SOPHIA COLLEGE FOR WOMEN (EMPOWERED AUTONOMOUS)

Affiliated to

UNIVERSITY OF MUMBAI

Syllabi for the Common Courses

Based on the National Education Policy 2020

Ability Enhancement Course

Course Code: AEC

F.Y.B.A. & F.Y.B.Sc.

2024-25 (NEP)

Programme Outline : Ability Enhancement Course
FYBA & FYBSc (SEMESTER I)

Course Code	Name of the Course	Credits
AAEC101EH/ SAEC101EH	English-Hindi	2
AAEC101EF/ SAEC101EF	English-French	2
AAEC101EC/ SAEC101EC	English-Computers	2

Programme Outline : Ability Enhancement Course
FYBA & FYBSc (SEMESTER II)

Course Code	Name of the Course	Credits
AAEC202EH/ SAEC202EH	English-Hindi	2
AAEC202EF/ SAEC202EF	English-French	2
AAEC202EC/ SAEC202EC	English-Computers	2

ASSESSMENT DETAILS:

Continuous Assessment (50 marks)

1. A minimum of two activities will be given in each semester.
2. Each will be for 20 marks.
3. The nature of the activities will be decided by the Examiner and may include Assignment/ MCQs/ Short notes and/or any other type of /combination of objective or descriptive type activity.
4. 10 marks will be given for Class participation.

EVALUATION METHOD	CONTINUOUS ASSESSMENT
TOTAL MARKS	50
PASSING MARKS	20

AEC - SEMESTER I

NAME OF THE COURSE	ENGLISH-HINDI ENGLISH - COMMUNICATION SKILLS IN ENGLISH: ESSAY WRITING AND SUMMARISATION
CLASS	FYBA & FYBSC
COURSE CODE	**AAEC101EH / SAEC101EH**
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	1
TOTAL NUMBER OF LECTURES PER SEMESTER	15

COURSE OBJECTIVES:

CO 1.	The course aims to introduce students to the fundamentals of essay writing.
CO 2.	The course aims to teach students how to write various types of essays, namely, descriptive, analytical, persuasive, narrative/autobiographical/reflective and imaginative essays.
CO 3.	The course aims to train students to summarise various types of texts through an effective application of the basic techniques of summarisation outlined in Unit II.

COURSE LEARNING OUTCOMES:

CLO 1.	The learner will be able to understand the fundamentals of essay writing.
CLO 2.	The learner will be able to write various types of essays, namely, descriptive, analytical, persuasive, narrative/autobiographical/reflective and imaginative essays.
CLO 3.	The learner will be able to summarise various types of texts through an effective application of the basic techniques of summarisation outlined in Unit II.

UNIT 1	Essay writing
1.1	descriptive
1.2	analytical
1.3	persuasive

1.4	narrative/autobiographical/reflective
1.5	imaginative
UNIT 2	Summarisation
2.1	discerning the main/central idea of the passage
2.2	identifying supporting ideas
2.3	eliminating irrelevant or extraneous information
2.4	integrating relevant ideas in a precise and coherent manner

REFERENCES:

1. Brooks, Cleanth and Robert Penn Warren. *Fundamentals of Good Writing: A Handbook of Modern Rhetoric.* New York: Harcourt, Brace and World Inc., 1949.
2. Brown, Harry. M. *How to Write: A Practical Rhetoric*. New York: Holt, Rinehart and Winston, 1978.
3. Byrne, Donn. *Teaching Writing Skills*. Essex: Longman, 1979.
4. Crystal, David and Davy, Derek. *Investigating English Style*. London: Longman, 1969.
5. Kaul, H. K. *The Craft of Writing*. New Delhi: Arnold-Heinemann, 1978.
6. Kumar, Suresh E., Sreehari. P., Savithri, J. *Essential English*. Hyderabad: Orient BlackSwan, 2011.
7. Labade, Sachin Ramesh, Susmita Dey, Shanti Polamuri, Deepa Murdeshwar-Katre, Gayatri Gadgil, Sanjay Shriram Kalekar, Rameshwar Sureshrao Solanke. *Communication Skills in English*. Hyderabad: Orient BlackSwan, 2021.
8. Lucas, F. L. *Style*. London: Cassell and Company, 1955.
9. Optner. Ruth, L. *Writing from the Inside Out*. New York: Harper and Row. 1977.
10. Rao, Cheryl, Iyengar Gita and Murdeshwar, Meena. *Anyone Can Write*. New Delhi: Cambridge University Press India Pvt. Ltd., 2009
11. Quiller-Couch, Sir Arthur. *On the Art of Writing*. Cambridge: Cambridge University Press, 1936.

