



**SHRI VISHWAKARMA SKILL UNIVERSITY**  
(A State Skill University, setup by an Act of Legislature in 2016)

**Name of the Skill Faculty: Skill Faculty of Applied Science and Humanities**

**Name of the Department: Skill Department of Language and Culture**

**Name of the Program: Diploma in the German Language**

Duration of the Program: 1.5 Years (3 semesters)

Batch: 2021-22 Onwards

**Diploma in German Language batch IV (1.5 Years)**

## Semester I

Subject	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
	T	P/Tu	To	T	P	To	I	E	To	I	E	To	
Elementary German Speaking Skills (GER 505L)	0	4	4	00	120	120	-	-	-	70	30	100	100
Elementary German Writing Skills (GER 506)	4	0	4	60	00	60	30	70	100	00	00	00	100
Elementary German Listening Skills (GER 503)	4	0	4	60	00	60	30	70	100	00	00	00	100
Elementary German Grammar (GER 502)	4	0	4	60	00	60	30	70	100	00	00	00	100
Elementary German Reading Skills (GER 504)	4	0	4	60	00	60	30	70	100	00	00	00	100
<b>SEC Total</b>	<b>16</b>	<b>4</b>	<b>20</b>	<b>240</b>	<b>120</b>	<b>360</b>	<b>120</b>	<b>280</b>	<b>400</b>	<b>70</b>	<b>30</b>	<b>100</b>	<b>500</b>
Fundamental of Computers (CSE 501; CSE 501L)	3	1	4	45	30	75	15	35	50	35	15	50	100
Employability Skills ENG 507	4	0	4	60	00	60	30	70	100	-	-	-	100
<b>GEC Total</b>	<b>7</b>	<b>1</b>	<b>8</b>	<b>105</b>	<b>30</b>	<b>185</b>	<b>45</b>	<b>105</b>	<b>150</b>	<b>35</b>	<b>15</b>	<b>50</b>	<b>200</b>
<b>Total</b>	<b>23</b>	<b>5</b>	<b>28</b>	<b>345</b>	<b>150</b>	<b>545</b>	<b>165</b>	<b>385</b>	<b>450</b>	<b>105</b>	<b>45</b>	<b>150</b>	<b>700</b>

## Semester II

Subject	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
	T	P/Tu	To	T	P	To	I	E	To	I	E	To	
Intermediate German Speaking Skills (GER 510 L)	0	4	4	00	120	120	-	-	-	70	30	100	100
Intermediate German Writing Skills (GER 511)	4	0	4	60	00	60	30	70	100	00	00	00	100
Intermediate German Listening Skills (GER 508)	4	0	4	60	00	60	30	70	100	00	00	00	100
Intermediate German Grammar (GER 507)	4	0	4	60	00	60	30	70	100	00	00	00	100
Intermediate German Reading Skills (GER 509)	4	0	4	60	00	60	30	70	100	00	00	00	100
<b>SEC Total</b>	<b>16</b>	<b>4</b>	<b>20</b>	<b>240</b>	<b>120</b>	<b>360</b>	<b>120</b>	<b>280</b>	<b>400</b>	<b>70</b>	<b>30</b>	<b>100</b>	<b>500</b>
Business Process Management (GBSE 102)	4	0	4	60	00	60	30	70	100	00	00	00	100
Business German Language (GER 501)	2	0	2	30	00	30	30	70	100	00	00	00	100
Human Values & Professional Ethics (OAE 101)	2	0	2	30	00	30	30	70	100	00	00	00	100
<b>GEC Total</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>120</b>	<b>00</b>	<b>120</b>	<b>90</b>	<b>210</b>	<b>300</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>300</b>
<b>Total</b>	<b>24</b>	<b>4</b>	<b>28</b>	<b>360</b>	<b>120</b>	<b>480</b>	<b>210</b>	<b>490</b>	<b>700</b>	<b>70</b>	<b>30</b>	<b>100</b>	<b>800</b>

## Semester III

Subject	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
	T	P/To	To	T	P	To	I	E	To	I	E	To	
OJT* (OJT 501)/OJT Project (Project 501)	00	30	30	-	900	900	-	-	-	245	105	350	350
Project (Project 503)	00	02	02	-	60	60				70	30	100	100
Entrepreneurship (OMS 501)	02	00	02	30	00	30	30	70	100	--	--	--	100
<b>Total (SEC)</b>	<b>02</b>	<b>32</b>	<b>34</b>	<b>30</b>	<b>960</b>	<b>990</b>	<b>30</b>	<b>70</b>	<b>100</b>	<b>315</b>	<b>135</b>	<b>450</b>	<b>550</b>

**Note:** \*OJT for the students will be of 6 months in the IIIrd Semester. The assessment of the OJT will be divided into two parts— internal & external. **The Project in the 3<sup>rd</sup> semester (being offered in lieu of OJT) will be offered to only those students who fail to qualify the OJT assessment conducted by the industry partner and join OJT or fail to complete OJT after getting selected with the approval of the Dean, SFAS&H.**

\*1 Credit = 15 hours of classroom teaching or 30 hours of fieldwork/ On-the-Job Training /Self Learning/lab work.

**Job: Customer Service Advisor (in German Language Process)**

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## Syllabus of Diploma in German Language Batch 5 onward

### Semester I

#### SUBJECT: Elementary German Speaking Skills

Credit	Hours	Marks		
		I	E	To
4	120	70	30	100

CODE: GER 505L

CATEGORY: Skill Education Component

#### Objectives

- Enable the learners to speak sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Enable the learners to communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Enable the learners to describe in simple terms aspects of their background, immediate environment and matters in areas of immediate need.

#### Learning Outcomes

- The learner learns to express himself/herself in familiar everyday situations.
- The learner is able to lead a very basic conversation at important public places.
- The learner is able to describe his/her family, friends, vacation, city and country.

