# SCHEME OF EXAMINATIONS

| Part | Study Components / Course Title | Inst. Hours/Week | Examination | | 
|------|---------------------------------|------------------|-------------| 
|  |  |  | CIA $ | Uni. Exam | Total | Credit | 
| Semester I | | | Duration | | | | 
| I | Language-I | 6 | 3 | 25 | 75 | 100 | 4 |  
| II | English-I | 6 | 3 | 25 | 75 | 100 | 4 |  
| III | CORE I – PROSE -I | 5 | 3 | | 20 | 55 | 75 | 3 |  
| III | CORE II – FICTION – I | 5 | 3 | | 20 | 55 | 75 | 3 |  
| III | ALLIED PAPER I SOCIAL HISTORY OF ENGLAND | 6 | 3 | 25 | 75 | 100 | 4 |  
| IV | Environmental Studies # | 2 | 3 | - | | 50 | 50 | 2 |  
| Semester II | | | | | | | | 
| I | Language-II | 6 | 3 | 25 | 75 | 100 | 4 |  
| II | English-II | 6 | 3 | 25 | 75 | 100 | 4 |  
| III | CORE III – POETRY - I | 5 | 3 | 25 | 75 | 100 | 4 |  
| III | CORE IV – DRAMA - I | 5 | 3 | 25 | 75 | 100 | 4 |  
| III | ALLIED PAPER II HISTORY OF ENGLISH LITERATURE | 6 | 3 | 25 | 75 | 100 | 4 |  
| IV | Value Education – Human Rights # | 2 | 3 | - | | 50 | 50 | 2 |  
| Semester III | | | | | | | | 
| I | Language-III | 6 | 3 | 25 | 75 | 100 | 4 |  
| II | English-III | 6 | 3 | 25 | 75 | 100 | 4 |  
| III | Core V – PROSE - II | 4 | 3 | 25 | 75 | 100 | 4 |  
| III | Core VI – FICTION – II | 4 | 3 | 25 | 75 | 100 | 4 |  
| III | Allied : III - LITERARY FORMS | 5 | 3 | 25 | 75 | 100 | 4 |  
| IV | Skill based Subject 1 | | | | | | | 
| | COMMUNICATIVE ENGLISH - PAPER I | 3 | 3 |  | 20 | | 55 | 75 | 3 |  
| IV | Tamil@ / Advanced Tamil# (OR) Non-major elective - I (Yoga for Human Excellence)# / Women's Rights# | 2 | 3 |  |  | 50 | 50 | 2 |  
| Semester IV | | | | | | | | 
| I | Language-IV | 6 | 3 | 25 | 75 | 100 | 4 |  
| II | English-IV | 6 | 3 | 25 | 75 | 100 | 4 |  
| III | Core VII – POETRY – II | 4 | 3 | 25 | 75 | 100 | 4 |  
| III | Core VIII – DRAMA – II | 4 | 3 | 25 | 75 | 100 | 4 |  
| III | Allied : IV LITERARY CRITICISM | 5 | 3 | 25 | 75 | 100 | 4 |  
| IV | Skill based Subject 2 | | | | | | | 
| | COMMUNICATIVE ENGLISH - PAPER II | 3 | 3 |  | 20 | | 55 | 75 | 3 |  

- 1 -
$ Includes 25/40% continuous internal assessment marks for theory and practical papers respectively.

@ No University Examinations. Only Continuous Internal Assessment (CIA)
# No Continuous Internal Assessment (CIA). Only University Examinations.

List of Elective papers (Colleges can choose any one of the paper as electives)

<table>
<thead>
<tr>
<th>Elective – I</th>
<th>A ENGLISH FOR COMPETITIVE EXAMS.</th>
<th>B STUDY OF INDIAN THEATRE</th>
<th>C PUBLIC SPEAKING</th>
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| Semester V | | | | | |
| III Core IX – SHAKESPEARE – I | 6  3  25  75  100  4 |
| III Core X – INDIAN WRITING IN ENGLISH | 6  3  25  75  100  4 |
| III Core XI – AMERICAN LITERATURE | 6  3  25  75  100  4 |
| III Core XII – COMMONWEALTH LITERATURE | 5  3  25  75  100  4 |
| III Elective – I | 4  3  25  75  100  4 |