NAME OF THE COURSE	ENGLISH-HINDI
	हिंदी : हिंदी हास्य-व्यंग्य अध्ययन एवं भाषा ज्ञान
CLASS	FYBA & FYBSC
COURSE CODE	**AAEC101EH / SAEC101EH**
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	1
TOTAL NUMBER OF LECTURES PER SEMESTER	15

COURSE OBJECTIVES

CO 1.	बी.ए प्रथम वर्ष हिंदी पाठ्यक्रम में आधुनिक हिंदी - व्यंग्य अध्ययन के माध्यम से समाज की विसंगतियों, भ्रष्टाचार, सामाजिक शोषण अथवा राजनीति के गिरते स्तर की घटनाओं पर विद्यार्थी को जागरुक करना और समाज को नए रुप से देखने का दृष्टिकोण निर्माण करना	
CO 2.	हास्य - व्यंग्य कहानियों के माध्यम से भारतेंदु हरिशचंद्र, हरिशंकर परसाई, बालकृष्ण भट्ट तथा अन्य प्रसिद्ध व्यंग्य लेखकों से परिचय कराना और हास्य - व्यंग्य के माध्यम से हिंदी साहित्य प्रति जिज्ञासा निर्माण कराना ।
CO 3.	अभिव्यक्ति कला और रचनात्मक कौशल निर्माण होगा ।

COURSE LEARNING OUTCOMES:

CLO 1.	हिंदी हास्य - व्यंग्य के माध्यम से विद्यार्थियों में अभिव्यक्ति कला, रचनात्मक कौशल, लेखन में कल्पनाशीलता आदि कौशल का विकास होगा|
CLO 2.	समाज की विसंगतियों तथा मानव-जीवन की त्रासदियों और राजनैतिक पहलुओं को समझने की क्षमता निर्माण होगी	
CLO 3.	हिंदी साहित्य के प्रति रुचि निर्माण होगी	

इकाई 1	हिंदी हास्य-व्यंग्य कहानियाँ
1.1	अकबरी लोटा –बाबू अन्नपूर्णानन्द
1.2	मुगलों ने सल्तनत बख्श दी -भगवती चरण वर्मा
1.3	आयी बरखा बहार -हरिशंकर परसाई
1.4	अंगद का पाँव- श्रीलाल शुक्ल
इकाई 2	भाषा ज्ञान : व्यावहारिक लेखन
2..1	विलोम, पर्यायवाची शब्द, लिंग, वचन
2.2	पत्र लेखन (औपचारिक एवं अनौपचारिक)

REFERENCES:

1. नवीन हास्य-व्यंग्य, सम्पादक डॉ. सुरेश आचार्य, लोकभारती प्रकाशन, इलाहाबाद
2. स्वातंत्र्योत्तर हिंदी व्यंग्य निबंध एवं निबंधकार – डॉ. बापुराव देसाई, चिंतन प्रकाशन, कानपुर
3. हिंदी का स्वातंत्र्योत्तर हास्य और व्यंग्य – डॉ. बालेन्दु शेखर तिवारी, अन्नापूर्णा प्रकाशन
4. हिंदी व्यंग्य: बदलते प्रतिमान-डॉ. तेजपाल सिंह चौधरी, पंचशील प्रकाशन , जयपुर
5. हिंदी व्यंग्य और व्यंग्यकार - डॉ. बापुराव देसाई, विनय प्रकाशन, कानपुर
6. हिंदी का गद्य साहित्य – रामचंद्र तिवारी
7. आधुनिक हिंदी गद्य का इतिहास – डॉ. बच्चन