Unit	Topic
I	<ul style="list-style-type: none"> <li>• Talking about one's family, friends.</li> <li>• own city</li> <li>• own country</li> </ul>
II	<ul style="list-style-type: none"> <li>• a dialogue/conversation between a doctor and a patient</li> <li>• a dialogue/conversation at a supermarket</li> <li>• a dialogue/conversation while buying clothes</li> </ul>
III	<ul style="list-style-type: none"> <li>• describing one's school and school time</li> <li>• talking about daily routine (in present and perfect)</li> <li>• a dialogue/conversation at a grocery store</li> </ul>
IV	<ul style="list-style-type: none"> <li>• describing a person</li> <li>• describing a picture</li> <li>• planning a party together</li> </ul>
V	<ul style="list-style-type: none"> <li>• describing an exhibition one visited.</li> <li>• describing a film etc.</li> </ul>

**Textbooks**

- Netzwerk A1
- Netzwerk A2
- Mit Erfolg A1
- Mit Erfolg A2

**Reference textbooks**

- Deutsch Intensiv Hören und Sprechen

**Web links**

<https://nptel.ac.in/courses/109/106/109106165/>

<https://www.youtube.com/watch?v=PMj9kUPrnBk&list=PLCa1u9SCjg7jeG1VoZwjL25oMWTsE5lhF>

<https://www.youtube.com/watch?v=4-eDoThe6qo&t=1589s>

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**SUBJECT: Elementary German Writing Skills**

**CODE: GER 506**

**CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100

### Objectives

- Enable the learners to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Enable the learners to describe in simple terms aspects of their background, immediate environment and matters in areas of immediate need.

### Learning Outcomes

- The learner learns to express himself/herself in familiar everyday situations.
- The learner is able to write a very basic conversation taking place at important public places.
- The learner is able to describe in an Email, letter, essay or an online forum about his/her family, friends, vacation, city and country.

Unit	Topic
I	For eg. <ul style="list-style-type: none"> <li>• Talking about one's family, friends.</li> <li>• own city</li> <li>• own country</li> </ul>
II	<ul style="list-style-type: none"> <li>• a dialogue/conversation between a doctor and a patient</li> <li>• a dialogue/conversation at a supermarket</li> <li>• a dialogue/conversation while buying clothes</li> </ul>
III	<ul style="list-style-type: none"> <li>• describing one's school and school time</li> <li>• talking about daily routine (in present and perfect)</li> <li>• a dialogue/conversation at a grocery store</li> </ul>
IV	<ul style="list-style-type: none"> <li>• describing a person</li> <li>• describing a picture</li> <li>• planning a party together</li> </ul>
V	<ul style="list-style-type: none"> <li>• describing an exhibition one visited.</li> <li>• Describing last vacation</li> <li>• describing a film etc.</li> </ul>

### Textbooks

- Netzwerk A1
- Netzwerk A2
- Mit Erfolg A1
- Mit Erfolg A2
- Langenscheidt Grammatiktraining Deutsch

#### **Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests

#### **Web links**

<https://nptel.ac.in/courses/109/106/109106165/>

<https://www.youtube.com/watch?v=PMj9kUPrnBk&list=PLCa1u9SCjg7jeG1VoZwjL25oMWTsE5lhF>

<https://www.youtube.com/watch?v=4-eDoThe6qp&t=1589s>

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**SUBJECT: Elementary German Listening Skills**

**CODE: GER 503**

**CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100

### Objectives

- Enable the learners to listen as well as understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Enable the learners to listen and understand in simple terms aspects of their background, immediate environment and matters in areas of immediate need.

### Learning Outcomes

- The learner is able to understand language and expression in familiar everyday situations.
- The learner is able to understand a very basic conversation at important public places.
- The learner listens to basic conversations revolving around friends, family, vacation, one's occupation, shopping or announcements at public places and is able to understand the main points/themes discussed therein.

Unit	Topic
I	Listening passages from Netzwerk A1 and A2 Kursbuch/Arbeitsbuch and Mit Erfolg Zertifikat Deutsch on the following themes : <ul style="list-style-type: none"> <li>• Friends and family</li> <li>• Vacation, travel</li> </ul>
II	<ul style="list-style-type: none"> <li>• Occupation</li> <li>• Clothes</li> <li>• Unanimously planning to meet at a certain time and venue</li> </ul>
III	<ul style="list-style-type: none"> <li>• Leisure and hobbies</li> <li>• Talking about likes/dislikes</li> <li>• Very basic informative announcements at public places</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Talking about food and drinks</li> <li>• Furniture and home</li> </ul>
V	<ul style="list-style-type: none"> <li>• School, courses and career</li> <li>• Different Means of transport</li> </ul>

### Textbooks

- Netzwerk A1
- Netzwerk A2
- Mit Erfolg A1



- Mit Erfolg A2

#### Reference textbooks

- Deutsch als Fremdsprache Leichte Tests
- Deutsch Intensiv Hören und Sprechen

#### Web links

<https://nptel.ac.in/courses/109/106/109106165/>

<https://www.youtube.com/watch?v=PMj9kUPrnBk&list=PLCa1u9SCjg7jeG1VoZwjL25oMWTsE5lhF>

<https://www.youtube.com/watch?v=4-eDoThe6qo&t=1589s>

**SUBJECT: Elementary German Grammar**

**CODE: GER 502**

**CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100

#### Objectives

- Enable learners to achieve A2 linguistic competence and to be able to use A2 grammar as a tool or resource in oral and written discourse efficiently.
- Enable the learners to understand vocabulary, grammatical, syntactical structures and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Enable the learners to write sentences in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.

### Learning Outcomes

- The learner learns to express himself/herself using the parts of speech.
- The learner learns to express himself/herself in present, past or future tense and using the nominative, accusative and dative case.
- By virtue of correct grammatical, syntactical and linguistic structures, the learner is able to understand build original sentences in a variety of contexts.

