

IDEAL COLLEGE OF ARTS AND SCIENCES

(A.P. Govt., Aided Autonomous & NAAC B⁺⁺)

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

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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)

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.

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(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.

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

IDEAL COLLEGE OF ARTS & SCIENCES , KAKINADA
III B.Sc./BA/B.COM ANALYTICAL SKILLS
Semester IV (w.e.f 2016-2017)

UNIT – 1

Data Analysis:-The data given in a Table, Graph, Bar Diagram, Pie Chart, Venn diagram or a passage is to be analyzed and the questions pertaining to the data are to be answered.

UNIT – 2

Sequence and Series:- Analogies of numbers and alphabets completion of blank spaces following the pattern in A:b::C: d relationship odd thing out; Missing number in a sequence or a series.

UNIT - 3

Arithmetic ability:-Algebraic operations BODMAS, Fractions, Divisibility rules, LCM&GCD (HCF).

UNIT - 4

Quantitative aptitude:- Averages, Ration and proportion, Time-distance – speed.

UNIT – 5

Business computations:- Percentages, Profit &loss, Partnership, simple and compound interest.

Reference Books:

1. Quantitative Aptitude for Competitive Examination by R S Agrawal, S.Chand publications.

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B.A., B.COM., & B.SC., DEGREE EXAMINATIONS
SEMESTER – IV

FOUNDATION COURSE – 9

ENTREPRENEURSHIP
SYLLABUS

Semester – IV

(Total 30 Hrs)

Unit – I : Entrepreneurship : Entrepreneur characteristics – Classification of Entrepreneurships – Incorporation of Business – Forms of Business organizations – Role of Entrepreneurship in economic development – Start – ups.

Unit – II : Idea Generation and Opportunity Assessment : Ideas in Entrepreneurships – Sources of New Ideas – Techniques for generating ideas – Opportunity Recognition – Steps in tapping opportunities.

Unit – III : Project Formulation and Appraisal : Preparation of project Report – Content; Guidelines for Report preparation – project Appraisal techniques – economic – Steps Analysis; Financial Analysis; Market Analysis; Technical Feasibility.

Unit – IV : Institutions supporting small Business Enterprises : Central level Institutions: NABARD; SIDBI, NIC, KVIC, SIDIO, NSIC Ltd: etc. – state level Institutions DICs – SFC – SSIDC – Other financial assistance.

Unit – V : Government Policy and Taxation Benefits : Government Policy for SSIs – tax Incentives and Concessions – Non – tax concessions – Rehabilitation and Investment Allowances.

Reference Books :

1. Arya Kumar, Entrepreneurship, Pearson, Delhi, 2012.
2. Poornima M.Ch., Entrepreneurship Development – small Business Enterprises, Pearson, Delhi, 2009.

APPROVED

K. Sarath
CHAIRMAN

IDEAL COLLEGE OF ARTS & SCIENCES:KAKINADA
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Foundation Course
Leadership Education
Syllabus

UNIT I: Organization – Management- Leadership –meaning and Significance- Different theories – Trait, Blake, Mountan Theories – Other Functions of Managements.

UNIT II: Behavioral Concepts – Individual Behavior- Perception – Learning- Attitude formation and change – Motivation – theories of Motivation – Personality Development.

UNIT III: Interpersonal Behaviour – Communication – Leadership – Influencing Relations – Transactional Analysis.

UNIT IV: Group dynamics –Roles-Morale –Conflict – Groups –Inter group Behaviour – Inter group collaboration and conflict management.

UNIT V: Team Building and Management – Developing team resources – designing Team – Participation and Repercussion – Team building activities.