



BHARATI VIDYAPEETH UNIVERSITY, PUNE

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‘A’ Grade Accreditation by NAAC

Social Transformation Through Dynamic Education...

SCHOOL OF DISTANCE EDUCATION

PROGRAMME GUIDE

OF

**ADVANCED CERTIFICATE IN FOREIGN
LANGUAGE (FRENCH / GERMAN)
(ACFL)**

Table of Content

S. No.	Particulars	Page No.
1.	Aims and objectives of the course	2
2.	Nomenclature of the course	6
3.	Abbreviation of the course	2
4.	Name of the faculty members	2
5.	Academic year in which course has been initiated	2
6.	Eligibility criteria for admission to the course	3
7.	Teaching scheme of the course	3
8.	Structure of the course	3
9.	Standard of Passing	3
10.	Rules pertaining to supplementary / reappearing in examinations, if not passed the examination as per rules of passing	3
11.	Rules of ATKT (Allow To Keep Term)	3
12.	Award of Classes	3
13.	Rules for conduct of examinations	4
14.	Basis for allocation of marks for	4
15.	Procedure for conduct of Internal Tests / Term work/ Internal Assessment	4
16.	Pattern of Evaluation and Examination & Procedure for the evaluation of Summer Training Project / Internship Projects and conduct of viva	4
17.	Pattern of question paper	5
18.	Annexure- I (Nomenclature of the Advance Certificate in Foreign Language and Basis for allocation of marks)	6
19.	Syllabus	
	Semester-I	7-10
	Semester-II	11-14

Course: Advance Certificate in Foreign Language

The Advance Certificate in Foreign Language is of one year duration comprising of Semester –I & Semester--II

1. Aims and objectives of the course: -

The programme is designed to enable students to develop communication skills in the chosen language and to acquire a broad understanding of the society, history and culture within which these languages have developed and are used. Based on the conception of language as social and cultural practice, the programme integrates knowledge of social and political institutions, historical events, and literary and cultural movements into the acquisition of the four linguistic skills - reading, writing speaking & listening

The process of language learning has been defined in accordance with the stages defined by the Common European Framework of Reference for Languages (CEFL), which provides a basis for mutual recognition of language qualifications obtained in different learning contexts, thus facilitating educational and professional mobility.

The programme serves two purposes. It equips the students who wish to continue their studies in a postgraduate /graduate programme in language, literarily and cultural studies as well as those who choose to immediately enter professional life for a variety of employment opportunities (in translation, interpretation, tourism, foreign language teaching; at the school and equivalent levels, publishing, print and electronic media, and in other emerging areas in the corporate world, where knowledge of a foreign language is either required or seen as an advantage).

2. Nomenclature of the course: - Annexure – I

3. Abbreviation of the course: ACFL

4. Name of the faculty: - Faculty of Management Study

5. Academic year in which course has been initiated: - 2010-11

6. Eligibility criteria for admission to the course:

10+2 or its equivalent and

Certificate programme in Foreign Language from Bharati Vidyapeeth Deemed University/ Bharati Vidyapeeth Deemed University Institute of Management Research/ A1 level from Max Mueller Bhavan (Start Deutsch 1) and Alliance Francaise (DELF)/ JNU/ Jamia Milia Islamia University / IGNOU

The students pursuing graduate and post graduate programme from Bharati Vidyapeeth Deemed University can also take admission in the foreign language programme

Note: The following documents are required for eligibility compliance; **1.** Marks statement of 10+2, **2.** one year certificate/ marks statement of foreign language programme OR equivalency certificate issued by the competent authority of Bharati Vidyapeeth Deemed University.

7. Teaching scheme of the course:

The personal contact sessions and seminars will be conducted at the academic study centers during weekends (Saturdays or Sundays) and public holidays. 50 hours will be devoted to these sessions for theory as well as practical work.

8. Structure of the course: - The programme is divided into 2 Semesters consisting of 8 courses.

9. Standard of Passing: -

In order to pass the course, a candidate will have to obtain minimum 40% marks in each head of passing.

To pass the examination, a student must obtain 50% of marks in aggregate for the entire examination consisting of Sem –I & Sem-II.

10. Rules pertaining to supplementary / reappearing in examinations, if not passed as per rules of passing

If a student fails to secure 40 % marks in internal / external evaluation separately in each head of passing then he / she must appear in the subsequent internal / external exam to pass in the examination

If a student fails to secure 50% marks in aggregate in the entire examinations then he / she must appear in the subsequent examination.

11. Rules of ATKT (Allow To Keep Term): -

A student is allowed to carry the backlog of courses prescribed for Semester-I to the next semester.