Unit	Topic
I	<ul style="list-style-type: none"> <li>• Possessive articles in Nominativ, Akkusativ and dativ case</li> <li>• The concept of 'wechseln Präpositionen'</li> <li>• Comparative and superlative (not before nouns)</li> </ul>
II	<ul style="list-style-type: none"> <li>• Adjective endings before nouns. (definite and indefinite articles)</li> <li>• Future 1 using werden</li> <li>• Connectors weil, dass, wenn</li> </ul>
III	<ul style="list-style-type: none"> <li>• Indirect questions (indirekte Fragesatz)</li> <li>• Preposition of place (Lokale Preposition A2)</li> <li>• Perfekt</li> <li>• Personal pronouns in nominative, akkusativ and dative case</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Connectors deshalb, trotzdem</li> <li>• Connectors denn, oder, und, aber</li> <li>• Connectors damit, um..zu</li> <li>• Giving advices/tips using imperative or 'sollten'</li> </ul>
V	<ul style="list-style-type: none"> <li>• Präteritum form of verbs sein, haben and modal verbs</li> <li>• Dativ prepositions (A1 and A2)</li> <li>• Relative clauses (nominative and accusative)</li> <li>• Dependant clause with <i>als</i>, <i>wenn</i>.</li> </ul>

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**Textbooks**

- Netzwerk A1
- Netzwerk A2
- Mit Erfolg A1
- Mit Erfolg A2
- Langenscheidt Grammatiktraining Deutsch

**Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests

**Web links**

<https://nptel.ac.in/courses/109/106/109106165/>

<https://www.youtube.com/watch?v=PMj9kUPrnBk&list=PLCa1u9SCjg7jeG1VoZwjL25oMWTsE5lhF>

<https://www.youtube.com/watch?v=4-eDoThe6go&t=1589s>

**SUBJECT: Elementary German Reading Skills**

**CODE: GER 504**

**CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100

### Objectives

- Enable the learners to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Enable the learners to understand in simple terms aspects of their background, immediate environment and matters in areas of immediate need.

### Learning Outcomes

- The learner is able to read and understand language and expression in familiar everyday situations.
- The learner is able to understand a very basic conversation or passages at important public places.
- The learner reads and understands basic conversations revolving around friends, family, vacation, one's occupation, shopping or important announcements at public places and is able to understand the main points/themes discussed therein.

Unit	Topic
I	Listening passages from Netzwerk A1 and A2 Kursbuch/Arbeitsbuch and Mit Erfolg Zertifikat Deutsch on the following themes : <ul style="list-style-type: none"> <li>• Friends and family</li> <li>• Vacation, travel</li> </ul>
II	<ul style="list-style-type: none"> <li>• Occupation</li> <li>• Clothes</li> <li>• Unanimously planning to meet at a certain time and venue</li> </ul>
III	<ul style="list-style-type: none"> <li>• Leisure and hobbies</li> <li>• Talking about likes/dislikes</li> <li>• Very basic informative announcements at public places</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Talking about food and drinks</li> <li>• Furniture and home</li> </ul>
V	<ul style="list-style-type: none"> <li>• School, courses and career</li> <li>• Different Means of transport</li> </ul>

### Textbooks

- Netzwerk A1

- Netzwerk A2
- Mit Erfolg A1
- Mit Erfolg A2
- Langenscheidt Grammatiktraining Deutsch

#### **Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests
- Deutsch Intensiv Hören und Sprechen
- Das kleine Ich bin Ich

#### **Web links**

<https://nptel.ac.in/courses/109/106/109106165/>

<https://www.youtube.com/watch?v=PMj9kUPrnBk&list=PLCa1u9SCjg7jeG1VoZwjL25oMWTsE5lhF>

<https://www.youtube.com/watch?v=4-eDoThe6qo&t=1589s>

## Fundamental of Computers

**Subject Code: CSE-501**

Credit	Hours	Marks		
		I	E	To
03	45	15	35	50

**Objective:**

The syllabus introduces students to basic information and communication technology and proper paradigms that need to be implemented to develop any kind of computer applications. The course will help in developing the basic technical skills by hands on experience.

**Learning Outcome:**

- Students will be able to the use the computer for basic purposes of preparing personnel/business letters, viewing information on Internet, sending mails, using internet banking services etc.
- Understand basic computer operations and ICT applications.
- Understand Network troubleshooting.
- Undertake data entry services

**Unit I – Introduction to Computer System:**

What is Computer, Basic Applications of Computer; Block Diagram of Computer System, Input / Output Devices, Computer Memory, Concepts of Hardware and Software, Data and Information; Applications of IECT, Computer Virus: Definition, Types of viruses, Characteristics of viruses, Anti-virus software, Introduction to number system.

**Unit II - Operating System:** Overview of operating system: Definition, Functions of operating system, Need and its services, Types of operating system, Batch Processing, Spooling, Multiprocessing, Multiprogramming, Time-Sharing, On-Line Processing, Real-Time Processing Basics of window operating system, Comparison between DOS and windows, Switching between DOS and windows, Comparison between Unix and Windows.

**Unit III - Understanding Office Applications:** Introduction to MS Word, Introduction to MS Excel and its applications, Introduction to MS PowerPoint, Menus, Shortcuts, Document types, Formatting documents, spread sheet and presentations, Working with Spreadsheets, Different templates, Macros, Mail merge.

**Unit IV- Networking:** Network Technologies, Introduction to Internet and protocols: TCP/ IP, Network connecting devices, Topologies, HTTP, HTTPS DNS, Hub, Switches, Router, Repeater, Firewalls, Digital Signature.

**Unit V: Introduction to World Wide Web:** WWW and Web Browsers Introduction, Objectives, Concept of internet, Overview of search engines, popular search engines in use, Surfing the web and websites, Hosting your websites, Planning and Developing the websites, Internet service provider.

**Text Books:**

1. Computers and Beginners by Jain, V.K.;
2. Computer Fundamentals by Anita Goel, Pearson.

**Reference Books:**

1. Introduction to Information Technology, Leon Tech World by Leon and Leon
2. Foundations of Computing, BPB Publication by Sinha, Kr. Pradeep and Preeti Sinha;
3. Word Processing and Typing by Sharon Spencer, Heinemann.
4. MS Office by S.S. Srivastava, Firewall Media.
5. Microsoft Office 2010 by Bittu Kumar, V & S Publications
6. Data Communication and Networking by Behrouz.A. Forouzan, McGraw Hill

**Web Links** <http://cec.nic.in/E-Content/Pages/default.aspx>

### **Fundamental of Computers Lab**

**Subject Code: CSE-501L**

Credit	Hours	Marks		
		I	E	To
01	30	35	15	50

**List of Experiments:**

1. Troubleshooting
2. Practical based on to be exposed/shown various components and supposed how to switch on a computer.
3. Handling Boot Setup, Installation of Operating System, Connecting your client to server, User and Workgroup Handling, General Operating system handling and related topics.
4. WordPad, Notepad, Sticky Note, Snipping tool, Paint
5. M.S. Word
6. MS-Excel- Creating charts, Creating tables

7. MS-PowerPoint
8. MS-Outlook
9. Case study on Operating systems (Windows/ Ubuntu/ Android/IoS)
10. Networking
11. Software: Preparatory and open domain

Note: Any 7 experiments are to be performed

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*Employability Skills*  
**Subject Code: ENG 507**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100

Category: General Education Component

**Objective:** This course will introduce students to Basics of Employability Skills with a focus on Attitude, Communication, Etiquettes etc. to enable them practice or showcase professional behavior in formal context.

