

S.V.K.P & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE (A)

PENUGONDA - 534 320, W. G. Dt., A. P.

FOUNDATION COURSES 2019-2020

SEM	NAME OF THE FOUNDATION COURSE
SEM -I	1. Human Values and Professional Ethics
	2. Environmental Studies
SEM-II	3.Information and Communication Technology (ICT)-1
	4. Communication and Soft Skills (CSS)-1
SEM-III	5. Information and Communication Technology (ICT) – 2
	6. Communication and Soft Skills (CSS)-2
SEM-IV	7. Communication and Soft Skills (CSS)-3
	8. Analytical Skills
	9. Entrepreneurship
	10. Leadership Education



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PENUGONDA-534 320, West Godavari District., (A.P.)

B.A.,B.Com.,B.Sc., FOUNDATION COURSE

I Semester Syllabus (w.e.f. 2019-20 Admitted Batch)

Human Values And Professional Ethics

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. Self-Exploration as a means of Value Education
4. 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

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

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

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.Tripathy, 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
4. Corliss Lamont, Philosophy of Humanism
5. Gaur.R.R., Sangal.R, Bagaria.G.P., A Foundation Course in Value Education, Excel Books, 2009
6. Gaur.R.R., Sangal.R, Bagaria.G.P., Teacher's Manual, Excel Books, 2009
7. I.C.Sharma, Ethical Philosophy of India, Nagin & Co., Julundhar
8. Mortimer.J.Adler, What Man has Made of Man
9. R.Subramanian, Professional Ethics, Oxford University Press
10. Text Book for Intermediate Ethics and Human Values, Board of Intermediate Education & Telugu Academy, Hyderabad
11. William Lilly, Introduction to Ethics, Allied Publishers

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(2019-2020)

ENVIRONMENTAL STUDIES

Semester-I

(Total 30 Hours)

Unit-I: Natural Resources:

6Hrs

Definition, scope and importance. Need for public awareness.

Brief description of;

- ☐ Forest resources: Use and over-exploitation. Deforestation; timber extraction, mining, dams. Effect of deforestation on environment and tribal people
- ☐ Water resources: Use and over-utilization. Effects of overutilization of surface and ground water. Floods, drought.
- ☐ Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources.
- ☐ Food resources: World food problems, Effects of modern agriculture; fertilizer-pesticide, salinity problems.
- ☐ Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.
- ☐ Land resources: Land as resources, land degradation, man induced landslides, soil erosion and desertification

Unit-II: Ecosystems, Biodiversity and its conservation

6Hrs

- ☐ Concept of an ecosystem
- ☐ Structure and function of an ecosystem
- ☐ Producers, consumers and decomposers
- ☐ Food chains, food webs and ecological pyramids
- ☐ Characteristic features of the following ecosystems:-
Forest ecosystem, Desert ecosystem, Aquatic ecosystem.
- ☐ Value of biodiversity: Consumptive use, productive use. Biodiversity in India.
- ☐ Threat to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts.
- ☐ Endangered and endemic species of India
- ☐ Conservation of biodiversity

Unit-III: Environmental Pollution

6Hrs

- ☐ Definition
- ☐ Causes, effects and control measures of:-
 - a. Air pollution
 - b. Water pollution

- c. Soil pollution
- d. Noise pollution
- ☐ Solid waste management; Measures for safe urban and industrial waste disposal
- ☐ Role of individual in prevention of pollution
- ☐ Disaster management: Drought, floods and cyclones

Unit-IV: Social Issues and the Environment

6Hrs

- ☐ From Unsustainable to Sustainable development
- ☐ Water conservation, rainwater harvesting, watershed management. Climate change, global warming, ozone layer depletion, Environment protection Act
- ☐ Wildlife Protection Act, Forest Conservation Act

Unit-V: Human Population and the Environment

6Hrs

- ☐ Population explosion, impact on environment. Family welfare Programme
- ☐ Environment and human health
- ☐ Women and Child
- ☐ Welfare Value Education
- ☐ Role of Information Technology in Environment and human health.

Reference Books:

1. Environmental Studies by Dr.M.Satyanarayana, Dr.M.V.R.K.Narasimhacharyulu, Dr.G.Rambabu and Dr.V. Viveka Vardhani, Published by Telugu Academy, Hyderabad.
2. Environmental Studies by R.C.Sharma, Gurbir Sangha, published by Kalyani Publishers.
3. Environmental Studies by Purnima Smarath, published by Kalyani Publishers.



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INFORMATION & COMMUNICATION TECHNOLOGY -1 (ICT-1)
II Semester under CBCS w.e.f 2019-20

Paper Title: Computer Fundamentals and Office Tools
(Common for all II Semester B.A./B.Com./B.Sc. COURSES)

Unit-I: Basics of Computers:

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 - I/O Devices.

Unit-II: Operating System Basics:

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-III: MS-Word

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-IV: MS-PowerPoint

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-V: MS-Excel

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.

