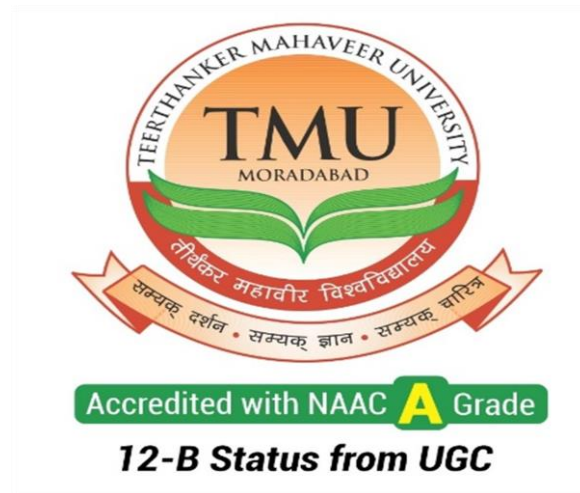


TEERTHANKER MAHAVEER UNIVERSITY, MORADABAD



ABILITY ENHANCEMENT COURSES

COURSES OFFERED UNDER -NEP-2020

ABILITY ENHANCEMENT COURSES (AEC)

S.No.	Course Code	Course Name	Credit
1.	TMUAE240151	English Communication	2
2.	TMUAE240551	Personal Effectiveness	2
3.	TMUAE240601	Corporate Skills	2
4.	TMUAE240701	Team Building and Leadership	2

Course Code TMUAE2401 51	AEC-1 (Ability Enhancement Course) English Communication	L T- P-4 C-2
Course Outcomes:	On completion of the course, the student will be:	
CO1.	Conversing confidently in everyday English, using broad vocabulary and proper sentence structures.	
CO2.	Participating effectively in diverse discussions and expressing opinions with proficiency in complex language functions.	
CO3.	Using a range of grammatical structures intuitively for fluent, accurate communication.	
CO4.	Applying self-assessment strategies for continuous language improvement and effective use of English.	
CO5.	Demonstrating English usage in both formal and informal contexts through practical experience.	
Course Content		
Unit 1:	Introduction to Spoken English (Laying Foundations) <ul style="list-style-type: none"> Module 1: Greetings and Introduction Module 2: Expressing likes and dislikes Module 3: Talking about family and friends Module 4: Discussing daily routines Module 5: Describing physical environment 	(09 hours)
Unit 2:	Engaging in Conversations <ul style="list-style-type: none"> Module 1: Asking and answering simple questions Module 2: Food and eating out Module 3: Shopping and transactions Module 4: Talking about hobbies and interests Module 5: Describing health and symptoms 	(10 hours)
Unit 3:	Practical Language Application <ul style="list-style-type: none"> Module 1: Discussing past experiences Module 2: Making future plans Module 3: Giving and following directions Module 4: Expressing opinions and preferences Module 5: Handling emergencies and unexpected situations 	(10 hours)
Unit 4:	Advanced Conversation Skills <ul style="list-style-type: none"> Module 1: Discussing career and education Module 2: Cultural awareness and global issues Module 3: Technology and modern life Module 4: Environment and sustainability Module 5: Arts and entertainment 	(10 hours)

Unit 5:	Mastery and fluency development <ul style="list-style-type: none"> • Module 1: Review and consolidation • Module 2: Advanced dialogue and conversation strategies • Module 3: Public speaking and presentation skills • Module 4: Small talks and advancing conversations • Module 5: Communicating spontaneously and unprepared 	(09 hours)
Methodology	<ol style="list-style-type: none"> 1. Every module will be composed of two sessions namely Prep (preparation) and Convo (Conversation) sessions. 2. Sessions will be 100% activity and participation based. 3. Handouts and manuals will be delivered to the students in each session and will supplement the training sessions. 4. Every handout will consist of 3 essential sections namely Key vocabulary, Key sentence structure and Supporting Activities. 5. Accountability partners will be assigned to each participant for a sense of mutual responsibility towards achievements of each other's learning outcomes. 6. The final internal evaluation will be in terms of an engaging competition rather than a conventional exam. 	
Textbooks	<ol style="list-style-type: none"> 1. McCarthy, M., O'Dell, F., and Redman, S. (2017) <i>English Vocabulary in Use: Elementary/Pre-intermediate & Intermediate</i>. Cambridge University Press. 2. McCarthy, M., O'Dell, F., and Redman, S. (2017) <i>English Phrasal Verbs in Use: Intermediate</i>. Cambridge University Press. 3. Yates, J. (2016) <i>English Conversation</i>. Practice Makes Perfect Series, McGraw Hill 	
Reference Books	<ol style="list-style-type: none"> 1. Murphy, R. (2012) <i>English Grammar in Use</i>. Cambridge University Press. 2. Swan, M. (2016) <i>Practical English Usage</i>. Oxford University Press. 	