Learning Outcomes:

1. Learners will be able to use soft skills effectively.
2. Learners will demonstrate a professional behavior at workplace.
3. Learners will learn Interview skills with ability to prepare for interviews and perform well in the same.
4. Learners will be able to deal with various types of customers in an effective manner.

Unit	Unit Name	Contents
I	<b>Soft Skills</b>	Soft Skills- Introduction to soft skills, aspects and importance of soft skills. Personality Development: Definition and Types of personality; Elements of Personality development; Goal setting. SWOT Analysis, Problem solving.
II	<b>Organizational Behavior</b>	Assertive Behavior, Emotional Intelligence, Empathy Building, Time Management, Adaptability and Workplace Etiquette, Decision Making, Team Building and Leadership, Inter-Cultural communication
III	<b>Interview Skills</b>	Interview- Types, Process and Strategies; Group discussion, Resume Writing and Job Application; Job description, Research about Industry and Mapping of Job Competencies with Personal Skills; Presentation Skills
IV	<b>Communicating with Customer</b>	Types of Customers, Dealing with Angry Customer, Opening and Closing a Call, Handling Customer queries, Call Flow; Feedback: Giving and Receiving Feedback.

**Suggested Readings:**

1. Sector IT-ITeS, NSQF Level 4, Student Workbook – Vol. 1, PSS Central Institute of Vocational Education, Bhopal.
2. The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R.Covey.

3. Soft Skills Training: A Workbook to Develop Skills for Employment by Frederick H. Went
4. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success by Gopaldaswamy Ramesh.

Shri Vishwakarma Skill University

**SUBJECT: Intermediate German Speaking Skills**

**CODE: GER 510 L**

**CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	120	<b>70</b>	<b>30</b>	<b>100</b>

### Objectives

- Enable the learners to make themselves understood in simple, routine situations dealing with a simple and direct exchange of information on familiar and common topics.
- Enable the learners to deal with most situations typically encountered when travelling in the language region.
- Enable the learners are able to express him/herself simply and coherently regarding familiar topics and areas of personal interest.
- The learners are able to report on experiences and events, describe dreams, hopes and goals as well as make short statements to justify or explain his/her own views and plans.

### Learning Outcomes

- Learners are able to make him/herself understood in simple, routine situations dealing with a simple and direct exchange of information on familiar and common topics.
- Learners are able to deal with most situations typically encountered when travelling in the language region.
- Learners are able to express him/herself simply and coherently regarding familiar topics and areas of personal interest.
- Learners are able to report on experiences and events, describe dreams, hopes and goals as well as make short statements to justify or explain his/her own views and plans.

Unit	Topic
I	Expressing opinions on familiar contexts. Developing the ability to express oneself in a limited way in familiar situations and to deal in a general way with nonroutine information. For eg. <ul style="list-style-type: none"> <li>• Talking about environment protection</li> <li>• advertisements</li> <li>• own city and country</li> </ul>
II	<ul style="list-style-type: none"> <li>• German history after the second world war</li> <li>• booking a trip through a travel agency</li> <li>• future resolutions</li> </ul>
III	<ul style="list-style-type: none"> <li>• familiar conversations at bank</li> <li>• globalisation</li> <li>• one's school time</li> </ul>

IV	<ul style="list-style-type: none"> <li>• music,</li> <li>• describing a person</li> <li>• describing a picture</li> </ul>
V	<ul style="list-style-type: none"> <li>• describing a Museum</li> <li>• describing a film etc.</li> </ul>

### **Textbooks**

- Netzwerk B1 Kursbuch, Arbeitsbuch, Intensivtrainer
- Mit Erfolg B1
- Deutsch Zertifikat B1

### **Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests
- Deutsch Intensiv Hören und Sprechen

### **Web Links**

[https://www.youtube.com/watch?time\\_continue=3&v=Lkufozlsru&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=3&v=Lkufozlsru&feature=emb_logo)

Credit	Hours	Marks		
4	60	I	E	To

		30	70	100
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**SUBJECT: Intermediate German Writing Skills**

**CODE: GER 511**

**CATEGORY: Skill Education Component**

**Objectives**

- Enable the learners to write in B1 standard language about routine situations dealing with a simple and direct exchange of information on familiar and common topics.
- Enable the learners to express themselves simply and coherently regarding familiar topics and areas of personal interest.
- Enable the learners to report on experiences and events, describe dreams, hopes and goals as well as make short statements to justify or explain his/her own views and plans.

**Learning Outcomes**

- Learners are able to write in B1 standard language about routine situations dealing with a simple and direct exchange of information on familiar and common topics.
- Learners are able to express him/herself simply and coherently regarding familiar topics and areas of personal interest.
- Learners are able to report on experiences and events, describe dreams, hopes and goals as well as make short statements to justify or explain his/her own views and plans.

