

**IDEAL COLLEGE OF ARTS AND SCIENCES**

(A.P. Govt., Aided Autonomous & NAAC B<sup>++</sup>)

**Dr. P.V.N. RAJU VIDYAPRANGANAM**

Samalkot Road, KAKINADA

**FOUNDATION COURSE**

**I. HUMAN VALUES AND PROFESSIONAL ETHICS**

**Common for BA/BCom/BSc/BBA/BCA Programmes**

**I Semester**

**Unit-I : Introduction to Value Education**

1. Value Education, Definition, Concept and Need for Value Education
2. The Content and Process of Value Education
3. Basic Guidelines for Value Education
4. Self Explanation as a means of Value Education
5. Happiness and Prosperity as parts of Value Education

**Unit-II : Harmony in the Human Being**

1. Human Being is more than just the Body
2. Harmony of the Self ('I') with the Body
3. Understanding Myself as Co-existence of the Self and the Body
4. Understanding Needs of the Self and the Needs of the Body
5. Understanding the Activities in the Self and Activities in the Body

**Unit-III : Harmony in the Family and Society and Harmony in the Nature**

1. Family as a basic unit of Human Interaction and Values in Relationships
2. The Basics for respect and today's Crisis : Affection, Care, Guidance, Reverence, Glory, Gratitude and Love
3. Comprehensive Human Goal : The Five dimensions of Human Endeavour
4. Harmony in Nature : The Four orders in Nature
5. The Holistic Perception of harmony in Existence

**Unit-IV : Social Ethics**

1. The Basics for Ethical Human conduct
2. Defects in Ethical Human Conduct
3. Holistic Alternative and Universal order
4. Universal Human Order and Ethical Conduct
5. Human Rights violation and Social Disparities

**Unit-V : Professional Ethics**

1. Value Based Life and Profession
2. Professional Ethics and Right Understanding
3. Competence in Professional Ethics
4. Issues in Professional Ethics - The Current scenario
5. Vision for Holistic Technologies, Production System and Management Models

**Reference Books :**

1. A.N.Tripaty, Human Values, New Age International Publishers, 2003
2. Bajpai.B.L., Indian Ethos and Modern Management, New Royal Book Co., Lucknow, Reprinted, 2004
3. Bertrand Russell, Human Society in Ethics and Politics

*P. Steeven Raju.*

*Om*

*Ull*  
*D. Sanyal Raye*

# **IDEAL COLLEGE OF ARTS & SCIENCES:KAKINADA**

( A.P.Govt. Aided, Autonomous, NAAC Accredited B ++, A.U. Affiliated)

## **Foundation Course Environmental Studies Syllabus**

### **UNIT – I : Natural Resources:**

The Multidisciplinary nature of Environmental Studies, Definition, Scope and importance. Need for public awareness. Renewable and non-renewable resources: Natural resources and associated problems.

Forest Resources: Use and over –exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

Water Resources: Use and over – Utilization of surface and ground water, floods, drought, conflicts over water, dams- benefits and problems.

### **UNIT – II : Ecosystem, Biodiversity and its conservation**

Concept of an ecosystem, Structure and function of an ecosystem, Producers, Consumers and decomposers, Energy flow in the ecosystem, Ecological Succession, Food Chains, Food webs and ecological pyramids. Biogeographically classification of India Value of biodiversity: Consumptive use, productive use, Social, ethical aesthetic and option values. Biodiversity at global, national and local levels, India as mega – diversity nation, Hot – spots of biodiversity

### **UNIT – III : Environmental Pollution**

Definition, Causes, effects and Control measures of:- Air Pollution, Water Pollution, Soil Pollution, Marine Pollution, Noise Pollution, Thermal Pollution, Nuclear Pollution, Solid waste management : Causes, effects and Control measures of urban and industrial wastes Role of individual in prevention of pollution, Disaster management : Floods, earthquake, cyclone and landslides

### **UNIT – IV : Social Issues and the Environment**

From Unsustainable to Sustainable development, Urban problems related to energy, Water conservation, rain water harvesting, watershed management

### **UNIT – V : Human Population and the Environment**

Population growth, variation among nations, Population explosion – Family welfare Programme, Environment and human health, Human Rights, Value Education, HIV/AIDS, Women and Child Welfare.