NAME OF THE COURSE	ENGLISH-FRENCH FRENCH
CLASS	FYBA & FYBSC
COURSE CODE	**AAEC101EF/ SAEC101EF**
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	1
TOTAL NUMBER OF LECTURES PER SEMESTER	15

COURSE OBJECTIVES:

CO 1.	To introduce students to the basics of the French language, including alphabets, numbers, and essential vocabulary.
CO 2.	To develop fundamental grammar skills, such as present tense conjugation and possessive adjectives, enabling students to form simple sentences.

COURSE LEARNING OUTCOMES:

CLO 1.	Students will be able to recognize and use French alphabets, numbers, and basic vocabulary in daily conversations.
CLO 2.	Students will be able to construct simple sentences, translate between French and English, and use proper greetings and possessive adjectives in communication.

UNIT 1	
1.1	Introduction to French alphabets and numbers
1.2	Present tense conjugation
1.3	Possessive adjectives
UNIT 2	
2.1	Basic vocabulary
2.2	Greetings in French
2.3	Simple sentence translation (French to English)

REFERENCES:

1. Berthet, Annie, Daill, Emmanuelle et al, Alter ego A1 level, Hachette, 2012.

2. AA.V , Saison A1 level, Didier, 2015

3. Braud, Celine, Edito Methode de Francais A1 level, Didier, 2016.

4. White, Renée, Barron's Complete French Grammar Review, Barron's, 2011.

5. Bhujwala, Pervin, French for FYBA.

NAME OF THE COURSE	ENGLISH-COMPUTERS COMPUTERS - MS WORD FOR BEGINNER
CLASS	FYBA & FYBSC
COURSE CODE	**AAEC101EC/ SAEC101EC**
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	2
TOTAL NUMBER OF LECTURES PER SEMESTER	30

COURSE OBJECTIVES:

CO 1.	To equip learners with essential word processing skills, enabling them to create, format, and manage documents efficiently
CO 2.	To focus on fundamental and advanced features of document creation, text and paragraph formatting, document layout, tables, lists, and graphical elements.
CO3.	To produce professional-quality documents with structured content and enhanced visual appeal

COURSE LEARNING OUTCOMES:

CLO 1.	Create and Manage Documents – Open, save, close, and modify documents using templates and built-in features.
CLO 2.	Format Text and Paragraphs – Apply various text formatting techniques such as bold, italic, underline, superscripts, subscripts, and special characters.
CLO 3.	Modify Page Layout – Adjust page setup, apply themes and style sets, and include headers, footers, and page numbers.
CLO 4.	Work with Tables – Create, format, and manipulate tables by applying styles, sorting data, and modifying cell properties.
CLO 5.	Manage Lists – Generate numbered or bulleted lists with customized bullet styles, restart numbering, and adjust list levels
CLO 6.	Enhance Documents with Graphics – Insert and format graphic elements such as shapes, pictures, screenshots, and text boxes to improve document presentation

UNIT 1	
1.1	Create a Document: • Create a blank document • Create a blank document using a template • Save the document • Save as • Close the document • Open a document
1.2	Format Text, Paragraphs: • Insert Text and Paragraphs • Format Text: Bold, Italic, Underline, Superscript, Subscript • Fonts, Font color, Text Highlight color • Cut, copy and paste text • Find and replace text • Replace text by using AutoCorrect • Insert special characters • Change case – Upper, Lower, Sentence Case
1.3	Format a Document : • Modify page setup • Apply document themes • Apply document style sets • Insert headers and footers • Insert page numbers • Format page background elements • Checking spelling and Grammar
UNIT 2	
2.1	Create Tables • Create a Table • Apply table styles • Sort table data • Configure cell margins and spacing • Merge and split cells • Resize tables, rows, and columns • Split tables
	Create List: • Create a numbered or bulleted list • Change bullet characters or number formats for a list level • Define a custom bullet character or number format • Increase or decrease list levels • Restart or continue list numbering • Set starting number value
	Insert and Format Graphic Element: • Insert shapes • Insert pictures • Insert a screen shot or screen clipping • Insert text boxes