Unit	Topic
I	Expressing opinions on familiar contexts. Developing the ability to express oneself in a limited way in familiar situations and to deal in a general way with nonroutine information. For eg. <ul style="list-style-type: none"> <li>• Talking about environment protection</li> <li>• Expressing opinions about advertisements</li> <li>• Describing own city</li> </ul>
II	<ul style="list-style-type: none"> <li>• German history after the second world war</li> <li>• booking a trip through a travel agency</li> <li>• future plans and resolutions</li> </ul>
III	<ul style="list-style-type: none"> <li>• familiar conversations at bank</li> <li>• Globalisation</li> <li>• One's school time</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Talking about music</li> <li>• Describing a person</li> <li>• Describing a picture</li> </ul>
V	<ul style="list-style-type: none"> <li>• Describing a museum</li> <li>• Describing a film etc.</li> <li>• Describing one's own country</li> </ul>

**Textbooks**

- Netzwerk B1 Kursbuch, Arbeitsbuch, Intensivtrainer
- Mit Erfolg B1
- Deutsch Zertifikat B1
- Langenscheidt Grammatiktraining Deutsch

**Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests
- Deutsch Intensiv Hören und Sprechen
- Deutsche Märchen
- Das kleine Ich bin Ich

Credit	Hours	Marks
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**SUBJECT: Intermediate German Listening Skills****CODE: GER 508****CATEGORY: Skill Education  
Component**

4	60	I	E	To
		30	70	100

**Objectives**

- Enable the learners to understand sentences and commonly used expressions associated with topics directly related to their direct circumstances.
- Enable the learners to understand the main points when clear, standard language is used and the focus is on familiar topics associated with work, school, leisure time, etc.

**Learning Outcomes**

- Learners are able to understand sentences and commonly used expressions associated with topics directly related to his/her direct circumstances (e.g. personal information or information about his/her family, shopping, work, immediate surroundings).
- Learners are able to understand the main points when clear, standard language is used and the focus is on familiar topics associated with work, school, leisure time, etc.

Unit	Topic
I	Listening passages from Netzwerk B1 Kursbuch/Arbeitsbuch and Zertifikat B1 Neu 15 Übungsprüfungen on the following themes: <ul style="list-style-type: none"> <li>• Friends and family</li> <li>• Vacation, travel</li> </ul>
II	<ul style="list-style-type: none"> <li>• In search of work and workplace</li> <li>• Occupation</li> <li>• Clothes</li> </ul>
III	<ul style="list-style-type: none"> <li>• At the railway station</li> <li>• Talking about weather</li> <li>• Talking about seasons</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Talking about food and drinks</li> <li>• Furniture and home</li> </ul>
V	<ul style="list-style-type: none"> <li>• Leisure and hobbies</li> <li>• School, courses and career</li> <li>• Different Means of transport</li> </ul>

**Textbooks**

- Netzwerk B1 Kursbuch, Arbeitsbuch, Intensivtrainer
- Mit Erfolg B1
- Deutsch Zertifikat B1

**Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests
- Deutsche Märchen
- Das kleine Ich bin Ich

**Web Links**

[https://www.youtube.com/watch?time\\_continue=3&v=Lkufozlusel&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=3&v=Lkufozlusel&feature=emb_logo)

**SUBJECT: Intermediate German Grammar**  
**CODE: GER 507**  
**CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100



**Objectives**

- Enable the learners to write in B1 standard language about routine situations dealing with a simple and direct exchange of information on familiar and common topics using parts of speech, present, past, future and future conditional tense, connectors etc.
- Enable the learners to express themselves simply and coherently regarding familiar topics and areas of personal interest.
- Enable the learners to report on experiences and events, describe dreams, hopes and goals as well as make short statements to justify or explain his/her own views and plans.

**Learning Outcomes**

- Learners are able to write in B1 standard language about routine situations dealing with a simple and direct exchange of information on familiar and common topics using parts of speech, present, past, future and future conditional tense, connectors etc.
- Learners are able to express him/herself simply and coherently regarding familiar topics and areas of personal interest.
- Learners are able to report on experiences and events, describe dreams, hopes and goals as well as make short statements to justify or explain his/her own views and plans.

Unit	Topic
I	<ul style="list-style-type: none"> <li>• The concept of infinitive with 'zu', the verb 'to let'.</li> <li>• The concept of 'wechseln Präpositionen'</li> <li>• The dependent clause 'although', the genitive case, the prepositions 'wegen', 'trotz'.</li> </ul>
II	<ul style="list-style-type: none"> <li>• Pronominal adverbs</li> <li>• The prepositions of time 'before', 'after' and 'during', the words to express results 'therefore', 'so... That', 'so that'.</li> <li>• Future I , dependent clause with dative and prepositions.</li> </ul>
III	<ul style="list-style-type: none"> <li>• Past perfect tense (plusquamperfekt), temporal dependent clause with before, 'after' and 'since'.</li> <li>• The construction 'nicht/nur/kein + brauchen + zu' .</li> <li>• The adjectives without articles and position of 'not' in a sentence.</li> </ul>
IV	<ul style="list-style-type: none"> <li>• The passive in present, past.</li> <li>• Prepositions (innerhalb, außerhalb) using genitive case.</li> <li>• The concept of using article words as pronouns, using adjectives as nouns.</li> </ul>
V	<ul style="list-style-type: none"> <li>• Articles as relative pronouns and 'what' and 'where' as relative pronouns.</li> <li>• The construction 'je..desto'</li> <li>• Participles I &amp; II as adjectives.</li> <li>• Dependent clause 'da'</li> <li>• The construction 'aus + material'</li> </ul>

**Textbooks**

- Netzwerk B1 Kursbuch, Arbeitsbuch, Intensivtrainer
- Mit Erfolg B1
- Deutsch Zertifikat B1
- Langenscheidt Grammatiktraining Deutsch

**Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests

**SUBJECT: Intermediate German Reading Skills**  
**CODE: GER 509**  
**CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100

**Objectives**

- Enable the learners to understand sentences and commonly used expressions associated with topics directly related to their direct circumstances.
- Enable the learners to understand the main points when clear, standard language is used and the focus is on familiar topics associated with work, school, leisure time, etc.
- Enable the learners to deal with most situations typically encountered when travelling in the language region.

**Learning Outcomes**

- Learners are able to understand sentences and commonly used expressions associated with topics directly related to his/her direct circumstances (e.g. personal information or information about his/her family, shopping, work, immediate surroundings).
- Learners are able to understand the main points when clear, standard language is used and the focus is on familiar topics associated with work, school, leisure time, etc.
- Learners are able to deal with most situations typically encountered when travelling in the language region.