12. Award of Classes: -

The award of class will be based on aggregate marks obtained by a student in Sem –I & Sem-II. examination taken together

First class with Distinction	75% & above
First Class	60% & above but less than 70%
Second Class	50% & above but less than 60%
Fail	Less than 50%

13. Rules for conduct of examinations

- a) Students would be required to keep a track of the last dates to pay examination fees, which will be announced well in advance. Only those students who fulfill all the eligibility criteria shall be permitted to fill in the form.
- b) Students should procure their admit cards which will be given at the end of the semester before the examination to appear in examination
- c) A student is expected to adhere to high standards of honesty during examination.
- d) During the examinations, students should not indulge in any unfair practices. If so, he shall be debarred from taking the remaining papers and may have to lose one semester or year depending upon the gravity of the offence.
- e) The result / mark –sheets have to be obtained from academic study centre within 30 days of declaration of result.

14. Basis for allocation of marks for

- a) **Internal Assessment: - 40 marks**
- b) **Theory (External evaluation) 160 Marks**

15. Procedure for conduct internal assessment

Each student will have to submit two assignments for internal assessment in each semester for each subject.

16. Pattern of Evaluation and Examination & Procedure for the evaluation of conduct of viva

The evaluation in each Subject shall consists of 200 marks (160 marks for Semester end examination and 40 marks for Internal Assessment)

A candidate will be evaluated in each course depending on learning objectives and requirements of the course contents.

The scheme of marks consists of 20% weight age to continuous internal evaluation by the Subject teacher and 80% to evaluation based on Semester –end Examination consisting of written papers.

The details of course – wise mode of evaluation and examination are as given below

Semester – end Examination	Name of Examination	Method of evaluation and Examination
Semester I	Linguistic Competencies - V	Objective Type Paper of 3 hours duration with 160 marks at the end of the Semester on the basis of Paper No.101,102 and 103 conducted by the University
	Linguistic Competencies - VI	Practical and oral exam based on the paper no. 101,102 and 103 and 104 carrying 200 Marks, Conducted by the Academic Study Center. The bifurcation 200 marks are as follows; Listening skills; 50 Marks Reading skills;50 Marks Writing; skills 50 Marks Speaking: skills; 50 Marks
Semester II	Linguistic Competencies - VII	Objective Type Paper of 3 hours duration with 200 marks at the end of the Semester on the basis of Paper No.201,202 and 203 conducted by the University
	Linguistic Competencies - VIII	Practical and oral exam based on the paper no. 201,202 and 203 and 204 carrying 200 Marks, Conducted by the Academic Study Center. The bifurcation 200 marks are as follows; Listening skills; 50 Marks Reading skills;50 Marks Writing; skills 50 Marks Speaking: skills; 50 Marks

17. Pattern of question paper

The Objective Type question paper has 2 sections i.e. I & II

Practical and oral exam: carrying 200 Marks, Conducted by the Academic Study Center. The bifurcation 200 marks are as follows;
Listening skills; 50 Marks
Reading skills;50 Marks
Writing; skills 50 Marks
Speaking: skills; 50 Marks

Annexure- I

18. Nomenclature of the Advance Certificate in Foreign Language and Basis for allocation of marks.

IA; Internal Assessment

Sr. No.	Course No.	Subject	Name of Examination	Objective Type Paper	IA	Practical and oral
Semester-I						
1	101	Situational And Communicative Foreign Language I	Linguistic Competencies -V	160	40	-
2	102	Written Expression And Comprehension I				
3	103	Culture And Civilization I				
4	104	Oral Expression I	Linguistic Competencies -VI			200
Semester-II						
5	201	Situational And Communicative Foreign Language II	Linguistic Competencies - VII	160	40	
6	202	Written Expression And Comprehension II				
7	203	Culture And Civilization II				
8	204	Oral Expression II	Linguistic Competencies - VIII			200

Semester-I

Course No. : 101

Course Title : SITUATIONAL AND COMMUNICATIVE FOREIGN LANGUAGE
I

Objective : 1.To make students understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. basic personal and family information, shopping, local geography, employment , work related etc.)
2. Can communicate about simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
3. Can describe in simple terms aspects of his/her background, immediate environment and matters in area of immediate need.

Course Contents :

Functional Grammar based on prescribed text book. This will include :

Unit 1: Indirect Object, Personal Pronouns: To congratulate, vocabulary related to giving and receiving gifts, Festivals and holidays in both countries

Unit 2: Conjunctions and Clauses-Eating habits of people in both countries and some recipes

Unit 3 : Forming Comparative and Superlative Adjectives

Unit 4: Adjectives and their usages in detail, Describing a person

Suggested Readings :

French :

1. Jumelage , Niveau 1, Niveau 2 (Saraswati Publishing Pvt. Ltd.)
2. Alter Ego, Niveau 1, Niveau 2 (Saraswati Publishing Pvt. Ltd.)