Course Code: TMUAE240551	AEC-2 (Ability Enhancement Course) Personal Effectiveness	L-T-P-4 C-2
Course Outcomes:	On completion of the course, the student will be:	
CO1.	Demonstrating foundational soft skills necessary for personal and professional growth.	
CO2.	Applying principles of emotional intelligence for effective self-management and interpersonal relationships.	
CO3.	Analyzing and synthesizing information to solve complex problems efficiently.	
CO4.	Participating effectively in group discussions, including communication, collaboration, and critical thinking.	
CO5.	Developing the skills and strategies needed to excel in job interviews and building a compelling resume.	
Course Content		
Unit 1:	General Soft Skills <ul style="list-style-type: none"> • Introduction to Communication Skills • Right Attitude and Self-Motivation • Perception • Time Management • Stress Management 	(6 hours)
Unit 2:	Emotional Intelligence <ul style="list-style-type: none"> • Introduction to emotional intelligence • Self-awareness and self-regulation • Empathy and social skills • Managing emotions in various situations 	(6 hours)
Unit 3:	Problem-Solving and Decision-Making <ul style="list-style-type: none"> • Problem identification and analysis • Creative thinking techniques • Decision-making models and strategies • Implementing effective solutions 	(6 hours)
Unit 4:	Understanding Group Discussion <ul style="list-style-type: none"> • Introduction to Group Discussion (GD) and its purpose in recruitment processes • Components of a successful GD: communication, collaboration, and critical thinking • Types of Topics in Group Discussion: Political, Economical, Social, Technological, Abstract • Identifying common challenges in GDs and strategies to overcome them • Practicing active listening and respectful participation in group settings 	(8 hours)
Unit 5:	Interview Skills and Resume Building <ul style="list-style-type: none"> • Resume and Cover Letter writing • Interview preparation strategies 	(10 hours)

	<ul style="list-style-type: none"> • Handling different interview formats • Common Interview Questions • Mock interviews and feedback sessions 	
Textbooks	<ol style="list-style-type: none"> 1. Robbins, S. P., & Judge, T. A.(2018) <i>Organizational Behavior</i>. 18th ed., Pearson. 2. Goleman, D.(2006) <i>Emotional Intelligence: Why It Can Matter More Than IQ</i>. Bantam. 3. Dyer, J. H., Gregersen, H. B., & Christensen, C. M. (2009) <i>The Innovator's DNA: Mastering the Five Skills of Disruptive Innovators</i>. Harvard Business Review Press. 	
Reference Books	<ol style="list-style-type: none"> 1. Covey, S. R.(2004) <i>The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change</i>. 25th Anniversary ed., Free Press. 2. Tuckman, B. W. (1965). Developmental Sequence in Small Groups. <i>Psychological Bulletin</i>, 63(6), 384–399. https://doi.org/10.1037/h0022100 3. Cialdini, R. B. (2006) <i>Influence: The Psychology of Persuasion</i>. Rev. ed., Collins. 	

Course Code: TMUAE240601	AEC-3 Ability Enhancement Course) Corporate Skills	L-2 T- P- C-2
Course Outcomes:	On completion of the course, the student will be:	
CO1.	Applying team-building, trust-building, and collaboration skills to enhance influence within teams.	
CO2.	Implementing professional branding, business etiquette, goal-setting, and action planning for personal and career development.	
CO3.	Demonstrating cultural awareness, adapting communication styles, promoting workplace sensitization, and delivering effective presentations.	
CO4.	Utilizing advanced techniques for leading group discussions, managing diverse opinions, and practicing different GD formats for effective communication.	
CO5.	Applying advanced interview strategies including company research, utilizing behavioral interview techniques, demonstrating professional demeanor, and using non-verbal communication for successful interviews.	
Course Content		
Unit 1:	Teamwork and Influence <ul style="list-style-type: none">• Team building• Building trust and credibility• Networking and collaboration	(6 hours)
Unit 2:	Professional Growth <ul style="list-style-type: none">• Professional Branding and Image Building• Business etiquette and protocol• Setting SMART goals• Developing action plans for success	(6 hours)
Unit 3:	Corporate Communication <ul style="list-style-type: none">• Cultural awareness and sensitivity• Different Communication styles• Workplace sensitization• Presentation Skills	(6 hours)
Unit 4:	Excelling in Group Discussions <ul style="list-style-type: none">• Advanced techniques for leading group discussions• Different GD formats: topic-based, case study-based, and open-ended discussions• Managing diverse opinions and perspectives• Practice of Group Discussions on common topics	(8 hours)

Unit 5:	Advanced Interview Strategies <ul style="list-style-type: none"> • Researching the company • Behavioural interview techniques • Professional attire and etiquette • Body Language and non-verbal communication • Real interview stimulations 	(10 hours)
Textbooks	<ol style="list-style-type: none"> 1. Robbins, S. P., & Judge, T. A.(2019) <i>Organizational Behavior</i>. 18th ed., Pearson 2. Cardon, P. W., & Scott, J. C. (2019) <i>Problem Solving and Decision Making: Illustrated Course Guides</i>. 2nd ed., Cengage Learning. 3. O'Hair, D., Wiemann, M., & Mullin(2015) <i>D. Real Communication</i>. 3rd ed., Bedford/St. Martin's. 	
Reference Books	<ol style="list-style-type: none"> 1. Tuckman, B. W. (1965). Developmental Sequence in Small Groups. <i>Psychological Bulletin</i>, 63(6), 384–399. https://doi.org/10.1037/h0022100 2. Covey, S. R.(2004) <i>The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change</i>. 25th Anniversary ed., Free Press. 3. Cialdini, R. B.(2006) <i>Influence: The Psychology of Persuasion</i>. Rev. ed., Collins. 	