| IV Skill based Subject 3 | | | | | |
| COMMUNICATIVE ENGLISH - PAPER III | 3  3  20  55  75  3 |

| Semester VI | | | | | |
| III Core XIII – SHAKESPEARE – II | 6  3  25  75  100  4 |
| III Core XIV – INTENSIVE STUDY OF AN AUTHOR – TAGORE | 6  3  25  75  100  4 |
| III CORE XV – INDIAN LITERATURE IN ENGLISH TRANSLATION | 5  3  25  75  100  4 |
| III Elective –II | 5  3  25  75  100  4 |
| III Elective –III | 5  3  25  75  100  4 |

| IV Skill based Subject 4 | | | | | |
| COMMUNICATIVE ENGLISH - PAPER IV | 3  3  20  55  75  3 |

V Extension Activities @ | | | | | |
| -  -  50  -  50  2 |

Total | 3500 140
### Scheme of Examinations

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<th>Part</th>
<th>Study Components / Course Title</th>
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<th>Examination Duration</th>
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### List of Elective papers (Colleges can choose any one of the paper as electives)

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|             | B STUDY OF INDIAN THEATRE
|             | C PUBLIC SPEAKING

| Elective – II | A COMMUNICATIVE ENGLISH
|              | B FUNDAMENTALS OF COMPARATIVE LITERATURE
|              | C WRITING SKILLS

| Elective - III | A INTRODUCTION TO LINGUSITICS
|               | B STUDYING NOVELS
|               | C TRANSLATION TASKS

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Semester I
Core I - PROSE I

Subject Description:
This paper aims at introducing the students to the important authors of English prose.

Objective:
On successful completion of the paper the students should have known about the writers of prose in English.

CONTENTS:
UNIT I
Detailed:
1. Cindrella
2. Vivekananda’s World Vision
3. With the photographer

UNIT II
4. Ranjit my Husband
5. The Lesson of the Seagull
6. The Best Investment I ever made.

UNIT III
Non Detailed:
1. Galileo and the Telescope
2. A Nation’s Strength

UNIT IV
3. Search for a Stranger
4. A Snake in the Grass

UNIT V
5. At School
6. A Rare Fish

Core II – Fiction I

Subject Description:
This paper aims at introducing the students to the field of short Fiction.

Objective:
On successful completion of the paper the students should have known of short stories and short story writing in general.

Content:

Popular Short Stories – Board of Editors, Oxford University Press
Ten short stories only

UNIT - I

UNIT - II
3. “How much Land Does a Man Need,” by Leo Tolstoy
4. “A Work of Art,” by Anton Chekhov

UNIT - III
5. Old Man at the Bridge,” by Ernest Hemingway

UNIT - IV

UNIT - V
9. “Living or Dead,” by Rabindranath Tagore
10. The World Renowned Nose,” by Vikom Muhamad Basheer
Allied Paper : I
Social History of England

Subject Description:
This paper aims at introducing the students to the Social History of England.

Objective:
On successful completion of the paper the students should have known of English Society and History of England.

Content:
UNIT I
1. The Renaissance
2. The Reformation

UNIT II
3. The Spanish Armada
4. Colonization
5. Civil War

UNIT III
6. Restoration in England
7. American war of Independence

UNIT IV
8. The Agrarian Revolution
9. The Industrial Revolution

UNIT V
10. The Reform Bills
11. The Development of Education in Victorian period
12. World Wars

Book Prescribed:
Social History of England: by A. G. Xavier
Semester II
Core III – Poetry- I

Subject Description:
This paper aims at introducing the students to the field of Poetry in English Literature.

Objective:
On successful completion of the paper the students should have known of Poets and Poems in English Literature.

Content:
Poetry Down the Ages for Bharathiar University, Orient Blackswan

UNIT I
1. The Sun Rising, John Donne
2. To his Coy Mistress, Andrew Marwell

UNIT II
3. Sonnet 116, William Shakespeare
4. Lycidas, John Milton

UNIT III
5. The Chemney Sweeper, William Blake
6. Lines Written a Few Miles above Tintern Abbey, William Wordsworth

UNIT IV
7. Kubla Khan, Samuel Taylor Coleridge
8. Ode to the West Wind, Percy Bysshe Shelley

UNIT V
9. Ode to a Nightingale, John Keats
10. Ulysses, Lord Alfred Tennyson
Core IV – Drama - I

Subject Description:
This paper aims at introducing the students to the field of Drama in English Literature.

