

<b>GANPAT UNIVERSITY</b>									
<b>FACULTY OF ENGINEERING &amp; TECHNOLOGY</b>									
Programme	Bachelor of Technology				Branch/Spec.	Computer Science and Business Systems			
Semester	I				Version	1.0.0.0			
Effective from Academic Year	2026-27				Effective from the batch admitted in	July 2026			
Course Code	2HSM1104				Course Name	Business Communication and Value Science - I			
Course Category	Humanities, Social Science & Management Courses (HSM)								
Teaching Scheme					Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	2	0	0	0	2	Theory	50	50	100
Hours	2	0	0	0	2	Practical	0	0	0
Pre-requisites:									
Basic knowledge of high school English									
Course Outcomes									
COs	Description								
CO1	Recognize the need for life skills and values								
CO2	Recognize own strengths and opportunities								
CO3	Apply the life skills to different situations								
CO4	Understand the basic tenets of communication								
Theory Syllabus									
Unit	Content								Hours
1	<p><b>Recognize the need for life skills and values Overview of LOL</b> (include activity on introducing self)</p> <p><b>Class activity</b> – presentation on favorite cricket captain in IPL and the skills and values they demonstrate</p> <p><b>Self-work with immersion</b> – Interviews a maid, watchman, sweeper, cab driver, beggar and narrate what you think are the values that drive them</p> <p><b>Overview of business communication</b></p> <p><b>Activity:</b> Write a newspaper report on an IPL match</p> <p><b>Activity:</b> Record a conversation between a celebrity and an interviewer</p> <p><b>Quiz Time</b></p> <p><b>Recognize own strengths and opportunities</b></p> <p><b>Self-awareness</b> – Identity, body awareness, stress management</p>								08

2	<p><b>Understand the basic tenets of communication</b></p> <p>Unit name: Be At Ease (BAE) (in Millennial lingo it means Before Anyone Else)</p> <p><b>Essential Grammar – I:</b> Refresher on Parts of Speech – Listen to an audio clip and note down the different parts of speech followed by discussion</p> <p>Tenses: Applications of tenses in Functional Grammar – Take a quiz and then discuss</p> <p><b>Sentence formation</b> (general &amp; Technical), Common errors, Voices. Show sequence from film where a character uses wrong sentence structure (e.g. Zindagi Na Milegi Dobara where the characters use ‘the’ before every word)</p> <p><b>Communication Skills:</b> Overview of Communication Skills Barriers of communication, Effective communication</p> <p><b>Types of communication-</b> verbal and non – verbal – Role-play based learning</p> <p><b>Importance of Questioning</b></p> <p><b>Listening Skills:</b> Law of nature- Importance of listening skills, Difference between listening and hearing, Types of listening.</p> <p><b>Recognize own strengths and opportunities</b></p> <p><b>Expressing self,</b> connecting with emotions, visualizing and experiencing purpose</p> <p><b>Apply the basic communication practices in different types of communication</b></p> <p><b>Activity:</b> Skit based on communication skills</p> <p><b>Evaluation on Listening skills</b> – listen to recording and answer questions based on them</p>	07
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3	<p><b>Understand the basic tenets of communication Talk Mail Write (TMW) - In Millennial it means That Moment When</b></p> <p><b>Email writing:</b> Formal and informal emails, activity</p> <p><b>Verbal communication:</b> Pronunciation, clarity of speech</p> <p><b>Vocabulary Enrichment:</b> Exposure to words from General Service List (GSL) by West, Academic word list (AWL) technical specific terms related to the field of technology, phrases, idioms, significant abbreviations formal business vocabulary – Read Economic Times, Reader’s Digest, National Geographic and take part in a GD, using the words you learnt/liked from the articles.</p> <p>Group discussion using words learnt</p> <p><b>Practice:</b> Toastmaster style Table Topics speech with evaluation</p> <p><b>Written Communication:</b> Summary writing, story writing</p> <p><b>Build your CV</b> – start writing your comprehensive CV including every achievement in your life, no format, no page limit</p> <p><b>Apply the basic communication practices in different types of communication Project:</b> Create a podcast on a topic that will interest college students</p> <p><b>Recognize own strengths and opportunities</b></p> <p><b>Life skill:</b> Stress management, working with rhythm and balance, colours, and teamwork</p> <p><b>Apply the basic communication practices in different types of communication Project:</b> Create a musical using the learnings from unit</p>	08
4	<p><b>Recognize the need for life skills and values Unit name: Realities of Facing Life (ROFL)</b></p> <p><b>Understanding Life Skills:</b> Movie based learning – <b>Pursuit of Happiness.</b> What are the skills and values you can identify, what can you relate to?</p> <p><b>Introduction to life skills</b> What are the critical life skills <b>Multiple Intelligences</b></p> <p><b>Embracing diversity</b> – Activity on appreciation of diversity</p> <p><b>Apply the life skills to different situations</b></p> <p><b>Life skill:</b> Community service – work with an NGO and make a presentation</p> <p><b>Life skill: Join a trek</b> – Values to be learned: Leadership, teamwork, dealing with ambiguity, managing stress, motivating people, creativity, result orientation</p>	07
<b>Practical and Self Learning Content</b>		
Practical, assignments, quiz, industrial visit, field survey and tutorials are based on the above syllabus.		
<b>Text Books</b>		
1	There are no prescribed texts for Semester 1 – there will be handouts and reference links shared	
<b>Reference Books</b>		
1	English vocabulary in use – Alan Mc’Carthy and O’dell	
2	APAART: Speak Well 1 (English language and communication)	
3	APAART: Speak Well 2 (Soft Skills)	
4	Business Communication – Dr. Saroj Hiremath	

