

SISTER NIVEDITA UNIVERSITY



Centre for Corporate and Career Advancement (C3A)

SISTER NIVEDITA UNIVERSITY

SYLLABUS

FOR

BACHELOR DEGREE COURSE

DG1/2 New Town, Kolkata 700156

www.snunic.ac.in

2023-26

FORMAT FOR COURSE CURRICULUM

UG-01

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
2	1	0	0	1

Course Title: Ability Enhancement Program I

Credit Unit: 1

Course objective: 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. The course would enhance student's vocabulary, language and fluency.

Prerequisite: NIL

Course Contents/Syllabus:

1	Module I: Essentials of English Grammar <ul style="list-style-type: none">• Tenses• Article• Parts of Speech• Sentence Structure• Subject Verb Agreement• Punctuations Activities: Grammar worksheets, Bingo, Grammar puzzles, Quizzes, Conversations, Role Play	30% Weightage
2	Module II: Spoken English Communication <ul style="list-style-type: none">• Introduction to phonetics• Syllable, Consonant and vowel sounds• Stress & Intonation• Pronunciation & accent Activities: Role Play, Picture description, Story Telling, Information Gap Activities, Audio & Video recordings	30% Weightage
3	Module III: Vocabulary <ul style="list-style-type: none">• Use of dictionary	20% Weightage

	<ul style="list-style-type: none"> • Diminutives, Homonyms & Homophones • Synonyms & Antonyms • Idioms & Phases • Vocabulary Drills <p>Activities: Word Association, Vocabulary Cards, Contextual word usage, quizzes</p>	
4	<p>Module IV: Introduction to Written English</p> <ul style="list-style-type: none"> • Progression of Thought/ideas • Paragraph Writing • Essay Writing <p>Activities: Peer editing, writing prompts, sentence expansion</p>	10% Weightage
5	<p>Module V: Prose</p> <ol style="list-style-type: none"> 1. "The Night Train at Deoli" by Ruskin Bond 2. "The Postmaster" by Rabindranath Tagore 3. "The Prospect of Flowers" by R.K. Narayan 4. "The Woman on Platform No. 8" by Ruskin Bond 5. "The Dog of Tithwal" by Saadat Hasan Manto <p>Comprehension Questions will be set in the End-Semester Exam</p>	10% Weightage
	<p>Learning Outcome:</p> <p>Identify Common Errors and Rectify Them</p> <p>Develop Writing Skills Through Controlled and Guided Activities</p> <p>To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.</p>	
	<p>Methodology for Course Delivery:</p> <ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Extempore 	

Assessment/ Examination Scheme:

Assessment Components:	
Test 1- Quiz	Practise and activity-based test. After approx. 4weeks of instructions of commencement of classes.
	Mode of test- Oral/viva equivalent on either individual or group basis.
Total Marks Allotted- 20	
Test 2-Class Test	To be taken after approx. 4 weeks of test 1.
	Mode of Test- Written MCQ or response type questions designed to gauge the extent of a student's reception and competence achieved
Total Marks Allotted- 20	
Test 3- Project	To be taken after approx. 4weeks of test 2.
	Mode of test: Part 1-Oral/Viva to be taken after approx. 4weeks of test 2.
	Part 2- Group assignment /project on given topics to be submitted by the student.
Total Marks Allotted- 30 (Part 1- 15, Part 2-15)	
Test 4- Home Assignment	To be taken after approx. 4weeks of test 3.
	Mode of test: Oral/ Viva equivalent on either individual or group basis
Total Marks Allotted- 20	
Total marks 10- Participation	To be given on cumulative Attendance
Total marks= 20+20+30+20+10=100	

SISTER NIVEDITA UNIVERSITY

FORMAT FOR COURSE CURRICULUM

UG-01

Course Title: Ability Enhancement Program II

Credit Unit: 1

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

Prerequisite: NIL

Course Contents/Syllabus:

L	T	P/S	SW/FW	TOTAL CREDIT UNITS
2	1	0	0	1

1.	<p>Module I: Fundamentals of Communication</p> <ul style="list-style-type: none">• Process & Importance• Role and purpose of communication: 7 C's of Communication• Effective Communication & Barriers• Types & Channels• Models of Communication (Linear & Shannon Weaver)• Communication Networks <p>Activates: Daily conversation practice, pronunciation exercises, Listening comprehension, Cultural discussions</p>	30% Weightage
2.	<p>Module II: Verbal Communication</p> <ul style="list-style-type: none">• Oral Communication: Forms, Advantages, Disadvantages• Written Communication: Forms, Advantages & Disadvantages• Introduction to Communication skills: Listening, Speaking, Reading, Writing <p>Activities: Debate discussion, public speaking challenges, Group presentations</p>	30% Weightage

