Commitment
- Constructive Evaluation
- Creativity & Success

Module IV: Career Development

(2 Hours)

- Understanding Development Process
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude
- Selecting from available resources
- Career planning and development

Module V: Personal & Professional Success

(2 Hours)

- Career Selection & Motivation.
- Action planning Networking Negotiation.
- Accept Change & Challenge for Successful career.

Student learning outcomes:


- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan, D. (2005). Information and Knowledge Management, Macmillan India Ltd. Delhi


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - III

Course Code: FLP 344

Credit Units: 02

Course Objective:

To provide the students with the know-how

- To master the current social communication skills in oral and in written.
- To enrich the formulations, the linguistic tools and vary the sentence construction without repetition.

Course Contents:

Module B: pp. 76 – 88 Unité 6

Module C: pp. 89 to 103 Unité 7

Contenu lexical: Unité 6: se faire plaisir

1. acheter : exprimer ses choix, décrire un objet (forme, dimension, poids et matières) payer
2. parler de la nourriture, deux façons d'exprimer la quantité, commander un repas au restaurant
3. parler des différentes occasions de faire la fête

Unité 7: Cultiver ses relations

1. maîtriser les actes de la communication sociale courante (Salutations, présentations, invitations, remerciements)
2. annoncer un événement, exprimer un souhait, remercier, s'excuser par écrit.
3. caractériser une personne (aspect physique et caractère)
8. accord du participe passé (auxiliaire « avoir ») avec l'objet direct
9. Impératif avec un pronom complément direct ou indirect
10. construction avec « que » - Je crois que/ Je pense que/ J'ai dit que

Contenu grammatical:

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project +
Presentation
I –
Interaction/Conversation
Practice

Text & References:

- le livre à suivre:
Campus: Tome 1
- 2. accord des adjectifs qualificatifs
- 3. articles partitifs
- 4. Négations avec de, ne...rien/personne/plus
- 5. Questions avec combien, quel...
- 6. expressions de la quantité...plus/toujours encore
- 7. pronoms compléments directs et indirects

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

ADVANCED COMMUNICATION-I

Course Code: BCP 141

Credit Units: 1

Course Outcome:

The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Prerequisites: NIL.

Course Contents / Syllabus:


Module I Fundamentals of Communication.		30% Weightage		
<ul style="list-style-type: none"> • Role and Purpose of Communication, 7 C's of Communication • Barriers to Effective Communication • Forms of Communication: One-to-One, Informal and Formal 				
Module II Oral Communication		20% Weightage		
<ul style="list-style-type: none"> • Effective Listening: Principles and Barriers • Effective Speaking: Pronunciation and Accent 				
Module III Building Advanced Vocabulary		20% Weightage		
<ul style="list-style-type: none"> • Word Formation; Synonyms; Antonyms; Eponyms; Homonyms, Homophones & Homographs • One Word Substitution; Phrasal Verbs, Idiomatic Expressions & Proverbs • Foreign Words in English 				
Module IV Non Verbal Communication		30% Weightage		
<ul style="list-style-type: none"> • Principles & Significance • Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics 				
Student Learning Outcomes				
The students will be able to use the LSRW Skills to communicate effectively in a professional environment. Will be able to develop fluency.				
Pedagogy for Course Delivery				
<ul style="list-style-type: none"> • Workshop • Presentation • Group Discussion • Lectures 				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
100%	Theory Assessment (L&T):	70%		
End Term Examination				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Jones, *Working in English*, 1st ed. Cambridge, CUP 2001

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Butterfield, *Jeff Soft skills for Everyone*, Cengage Learning 2011


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Behavioral Science – I

Course Code: BSP-143

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of:
elf and the process of self exploration

- Learning strategies for development of a healthy self esteem
- Importance of attitudes and their effect on work behavior.
- Effective management of emotions and building interpersonal competence.

