

BHARATHIAR UNIVERSITY, COIMBATORE-641 046
B.A ENGLISH LITERATURE (CBCS PATTERN)
(For the students admitted during the academic year 2018-2019 and onwards)
SCHEME OF EXAMINATIONS

Part	Study Components/ Course Title	Inst. Hours/ Week	Examination				Credit
			D u r at i o n	C I A	U n i v e r s i t y	T o t a l	
	Semester I						
I	TAMIL 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 I – Social History of England	6	3	25	75	100	4
IV	Environmental Studies	2	3	--	50	50	2
	Semester II						
I	TAMIL 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 II – History of English Literature	6	3	25	75	100	4
IV	Value – Education – Human Rights#	2	3	--	50	50	2
	Semester III						
I	TAMIL 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	TAMIL IV	6	3	25	75	100	4
II	ENGLISH IV	6	3	25	75	100	4
III	CORE VII – POETRY II	5	3	25	75	100	4
III	CORE VIII – DRAMA II	5	3	25	75	100	4
III	ALLIED IV –Literary Forms	6	3	25	75	100	4
IV	Skill Based Subject 2 COMMUNICATIVE ENGLISH – Paper II	3	3	20	55	75	3

IV	Skill Based Subject 2 COMMUNICATIVE ENGLISH – Paper II	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	IV
	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	4	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

\$ - 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. Only University Examinations

List of Elective Papers		
ELECTIVE	A	ENGLISH FOR COMPETITIVE EXAMS
	B	STUDY OF INDIAN THEATER
	C	PUBLIC SPEAKING
ELECTIVE	A	COMMUNICATIVE ENGLISH
	B	FUNDAMENTALS OF COMPARATIVE LITERATURE
	C	WRITING SKILLS
ELECTIVE	A	INTRODUCTION TO LINGUISTICS
	B	STUDYING NOVELS
	C	TRANSLATION TASKS

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B.A ENGLISH LITERATURE (CBCS PATTERN)

(For the students admitted during the academic year 2018-2019 and onwards)

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.

UNIT I Detailed:

1. The Suitor and Papa
2. The Sniper

UNIT II

3. A Handful of Dates
4. Two Gentleman of Verona

UNIT III

5. Know When to say "It's None of Your Business"
6. How to Escape from Intellectual Rubbish

UNIT IV

Non Detailed:

1. A Little Bit of What you Fancy
2. The Second Crucifixion

UNIT V

3. Humanities vs Sciences
4. The Beauty of Language

Book Prescribed: CRUISE
A Journey Through Prose
Cambridge University Press

Core II –Fiction I

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

Objective: On successful completion of the paper the students should have an understanding of fiction.

- UNIT - I** Jane Eyre - Charlotte Bronte
UNIT – II Kenilworth - Sir Walter Scott
UNIT – III Oliver Twist - Charles Dickens
UNIT – IV Far From the Madding Crowd - Thomas Hardy
UNIT – V Lord of the Flies - William Golding

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.

Prescribed Text : ELIXIR

**An Anthology of Poems
Emerald Publication**

UNIT I

1. Good Morrow - John Donne
2. One Day I wrote her Name - Edmund Spenser

UNIT II

3. Sonnet 18 - William Shakespeare
4. The Temptations - John Milton

UNIT III

5. The Tyger - William Blake
6. To Sleep - William Wordsworth

UNIT IV

7. Kubla Khan - Samuel Taylor Coleridge
8. Ode to a Skylark - Percy Bysshe Shelley

UNIT V

9. Ode to Autumn - John Keats
10. The Lotus Eaters - 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.

Detailed:

UNIT I Dr. Faustus - 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)

Allied Paper –II : History of English Literature.

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 .

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)

Semester III

Core V –Prose II

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.

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

Non-Detailed:

UNIT IV

1. On Good resolutions
2. On Doing Nothing

UNIT V

3. Selected Snobberies
4. 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 The Vicar of Wakefield - Oliver Goldsmith

UNIT II Silas Marner (Macmillan) - George Eliot

UNIT III Treasure Island – R.L. Stevenson

UNIT IV Lord Jim – 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 more of the different genres in English Literature.