Objective:
On successful completion of the paper the students should have known of Dramas and Dramatists.

Content:
Detailed:
UNIT I
Dr. Faustus by Christopher Marlowe

UNIT II
She Stoops to Conquer – Oliver Goldsmith

Non-Detailed:
UNIT III
The Alchemist – Ben Jonson

UNIT IV
The Rivals – R.B. Sheridan

UNIT V
Strife - John Galsworthy (Macmillan)

Subject Description:
This paper aims at introducing the students to the History of Literature and Great Authors in English.

Objective:
On successful completion of the paper the students should have known of the History of Literature and Great Authors in English.

Content:
UNIT I
1. The Age of Chaucer
2. The Age of Shakespeare – Verse, Drama and Prose.

UNIT II
3. The Age of Milton – Milton
4. The Age of Dryden- Verse, Drama and Prose

UNIT III
5. The Age of Pope- Verse, Drama and Prose
6. The Age of Johnson-General Prose and the Novel

UNIT IV
7. The Age of Wordsworth- The older Poets, the Younger Poets.
8. The Age of Tennyson– Verse, General Prose and The Novel.

UNIT V
9. The Age of Hardy
10. The Present Age.

Book Prescribed:
An Outline History of English Literature by William Henry Hudson.
(B.I Publications Pvt Ltd)
Subject Description:
This paper aims at introducing the students to the important authors of English in prose.

Objective:
On successful completion of the paper the students should have known about the writers of prose in English.

Contents:
Detailed:

UNIT I
1. Of Studies
2. Of Truth

UNIT II
3. The Spectator Club
4. Sir Roger at Church

UNIT III
5. Dream Children: A Revery
6. Dissertation Upon Roast Pig
7. An Apology for Idlers

Non-Detailed:
UNIT IV
1. On Saying Please
2. On Good resolutions
3. On Doing Nothing

UNIT V
4. Selected Snobberies
5. Shooting an Elephant

Book Prescribed
1. Pleasures of English Prose by Macmillan
Core VI – Fiction II

Subject Description:
This paper throws more light on Novels and Novelists in English.

Objective:
On successful completion of the paper the students should have known of more Novels and Novelists.

Books Prescribed:
UNIT I
Far from the Madding Crowd, by Thomas Hardy

UNIT II
Silas Marner (Macmillan), by George Eliot

UNIT III
Treasure Island – R.L. Stevenson

UNIT IV
The Heart of Darkness – Joseph Conrad

UNIT V
Animal Farm – George Orwell
Allied Paper III – Literary Forms.

Subject Description:
This paper aims at introducing to the students the various forms of Poems, Prose, Drama, etc.

Objective:
On successful completion of the paper the students should have known of more Novels and Novelists.

Content
The following chapters are omitted
Section-I- Poetry Chapter IV
Section II-Drama :Chapters IV,V,VI and VII
Section III- Prose :Chapters V,VI

Book Prescribed: A Background to the study of English Literature-by Prasad (Macmillan)
Subject Description:
Introducing the students to Milton and other Great Poets in English.

Objective:
On successful completion of the paper the students should have more Knowledge of Poems and Poets in English.

Content:

Poetry Down the Ages, for Bharathiar University, Orient Blackswan

UNIT I
Dover Beach - Matthew Arnold
My Last Duchess - Robert Browning

UNIT II
The Darkling Thrush - Thomas Hardy
The Windhover - G.M.Hopkins

UNIT III
A Prayer for my Daughter - W.B.Yeats
The Burial of the Dead, from the Waste Land - T.S.Eliot

UNIT IV
The Unknown Citizen - W.H.Auden
And Death shall have no Dominion - Dylan Thomas

UNIT V
Prayer before Birth - Louis MacNeice
Church Going - Philip Larkin
Core – VIII-Drama-II

Subject Description:
Throws more light on Dramas and Dramatists in English.