Unit	Topic
I	Reading passages from Netzwerk B1 Kursbuch/Arbeitsbuch and Zertifikat B1 Neu 15 Übungsprüfungen. For eg: <ul style="list-style-type: none"> <li>• Friends and family</li> <li>• Vacation, travel</li> </ul>
II	<ul style="list-style-type: none"> <li>• In search of work and workplace</li> <li>• Occupation</li> <li>• Clothes</li> </ul>
III	<ul style="list-style-type: none"> <li>• At the railway station</li> <li>• Talking about weather</li> <li>• Talking about seasons</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Talking about food and drinks</li> <li>• Furniture and home</li> </ul>
V	<ul style="list-style-type: none"> <li>• Leisure and hobbies</li> <li>• School, courses and career</li> <li>• Different Means of transport</li> </ul>

**Textbooks**

- Netzwerk B1 Kursbuch, Arbeitsbuch, Intensivtrainer
- Mit Erfolg B1
- Deutsch Zertifikat B1
- Langenscheidt Grammatiktraining Deutsch

**Reference textbooks**

- Get ready for German Grammar
- Einfach Grammatik A1 bis B1
- Deutsch als Fremdsprache Leichte Tests

- Deutsch Intensiv Hören und Sprechen
- Deutsche Märchen
- Das kleine Ich bin Ich

**Subject: Business German Language**

**Code: GER 501**

**Category: General Education Component****Objectives**

Credit	Hours	Marks		
		I	E	To
02	30	30	70	100

- Enable the learners to understand sentences and commonly used expressions associated with topics directly related to customer care service w.r.t. Amazon.
- Enable the learners to express themselves accurately and coherently regarding the customers' queries and concerns.

**Learning Outcomes**

- The learners are able to understand and write sentences and commonly used expressions associated with topics directly related to customer care service w.r.t. Amazon.
- The learners are able to express themselves accurately and coherently regarding the customers' queries and concerns.

I	<ul style="list-style-type: none"> <li>• Difference in business culture between Germany and India</li> <li>• Importance of customer care services in any organisation</li> </ul>
II	<ul style="list-style-type: none"> <li>• Words and phrases used to apologise and empathize with the customer</li> <li>• Drafting a formal Email (complaint) as a customer</li> <li>• Drafting a formal Email (complaint) as a customer service agent</li> </ul>
III	<ul style="list-style-type: none"> <li>• Words and phrases regarding shipping (amazon.de based)</li> <li>• Words and phrases regarding delivery in Germany and outside (amazon.de based)</li> <li>• About online shopping</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Email writing w.r.t answering the queries of the customer regarding shipping</li> <li>• Email writing w.r.t answering the queries of the customer regarding delivery in Germany and outside</li> <li>• Email writing w.r.t answering the queries of the customer regarding gift cards, coupons and prime delivery (amazon.de)</li> </ul>
V	<ul style="list-style-type: none"> <li>• Email writing w.r.t answering the queries of the customer regarding replacement</li> <li>• Email writing w.r.t answering the queries of the customer regarding return</li> <li>• Email writing w.r.t answering the queries of the customer regarding delivery of hazardous substances</li> </ul>

**Web links**

<https://www.youtube.com/watch?v=NAf94gtuue0>

<https://www.youtube.com/watch?v=Dcw7Ki-qyx4>

<https://www.youtube.com/watch?v=b9XZArbByP4>



**SUBJECT: Business Process Management**

**CODE: GBSE102****CATEGORY: Skill Education Component**

Credit	Hours	Marks		
		I	E	To
4	60	30	70	100

**Objectives**

- To develop an understanding about BPO Industry, control and management and the process at BPO industry.

**Learning Outcomes**

- Learn the basics of various business processes, challenges and resolution of the customer queries. (Theory)
- Learn the career opportunities and growth in the BPO industry. (Theory)
- Understand the challenges and working of BPM sector and will learn about various cultures in BPO industry. (Theory)
- Learn the time management, coping up with different time zones and will be able to deal with customer's queries. (Theory)
- Will be able to demonstrate the culture of BPO industry. (Theory)
- Able to make Mock calls with customer queries and handling of different type of customers. (Theory)
- Identify clients and their needs through effective communication and use this information to develop effective work practices and outcomes (Theory)

Unit	Topic	Key Learning
I	<b>Overview of Business Process Outsourcing</b> - Basics Benefits of BPO, Growth Drivers, BPO Models and Types of Vendors, Offshore BPO - Evolution Destinations – Challenges of Off shoring – BPO Companies in India,	<ul style="list-style-type: none"> <li>Learn the basics of various business processes, challenges and resolution of the customer queries. (Theory)</li> <li>Learn the career opportunities and growth in the BPO industry. (Theory)</li> </ul>
II	<b>BPO Industry:</b> BPO Industry, Employment Opportunities, Employee Structure, Skill Set Required, Compensation Levels - Contact Centre BPO, Types of Call Centres – Technology - Components and working of a Call center - Issues and Problems.	<ul style="list-style-type: none"> <li>Learn the basics of various business processes, challenges and resolution of the customer queries. (Theory)</li> <li>Learn the career opportunities and growth in the BPO industry. (Theory)</li> </ul>
III	<b>Control &amp; Management:</b> Personal Grooming, Corporate Etiquette, Principles of Team work, Dos and don'ts while working in a team, Learning to keep emotions under control (Human Psychology, study of Perceptual Images) Time Management, Conflict Management, Stress Tolerance.	<ul style="list-style-type: none"> <li>Will be able to demonstrate the culture of BPO industry. (Theory)</li> </ul>

IV	<b>Life in BPO:</b> Understand concept of working across time, Keeping health while working in shifts Managing time; Managing clients, customers & target,	<ul style="list-style-type: none"> <li>• Able to make Mock calls with customer queries and handling of different type of customers. (Theory)</li> </ul>
V	<b>Culture-</b> Tools to Understand Culture, Brief on American & UK Culture to bring about differences	<ul style="list-style-type: none"> <li>• Identify clients and their needs through effective communication and use this information to develop effective work practices and outcomes (Theory)</li> </ul>

### Suggested Readings:

#### Text Book

- **Fundamentals of Business Process Management** (2013). Marlon Dumas, Marcello La Rosa, Jan Mendling, Hajo Reijers. Springer-Verlag Berlin Heidelberg  
<http://www.springer.com/us/book/9783642331428>

