GALGOTIAS UNIVERSITY

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COURSE BOOK
SLLL -2020
Volume-I

Curriculum and syllabus for
School of Life Long Learning

GALGOTIAS UNIVERSITY
(Under the Uttar Pradesh Private Universities Act No. 12 of 2019)

CONTENTS

(Established under Galgotias University Uttar Pradesh Act No. 14 of 2011)

Program: B.Tech, SOB, SOH, SOAg, SOE

Scheme: 2020-2021

Vision of SLLL: To bridge the gap between the campus and corporate in terms of employability skills. Through the training imparted by the school, individuals will learn to recognize the obstacles that may hinder them from accomplishing their professional goals and objectives; overcome them, enabling them to nurture their dreams, in order to fulfil their purpose and potential.

Mission Statement: "To prepare students through universal & practical principles and to strive for excellence as they are our next generation and future leaders".

Curriculum

Semester 1

Sl. No	Course Code	Name of the Course					Assessment Pattern		
			L	T	P	C	IA	MTE	ETE
1	LLXXXXX	Professional Communication Lab 1			6	3	50		50
2	AGRI1005	Comprehension and Communication Skills in English	0	0	2	1	20	30	50

Semester II

Sl No	Course Code	Name of the Course					Assessment Pattern		
			L	T	P	C	IA	MTE	ETE
1	LLXXXXX	Professional Communication Lab 2	0	0	6	3	50		50
2	AGRI1020	Communication skills and personality development	0	0	2	2	20	30	50
3	BEDU1044	Soft Skills- Practicum	0	0	2	1	50		50

Semester III

Sl No	Course Code	Name of the Course					Assessment Pattern		
			L	T	P	C	IA	MTE	ETE
1	SLBT2021	English proficiency and Aptitude building 3	0	0	4	2	50		50
2	SLMC6021	English Proficiency and Aptitude Building - 3	0	0	4	2	50		50
3	LLL223	Logical Skill Building	3	0	0	3	50		50
4	LLL235	Aptitude Building	0	0	4	2	40	30	30
5	SLBB2001	Skills of Communication	0	0	2	1	50		50
6	SLMB6003	Personality Development	0	0	2	1	50		50
		Total	3	0	14	10			

Semester IV

Sl No	Course Code	Name of the Course					Assessment Pattern		
			L	T	P	C	IA	MTE	ETE
1	SLBT2022	English proficiency and Aptitude building 4	0	0	4	2	50		50
2	SLMC6022	Campus to Corporate	0	0	4	2	50		50
3	LLL245	Campus to Corporate	0	0	4	2	50		50
4	SLBB2002	Presentation Skills	0	0	2	1	40	30	30
5	BEDU2025	Life Skills Education- Practicum	0	0	2	1	50		50
6	SLSH2022	General Proficiency-III	0	0	2	1	50		50
		Total	0	0	14	9			

Semester V

Sl No	Course Code	Name of the Course					Assessment Pattern		
			L	T	P	C	IA	MTE	ETE

Sl No	Course Code	Name of the Course	L	T	P	C	IA	MTE	ETE
1	SLBT3031	English Proficiency and Aptitude Building - 5	0	0	4	2	50		50
2	SLBB3001	Campus to Corporate - Employability Enhancement Skills	0	0	2	1	50		50
		Semester VI							
Sl No	**Course Code**	**Name of the Course**					**Assessment Pattern**		
			L	**T**	**P**	**C**	**IA**	**MTE**	**ETE**
1	SLBT3032	Campus to Corporate	0	0	4	2	50		50
		Total							

LLXXXXX	Professional Communication Lab1	L	T	P	C
Version 1.01	Date of Approval:	2	0	0	2
Pre-requisites/Exposure	English at +2 level				
Duration	12 sessions of 100 minutes each				

Course Objectives

1. **To enhance knowledge of English grammar.**
2. **To help improve English communication skills.**
3. **To use quantitative methods for problem solving.**

Course Outcomes

At the end of this course, the learner will be:

1. Construct grammatically correct sentences for effective communication.
2. Build confidence in public speaking.
3. Enhance self awareness for the purpose of self improvement.
4. Attaining initial knowledge of Quantitative Aptitude for problem solving.