3.	<p>Module III: Non-Verbal Communication</p> <ul style="list-style-type: none"> • Principles & Significance of Non-Verbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code/Object Language • Haptics • Body Language <p>Activities: Facial expression challenge, silent discussion, body language detective, Mirror exercise, Dumb-Charades</p>	20% Weightage
4.	<p>Module IV: Listening Skills</p> <ul style="list-style-type: none"> • Process, Importance and Types of Listening • Effective Listening: Principles & Barriers <p>Activities: Dictation exercise, listen & sequence, listen & draw, note taking</p>	10% Weightage
5.	<p>Module V: Prose</p> <ol style="list-style-type: none"> 1. "Karma by Khushwant Singh 2. "Most Beautiful" by Ruskin Bond 3. "The Last Question" by Isaac Asimov 4. "The Fun They Had" by Isaac Asimov 5. "An Astrologer's Day" by R.K. Narayan 	10% Weightage
	<p>Learning Outcome:</p> <p>Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment</p>	
	<p>Methodology for Course Delivery:</p> <ul style="list-style-type: none"> • Extempore • Presentations 	

Assessment/ Examination Scheme:

Assessment Components:	
Test 1- Quiz	Practise and activity-based test. After approx. 4weeks of instructions of commencement of classes.
	Mode of test- Oral/viva equivalent on either individual or group basis.
Total Marks Allotted- 20	
Test 2-Class Test	To be taken after approx. 4 weeks of test 1.
	Mode of Test- Written MCQ or response type questions designed to gauge the extent of a student's reception and competence achieved
Total Marks Allotted- 20	
Test 3- Project	To be taken after approx. 4weeks of test 2.
	Mode of test: Part 1-Oral/Viva to be taken after approx. 4weeks of test 2.
	Part 2- Group assignment /project on given topics to be submitted by the student.
Total Marks Allotted- 30 (Part 1- 15, Part 2-15)	
Test 4- Home Assignment	To be taken after approx. 4weeks of test 3.
	Mode of test: Oral/ Viva equivalent on either individual or group basis
Total Marks Allotted- 20	
Total marks 10- Participation	To be given on cumulative Attendance
Total marks= 20+20+30+20+10=100	

SISTER NIVEDITA UNIVERSITY

FORMAT FOR COURSE CURRICULUM

UG-01

Course Title: Ability Enhancement Program III

Credit Unit: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
2	1	0	0	1

Course objective: To develop **logical reasoning skills** for **effective problem-solving** and **decision-making**. To Master the principles and techniques of clear and impactful **written communication**. To Cultivate **professional skills** essential for success in various professional environments.

Prerequisite: NIL

Course Contents/Syllabus:

1.	1. Module I: Logic & Analytics <ul style="list-style-type: none">• Blood Relation• Direction Sense• Seating arrangement• Syllogism• Binary Logic & Data Caselets	20% Weightage
2.	2. Module II: Quantitative aptitude <ul style="list-style-type: none">• Basic Maths- Vedic, short cuts tricks.• Classification of Number 1• HCF & LCM• Factors & Factorial- 1• Average, Ratio and Proportion• Time – Work & Time speed• Boats & Streams	20% Weightage

3.	3. Module III: Reasoning Skills <ul style="list-style-type: none"> • Data Sufficiency • Cause & Effect • Course of Action • Decision making 	20% Weightage
4.	4. Module IV: Mastering Ms. Office <ul style="list-style-type: none"> • Ms Word • Ms Excel • Ms PowerPoint 	30% Weightage
5.	5. Module V: Professional Skills: <ul style="list-style-type: none"> • Critical Thinking • Problem solving • Leadership • Work Ethics 	10% Weightage
	Learning Outcome: <ul style="list-style-type: none"> • Efficiency in applying logical reasoning for problem-solving and decision-making. • Understanding and application of analytical methods in various contexts. • Development of essential professional skills for success in diverse workplace environments. • Enhanced understanding and practice of workplace etiquette and networking 	
	Methodology for Course Delivery: <ul style="list-style-type: none"> • Mock Tests • Practice Sessions • Group Discussions • Presentations 	

Assessment/ Examination Scheme:

Assessment Components:	
Test 1- Quiz	Practise and activity-based test. After approx. 4weeks of instructions of commencement of classes.
	Mode of test- Oral/viva equivalent on either individual or group basis.
Total Marks Allotted- 20	
Test 2-Class Test	To be taken after approx. 4 weeks of test 1.
	Mode of Test- Written MCQ or response type questions designed to gauge the extent of a student's reception and competence achieved
Total Marks Allotted- 20	
Test 3- Project	To be taken after approx. 4weeks of test 2.
	Mode of test: Part 1-Oral/Viva to be taken after approx. 4weeks of test 2.
	Part 2- Group assignment /project on given topics to be submitted by the student.
Total Marks Allotted- 30 (Part 1- 15, Part 2-15)	
Test 4- Home Assignment	To be taken after approx. 4weeks of test 3.
	Mode of test: Oral/ Viva equivalent on either individual or group basis
Total Marks Allotted- 20	
Total marks 10- Participation	To be given on cumulative Attendance
Total marks= 20+20+30+20+10=100	