Objective:
The Students should come to know more of Dramas and Dramatists in English.

Content:
Detailed
UNIT I
Pygmalion - G. B. Shaw

UNIT II
The Cocktail Party - T.S.Eliot

Non-Detailed
UNIT III
The Admirable Crichton – J.M. Barrie

UNIT IV
The Playboy of the Western World – J.M.Synge

UNIT V
The Importance of Being Earnest - Oscar Wilde
Allied Paper IV – Literary Criticism

Subject Description:
This paper aims at introducing the students to the field of criticism and critics in English.

Objective:
On successful completion of the paper the students should have a good Knowledge of Criticism and Critics.

Contents:
The following chapters are omitted.

1. The Greek Masters
2. The Roman Classicists.
3. Enter Romance.
4. The Emergence of vernacular.
5. The Battle of Tastes.

Book Prescribed:
An Introduction to English Criticism by Prasad (Macmillan)
SEMESTER – V
Core-IX – Shakespeare -I

Subject Description:
This Paper Introduces Shakespeare the Greatest Dramatist in English.

Objective:
On successful completion of the paper the students should have come to know of Shakespeare and his plays.

Content:

Detailed:
UNIT I
Othello

UNIT II
Twelfth Night

Non-detailed:
UNIT III
Merchant of Venice

UNIT IV
Julius Caesar

UNIT V
Shakespearean Theatre
Core-X – Indian Writing in English

Subject Description:
This Paper Introduces to the students the Indian Authors Writing in English

Objective:
On successful completion of the paper the students should have come to know about Indian Authors and their works.

Contents
UNIT I
Detailed:
Drama-Silence the Court is in Session- Vijay Tendulkar (Macmillan)

UNIT II
Poetry-Detailed
Poems No-1, 2, 3, 7, 8 & 14 From Indian Verse in English by Srinath (Macmillan)

Short Stories - Non Detailed
UNIT III
Sweets for Angels – R.K.Narayan

UNIT IV
Tyger in the Tunnel – Ruskin Bond

UNIT V
Novel
Kanthapura by Raja Rao
Core-XI – American Literature.

**Subject Description:**
This Paper Introduces to the students the American Authors and their works.

**Objective:**
On successful completion of the paper the students should have come to know about American Literature in General.

**Content:**

UNIT I
**Poetry-Detailed:**
Poems: 2, 3, 4, 6, 11, 13 from *American Literature* edited by Sachidhanandhan (Emerald)

UNIT II
**Poetry Non-detailed:**
Poems: 15, 16, 17, 18 from *American Literature* edited by Sachidhanandhan (Emerald)

UNIT III
**Prose Detailed**
Walden – Thoreau, Chapter-2, ”Where I Lived and What I Lived For”

UNIT IV
**Novel Non-detailed**
Tom Sawyer by Mark Twain

UNIT V
**Drama-Detailed**
Death of a Salesman by Arthur Miller
Core XII – COMMONWEALTH LITERATURE

Content:
UNIT I
POETRY - Detailed
1. Australia – A.D. Hope
2. Dying Eagle - E.J. Pratt
3. Telephone Conversation – Chinua Achebe

UNIT II
DRAMA - Detailed
Lion and the Jewel – Wole Soyinka

UNIT III
PROSE - Non-detailed
“India : A Wounded Civilization” - V.S.Naipaul

UNIT IV
NOVEL
The Edible Woman – Margaret Atwood

UNIT V
SHORT STORY
A Cup of Tea – Katherine Mansfield
Elective – I-A
English For Competitive Examinations.

Subject Description:
This Paper aims at Preparing the students for Various Competitive Examinations.

Objective:
On successful completion of the paper the students should have come to know of Various tools that are essential for competitive Exams.

Content
All Chapters.