German :

1. Schritte International, Part 3 and 4 (Langers)
2. Tangram Aktuell, Part 1, Part 2 (Hueber)
3. Lagune Part 2 (Langers)
4. Studio D Part 2 (Cornelsen)
5. Tipps und Übungen A2 (Langers)
6. Mit Erfolg zu Start Deutsch Klett (Saraswati Publishing Pvt. Ltd.)
7. Mit Erfolg zum ZD

Course : 102

Course Title : WRITTEN EXPRESSION AND COMPREHENSION I

Objectives :

1. To enhance the written expertise of students so that they can express themselves in the concepts that are correct grammatically.
2. To develop their linguistic skills so that they can clear international level examinations as conducted by CEFL, Common European Framework like DELF of French, start Deutsch.

Course Contents :

Unit 1 : Describing festivals in both countries

Unit 2 : Description of a person in detail

Unit 3 : Writing short notices and invitations.

Post card writing.

Other forms of important communication from business and office perspective.

Translation of passages, texts, sentences into language of study and vice versa.

Suggested Readings :

French :

1. Class Exercises in French for college students (Polygot Publications)
2. Class Practice in French Translation . (Polygot Publications)
3. French for Technical students (Polygot Publications)
4. Advance Manual in French Comprehension. (Polygot Publications)
5. Jumelage 1 (**Saraswati Publishing Pvt. Ltd.**)
6. Alter Ego 1(**Saraswati Publishing Pvt. Ltd.**)

German :

- 1.A practice grammar for german (hueber)
- 2.100 german business letters (Langenscheidt)
- 3.German made Easy (saraswati Publishing House)
4. A practice grammar of german (Hueber)
5. German reference and practice vocabulary (by Klett)
- 6.Hueber Comprehensive German Thesaurus. (Langers)

Course : 103

Course Title : CULTURE AND CIVILIZATION I

Objective(s) :

- 1. To know the country from all perspectives viz. geography, history, politics, economics, science, arts, culture, since language is the main weaving thread in this know how.**
- 2. To develop likeliness among the students about the country whose language they are learning .**

Course Contents :

Unit1 :Geography and related aspects : Facts about country/countries, rivers, mountains, cities, towns, capitals, neighboring countries, places of tourist interest. Studying maps and documents.

Unit 2 : Eating habits of people in Germany and France

Unit 3.Economics and related aspects. Place of the country concerned in international economy, currency system(s), Trade and commerce, important organizations, ports, airports.

Suggested Readings :

French :

1. Alter Ego Niveau 1, 2 and 3 (Hachette) (Langers)
2. Jumelage Niveau 1,2 and 3 (Langers)
3. Periodicals, Newspapers and Magazines. (Saraswati Publications)

German :

1. Schritte International (3,4) (Langers)
2. TANGRAM AKTUELL Part 1, 2 and 3. (Langers)
3. Periodicals, newspapers and Magazines. (Saraswati Publications)

Course : 104

Course Title : ORAL EXPRESSION I

Objectives :

- 1. To make students communicate in foreign language correctly and confidently, so that they have more employable, both option and remuneration wise.**
- 2. To make them global citizens.**
- 3. To make them understand culture, civilization and societal systems of the country concerned.**
- 4. To groom their overall personality.**

Course Contents :

Unit 1 : Comprehension passages, their reading, understanding and expressing .

Unit 2 : Expressions : opinion, suggestions, ideas on matters and issues of general interests.

Unit 3: Expressions : opinion about a particular aspect of country concerned whose language is being studied.

Unit 4 :Make presentation: on a topic(s) of their choice that interests them.

Unit 5:Negotiation skills : How to convince and influence.

Unit 6 :Interview skills: Techniques to clear an interview.

- a) Debating and speaking extempore .**
- b) Describe a person, place or a thing in own words.**
- c) Describe weather, report writing.**
- d) Doing business transactions and office correspondence.**

Suggested Readings :

French :

1. Alter Ego 1, 2, (Hachette) (Langers)
2. Jumelage 1, 2(Langers)
3. Advance Manual in French Comprehension (Polygot Publications)
4. French for Technical students. (Polygot Publications)
5. Class Practice in French Translation(Polygot Publications)

German :

1. Tangram 1, 2 Aktwell 2 (Hueber) (Langers)
2. Schritte international3,4 (Langers)
3. Sprachkurs DEUTSCH 1, 2(Langers)
4. 100 german business letters (Langenscheidt) (Langers)
5. A practice grammar for german (hueber) (Langers)
6. Negotiating in German (Langenscheidt) (Langers)
7. German reference and practice vocabulary by Klett
8. Hueber Comprehensive German Thesaurus. (Langers)
9. Themen Neu 2 (Langers)