# **IDEAL COLLEGE OF ARTS & SCIENCES: KAKINADA**

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## **Department of Computer Science**

**(w.e.f. 2015-16 Admitted Batch)**

### **II Semester Syllabus**

#### **INFORMATION & COMMUNICATION TECHNOLOGY**

**Paper Title: Computer Fundamentals and Office Tools**

**(Common for First B.A./B.Com.(General)/ B.Sc. (non computer students))**

#### **Unit-I: Basics of Computers**

**10 Hours**

Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – Input, Output and I/O Devices – Primary, Auxiliary and Cache Memory – Memory Devices – Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS-Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Panel.

#### **Unit-II : MS-Word**

**10 Hours**

Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge.

#### **Unit-III: MS-PowerPoint**

**10 Hours**

Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures - Inserting Other Objects, Audio, Video - Resizing and Scaling of an Object – Slide Transition – Custom Animation.

#### **Unit-IV: MS-Excel**

**10 Hours**

Overview of Excel features – Creating a new worksheet, selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing column widths and row heights, auto format, changing font sizes, colors, shading and attributes – Data Sorting and Filters – Functions, Functions by category – Creating different types of Charts – Printing, Deleting charts.

#### **Unit-V : MS-Access**

**10 Hours**

Overview of MS-Access – Creating a Simple Database and Tables – The Access Table Wizard – Creating Database Tables without the wizard – Field Names, Data Types and Properties – Entering and Editing Data: Adding Records, Finding, Sorting and Displaying Data: Queries – Creating and using select Queries – Printing Reports: Simple table, Form and Database printing.

#### **Reference Books :**

1. Fundamentals of Computers by V.Raja Raman, Publishers : PHI
2. Fundamentals of Computers by ReemaThareja, Publishers : Oxford University Press, India
3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and FaitheWempen, Publishers : Wiley

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## **Department of Computer Science**

**(w.e.f. 2015-16 Admitted Batch)**

### **II Semester Syllabus**

#### **INFORMATION & COMMUNICATION TECHNOLOGY**

**Paper Title: Operating System & Diagnostics Tools**

**B.Sc. (Computer Science)**

**Time: 2 hours**

**Max. Marks: 50**

#### **Unit-I**

Operating System Basics & Installation

Introduction to OS, Types of Operating systems, System files FAT and NTFS

Dos 6.22, Windows XP, Windows Vista, Windows 7 and Windows 8 and RedHat Linux and Multi Boot Operating System.

#### **Unit-II**

Various types of Software Installation

MS-Office2003, Office 2007, Photoshop 7 and CS5, PageMaker 6.5, Corel-Draw X3,

Auto-CAD, Tally 7.0 and ERP, Acrobat Reader X, Java, Visual Studio, C & C++,

Multimedia Software's, and Internet Browsers like- IE9, Google Chrome, and Mozilla Firefox etc.

#### **Unit-III**

Device Installation

Graphics Card, Sound Card, LAN Card, Wireless LAN Card, SCSI Card, External Drive,

Flash Cards, Web Camera, CCTV Camera, Mobile Devices, Pen Drive, Firewire Cards,

Modem, Plotter, Wireless LAN, Access Point etc.

#### **Unit-IV**

Diagnostic Tools & PC Maintenance

Introduction, Virus and its types, Effect of Virus for Computer System, Scanning and

Antivirus Remover tools, Antivirus Utilities for Diagnostic, Safety and Preventive

Maintenance Tools, Data Recovery, Concept of Fax and E-mail, PC care and Maintenance.

#### **Unit-V**

Basic Network Introduction & Installation.

Overview of Networking Introduction to networks and networking, LAN, VLAN, CAN,

MAN, WAN, Internet and Intranet etc. Uses and benefits of Network, Server-client based

network, peer to peer networks. Internet Connection, E-Mail, Cloud Networking, Google

Drive, SkyDrive, Dropbox etc.

#### **REFERENCE BOOK**

(1) Windows 98 BPB Publication

(2) Windows XP Professional edition complete BPB Publication

(3) Office XP complete BPB publication

(4) Networking Complete BPB Publication

**Note:** The syllabus designed for paper “**Operating System & Diagnostics Tools**” is for the students of I B.Com(voc), IBCA, I B.Sc. those who are studying computer science as one of the core subject(ex:MPCs,MECs,MSCs,MCCs..etc. combinations) and I B.A students those are having computer application as one of the core subject.