SISTER NIVEDITA UNIVERSITY

FORMAT FOR COURSE CURRICULUM

UG-01

Course Title: Skill Enhancement Program IV

Credit Unit: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
2	1	0	0	1

- **Course objective:** To master **advanced reasoning techniques**. To improve quantitative, verbal, and analytical reasoning skills. To acquire proficiency in aptitude and reasoning in various aptitude test sections. To enhance **presentation and public speaking abilities**.

Prerequisite: NIL

Course Contents/Syllabus:

1.	Module I: Advance logic & reasoning <ul style="list-style-type: none">• Coding – Decoding• Number- Series• Odd one out• Abstract Reasoning Puzzles• Cube, Cuboid, Unboxing• Statements & Conclusion	65% Weightage
2.	Module II: Aptitude and Reasoning <ul style="list-style-type: none">• Classification of Numbers-II• Factors & Factorial-II• Profit Loss• Dishonest Seller• Variation and progression• Pipes & Cistern• P&C• Probability	25% Weightage

3.	<p>Module III: Personality Development</p> <ul style="list-style-type: none"> • Communication skill and Personality Development • Attitude Development • Character Development • Time management <p>Activities: In prompt to speeches, mock presentations, postmasters, audience interaction exercise, stage presence</p>	5% Weightage
4.	<p>1. Module IV: Professional grooming.</p> <ul style="list-style-type: none"> • Body Language Do's and Dont's <p>A guide to dressing</p> <ul style="list-style-type: none"> • Small talk • Building rapport • Expand social and Corporate Associations <p>Activities: Role play, emotional intelligence, conflict resolution, peer feedback, cultural awareness</p>	5% Weightage
	<p>Learning Outcome:</p> <ul style="list-style-type: none"> • Mastery in various aptitude test sections including quantitative, verbal, and analytical reasoning. • Improved speed and accuracy in solving reasoning-based questions. • Confidence in tackling diverse reasoning challenges in exams and real-life scenarios. • Understanding of one's personality traits and how they influence behaviour and decision-making. 	
	<p>Methodology for Course Delivery:</p> <ul style="list-style-type: none"> • Workshop • Group Discussions 	

	<ul style="list-style-type: none"> • Presentations • Lectures 	
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Assessment/ Examination Scheme:

Assessment Components:	
Test 1- Quiz	Practice and activity-based test. After approx. 4weeks of instructions of commencement of classes.
	Mode of test- Oral/viva equivalent on either individual or group basis.
Total Marks Allotted- 20	
Test 2-Class Test	To be taken after approx. 4 weeks of test 1.
	Mode of Test- Written MCQ or response type questions designed to gauge the extent of a student's reception and competence achieved
Total Marks Allotted- 20	
Test 3- Project	To be taken after approx. 4weeks of test 2.
	Mode of test: Part 1-Oral/Viva to be taken after approx. 4weeks of test 2.
	Part 2- Group assignment /project on given topics to be submitted by the student.
Total Marks Allotted- 30 (Part 1- 15, Part 2-15)	
Test 4- Home Assignment	To be taken after approx. 4weeks of test 3.
	Mode of test: Oral/ Viva equivalent on either individual or group basis
Total Marks Allotted- 20	
Total marks 10- Participation	To be given on cumulative Attendance
Total marks= 20+20+30+20+10=100	

SISTER NIVEDITA UNIVERSITY

FORMAT FOR COURSE CURRICULUM

UG-01

Course Title: Skill Enhancement Program V

Credit Unit: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
2	1	0	0	1

Course objective: To prepare students for various aptitude, logic, and reasoning tests. To familiarize students with the format and types of questions in these tests. To prepare students for group discussions and give them environment to practice.