REFERENCES:

1. Learn Microsoft Office 2019: A Comprehensive Guide to Getting Started with Word, PowerPoint, Excel, Access, and Outlook by Linda Foulkes. Packt Publishing. 2020

2. Word 2019 For Dummies by Dan Gookin. Wiley. 2018

3. Microsoft Office 2019 Inside Out by Joe Habraken. Pearson Education. 2018

AEC - SEMESTER II

NAME OF THE COURSE	ENGLISH - HINDI **ENGLISH - COMMUNICATION SKILLS IN ENGLISH: FORMAL CORRESPONDENCE AND COMPREHENSION**
CLASS	FYBA & FYBSc
COURSE CODE	**AAEC202EH / SAEC202EH**
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	1
TOTAL NUMBER OF LECTURES PER SEMESTER	15

COURSE OBJECTIVES:

CO 1.	The course aims to introduce students to the fundamentals of letter writing.
CO 2.	The course aims to introduce students to the two formats of formal letters: the semi-block format and the complete block format. .
CO 3.	The course aims to teach students how to write two types of letters, namely, job application letters and requests for sponsorship.
CO 4	The course aims to help students acquire the following skills through a variety of exercises based on previously unseen non-literary and literary passages of varying complexity: reading with fluency and speed, skimming and scanning, identifying relevant information, isolating fact from opinion, understanding concepts and arguments and identifying distinctive features of language.

COURSE LEARNING OUTCOMES:

CLO 1.	The learner will be able to understand the fundamentals of letter writing.
CLO 2.	The learner will be able to write formal letters using two formats of letter-writing, namely, the semi-block format and the complete block format.
CLO 3.	The learner will be able to write two types of letters, namely, job application letters and requests for sponsorship.
CLO 4.	The learner will be able to acquire the following skills through a variety of exercises based on previously unseen non-literary and literary passages of varying complexity: reading with fluency and speed, skimming and scanning, identifying relevant information, isolating fact from opinion, understanding concepts and arguments and identifying distinctive features of language.

UNIT 1	Formal Correspondence
1.1	A. Formats of letter writing: 1. Semi-block format 2. Complete block format
1.2	B. Types of letters: 1. Job application letter 2. Request for sponsorship
UNIT 2	Comprehension
2.1	Unseen non-literary passages
2.2	Unseen literary passages

REFERENCES:

12. Adler, Mortimer J. and Charles van Doren. *How to Read a Book: The Classic Guide to Intelligent Reading*. New York, Touchstone, 1972
13. Engelhardt, Diane. *Practice Makes Perfect: Advanced English Reading and Comprehension*. McGraw-Hill Education, 2013
14. Glendinning, Eric H. and Beverley Holmström. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge, CUP, 2004.
15. Gupta, S. C. *A Handbook for Letter Writing*. Meerut, Arihant Publications (India) Limited, 2018.
16. Hennessy, Nancy, E. *The Reading Comprehension Blueprint: Helping Students Make Meaning from Text*. Brookes Publishing, 2021.
17. Kane, Thomas S. *Oxford Essential Guide to Writing*. New York, Penguin, 2000.
18. Lewis, Norman. *How to Read Better and Faster*. Thomas Y. Crowell Publishers, New York, 1978.
19. McCarthy, Margaret. *Letter Writing Made Easy*. Santa Monica, Santa Monica Press, 1995.
20. O'Hear, Michael F., Martha J. Weatherford, and Gregory L. Anderson. *Comprehension Skills for College Students*. Thomson Custom Publishers, 2001.
21. Serravallo, Jennifer. *Reading Strategies: Your Everything Guide to Developing Skilled Readers*. Heinemann, Portsmouth, 2015.