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**Department of Computer Science**

**(w.e.f. 2015-16 Admitted Batch)**

**III Semester Syllabus**

**INFORMATION & COMMUNICATION TECHNOLOGY –2 (ICT-2)**

**INTERNET FUNDAMENTALS AND WEB TOOLS**

(30 Hours of Teaching Learning including Lab)

(Common for All UG Programs)

**Unit-I:**

**Fundamentals of Internet :** Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser –Types of Browsers.

**Unit-II:**

**Internet applications:** Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: Twitter, LinkedIn, Facebook, Flickr, Skype, Yahoo!, Google+, Youtube, WhatsApp, etc.

**Unit-III:**

**E-mail :**Definition of E-mail - Advantages and Disadvantages – User Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, Email Inner Workings.

**Unit IV:**

**WWW-** Web Applications, Web Terminologies, Web Browsers, URL – Components of URL, Searching WWW – Search Engines and Examples

**Unit-V:**

**Basic HTML:** Basic HTML – Web Terminology – Structure of a HTML Document – HTML, Head and Body tags – Semantic and Syntactic Tags – HR, Heading, Font, Image and Anchor Tags –Different types of Lists using tags – Table Tags, Image formats – Creation of simple HTML Documents.

**Reference Books:**

1. In-line/On- line: Fundamentals of the Internet and the World Wide Web, 2/e - by Raymond Greenlaw and Ellen Hepp, Publishers: TMH.

**IDEAL COLLEGE OF ARTS AND SCIENCES (A), KAKINADA**  
**BOARD OF STUDIES OF ENGLISH**  
**FOUNDATION COURSE - 4**  
**Communication and Soft Skills (CCS – I)**  
**SYLLABUS – Semester –II**  
**(2016-2017 Batch)**

**Unit – I Vocabulary Building**

1. a. Prefixes and Suffixes  
b. Conversion  
c. Compounding  
d. Analogy
2. One Word Substitutes
3. Words Often Confused
4. Synonyms and Antonyms
5. Phrasal Verbs

**Unit – II Grammar – I**

1. Types of Verbs
2. Subject – Verb Agreement

**Unit – III Grammar – II**

1. Meaning of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

**Unit –IV Listening Skills**

1. The importance of listening
2. Types of Listening
3. Barriers / Obstacles to effective listening
4. Strategies for effective listening

**Unit – V Reading Skills**

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension

**Foundation courses 6**  
**COMMUNICATION SKILLS AND SOFT SKILLS - 2 (CSS – 2)**  
**COURSE CONTENT (30 Hours)**  
**2016-2017**

CSS 02 aims at improving the speaking skills of the learner. For many learners of English, the sound spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit 1 and Unit 11 help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day – to – day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner’s speaking skills. The last unit presents various aspects of presentation in writing.

**Unit I : Pronunciation – 1**

The Sounds of English

**Unit II : Pronunciation – 2**

1. Word accent
2. Intonation

**Unit III : Speaking Skills – 1**

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

**Unit IV : Speaking Skills – 2**

1. Roleplay
2. Debate
3. Group discussion

**Unit V : Writing Skills**

1. Spelling
2. Punctuation
3. Information transfer
  - ❖ Table
  - ❖ Bar diagrams
  - ❖ Line graphs
  - ❖ Pie diagrams
  - ❖ Flow charts
  - ❖ Tree diagrams
  - ❖ Pictures

**Foundation courses 7**  
**COMMUNICATION SKILLS AND SOFT SKILLS - 3 (CSS – 3)**  
**COURSE CONTENT (30 Hours)**  
**2016-2017**

A current axiom is that hard skills will get a person an interview, but soft skills will get that person the job. Unit I of the course is on soft skills, which are absolutely necessary in the global job market. Writing is considered the most difficult of all the skills. Units II to V help the learner improve their writing skills, especially academic / format writing.

**Unit I : Soft Skills**

1. Positive Attitude
2. Body Language
3. SWOT/ SWOC Analysis
4. Emotional Intelligence
5. Netiquette

**Unit II : Paragraph Writing**

1. Paragraph Structure
2. Development of Ideas

**Unit III : Paraphrasing and Summarizing**

1. Elements of effective paraphrasing
2. Techniques for paraphrasing
3. What makes a Good Summary?
4. Stages of Summarizing

**Unit IV : Letter Writing**

1. Letter Writing (Formal and Informal)
2. E- Correspondence

**Unit V :**

1. Resume and CV
2. Cover Letter