Course Catalogue

The English Language is an integral part of our daily lives and no professional interaction is

5. To help improve English communication skills.

Course Outcomes

At the end of this course, the learner will be:

5. Construct grammatically correct sentences for effective communication.
6. Build confidence in public speaking.
7. Enhance self awareness for the purpose of self improvement.

Course Catalogue

complete without the usage of this language. The language knowledge will help students to widen their horizons and open new avenues for higher studies/research abroad and at home. It will also help them perform better in competitive examinations. The course comprises of lessons and practice sessions on communicative English and English aptitude, focusing on grammar, pronunciation and development of vocabulary which are imperative to succeed.

The concepts of Vedic Maths and Number Systems will be reviewed and revised in the Quantitative Aptitude sessions.

Text Book

SLLL's own text book

Reference Books

1. Practical English Usage - ISBN: 019431197X
2. Learning Spoken English - ©2012 by Lynn Lundquist - ASIN: B0094XNOPW
3. Essential English Grammar: A Self-Study Reference and Practice Book for Elementary
4. 4. Murphy's English Grammar with CD, Murphy, Cambridge University Press.
5. Quicker Maths , M Tyra

Course Objectives

4. To enhance knowledge of English grammar.

The English Language is an integral part of our daily lives and no professional interaction is

complete without the usage of this language. The language knowledge will help students to widen their horizons and open new avenues for higher studies/research abroad and at home. It will also help them perform better in competitive

examinations. The course comprises of lessons and practice sessions on communicative English and English aptitude, focusing on grammar, pronunciation and development of vocabulary which are imperative to succeed.

Semester -2

Name of The Course	Professional Communication II
Course Code	
Prerequisite	Basic knowledge of English Language
Corequisite	
Antirequisite	

		L	T	P	C
		2	0	2	3

Unit-1
10 Hours

Advanced Grammar- Misplaced modifiers, Redundancies, idioms and phrases, parallelism, Use of phrases and clauses in sentences, Identifying Common Errors in Writing.

Sentence Analysis

Essay Writing

Writing for print and for online media- Blogs

Unit-2
10 Hours

Project Proposals

Writing Reports - Progress Reports, Types

Manuals

Etiquettes in social and office settings- email, telephone

Job Application

Resume/CV

Lab Activities
20 Hours

Revisiting the Goal Setting

Drafting Catchphrases

Picture Interpretation (Denotation and Connotation)

Reading between the lines

Rhythm and Intonation

Public Speaking

Mock Lecture

Dialogue Writing

Enacting scene(s) from critically appreciated movies

Competition Preparation Strategy:

Preparation for Competitive Exams - GMAT, CAT, MAT, UPSC, SSC, Bank PO etc

Preparation for International Language Tests - IELTS, TOEFL, GRE, Cambridge Assessment English

Mock Lecture

Dialogue Writing

Enacting scene(s) from critically appreciated movies

Competition Preparation Strategy:

Preparation for Competitive Exams - GMAT, CAT, MAT, UPSC, SSC, Bank PO etc

Preparation for International Language Tests - IELTS, TOEFL, GRE, Cambridge Assessment English

SLBT2021	English Proficiency and Aptitude Building 3	L	T	P	C
Version 1.01	Date of Approval:	0	0	4	2
Pre-requisites/Exposure	Completion of semester 2				
Duration	24 sessions of 100 minutes each				

Course Objectives

1. To understand soft-skills pertaining to the industry
2. Enhance formal writing skills
3. To enhance mathematical reasoning skills and apply them for problem solving

Course Outcomes

At the end of this course, the learner will be able :
1. Demonstrate corporate skills required in a real life scenario using simulated environment.
2. Enabling the students to germinate ideas, nurture them and take them to logical conclusion with the help of various resources and real life situations..
3. Demonstrate skills required to participate in a simulated environment that helps learners build knowledge and deliver collaboratively.
4. Demonstrate effective writing skills for a variety of professional and corporate settings.
5. Develop logic framing techniques and various possible solutions
6. Stimulating creative and mathematical thinking.

Course Catalogue

For any communication, the way a message is communicated, holds the key to its effectiveness. The course hence concentrates on the holistic approach thereby focusing on team work, negotiation skill, and presentation skills and on effective writing skills. The course introduces the students to creative ways of solving mathematical problems.