Book Prescribed: English for Success – Radhakrishnan Pillai, (Emerald)
Elective – I-B

STUDY OF INDIAN THEATRE

OBJECTIVES
1. To help students develop histrionic talents
2. To enable students to manipulate the communicative potentials of drama
3. To give them an orientation in dramatic writing

Unit I - Introduction to Indian Theatre
Unit II - Traditions of Performance
Unit III - How to Write a Play
Unit IV - How to Produce a Play
Unit V - Review of a Play - Project

Or

Dialogue for a Situation

Books for Reference:
Study of Indian Theatre - ENNES Publications
Contact Nos: 04252 – 226283
93622 11949
Elective – I-C
PUBLIC SPEAKING

OBJECTIVES
1. To help students overcome the fear of facing an audience
2. To train students in planning a speech and then draft it
3. To acquaint students with the major practices in effective public speaking

Unit I - Rudiments of Public Speaking (Theory)
Unit II - Techniques of Public Speaking
Unit III - Planning and Writing a Speech
Unit IV - Overcoming fear and understanding audience
Unit V - Model speeches
   1. I have a dream - Martin Luther King
   2. Yes We Can - Obama
   3. Chicago - Swami Vivekananda

Book for Reference
Dale Carnegie - Public Speaking
SEMESTER VI
CORE-XIII  Shakespeare –II

Subject Description:
This Paper throws more light on Shakespeare and his plays.

Objective:
On successful completion of the paper the students should have come to know more about Shakespeare and his works.

Content
Detailed
UNIT I
Macbeth

UNIT II
As you Like it

UNIT III
Non-Detailed
Henry IV Part I

UNIT IV
Romeo and Juliet

UNIT V
Shakespeare’s Poetry
CORE-XIV - Intensive Study of an Author – Tagore.

Subject Description:
This Paper throws more light on Tagore and his works

Objective:
On successful completion of the paper the students should have come to know more about Tagore and his works.

Contents

UNIT I
Novel: Home and the World

UNIT II
Short Stories: 1 to 4

UNIT III
Short Stories: 5 to 7

UNIT IV
Short Stories: 8 to 10

UNIT V
Drama: Chitra

Books Prescribed:
1. Chitra (Macmillan)
2. Hungry stones and other stories (Macmillan)
3. Home and the World (Macmillan)
CORE-XV - Indian Literature in English Translation.

Subject Description:
This Paper gives the students knowledges of Indian Literature written in Indian Languages and Translated in English.

Objective:
On successful completion of the paper the students should have come to know of Indian Works written in Indian Languages and Translated In English.

Contents:
UNIT I: - Detailed:
Poetry- Gitanjali by Tagore, Verses 1 to 30 (Macmillan)

UNIT II: - Non-detailed:
Thirukkural 1 to 20 verses

UNIT III
Drama Non-Detailed
Aurangzeb by Indira Parthasarathy (Seagull)

UNIT IV
Novel: Thakazhi Sivasankara Pillai’s “Chemeen”

UNIT V
“Sangati” by Bama, Trans. Lakshmi Holmstrom - OUI
Elective – II-A
Communicative English

Subject Description:
This Paper gives the students knowledge of Communicative skills.

Objective:
On successful completion of the paper the students should have come to known of Communicative skills.

Contents:
All Chapters From Developing Communication Skills

Book Prescribed: Developing Communication Skills, by Krishnamohan and Meera Benerji.(Macmillan)
OBJECTIVES
1. To enable students to have an understanding of literatures of the world
2. To orient them towards understanding of different cultures
3. To train them in the logic and principles of comparison

Unit I - Introduction to Comparative Literature
Unit II - Principles of Comparative Literature
Unit III - Oriental and Occidental Literature – Comparative Study
Unit IV - Aesthetics - Eastern and Western
Unit V - Project – A Comparative Study of a Short Story or a Poem Each from a Language of Student’s Choice and English

Book for Reference
Fundamentals of Comparative Literature - ENNES Publications
Elective – II-C
WRITING SKILLS

OBJECTIVES
1. To sensitize students to effective writing
2. To expose them to higher order writing in different situations in life
3. To train students in specified types of formal writing

Unit I  - Study Skills
Unit II - Precis Writing
Unit III - Report Writing
Unit IV - Commercial Correspondence
Unit V  - Drafting

Book Prescribed
Writing Skills by Dr. Thailambil (ENNES Publications)
Elective – III-A
Introduction to Linguistics.

Subject Description:
This Paper gives the students knowledge of Linguistics.

Objective:
On successful completion of the paper the students should have come to know of Linguistics.