Course Contents:

Module I: Understanding Self

(2 Hours)

- Formation of self concept
- Dimension of Self
- Components of self
- Self Competency

Module II: Self-Esteem: Sense of Worth

(2 Hours)

- Meaning and Nature of Self Esteem
- Characteristics of High and Low Self Esteem
- Importance & need of Self Esteem
- Self Esteem at work
- Steps to enhance Self Esteem

Module III: Emotional Intelligence: Brain Power

(2 Hours)

- Introduction to EI
- Difference between IQ, EQ and SQ
- Relevance of EI at workplace
- Self assessment, analysis and action plan

Module IV: Managing Emotions and Building Interpersonal Competence

(2 Hours)

- Need and importance of Emotions
- Healthy and Unhealthy expression of emotions
- Anger: Conceptualization and Cycle
- Developing emotional and interpersonal competence.
- Self assessment, analysis and action Plan.

Module V: Leading Through Positive Attitude

(2 Hours)

- Understanding Attitudes
- Formation of Attitudes
- Types of Attitudes
- Effects of Attitude on
 - Behavior
 - Perception
 - Motivation
 - Stress
 - Adjustment
 - Time Management
 - Effective Performance
- Building Positive Attitude.

Student learning outcomes:


- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility.
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course. Suggested Readings:

- Towers, Marc: Self Esteem, 1st Edition 1997, American Media
- Pedler Mike, Burgoyne John, Boydell Tom, A Manager's Guide to Self-Development: Second edition, McGraw-Hill Book company.
- Covey, R. Stephen: Seven habits of Highly Effective People, 1992 Edition, Simon & Schuster Ltd.,
- Khera Shiv: You Can Win, 1st Edition, 1999, Macmillan
- Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books


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Français-I

CourseCode:FLP144

CreditUnits:02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
 - with the accents
 - with the manners
 - with the cultural aspects
- To enable the students
- to establish first contacts
 - to identify things and talk about things

Course Contents:

Unité 1,2: pp.01 to 37

Introduction à la langue: système phonétique, accents, genre et accord, jours, mois, nombres

Actes de communication:

Unité 1: Premiers contacts

1. nommer des objets, s'adresser poliment à quelqu'un
2. se présenter, présenter quelqu'un
3. entrer en contact: dire tu ou vous, épeler
4. dire où on travaille, ce qu'on fait
5. communiquer ses coordonnées

Unité 2: Objets

1. identifier des objets, expliquer leur usage
2. dire ce qu'on possède, faire un achat, discuter le prix.
3. monter et situer des objets
4. décrire des objets
5. comparer des objets, expliquer ses préférences

Grammaire: 1. articles indéfinis, masculin et féminin des noms, pluriel des noms

2. Je, il, elle, sujets, verbes parler, habiter, s'appeler, être, avoir, masculin et féminin des adjectifs de nationalité

3. tu, vous, sujets, verbes parler, aller, être, c'est moi/c'est toi

4. verbes faire, connaître, vendre, c'est/il est + profession, qui est-ce ? qu'est-ce que...?

5. article défini, complément d'un nom avec de, quel interrogatif

6. adjectifs possessifs (1), pour + infinitif

7. verbe avoir, ne...pas/pas de, question avec est-ce que ?, question négative, réponse

Si

8. Prépositions de lieu, il y a/qu'est-ce qu'il y a

9. accord et place des adjectifs qualificatifs, il manque...


10. comparatifs et superlatifs, pronom toniques, pronom

Examination Scheme

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weight age (%)	15	10	5	30	70	100

Text & References:

Le livre à suivre: Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.


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Course Outcome:

The course is designed to make the students ready for placement.

Prerequisites: NIL

Module I Job Correspondence		20% Weightage		
<ul style="list-style-type: none"> • Job Applications • Resume & Profile Writing for Social Media • Follow Up Letter 				
Module II Dynamics of Group Discussion		30% Weightage		
<ul style="list-style-type: none"> • Methodology • Guidelines 				
Module III Speaking for Employment		50% Weightage		
<ul style="list-style-type: none"> • Types of Interview (Technical & HR Rounds) • Fundamentals of Facing Interviews • Question Answer on Various Dimensions • Non-Verbal Communication Component • Interview Etiquettes 				
<p>Pedagogy for Course Delivery</p> <ul style="list-style-type: none"> • Workshop • Presentation • Group Discussion • Lectures <p>Student Learning Outcomes: The student will be able to write an impressive resume and face the interview confidently.</p>				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
100%	NA	70%		
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Bovee, L Courtland, Mukesh chaturvedi, and John U Thill, *Business Communication Today*, Pearson Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Comfort, *Jeremy Speaking Effectively*, Jermy, et.al, Cambridge, CUP, 1994

Reference:

Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Stay Hungry, Stay Foolish: Rashmi Bansal

Business Maharajas: Gita Piramal

How to Make Friends in Digital Age: Dale Carnegie

Business Communication / Making Connections in a Digital World, Raymond V. Lesikar, Marie E Flattey,

Kathryn Rentz, Neerja Pande, Mc Graw Hill, 2009

Additional Reading: Newspapers and Journals.