Text Book

SLLL own text book

Reference Books

1. Communication Skills for Engineers, Mishra, Sunita & C. Muralikrishna, , Pearson
2. Corporate Soft skills, Sarvesh Gulati, 2006.
3. Effective Communication, John Adair , Macmillan Ltd.1997.
4. Developing Communication Skills, Krishna Mohan and Meera Bannerji, Macmillan India Ltd. 1990
5. Quicker Maths , M Tyra
6. Quantitative Aptitude, Abhijeet Guha

Course Content

Unit I: Thematic Activity

15 lectures

- Industry Expectations from graduates for employability
- Presentation Skills
- Team Skills
- Dressing Etiquettes
- Creativity And Leadership skills
- Interactive Communicative Skills
- Assessment

Unit III: Quantitative Aptitude

9 lectures

- Data Interpretation
- Coding, decoding and Direction
- Blood Relation
- Binary Logic
- Cube and Dice
- Seating Arrangement

Mode of Evaluation: The performance of students is evaluated as follows:

Components	Theory	
	Internal	SEE
Marks	50	50
Total Marks	100	

SLBT2022	**English Proficiency and Aptitude Building 4**	L	T	P	C
Version 1.01	Date of Approval:	2	0	0	2
Pre-requisites/Exposure	Completion of Semester 3				
Duration	24 sessions of 100 minutes each				

Course Objectives

1. Enable students to develop effective Presentation Skills
2. Enable students to develop creative writing skills
3. Enable students to use their aptitude knowledge in decision making

Course Outcomes

At the end of this course, the learner will be:

1. Enhance skills to effectively deliver formal and informal presentations to a variety of audience in multiple context
2. Construct grammatically correct and complex sentences and articulate thoughts and interpretations effectively
3. Become accomplished and active readers who appreciate ambiguity and complexity of thoughts and ideas on variety of topics
4. Developing the skill of skimming irrelevant information from a large data set
5. Drawing out useful inferences from different types of problem.

Course Catalogue

Presenting information clearly and effectively is a key skill to get the message or opinion across and, today, presentation skills are required in almost every field. The course helps the student to develop confidence so that they can deliver Business Presentations effectively.

The course also deals with aptitude building which include topics like numbers, time and work as well as simple arithmetic like interest. The student is assisted to develop a better understanding of reasoning, which again is helpful for any competitive exam or entrance exam for higher studies.

Text Books

SLLL own text book

Reference Books

1. Communication Skills for Engineers, Mishra, Sunita & C. Muralikrishna, , Pearson

2. Corporate Soft skills, Sarvesh Gulati, 2006.

3. Effective Communication, John Adair , Macmillan Ltd.1997.

4. Developing Communication Skills, Krishna Mohan and Meera Bannerji, Macmillan India Ltd. 1990
5. Quicker Maths , M Tyra
6. Quantitative Aptitude, Abhijeet Guha

Course Content

Unit I: Presentation Skills

6 lectures

- Presentation Skills – Concepts
- Presentation Skills – Team work
- Presentation Skills – Practice Session

Unit II: Grammar

7 lectures

- Phrasal Verbs
- Subject Verb Agreement
- Parallelism and Modifiers
- Idioms and Phrases
- Tenses
- Common errors in English

Unit III: **Reading Skills and Creative Writing**
5 lectures

- Reading Comprehension

- Story Writing

- Creative Writing

- Logical Reasoning

- Mensuration

Unit IV: **Quantitative Aptitude**
6 lectures

- Time, Speed, Work

- Seating Arrangement

Mode of Evaluation: The performance of students is evaluated as follows:

Components	Theory	
	Internal	**SEE**
Marks	50	50
Total Marks	100	

SLBT3031	**English Proficiency and Aptitude Building 5**	L	T	P	C
Version 1.01	Date of Approval:	2	0	0	2
Pre-requisites/Exposure	Completion of Semester 4				
Duration	18 sessions of 100 minutes each				

Course Objectives

1. Enable students to develop verbal reasoning skills.
2. Enable students to effectively participate in Group Discussions.
3. Enable students to implement logical approach in problem solving.