#### Reference Books

- **Concentrix Material**
- BPMN Method and Style, Second Edition, with BPMN Implementer's Guide. Bruce Silver
- Improving Business Processes (Pocket Mentor). Harvard Business Review
- The Process: Business Process Modeling using BPMN. Alexander Grosskopf, Gero Decker, Mathias Weske

#### Web Links

- <http://www.what-is-bpm.com/videos/bpm-videos-and-tutorials.html>
- <https://www.youtube.com/watch?v=2ZkavRvY32U>



**Course: Human Values and Professional Ethics****Semester: 2**

Credit	Hours	Marks		
		I	E	To
02	30	30	70	100

**Objectives:**

At the end of course, students will attain

- Understanding of Human values for self (Niyama), and for interaction with outer world (Yama).
- Ability to exhibit Professional Ethics in performing a professional task with excellence – यो ग:करोत्कौशलरो।
- Understanding of Professional Ethics that demands to see the unseen with emphasis on Sustainable development / eco-friendly implementation of the task.
- Ability to work in team with human values and professional ethics

**• UNIT I**

- **Human Values-1:** Morals, Values (Niyama): -Understanding values, Types of values, Role of tracking values for individual & social wellbeing. And Ethics (Yama):
- Integrity: - Understanding integrity and role of integrity in social harmony –Trustworthiness
- Work Ethics – Service-Learning – Civic Virtue – Respect for others – Living Peacefully –Caring – Sharing
- Honesty: -Understanding honesty and its role in personal and social –Courage – Value Time. Co-operation:
- -Understanding cooperation and significance of cooperation its family, work team and social cohesiveness, wellbeing and development – Commitment.
- Tutorial Module: Rational Behavior versus Ethical Behavior: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi) or any other literatures.

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**• UNIT II**

- **Human Values-2:** Empathy: Basic **Concept on Empathy**– Self-confidence – Spirituality- Character.
- Truthfulness: - Understanding truthfulness, need for truthfulness and role of truthfulness in relationship, social interaction, integrity, faiths & dependence – Customs and Traditions -Value Education – Human Dignity – Human Rights – Fundamental Duties – Aspirations and Harmony (I, We & Nature) – Gender Bias – Emotional Intelligence– Emotional Competencies – Conscientiousness.
- Being, body, brain & mind: - Effective & efficient use of body, brain and mind is personal and social well being Value Judgments, Facts & Values, how values are justified, Aesthetics, Selection of Values, Universal Values, Human Values, Value Education
- Tutorial Module: Empathy and its types: Case Studies from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature.

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- **UNIT III**

- **Professional Ethics aiming at excellence and Harmony:** Value Based Life and Profession, Professional Ethics and Right Understanding, Competence in Professional Ethics, Issues in Professional Ethics – The Current scenario.
- Positive and constructive dynamism of power, politics and leadership.
- Tutorial Module: Ethical decision making: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature)

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**• UNIT: IV**

- **Professional Ethics: Global Prospective:** Globalization and MNCs –Cross Culture Issues – Business Ethics – Media Ethics – Environmental Ethics – Endangering Lives – Bio Ethics – Computer Ethics – War Ethics
- Tutorial Module: Ethics and Social Networks: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature)

**UNIT V:**

**Duties and Rights in Profession:** Concept of Duty – Professional Duties – Collegiality – Techniques for Achieving Collegiality – Senses of Loyalty – Consensus and Controversy – Professional and Individual Rights – Confidential and Proprietary Information – Conflict of Interest-Ethical egoism – Collective Bargaining – Confidentiality – Gifts and Bribes, Plagiarism

Tutorial Module: Ethics in Corporate: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature)

**REFERENCES:**

1. **New Approaches in Ethics for the Caring Professions: Taking Account of Change for Caring Professions 2005 Edition,**  
by [Richard Hugman](#)  
**Publisher:** Red Globe Press; 2005 edition (9 July 2018)
2. **Rethinking Values and Ethics in Social Work 1st ed. 2017 Edition, Kindle Edition**  
by [Richard Hugman](#) (Author), [Jan Carter](#) (Author)  
**Publisher:** Red Globe Press; 1st ed. 2017 edition (16 September 2017)
3. **Professional Ethics and Human Values Paperback – 2015**  
by [A. Alavudeen](#) (Author), [R. Kalil Rahman](#) (Author), [M. Jayakumar](#) (Author)  
**Publisher:** Laxmi Publications; First edition (2015)
4. **A Foundation Course in Human Values and Professional Ethics Paperback – 30 Apr 2010**  
by [R.R. Gaur](#) (Author), [R. Sangal](#) (Author), [G.P. Bagaria](#) (Author)  
**Publisher:** Excel Books (30 April 2010)
5. **Living Issues in Philosophy (9th Edition) (1995)**  
By : Titus, Smith and Nolan

Publisher: Oxford University Press, New York

## 6. Foundation of Ethics and Management

By : B P Banerjee

Publisher: Excel Books, 2005

### Assessment Methodology

- Self Assessment
- Peer Learning
- Assessment Rubrics for Behavioral Skills
- Pedagogy:
- Case study based & Group Discussion.

### **Suggested reading:**

1. Case Study: <https://whitneyhess.com/blog/2012/08/21/on-empathy-and-apathy-two-case-studies/> Book: De Gruyter - Speaking of Emotions: Conceptualisation and Expression (edited by Angeliki Athanasiadou, Elzbieta Tabakowska)
2. Book: To Kill a Mockingbird - Lee Harper
3. Book: Take A Walk In Someone Else's Shoes by Bethany Morlan
4. A paper on 'University Students' Value Priorities and Emotional Empathy': file:///C:/Users/Dell/Desktop/University\_Students\_Value\_Priorities\_and\_Emotiona.pdf
5. Research paper on 'Empathy as Added Value in Predicting Donation Behavior': file:///C:/Users/Dell/Desktop/wp\_10\_692.pdf
6. Decety J and Jackson PL. 2004. The functional architecture of human empathy. Behavioral and cognitive neuroscience reviews 3(2):71-100.
7. Klimecki OM1, Leiberg S2, Ricard M2, Singer T3. Differential pattern of functional brain plasticity after compassion and empathy training. Soc Cogn Affect Neurosci. 2014 Jun; 9 (6): 873-9.
8. A paper on 'The Science of Empathy' - <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5513638/>
9. A paper on 'The Psychology of Emotional and Cognitive Empathy' - <https://lesley.edu/article/the-psychology-of-emotional-and-cognitive-empathy>
10. Links on the latest research and reviews on articles related to empathy - <https://www.nature.com/subjects/empathy>