NAME OF THE COURSE	ENGLISH-HINDI
	हिंदी : समकालीन महिला कहानीकार एवं भाषा ज्ञान
CLASS	FYBA & FYBSc
COURSE CODE	AAEC202EH / SAEC202EH
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	1
TOTAL NUMBER OF LECTURES PER SEMESTER	15

COURSE OBJECTIVES:

CO 1.	समकालीन महिला कथाकारों से विद्यार्थियों को परिचित कराना	
CO 2.	समकालीन महिला कहानीकारों की कहानियों के माध्यम से महिलाओं की समस्याओं से अवगत कराना	
CO 3.	समकालीन महिला कहानियों के माध्यम से विद्यार्थियों में नैतिक मूल्यों एवं सामाजिकता का विकास करना	
CO 4.	महिला जीवन के विभिन्न दृष्टिकोणों, अनुभवों, विचारबिंदुओं, छवियों, संवेदनाओं को महसूस करने की क्षमता का निर्माण करना ।

COURSE LEARNING OUTCOMES:

CLO 1.	समकालीन महिला कहानीकार मन्नू भंडारी, क्षमा वर्मा, गीतांजलि श्री आदि से विद्यार्थी परिचित होंगे	
CLO 2.	समकालीन महिला कहानियों के माध्यम से महिलाओं सम्बन्धी सामाजिक, आर्थिक, सांस्कृतिक समस्याओं से अवगत होंगे|
CLO 3	समकालीन महिला कहानियों के माध्यम से विद्यार्थियों में नैतिक मूल्यों एवं सामाजिकता का विकास होगा	
CLO 4	महिला जीवन के विभिन्न दृष्टिकोणों, अनुभवों, विचारबिंदुओं, छवियों, संवेदनाओं को महसूस करने की क्षमता का निर्माण होगा ।

इकाई 1	समकालीन कहानियाँ
1.1	हरी बिंदी - मृदुला गर्ग

1.2	बेल पत्र- गीतांजली श्री
1.3	दाखिला - मधु कांकरिया
1.4	इक्कीसवीं सदी का लडका- क्षमा शर्मा
इकाई 2	**भाषा ज्ञान :** हिंदी व्याकरण
2..1	मुहावरें, लोकोक्तियाँ, कारक
2.2	संवाद लेखन

REFERENCES:

1. महिला : कहानी और कविता - सं. प्रो जगमोहन एम. एस, लोकभारती प्रकाशन
2. हिंदी कहानी का इतिहास - गोपाल राय, राजकमल प्रकाशन, दिल्ली
3. नयी कहानी की भूमिका – कमलेश्वर, शब्दकार प्रकाशन, दिल्ली
4. हिंदी कहानी का समकालीन परिदृश्य – डॉ. वेदप्रकाश अमिताभ , जवाहर पुस्तकालय, मथुरा
5. कहानी स्वरुप और संवेदना- राजेंद्र यादव , नॅशनल पब्लिशिंग हाऊज, दिल्ली

NAME OF THE COURSE	ENGLISH - FRENCH FRENCH
CLASS	FYBA & FYBSc
COURSE CODE	**AAEC202EF / SAEC202EF**
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	1
TOTAL NUMBER OF LECTURES PER SEMESTER	15

COURSE OBJECTIVES:

CO 1.	To strengthen students' understanding of French verb conjugations by revising the present tense and introducing the near future and recent past tenses.
CO 2.	To enhance students' ability to form grammatically correct sentences using different types of negation and the imperative mode.

COURSE LEARNING OUTCOMES:

CLO 1.	Students will be able to accurately conjugate verbs in the present, near future, and recent past tenses to express different time frames.
CLO 2.	Students will be able to construct negative sentences, use the imperative mode correctly, and translate simple texts from French to English with improved accuracy.