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BEHAVIORAL SCIENCE-II

Course Code: BSP-243

Credit unit: 01

Total Hours: 10

Course Objective:

This course aims at imparting an understanding of:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one’s wellness, health, and work performance.
- Enhancing personal effectiveness and performance through effective interpersonal communication
- Enhancing their conflict management and negotiation skills.

Course Contents:

Module I: Conflict Management

(2 Hour)

- Meaning and nature of conflicts
- Types of Conflict
- Styles and Techniques of conflict management
- Conflict management and interpersonal communication

Module II: Behavioral & Interpersonal Communication

(2 Hours)

- Importance of Interpersonal Communication
- Rapport Building – NLP, Communication mode
- Steps to improve interpersonal communication
- Meaning and Nature of Behavioural Communication
- Relevance of Behavioural Communication

Module III: Relationship Management for Personal and professional Development

(2 Hours)

- Importance of relationships
- Maintaining healthy relationships
- Communication Styles
- Types of Interpersonal Relationships

Module IV: Stress Management

(2 Hours)

- Understanding of Stress & GAS Model
- Symptoms of Stress
- Individual and Organizational consequences with special focus on health
- Healthy and Unhealthy strategies for stress management
- Social support for stress management and well being
- Stress free, Successful and Happy Life

Module V: Conflict Resolution & Management

(2 Hours)

- Conflict Resolution Strategies
- Ways of Managing Conflict (Healthy & Unhealthy)
- Impact of Conflict Resolution & Management.

Student learning outcomes

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme.

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course.

Suggested Readings:

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1st Edition Cassel.
- Goddard, Ken: Informative Writing, 1995 1st Edition, Cassell
- Harvard Business School, Effective Communication: United States of America.
- Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.

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Français-II

CourseCode:FLP 244

CreditUnits:02

CourseObjective:

To furnish the linguistic tools to enable the students

- to talk about time schedules
- to talk about travel
- to perform simple communicative tasks (fix appointments, make reservations, discuss habits, give advice, directions)

CourseContents:

Unité 3, 4: pp. 42 to 72:

Actes de communication:

Unité 3 : Emploi du temps.

1. demander et donner l'heure, des horaires
2. raconter sa journée
3. parler de ses habitudes au travail, de ses loisirs
4. dire la date, parler du temps qu'il fait
5. fixer rendez-vous (au téléphone pare-mail), réserver une table au restaurant

Unité 4: Voyage

1. réserver une chambre d'hôtel, demander la note
2. expliquer un itinéraire
3. parler de ses déplacements, situer sur une carte
4. exprimer un conseil, une interdiction, une obligation
5. acheter un billet de train, consulter un tableau d'horaires

- Grammaire:**
1. question avec à quelle heure? adjectifs démonstratifs
 2. verbes pronominaux au présent, les prépositions à et de : aller à venir de
 3. adverbess de fréquence, pourquoi...? Parce que ...?
 4. expression indiquant la date, verbes impersonnels
 5. verbe pouvoir + infinitif, le lundi, lundi prochain
 6. adjectifs possessifs (2), adjectif tout
 7. impératif présent (1), nombres ordinaux
 8. questions avec est-ce que ? à eten + moyen de transport, en/au + pays
 9. verbes devoir + infinitif, il faut + infinitif, il est interdit de
 10. verbes: aller, venir, partir, questions avec d'où, où, par où, à quel, de quel.

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Le livre à suivre: Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.

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ADVANCED COMMUNICATION-III

Course Code: BCP 341

Credit Units: 1

Course Objective:

The course is designed to develop competence in communication skills related to production & presentation of messages in multiple formats & understand the importance of body language.