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)

UNIT I Poetry – Lyric, Ode, Sonnet, Elegy

UNIT II Dramatic Art Tragedy and Comedy, Tragic – Comedy

UNIT III Farce, Melodrama, One – Act Play, Dramatic Monology Soliloquy, Aside

UNIT IV The Essay, The Novel, Short story

UNIT V Biography and Auto Biography

SEMESTER –IV

Core –VII-Poetry -II

Subject Description : Introducing the students to Great Poets in English Literature.

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

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

Prescribed Text : ELIXIR

**An Anthology of Poems
Emerald Publication**

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.

Detailed

UNIT I Pygmalion - G. B. Shaw

UNIT II A Doll's House - Henrik Ibsen

Non-Detailed

UNIT III Lady Windermere's Fan - Oscar Wilde

UNIT IV Riders to the Sea – J.M.Synge

UNIT V Justice - John Galsworthy

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.

UNIT I

1. Aristotle

2. Philip Sydney

UNIT II

1. John Dryden

2. Dr. Johnson

UNIT III

1. William Wordsmith

2. Coleridge

UNIT IV

1. Mathew Arnold

2. Walter Pater

UNIT V

1. T.S.Eliot

2. I.A. Richards

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.

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 .

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

The White Flower – R.K.Narayan

UNIT IV

Tyger in the Tunnel – Ruskin Bond

UNIT V

Novel

Kanthapura - 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.

UNIT I

Poerty-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 - Mark Twain

UNIT V

Drama-Detailed

Glass Menagerie - Tennessee Williams

Core XII – COMMONWEALTH LITERATURE

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 Competitive Examinations by R.P Bhatnagar (Mecmillan)

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.

Detailed

UNIT I

Macbeth

UNIT II

As you Like it

Non-Detailed

UNIT III

Henry IV Part I

UNIT IV

Romeo and Juliet

UNIT V

Shakespeare's Sonnets: 1 to 5

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:

The Wreck

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)

CORE-XV - Indian Literature in English Translation.

Subject Description : This Paper gives the students knowledge's 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

Non-Detailed

Drama : Aurangzeb - Indira Parthasarathy (Seagull)

UNIT IV

Novel : Chemeen - Thakazhi Sivasankara Pillai

UNIT V

Sangati - 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 know of Communicative skills.

Contents: All Chapters From Developing Communication Skills

Book Prescribed: Developing Communication Skills, by Krishnamohan and Meera Benerji.(Macmillan)

Elective – II-B

FUNDAMENTALS OF COMPARATIVE LITERATURE

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

THE FOUR SKILLS FOR COMMUNICATION

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

LSRW Skills

Book Prescribed Writing Skills by Dr.Thailambal (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)

Elective – III-C

TRANSLATION TASKS

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-1

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

Definitions advantages browsers – brief overviews of servers - definition – introduction to world wide web (WWW) – Brief study of HTML tags – client/server Architecture in internet – Domain name – Extension types internet services – addressing scheme – feature of internet.

Unit V

Introduction of Business Process Outsourcing and Knowledge Process Outsourcing – Essentials of Technical Writing – A Brief overview on soft skills.

Reference Books:

1. Fundamentals of computers 2nd edition, V.Rajaraman, Pai.
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:

ROGER S PRESSMAN, "Software Engineering" Tata McGraw Hill Publication, Company Pvt. Ltd. 4th Edition, 1997.;

Reference Book: Shooman, "Software Engineering" Tata McGraw Hill Publication Company Pvt. Ltd., 1987

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:

1. E. Balagurusamy, "Programming in Basics," TMH Publ. Co. Ltd. 3'd Edition 1,991.
2. Byrons Gotfried, "Programming with Basic," TMH Publ. Co. Ltd. 3'd Edition 1991
3. Harley Hahan, "The Internet Complete," Reference" - TMH Publ. Co.Ltd.3'd Edition 1998.

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

Word Basics - editing with word - copying and moving text - searching – replacing pictures in documents - printing documents - for making with work - for making photographs - sections- dealing from letters - tables tool notes spell checking - grammar checking- sorting- fields, annotation book marks and cross reference.

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, auing, 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 Pily 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.

SEMESTER 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.

SEMESTER 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 Ten 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 Ten objective type questions from all units (10 X 1 = 10)

Section B – 15 Marks Five either or type questions of 3 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)

Question Paper remains unchanged except in Section A

All the questions in Section A should be only multiple choice questions.

All the questions should be multiple choice questions in Drama I and Drama II from the following texts alone.

Drama I

Dr. Faustus

She Stoop to Conquer

Drama II

Pygmalion

The Doll's House