Prerequisite: NIL

Course Contents/Syllabus:

1.	Module I: Mock Tests <ul style="list-style-type: none">• Aptitude• Logic and Reasoning	50% Weightage
2.	Module II: Business Presentation Skills <ul style="list-style-type: none">• Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills• Analysing the Significance of Non-Verbal Communication• Prepare effective PowerPoint Presentation• Delivering the presentation• Handling questions Activities: Time limited presentations, visual aid designs, Impromptu speaking, peer presentations	20% Weightage

3.	<p>Module III: Group Discussion</p> <ul style="list-style-type: none"> • PESTA format • Do's & Don'ts of Group Discussions • Initialization and Conclusion • Tips to stand out 	20% Weightage
4.	<p>Module IV: Corporate & Social Etiquette</p> <ul style="list-style-type: none"> • Etiquette • Netiquettes • Professional Mannerism 	10% Weightage
	<p>Learning Outcome:</p> <ul style="list-style-type: none"> • Proficiency in solving diverse types of aptitude and reasoning questions. • Improved time management and problem-solving strategies. • Improved communication and articulation skills in group contexts. • Enhanced ability to contribute constructively to discussions. • Improved social grace and professional conduct in various settings. 	
	<p>Methodology for Course Delivery:</p> <ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 	

Assessment/ Examination Scheme:

Assessment Components:	
Test 1- Quiz	Practise and activity-based test. After approx. 4weeks of instructions of commencement of classes.
	Mode of test- Oral/viva equivalent on either individual or group basis.
Total Marks Allotted- 20	
Test 2-Class Test	To be taken after approx. 4 weeks of test 1.
	Mode of Test- Written MCQ or response type questions designed to gauge the extent of a student's reception and competence achieved
Total Marks Allotted- 20	
Test 3- Project	To be taken after approx. 4weeks of test 2.
	Mode of test: Part 1-Oral/Viva to be taken after approx. 4weeks of test 2.
	Part 2- Group assignment /project on given topics to be submitted by the student.
Total Marks Allotted- 30 (Part 1- 15, Part 2-15)	
Test 4- Home Assignment	To be taken after approx. 4weeks of test 3.
	Mode of test: Oral/ Viva equivalent on either individual or group basis
Total Marks Allotted- 20	
Total marks 10- Participation	To be given on cumulative Attendance
Total marks= 20+20+30+20+10=100	

SISTER NIVEDITA UNIVERSITY

FORMAT FOR COURSE CURRICULUM

UG-01

Course Title: Skill Enhancement Program VI

Credit Unit: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
2	1	0	0	1

Course objective: To equip participants with **essential skills** required in professional settings, focusing on aptitude, logic, reasoning. To practice creating and delivering effective business presentations. To practice **Mock Group** discussions. To gain comprehensive understanding of corporate and social etiquette.

Prerequisite: NIL

Course Contents/Syllabus:

1.	Module I: Mock Test and Practice Sessions Aptitude, Logic and Reasoning	25% Weightage
2.	Module II: Social Etiquette <ul style="list-style-type: none">• Power Dressing• Fine Dining• Office Party Etiquette• Business Travel Etiquette Work Place and Business Etiquette <ul style="list-style-type: none">• Proper Greetings• Thank You Notes• Voice Mail Etiquette• Business Salutation Etiquette• Guest Etiquette• Cubicle Etiquette• Business Card Etiquette Different Cultural Etiquette & Protocol	20% Weightage

3.	Module III: Business Presentation <ul style="list-style-type: none"> • 777 rule • Audio & Visual • Know your audience • Body language during presentations • How to handle the questions. 	25% Weightage
4.	Module IV: Group Discussions <ul style="list-style-type: none"> • Practice sessions 	30% Weightage
	Learning Outcome: <ul style="list-style-type: none"> • To demonstrate enhanced proficiency in aptitude, logic, and reasoning through successful completion of mock tests and exercises. • To engage confidently and effectively in group discussions, exhibiting enhanced teamwork, communication, and negotiation skills. 	
	Methodology for Course Delivery: <ul style="list-style-type: none"> • Workshop • Group Discussions • Presentations • Lectures 	

Assessment/ Examination Scheme:

Assessment Components:	
Test 1- Quiz	Practise and activity-based test. After approx. 4weeks of instructions of commencement of classes.
	Mode of test- Oral/viva equivalent on either individual or group basis.
Total Marks Allotted- 20	
Test 2-Class Test	To be taken after approx. 4 weeks of test 1.
	Mode of Test- Written MCQ or response type questions designed to gauge the extent of a student's reception and competence achieved
Total Marks Allotted- 20	
Test 3- Project	To be taken after approx. 4weeks of test 2.
	Mode of test: Part 1-Oral/Viva to be taken after approx. 4weeks of test 2.
	Part 2- Group assignment /project on given topics to be submitted by the student.
Total Marks Allotted- 30 (Part 1- 15, Part 2-15)	
Test 4- Home Assignment	To be taken after approx. 4weeks of test 3.
	Mode of test: Oral/ Viva equivalent on either individual or group basis
Total Marks Allotted- 20	
Total marks 10- Participation	To be given on cumulative Attendance
Total marks= 20+20+30+20+10=100	