Course Code: TMUAE240701	AEC -4 (Ability Enhancement Course) Team Building and Leadership	L-2 T P- C-2
Course Outcomes:	On completion of the course, the student will be:	
CO1.	Understanding significance, relevance of teams’ development and function of effective teams, contributing to team cohesiveness.	
CO2.	Utilising Tuckman’s model of team building based on characteristics of performing organisation, teams and team members	
CO3.	Functioning as leader of small team by utilising communication skills and achieving trust and collaboration with proper understanding of concept of Leader and manager using knowledge of management theories.	
CO4.	Leading a team to create proper vision, mission and goals by empowering and motivating team members.	
CO5.	Developing strategies for achieving set goals and coaching and mentoring team members to achieve set goals	
Course Content		
Unit 1:	Module 1.1: Understanding Team Dynamics <ul style="list-style-type: none">• Outcomes of Team Building and Teamwork• Philosophy and significance of teamwork• Why working in teams is even more relevant today• Characteristics of performing organizations, effective teams and team members• Team Building stages (Tuckman’s model: Forming, Storming, Norming, Performing, Adjourning)• Role clarification and team member expectations	(05 hours)
	Module 1.2: Enhancing Team Effectiveness <ul style="list-style-type: none">• Communication skills within teams• Conflict resolution strategies• Building trust and cohesion, Cooperation / collaboration• Decision-making processes within teams	(05 hours)
Unit 2:	Module 2.1: Introduction to Leadership <ul style="list-style-type: none">• Definition and importance of right leadership• Functions of a leader• Differentiating between leadership and management• Historical perspectives on leadership theories• Contemporary approaches to leadership studies	(04 hours)
	Module 2.2: Theories and Styles of Leadership <ul style="list-style-type: none">• Trait theory: Identifying key leadership traits• Behavioral theory: Understanding behavioral approaches to leadership	(04 hours)

	<ul style="list-style-type: none"> Leadership Styles: Power Style, Orientation Style, Transformation Style, Transactional Style, Charismatic Leadership Style Ideal leader inner hard core. 	
Unit 3:	Module 3.1: Role of Leadership in Team Success <ul style="list-style-type: none"> Importance of leadership in team effectiveness Creating a shared vision and goals for the team Facilitating effective communication within the team Motivating and empowering team members 	(04 hours)
	Module 3.2: Leading High-Performing Teams <ul style="list-style-type: none"> Strategies for building and maintaining high-performing teams Why there is scarcity of good leaders Coaching and mentoring team members Delegating tasks effectively Monitoring team progress and providing feedback 	(04 hours)
Unit 4:	Module 4.1: Case Studies in Teamwork <ul style="list-style-type: none"> Analysis of real-world team dynamics and challenges Identification of successful teamwork strategies Lessons learned from failed team endeavors 	(04 hours)
	Module 4.2: Leadership Development Activities <ul style="list-style-type: none"> Leadership simulations and role-playing exercises Reflection on personal leadership styles and strengths Peer feedback sessions for leadership improvement Creating a personal leadership development plan 	(04 hours)
Assessments Methodology	<ol style="list-style-type: none"> Written assignments analyzing teamwork dynamics and leadership theories Group presentations on case studies with teamwork and leadership insights Participation in team-based activities and reflection on leadership experiences 	
Textbooks	<ol style="list-style-type: none"> Northouse, P. G. (2021) <i>Leadership: Theory and Practice</i>. 9th ed., SAGE Publications. Yukl, G. (2021) <i>Leadership in Organizations</i>. 10th ed., Pearson. Kouzes, J. M., & Posner, B. Z. (2017) <i>The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations</i>. 6th ed., Jossey-Bass. 	
Reference Books	<ol style="list-style-type: none"> Williams, R., & Weber, K.(2019) <i>Learning to Lead: The Journey to Leading Yourself, Leading Others, and Leading an Organization</i>. Greenleaf Book Group Press. Maxwell, J. C.(2019) <i>Leadershift: The 11 Essential Changes Every Leader Must Embrace</i>. HarperCollins Leadership. Maxwell, J. C. (2018) <i>Developing the Leader Within You 2.0</i>. HarperCollins Leadership. 	

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| | 4. Schein, E. H., & Schein, P. A.(2018) <i>Humble Leadership: The Power of Relationships, Openness, and Trust</i> . Berrett-Koehler Publishers. |
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