Course Outcomes

At the end of this course, the learner will be:

1. Interpret the logical structure of an argument and apply the influence of emotional and figurative persuasion in the given argument
2. Evaluate an argument objectively and skillfully by analyzing and assessing it
3. Appreciate and employ the thinking for self, and the development of confidence in one's own thinking
4. Contribute in dialogue in a way that enables the students to experience and reflect upon their own thinking as it is expressed in communication with others
5. Interpret the data and develop a deeper understanding of the problems
6. Improves on one's managerial skills by interpreting the ideas effectively.

7. Develop advanced level techniques in problem solving and decision-making ability
8. Gaining useful insight into the "why" and "how" of a problem and also differentiating between relevant and irrelevant information

Text Books

SLLL own text book

Course Catalogue

It is imperative for a student to develop interpretation and analysis skills to be able to hold onto his own in this competitive world. The course thus, focuses on verbal reasoning skills- Paragraph Jumbles, Critical Reasoning alongwith the aptitude skills- Data Interpretation.

The course also enhance the students ability to participate in Group discussion which is an exercise to evaluate personality. The course aims at making students more confident in voicing their opinions in a group.

Reference Books

1. Communication Skills for Engineers, Mishra, Sunita & C. Muralikrishna, , Pearson

2. Corporate Soft skills, Sarvesh Gulati, 2006.

3. Effective Communication, John Adair , Macmillan Ltd.1997.

4. Developing Communication Skills, Krishna Mohan and Meera Bannerji, Macmillan India Ltd. 1990
5. Quicker Maths , M Tyra
6. Quantitative Aptitude, Abhijeet Guha

Course Content

Unit I: Verbal Reasoning

5 lectures

- Paragraph Jumbles
- Analogies

- Critical Reasoning

Unit II: Group Discussion

3 lectures

- Group Discussion- Concepts
- Group Discussion - Practice

Unit III: Quantitative Aptitude

10 lectures

- Crypto Mathematics
- Introduction to Algebra
- Set Theory
- Permutation & Combination
- Probability
- Pie Chart & Mixed Graphs
- Logical Reasoning
- Data Sufficiency
- Calendar and Clocks

Mode of Evaluation: The performance of students is evaluated as follows:

	Theory	
Components	**Internal**	**SEE**
Marks	50	50
Total Marks	100	

SLBT3032	**Campus to Corporate**	L	T	P	C
Version 1.01	Date of Approval:	2	0	0	2
Pre-requisites/Exposure	Completion of Semester 5				
Duration	18 sessions of 100 minutes each				

Course Objectives

1. To assess the current employability level of students.
2. To prepare students to perform effectively in Personal Interview.

3. To prepare the students for solving mathematical problems appearing in Placement Papers.

Course Outcomes

At the end of this course, the learner will be:
1. Enhance and practice employability skills required in the placement process using a simulated environment
2. Communicate effectively in a Personal Interview
3. Model interpersonal communication in a monitored environment
4. Enhance the ability of problem solving and decision making in short span of time

Course Catalogue

Practice makes a man perfect – so says the wise man. The course in this semester focuses on the practicing soft skills in a simulated corporate environment providing thematic learning. The students prepare and practice participation in mock interviews – general, technical and HR, which provide a holistic environment for a student's final preparation. The students practice data analysis and reasoning skills for the purpose of solving complicated mathematical problems.

Text Book

SLLL own text book

Reference Books

1. Delivering Employability Skills in the Lifelong Learning Sector by Ann Gravells, ISBN-10: 1844452956

2. Sample Papers of Various companies

3. Real world HR interviews from companies across various sectors like IT, ITES, Manufacturing, etc. in and around NCR region.

Course Content

Unit I: Thematic Learning- Employability Skills- Job Fair   **12 lectures**

- Introduction to Job Fair
- Resume Writing
- Personal Interview Concepts
- Mock Interviews
- Job Fair – Final Event

Unit II: Quantitative Aptitude

6 lectures

- Syllogism
- Logical Reasoning
- Paper Pattern Discussion

Mode of Evaluation: The performance of students is evaluated as follows:

Components	Theory	
	Internal	**SEE**
Marks	50	50
Total Marks	100	