Web Reference	
1	Train your mind to perform under pressure- Simon sinek <a href="https://www.captureyourflag.com/interview-library/simon-sinek-on-training-yourmind-to-perform-under-pressure.html">https://www.captureyourflag.com/interview-library/simon-sinek-on-training-yourmind-to-perform-under-pressure.html</a>
2	Brilliant way one CEO rallied his team in the middle of layoffs <a href="https://www.inc.com/video/simon-sinek-explains-why-you-should-put-people-before-numbers.html">https://www.inc.com/video/simon-sinek-explains-why-you-should-put-people-before-numbers.html</a>
3	Will Smith's Top Ten rules for success <a href="https://www.youtube.com/watch?v=bBsT9omTeh0">https://www.youtube.com/watch?v=bBsT9omTeh0</a>
4	<a href="https://www.coursera.org/learn/learning-how-to-learn">https://www.coursera.org/learn/learning-how-to-learn</a>
5	<a href="https://www.coursera.org/specializations/effective-business-communication">https://www.coursera.org/specializations/effective-business-communication</a>

Mapping of COs, POs, and PSOs														
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	2	0	0	3	0	3	2	2	1	3	1	2	3
CO2	2	2	0	0	2	0	3	3	1	2	3	2	2	3
CO3	3	2	0	0	2	0	3	2	1	1	2	2	3	3
CO4	3	2	0	0	1	2	2	3	3	2	2	2	2	3

Bloom's Taxonomy Level				
Unit	Unit Title	Aligned COs	Learning Hours	BTL Level
1	Recognize the need for life skills and values	CO1	08	U
2	Understand the basic tenets of communication	CO2	07	U, A
3	Understand the basic tenets of communication Talk Mail Write (TMW) - In Millennial it means That Moment When	CO4	08	U, A
4	Recognize the need for life skills and values Unit name: Realities of Facing Life (ROFL)	CO3	07	U, A

**Note:**

- Version 1.0.0.0 (First Digit= New syllabus/Revision in Full Syllabus, Second Digit=Revision in Teaching Scheme, Third Digit=Revision in Exam Scheme, Forth Digit= Content Revision)
- 1 Hour Lecture = 1 Credit, 1 Hour Tutorial = 1 Credit, 2 Hours Practical = 1 Credit, 2 Hours Internship/Project/Seminar = 1 Credit
- Bloom's Taxonomy Level (BTL): R: Remember, U: Understand, A: Apply, N: Analyze, E: Evaluate, and C: Create