Prerequisites: NIL

Course Contents / Syllabus:				
Module I Written Communication			40% Weightage	
<ul style="list-style-type: none"> • Coherence and Structure • Précis Writing • Writing Paragraphs & Essays 				
Module II Developing Writing Skills			30% Weightage	
<ul style="list-style-type: none"> • Business Letter/Official Correspondence • Social Correspondence • Emails & Netiquette 				
Module III Business Presentations			30% Weightage	
<ul style="list-style-type: none"> • Planning, Design and Layout of Presentation • Contents : Information Packaging & Delivery • Personal Branding 				
Student Learning Outcomes				
The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional environment.				
Pedagogy for Course Delivery				
<ul style="list-style-type: none"> • Workshop • Presentation • Group Discussion • Lectures 				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)		End Term Examination	
100%	NA		70%	
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Raman Prakash, *Business Communication, 2nd ed. Delhi OUP 2006*
 Comfort, *Jerry Speaking Effectively, Jerry, et.al, Cambridge, CUP, 1994*
 Lesikar & Flatley, *Basic Business Communication, Tata McGraw- Hill Edition*

Reference:

Guffey, *Ellen Mary, Business Communication, Thomson (South Western)*
Business Communication for Managers, Payal Mehra Pearson 2012

Additional Reading: Newspapers and Journal.

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BEHAVIOURAL SCIENCE – III

Course Code: BSP-343

Course Credit: 01

Total Hours: 1

Course Objective:

This course will help the students to:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence
- Explore interest, attitude and Explore career opportunities
- Set career goals

Course Contents:

Module I: Professional Competence

(2 Hours)

- Understanding Professional Competence
- Component of Competence:
 - Knowledge
 - Skills
 - Attitude
 - Self awareness
 - Self Promotion & Presentation,
 - Self confidence
 - Skills
 - Performance

- Political awareness, Coping with uncertainty
- Developing positive attributes at work place (personal and professional)
- Time management
- Handling criticism and interruptions
- Managing difficult people

Module II: Managing Personal Effectiveness

(2 Hours)

- Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)
- Integration of personal and organizational vision for effectiveness
- A healthy balance of work and play

Module III: Components of Excellence

(2 Hours)

- Positive Imagination & Focused
- SMART Goal
- Controlling Distraction
- Commitment
- Constructive Evaluation
- Creativity & Success

Module IV: Career Development

(2 Hours)

- Understanding Development Process
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude
- Selecting from available resources
- Career planning and development

Module V: Personal & Professional Success

(2 Hours)

- Career Selection & Motivation.
- Action planning Networking Negotiation.
- Accept Change & Challenge for Successful career.

Student learning outcomes:


- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- 1. J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science. Vol 2, Group (1996); Pfeiffer & Company
- 2. Smither Robert D: The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
- 3. Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi
- 4. Kamalavijayan, D. (2005). Information and Knowledge Management, Macmillan India Ltd. Delhi


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - III

Course Code: FLP 344

Credit Units: 02

Course Objective:

To provide the students with the know-how

- To master the current social communication skills in oral and in written.
- To enrich the formulations, the linguistic tools and vary the sentence construction without repetition.

Course Contents:

Module B: pp. 76 – 88 Unité 6

Module C: pp. 89 to103 Unité 7

Contenu lexical: Unité 6: se faire plaisir

1. acheter : exprimer ses choix, décrire un objet (forme, dimension, poids et matières) payer
2. parler de la nourriture, deux façons d'exprimer la quantité, commander un repas au restaurant
3. parler des différentes occasions de faire la fête

Unité 7: Cultiver ses relations

1. maîtriser les actes de la communication sociale courante (Salutations, présentations, invitations, remerciements)
2. annoncer un événement, exprimer un souhait, remercier, s'excuser par écrit.
3. caractériser une personne (aspect physique et caractère)

Contenu grammatical:

2. accord des adjectifs qualificatifs
3. articles partitifs
4. Négations avec de, ne...rien/personne/plus
5. Questions avec combien, quel...
6. expressions de la quantité
7. ne...plus/toujours - encore
8. pronoms compléments directs et indirects
9. accord du participe passé (auxiliaire « avoir ») avec l'objet direct
10. Impératif avec un pronom complément direct ou indirect
11. construction avec « que » - Je crois que/ Je pense que/ J'ai dit que

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project +

Presentation


I –

Interaction/Conversation

Practice

Text & References:

- le livre à suivre:
Campus: Tome I


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