UNIT 1	
1.1	Present tense conjugation revision
1.2	Near future tense
1.3	Recent past tense
UNIT 2	
2.1	Types of negation
2.2	Imperative mode

2.3	French to English translation

REFERENCES:

1. Berthet, Annie, Daill, Emmanuelle et al, Alter ego A1 level, Hachette, 2012.

2. AA.V , Saison A1 level, Didier, 2015

3. Braud, Celine, Edito Methode de Francais A1 level, Didier, 2016.

4. White, Renée, Barron's Complete French Grammar Review, Barron's, 2011.

5. Bhujwala, Pervin, French for FYBA.

NAME OF THE COURSE	ENGLISH-COMPUTERS COMPUTERS - EXCEL FOR BEGINNER
CLASS	FYBA & FYBSC
COURSE CODE	**AAEC201EC/ SAEC201EC**
NUMBER OF CREDITS	1
NUMBER OF LECTURES PER WEEK	2
TOTAL NUMBER OF LECTURES PER SEMESTER	30

COURSE OBJECTIVES:

CO 1.	Understand the Excel Interface, Excel ribbon, menus, and toolbars, workbooks, worksheets, and cells.
CO 2.	Demonstrate how to format cells to improve readability and appearance, Introduce the use of basic formatting tools like fonts, colors, and cell borders
CO 3.	To explain the concept of formulas and how to create them using cell references, Introduce basic arithmetic operators (+, -, *, /), teach the use of common built-in functions like SUM, AVERAGE, COUNT, and MAX/MIN.
CO 4.	To explain the concept of String functions in Excel
CO 5.	To demonstrate how to sort and filter data to extract specific information, explain how to create basic charts and graphs to visualize data.

COURSE LEARNING OUTCOMES:

CLO 1.	Learners will be able to navigate the Excel interface, utilizing ribbons, menus, toolbars, workbooks, worksheets, and cells effectively.
CLO 2.	Learners will demonstrate the ability to format cells using tools like fonts, colors, borders etc.
CLO 3.	Learners will be able to create and apply basic formulas using cell references, and use fundamental Excel functions for calculations.
CLO 4.	Learners will gain the ability to use string functions to manipulate text data, extract and perform various text-related operations in Excel.
CLO 5.	Learners will be able to sort and filter data effectively to extract relevant information, and create basic charts and graphs to visualize and present data clearly and professionally.

UNIT 1	Concepts

1.1	**Introduction to Excel Interface and Navigation:** Understanding the Ribbon, Tabs, and Groups, Exploring Excel Menus and Toolbars, Workbook, Worksheet, and Cell Structure, Managing Workbooks (Opening, Saving, and Closing), Formula Bar and Status Bar	
	Formulas and Basic Functions: Writing Simple Formulas, Understanding Relative, Absolute, and Mixed Cell References, Using Basic Arithmetic Operators: +, -, *, /	
	Common Built-In Functions: SUM, AVERAGE, COUNT, COUNTA, MAX and MIN, ROUND, INT, MOD, IF Function for Conditional Logic	
Unit 2	Theories	
2.1	String Functions in Excel **:** Text, Left, Right, Mid, Len, Trim , Concatenate, Find, Replace, Substitute, Upper, Lower, Proper, Exact Functions etc.	
2.2	Data Sorting, Filtering, and Visualization: Sorting Data (Ascending, Descending, Custom Sort), Filtering Data Using AutoFilter	
2.3	Basic Charts and Graphs**:** Introduction to Chart Types (Bar, Line, Pie, etc.), Formatting Chart Elements (Titles, Axis, Labels, Legends)	

REFERENCES:

1. Beginning Excel 2019 by Noreen Brown; Barbara Lave; Hallie Puncochar; Julie Romey; Mary Schatz; Art Schneider; and Diane Shingledecker. Open Oregon Educational Resources

2. Microsoft Office Excel 2016 for Windows INTRODUCTION TO MS-EXCEL

3. Microsoft Excel Manual -Version 1. 2015

4. Beginning Microsoft Excel 2010 by Abbott Katz. Apress. 2010

5. Excel 2010 Advanced by Stephen Moffat. BookBoon. 2011