Contents:
Book to be prescribed – An Introduction to Linguistics and Language Studies, David Crystal
Elective – III-B

STUDYING NOVELS

OBJECTIVES
To help students segment and classify different aspects of a Novel
1. To enable students to recognize themes and techniques
2. To train them in writing critiques of novels

Unit I - Authors
Unit II - Characters
Unit III - Setting
Unit IV - Plot and Story
Unit V - Themes

Book for Reference
Mastering English Literature - Richard Gill (MacMillan)
OBJECTIVES

1. To familiarize students with administration terminologies in English and Mother Tongue
2. To help them acquire a working knowledge in that field

Unit I - Word and Phrase Classification
Unit II - Note terms, forms of endorsement
Unit III - Note Order, Official Letters
Unit IV - Circulars, Proceedings
Unit V - Government Orders, Announcements, Advertisements in Newspapers, Official Notes.

Book for Reference
Translation Tasks - ENNES Publications
COMPUTER PAPERS FOR
BA ENGLISH LITERATURE WITH COMPUTER APPLICATIONS

SEMESTER –III
Core VI –FUNDAMENTALS OF INFORMATION TECHNOLOGY

Unit-I
Introduction to Computers – characteristics, history, generations, classifications, application of computer, hardware and software, operation systems, computer language, DOS file, directory, Changing the directory, creating a new directory, copying files, deleting files, changing filename, date and time, type, print. Windows, windows basics, introduction, starting windows, using mouse, using menus in windows.

Unit-II
Word, introduction to word, editing a document, more and copy text and help system, formatting text & paragraph, finding and replacing text and spell checking, using tabs, enhancing documents, columns, tables & other features, using graphic, templates and wizards using mail merge, miscellaneous features of word.

Unit III
Introduction of worksheet & excel, getting started with excel, editing cells and using commands and functions, moving and copying, inserting and deleting rows and columns, getting help and formatting a worksheet, printing the worksheet, creating charts, using date and time and addressing modes, naming ranges and using statistical, math and financial functions.

Power point basics editing text adding subordinate points, deleting slides, working in outline view, using design templates, adding graphs, adding organization charts, running an electronic slide show, adding special effects.

Unit IV

Unit V

Reference Books:
2. Easy Office 2000, SISO Books
3. MS Office, C.Nellikannan, Nels Publication
4. Internet Complete Reference, Healey Halin, Tata MaCraw.
SEMESTER –IV
Core –VIII- SOFTWARE ENGINEERING

Unit-1
Introduction - software - software crisis - software myths - computer based systems - Hardware considerations- software considerations- system analysis- check list- system specification

Unit - 2
Software requirements specification - system modeling - software prototyping developing simple formal specification - error specification - model based specification - object oriented design.

Unit-3
Design process consideration - transform analysis- design heuristics – design optimisation - data structure verses data flow techniques -Jackson system development - warnier - orr diagrams - data structures system development

Unit - 4
Real time systems - data flow oriented design method - programming function reliability- software reuse - CASE - software development environments.

Unit - 5
Software Quality Assurance - Quality metrics - software testing - 1 path testing - control structure testing - black box testing - white box testing - integration – validation and system testing - software maintenance - reverse engineering and re-engineering.

Book Prescribed:
Reference Book:
SEMESTER –V
Core-X I– BASIC PROGRAMMING AND INTERNET

Unit - 1
Understanding the computer - importance of computers - History of computers - Input / Output devices - Processing Unit - Storage devices - Language Low Level / high level - Problems - flow charting algorithms.

Unit -2
Basic Programming - importance of Basic program analysis - listing, editing running, saving merging and erasing the programs - constants - date, input statements - output statements - expression - printer controls.

Unit -3
Jumping - branching - looping statements subscripted variables – library functions - user defined functions - subscripted variables - library functions – user defined functions - subroutines - multiple - parameter functions - multiple line functions - named subroutines.

Unit- 4
Matrix Algebra - Reading, Printing addition, subtraction and multiplication of matrices string manipulation.

Unit- 5 - Introduction to Internet
Definitions advantages browsers - brief overviews of servers url definition - introduction to world wide web (WWW) - Brief study of HTML tags - creation of simple HTML programs using Tags - Multimedia Capabilities of WWW commercial uses - client /server Architecture in internet - Domain name - Extension types internet services - addressing scheme - levels of HTML - feature of internet.