### **Suggested videos/movies (English/Hindi)**

1. The Boy in the Striped Pyjamas (an English movie based on the novel by the same name by John Boyne)
2. Chhapaak (an Indian movie about how a young woman tries to rebuild her life after a man throws acid in her face on a public street in New Delhi in 2005)
3. George Lucas Educational Foundation – Edutopia – 3 videos on the importance of empathy - <https://www.edutopia.org/blog/3-videos-importance-empathy>
4. The actor, Mark Ruffalo, and Murray (from Sesame Street) talk about the word "Empathy" - [https://www.youtube.com/watch?v=9\\_1Rt1R4xbM](https://www.youtube.com/watch?v=9_1Rt1R4xbM)

5. <http://theconversation.com/understanding-others-feelings-what-is-empathy-and-why-do-we-need-it-68494>
6. <https://www.verywellmind.com/what-is-empathy-2795562>
7. “The Present” is a thesis short from the Institute of Animation, Visual Effects and Digital Postproduction at the Filmakademie Baden-Wuerttemberg in Ludwigsburg, Germany. - <https://www.youtube.com/watch?v=96kI8Mp1uOU>

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**Semester III****Entrepreneurship/Online MOOCs****Code: OMS 501**

Credit	Hours	Marks		
		I	E	To
2	30	30	70	100

**Objectives:**

- Enable the students to develop the insight needed to discover and create entrepreneurial opportunities.
- Successfully start and manage their own business to take the advantage of those opportunities.

**Learning Outcomes:**

- The course will create awareness among the students about the entrepreneurship and factors that will help in facilitating the entrepreneurial development with a focus on new ventures/ start-ups.

Units	Topics	Learning outcomes
Unit-1	Introduction to Entrepreneurship	Introduction to Entrepreneurship, , Entrepreneurial Mindset, Characteristic of an Entrepreneur, Advantages and disadvantages of Entrepreneurship
	Recognize Opportunity	Purpose of all businesses, Types of Entrepreneurial organizations, Types of Enterprises
	Creativity & Innovation	Marketing, 4Ps of Marketing, Process of Marketing, Marketing Mix, 7Ps of Marketing
	Conception & Ideation	Business Plan and its elements, Application of Business Plan
	Are you a risk taker?	Entrepreneurs, types of Entrepreneurs, Roles and Responsibilities of Entrepreneurs, Qualities of an Entrepreneur
	Identify Your Customer	Customer segmentation, Criteria for selling customer value proposition, Customer Lifecycle
Unit-2	Self Confidence and Resilience	4 Ps of Entrepreneurship, Qualities of successful entrepreneur, Self-confidence, Positive attitude, Overcoming the fears, Recover from Failure
	Success and Failure Stories of Famous Entrepreneurs – 1	Steve Jobs Success Story, Mumbai Dabbawala delivery success Story

	Never Give Up	Importance of Focusing energy on Business, Importance of Business Networking and its advantages
	Competition Analysis	Competition Analysis, Factors affecting competition strategies, Prerequisites of successful enterprise
	Risks – Identification and Mitigation	Business Risk, Types of Business Risks, Risk Identification, Risk Mitigation,
	Getting Money for Business	Concept Of Funding, Basics terms of Accounting, Types of Funding,
Unit-3	Dream and Achieve	Vision, Mission and Goals, Business Ethics, SMART goals, entrepreneurial work ethics
	Leadership and Team Spirit	Lead by example, Importance of Embracing diversity, Role of Emotional Intelligence to be a leader.
	Success and Failure Stories of Famous Entrepreneurs – 2	
	Serving the Society	Roles of Entrepreneurs in society, Selfless Entrepreneurship,
	Taking Ownership	Taking complete ownership, taking control over the business
	Adapt to Change	Porters competition strategies, Factors affecting business,
	Discover Yourself	Qualities of the successful entrepreneur
Unit-4	Problem Solving: Introduction to Critical Thinking	Critical Thinking, Applying critical thinking, REASON Model of Critical Thinking
	Problem Solving: Introduction to Creative Thinking	Creative thinking, Importance and benefits of Creative thinking, Creative thinking in problem solving
	Problem Solving: Introduction to Decision Making	Decision making, Effective decision making process
Unit-5	4Ps of Marketing – PDF	4Ps- Product, Place, Price, Promotion, Apply 4Ps to marketing Strategy into action
	Costs in Entrepreneurship – PDF	Cost, types of Costs, Introduction to Accounting Basics, main methods of Accounting, Financial Documents, P&L statements, Working capital
	Applicable Sources of funding and Regulatory and Statutory rules – PDF	Regulatory and statutory rules for an Entrepreneur, Business Loans for startups and MSMEs by Indian Government
	Analysis of success and failure stories – PDF	Analysis of success and failure stories, Key skills involved in the successes of entrepreneurs

Identification of one's entrepreneurial skills and knowledge – PDF	Identify various skills and characteristics to be an entrepreneur, Effective Ways to Build Entrepreneurial Skills, Develop or Improve your Entrepreneurial Skills ,
Legal Issues	Intellectual Property Rights, patents, trademarks, copyrights, trade secrets, licensing, franchising

**Suggested Reading:**

- Dollinger, MJ, Entrepreneurship- Strategies and Resources, Pearson Education.
- Desai, Vasant, Entrepreneurship Development, Himalaya Publishing House.
- Gupta, C.B. and Srinivasan, P., Entrepreneurship Development, Sultan Chand & Sons.
- Charanthimath, P.M., Entrepreneurship Development and Small Business Enterprise, Pearson Education.
- Havinal, Veerbhadrappa, Management and Entrepreneurship, 1st Edition, New Age International Publishers, 2008.

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