Reference Books:

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

Phone : 08819 – 246126 / 246926

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PENUGONDA – 534 320. West Godavari District, Andhra Pradesh

II Semester Syllabus

COMMUNICATION AND SOFT SKILLS – I (CSS-I)

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2019-2020)

Unit – I : Vocabulary, Definition and Scope

1. Affixation – Prefixes and Suffixes
2. Conversion
3. Words Often Confused
4. Phrasal Verbs

Unit – II : Grammar – I

1. Types of Verbs
2. Subject- Verb Agreement

Unit – III : Grammar – II

- 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. Intensive Reading
2. Extensive Reading
3. Skimming
4. Scanning

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INFORMATION & COMMUNICATION TECHNOLOGY -2 (ICT-2) Syllabus

III Semester under CBCS w.e.f 2019-2020

Paper Title: Internet Fundamentals and Web Tools

(Common for all III SEMESTER B.A./B.Com./B.Sc. COURSES)

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, tumblr, LinkedIn, facebook, flickr, skype, yelp, vimeo, yahoo!, google+, youtube, WhatsApp, etc.

Unit-III: E-mail

Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, mail 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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III Semester Syllabus

COMMUNICATION AND SOFT SKILLS – II (CSS-II)

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2019-2020)

Unit – I : Pronunciation – 1

1. Introduction to Phonetics
2. Consonants
3. Vowels

Unit – II : Pronunciation – 2

1. Syllable
2. Word Stress
3. Accent and Rhythm in connected speech
4. Intonation

Unit – III : Speaking Skills – 1

1. Conversation Skills (Language Functions)
Greetings and Introductions, Asking for / giving information and permissions
Giving instructions and directions
2. Interview Skills
3. Presentation Skills
4. Public Speaking

Unit – IV : Speaking Skills – 2

1. Role Play
2. Debate
3. Group Discussion

Unit – V : Writing Skills

1. Spellings
2. Punctuation
3. Information Transfer
 - *Tables
 - *Bar Diagram
 - *Line Graphs
 - *Pie Diagrams
 - *Flow Charts
 - *Tree Diagrams
 - *Pictures

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IV Semester Syllabus

COMMUNICATION AND SOFT SKILLS – III (CSS-III)

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2019-2020)

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 Summarising

1. Elements of Effective Paraphrasing
2. Techniques of Paraphrasing
3. What makes a good summary?
4. Strategies of Summarising

Unit – IV : Letter Writing

1. Letter writing (Formal and Informal)
2. e-Correspondence

Unit – V : Resume and C.V

1. Resume and Curriculum Vitae
2. Cover letter

S. V. K. P. and Dr K. S. Raju Arts and Science College, Penugonda

Foundation Course: ANALYTICAL SKILLS SYLLABUS (19FC42)

Wef 2019-20 admitted batch

FOURTH SEMESTER

Common for BA, B.Com and B.Sc.,

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).

Date, Time and Arrangement Problems:

Calendar Problems, Clock Problems, Blood Relationship.

UNIT - 4: Quantitative aptitude:-

Averages, Ration and proportion, Problems on ages, Time-distance – speed.

UNIT – 5: Business computations:-

Percentages, Profit & loss, Partnership, simple compound interest.

Reference Books:

1. Quantitative Aptitude for Competitive Examination by R S Agrawal, S.Chand publications.
2. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers.
3. Quantitative Aptitude : Numerical Ability (Fully Solved) Objective Questions, Kiran Prakashan, Pratogitaprakasan, Kic X, Kiran Prakasan publishers
4. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw hill publications.
5. Old question Paper of the exams conducted by (Wipro, TCS, Infosys, Etc) at their recruitment process, source-Internet.

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PENUGONDA - 534 320

Common for I B.A/B. Com (General & Computer Applications)/B.Sc. Programmes

Semester – IV

Foundation Course – 9
ENTREPRENEURSHIP

SYLLABUS

(w.e.f 2019-20 Admitted Batch)

(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
3. Michael H. Morris, ET. al., Entrepreneurship and Innovation, Cengage Learning, New Delhi, 2011
4. Kanishka Bedi, Management and Entrepreneurship, Oxford University Press, Delhi, 2009
5. Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi, 2011
6. Khanka, SS, Entrepreneurship Development, S. Chand, New Delhi.
7. Peter F. Drucker, Innovation and Entrepreneurship.
8. A.Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges & Opportunities.

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FOUNDATION COURSE	CODE: 19FCLE4	2019-20	II B.A
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**B.A.,B.Com.,B.Sc., (FOUNDATION COURSE)
IV Semester Syllabus (w.i.e. 2019-20 Admitted Batch)
LEADERSHIP EDUCATION**

UNIT-I :

Organisation – Management – Leadership –Meaning and Significance – Different theories – Trait Theory, Blake &Mountain Theory – Other functions of Management.

UNIT-II :

Behavioral Concepts – Individual Behaviour – 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.

Reference Books:

1. Fred Luthans, "Organizational Behaviour", Tata McGraw Hill Publishing Co., New Delhi.
2. Robins, Stephen P, "OrganisationalBehaviour", 9th Edition, Prentice Hall of India, New Delhi.
3. Koontz and O "Donnell", Essentials of Management,Tata McGraw Hill Publishing Co., New Delhi, 2000.
4. Keith Davis, "Human Behaviour at Work", Tata McGraw Hill Publishing Co., New Delhi.
5. Aswathappa,"OrgnizationalBehaviour", Himalaya Publishing House, Mumbai
6. Stoner Freeman, "Management", Prentice Hall of India, New Delhi.