Semester – II

Course No. : 201

Course Title : SITUATIONAL AND COMMUNICATIVE FOREIGN LANGUAGE II

Objective :

- 1.To make students understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. basic personal and family information, shopping, local geography, employment , work related etc.)**
- 2. Can communicate about simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.**
- 3. Can describe in simple terms aspects of his/her background, immediate environment and matters in area of immediate need.**

Course Contents :

. Functional Grammar based on prescribed text book. This will include :

Unit 1: Reflexive Verbs, daily routine of people in Germany and France in detail

Unit 2: The genitive case, Studying the weather report

Unit 3: Relative Pronouns, Describing an event in the past

Suggested Readings :

French :

1.Jumelage , Niveau 1, Niveau 2 (Hachette)

2.Alter Ego, Niveau 1, Niveau 2 (Saraswati Publishing Pvt. Ltd.)

German :

1.Schritte International, Part 3 and 4 (Langers)

2.Tangram Aktuell, , Part 2 (Langers)

3. Lagune, Part 2 (Langers)

4. Studio D, Part 2 (Cornelsen)

Course : 202

Course Title : WRITTEN EXPRESSION AND COMPREHENSION II

Objectives :

- 1.To enhance the written expertise of students so that they can express themselves in the concepts that are correct grammatically.**
- 2.To develop their linguistic skills so that they can clear international level examinations as conducted by CEFL , Common European Framework like DELF of French and start Deutsch of German.**

Course Contents :

Unit 1: Writing ones daily routine

Unit 2: Writing a weather report

Unit 3 : Describing an even in the past

Suggested Readings :

French :

- 1.Class Exercises in French for college students (Polygot Publications)
- 2.Class Practice in French Translation (Polygot Publications)
- 3.French for Technical students (Polygot Publications)
- 4.Advance Manual in French Comprehension(Polygot Publications)
- 5.Jumelage 1 (Langers)
- 6.Alter Ego 1 (Hachette)

German :

- 1.A practice grammar for german (hueber)
- 2.100 german business letters (Langenscheidt)
- 3.German made Easy (saraswati Publishing House)
4. A practice grammar of german (Hueber)
5. German reference and practice vocabulary by (Klett)
6. Hueber Comprehensive German Thesaurus. (Saraswati Publications Pvt. Ltd.)

Course : 203

Course Title : CULTURE AND CIVILIZATION II

Objective(s) :

- 1.To know the country from all perspectives viz. geography, history, politics, economics, science, arts, culture, and language is the main weaving threa in this know how.**
- 2.To develop likeliness among the students about the country the language they are learning of.**

Course Contents :

Unit 1 : Education system: School, college, university, technical institutes.

Unit 2 : Social system and related studies : Pattern of society and problems encountered, other related events happening.

Unit 3 : Arts and Science and Technology: Major personalities in this area with a brief knowledge upon their works and contributions.

Suggested Readings :

French :

- 1.Alter Ego Niveau 1, 2 and 3 (Hachette) (Langers)
- 2.Jumelage Niveau 1,2 and 3 (Langers)
- 3.Periodicals, Newspapers and Magazines. (Saraswati Publications Pvt. Ltd.)

German :

- 1.Schritte International (3,4) (Langers)
- 2.Tangram aktuell Part 1, 2 and 3. (Langers)
- 3.Periodicals, newspapers and Magazines. (Saraswati Publications Pvt. Ltd.)

Course : 204

Course Title : ORAL EXPRESSION II

Objectives :

- 1.To make students communicate in foreign language correctly and confidently, so that they have more employable, both option and remuneration wise.**
- 2.To make them global citizens.**
- 3.To make them understand culture, civilization and societal systems of the country concerned.**
- 4.To groom their overall personality.**

Course Contents :

Unit 1 :Debating and speaking extempore .

Unit 2 :Describe a person, place or a thing in own words, applying all the previously learnt concepts.

Unit 3 :Describe weather, report writing.

Unit 4 :Business communication and office correspondence: This will include fax message, email, etc.

Suggested Readings :

French :

- 1.Alter Ego 1, 2, (Hachette)
- 2.Jumelage 1, 2 (Langers)
- 3.Advance Manual in French Comprehension (Polygot Publications)
- 4.French for Technical students(Polygot Publications)
- 5.Class Practice in French Translation (Polygot Publications)

German :

- 1.TANGRAM 1, 2 (Langers)
- 2.Schritte international (3,4) (Langers)
- 3.Sprachkurs DEUTSCH 1, 2 (Langers)
- 4.100 german business letters (Langenscheidt)
- 5.A practice grammar for german (hueber)
- 6.Negotiating in German (Langenscheidt)
- 7.German reference and practice vocabulary by (Klett)
- 8.Hueber Comprehensive German Thesaurus. (Saraswati Publications Pvt. Ltd.)