Books Prescribed:
SEMESTER – VI
CORE-XV - PC Software( MS OFFICE)

Unit-1
Introduction to office automation - A brief about latest packages – introduction to windows - creation of Icons - introduction to Ms-Office - importance of word processors, spreadsheet database and presentations in office environment

Unit -2

Unit -3
Crating worksheet - entering and editing text, numbers, formulas - saving – Excel functions modifying worksheet range selection copying and moving data - defining names - inserting of deleting rows of columns - moving around worksheet naming worksheet, copying inserting of deleting worksheet - formatting, auging, heading displaying value- changing of selecting fonts, protesting data using style so templates - reprinting worksheet creating charts - managing date - what if tables pate tables wrads, macros, linking worksheets.

Unit-4
Creating new database- modifying database modifying database structure- entering data relieving data ruing queries changing screen displays searching the databases- sorting updating report generation mailing levels working with numbers, dates and yes/no fields working with multiple tables.

Unit - 5
Basics of power point - creating of editing slides - formatting slides – Formating slides - Master slides- templates- coloring texts and objects- transitions heading slides- using clip art gallery - chart creation managing files.

Book Prescribed:
Joyce Cox and Ply Urban - Quick Course in Microsoft Office – Golgota publications
Semester III

SKILL BASED SUBJECT – 1

COMMUNICATIVE ENGLISH - PAPER I

UNIT I- Reading Comprehension

UNIT II-Grammar and Usage.-Nouns, Pronouns, Adjectives, Adverbs, Gerunds

UNIT III-Organs of speech and Speech mechanism

UNIT IV-Dialogue in Different Situations
Greeting, leave taking, Making requests, Expressing gratitude, apologising, Complaint.

UNIT V – Sentence completion, Paragraph Writing.
SEMESTER IV
SKILL BASED SUBJECT – 2
COMMUNICATIVE ENGLISH - PAPER II

UNIT I – Note making, summarizing

UNIT II – Kinds of Sentences – Active Passive etc, Sentence Patterns, Synonyms and Antonyms.

UNIT III - Speech Sounds – Classification – Vowels Consonant, Diphthongs, Phonetic Symbols.

UNIT IV - Dialogue at different situations – At the Post Office, Bank, Railway Stations, Airport, Government Offices, Workshops, Doctors Clinic Market Place, Etc.

UNIT V - Precis Writing.
SEMMESTER V
SKILL BASED SUBJECT – 3
COMMUNICATIVE ENGLISH - PAPER III

UNIT I – Introduction – Self , Others
Invitations.

UNIT II – Word accent , Intonation and Stress

UNIT III - Transformation of sentences
Active to Passive, Questions Framing and Question Tags

UNIT IV – Welcome Address and Vote of Thanks
Accepting and declining Invitations.

UNIT V – Reading and Narrating Story – Imaginative features.
SEMIESTER VI
SKILL BASED SUBJECT – 4
COMMUNICATIVE ENGLISH - PAPER IV

UNIT I – Letter Writing – Formal and Non formal, Applications

UNIT II – Direct and Indirect Speech

UNIT III – Stress, Intonation, rhythm in connected speech

UNIT IV – Spelling errors, Spelling rules

UNIT V – Reserving tickets, Seeking admission in a College, Applying for a Post, Attending the Interviews, Buying and Selling Products like Car, Flats etc

QUESTION PAPER PATTERNS FOR PAPERS – Maximum 75 Marks
Section A – 10 Marks
Twenty objective type questions from all units ( 10 X 1 = 10 )

Section B – 25 Marks
Five either or type questions of 5 marks each from all units. ( 5 X 5 = 25 )

Section C – 40 Marks
Five either or type questions from all units ( 5 X 8 = 40 )

QUESTION PAPER PATTERNS FOR PAPERS – Maximum 55 Marks
Section A – 10 Marks
Twenty objective type questions from all units ( 10 X 1 = 10 )

Section B – 15 Marks
Five either or type questions of 5 marks each from all units. ( 5 X 3 = 15 )

Section C – 30 Marks
Five either or type questions from all units ( 5 X 6 = 30 )