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#### B.A. ENGLISH DEGREE COURSE

#### SCHEME OF EXAMINATION: CBCS PATTERN

#### (WITH FOUR SEMESTER LANGUAGE PAPER)

## (APPLICABLE TO STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2013 – 2014)

PART	STUDY COMPONENTS	Ins. Hrs/ Week	EXAMINATIONS				
			Dur. Hrs	CIA	ESE	TOTAL	CREDIT
	SEMESTER-I					•	
Ι	LANGUAGE-I	6	3	25	75	100	4
П	ENGLISH-I	6	3	25	75	100	4
	CORE –I PROSE-I	5	3	25	75	100	4
	CORE-II FICTION-II	5	3	25	75	100	4
Ш	ALLIED-I SOCIAL HISTORY OF ENGLAND	6	3	25	75	100	4
IV	Environmental Studies*	2	3		50	50	2
	SEMESTER-II						
Ι	LANGUAGE-II	6		25	75	100	4
П	ENGLISH-II	6	3	25	75	100	4
	CORE –III PROSE-II	5	3	25	75	100	4
III	CORE-IV FICTION-II	5	3	25	75	100	4
	ALLIED-II HISTORY OF ENGLISH LITERATURE	6	3	25	75	100	3
IV	Value Education – Human Rights *	2	3		50	50	2
	SEMESTER-III	1	1				
I	LANGUAGE-III	6	3	25	75	100	4
П	ENGLISH-III	6	3	25	75	100	4
	CORE –V POETRY-I	4	3	25	75	100	3
	CORE-VI DRAMA-I	4	3	25	75	100	4
	ALLIED-III LITERARY FORMS	5	3	25	75	100	4
	Skill based Subject : COMMUNICATIVE		3			400	-
IV	ENGLISH-I	3		25	75	100	3
	Tamil ** / Advanced Tamil ** (OR)						
IV	Constitution of India*/Communicative	2	3		50	50	2
	English-I *						
	SEMI	ESTER-IV					
l	LANGUAGE-IV	6	3	25	75	100	4
II	ENGLISH-IV	6	3	25	75	100	4
	CORE –VII POETRY-II	4	3	25	75	100	4
	CORE-VIII DRAMA-II	4	3	25	75	100	4
	ALLIED-IV LITERARY CRITICISM	5	3	25	75	100	4
	Skill based Subject : COMMUNICATIVE		3			400	_
IV	ENGLISH-II	3		25	75	100	3
IV	Tamil ** / Advanced Tamil ** (OR) Non-	2		-	50	50	2

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	major elective - II						
	General Awareness */Communicative		3				
	English -II*						
	SEMESTER-V						
	CORE –IX SHAKESPEARE-I	6	3	25	75	100	4
	CORE-X INTENSIVE STUDY OF TAGORE		3	25	75	100	4
	CORE-XI PHONETICS	5	3	25	75	100	4
111	CORE-XII BASIC JOURNALISM	5	3	25	75	100	4
Ш	ELECTIVE-I	4	3	25	75	100	4
IV	PLACEMENT TRAINING**	2	-				
	Skill based Subject : COMMUNICATIVE		3			100	ſ
IV	ENGLISH-III	3		25	75	100	3
	SEMESTER-VI						
	CORE PAPER-XIII SHAKESPEARE-Ii	5	3	25	75	100	4
	ELECTIVE-II	5	3	25	75	100	4
111	ELECTIVE-III	5	3	25	75	100	4
	PROJECT REPORT	10	-			200	8
IV	PLACEMENT TRAINING**	2					
	Skill based Subject : COMMUNICATIVE						
IV	ENGLISH-IV	3	3	25	75	100	3
V	EXTENSION ACTIVITIY **	-		50	-	50	2
	TOTAL			3	-	3700	140

<u>Note</u>

\* No Internal Examinations only External Examinations

\*\* No External Examinations only Internal Examinations

@ Vocational Industrial Training.

#### List Elective Papers

Elective-I	А	English Language Teaching
	В	Fundamental of Comparative Literature
	С	Indian Literature in English Translation
Elective-II	А	Study of Indian Theatre
	В	Writing Skills
	С	Introduction to General Linguistics
Elective-III	А	Basic Programming of Internet
	В	Basics of Software Engineering
	С	Fundamentals of Information Technology
	•	

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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:**

## **Detailed:**

- 1. Cindrella
- 2. Vivekananda's World Vision
- 3. With the photographer
- 4. Ranjit my Husband
- 5. The Lesson of the Seagull
- 6. The Best Investment I ever made.

# Non - Detailed:

- 1. Galileo and the Telescope
- 2. A Nation's Strength
- 3. Search for a Stranger
- 4. A Snake in the Grass
- 5. At School
- 6. A Rare Fish

# **Book Prescribed:**

Current Prose for Better Learning - Ed Vimala Rama Rao, Macmillan.

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# SEMESTER I

# **CORE I - 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 known of Novels and Novelists in General.

## **Content:**

- 1. Oliver Twist by Dickens.
- 2. The Old man and the Sea by Ernest Hemingway.
- 3. The Vicar of Wakefield by Oliver Goldsmith.

## **Books Prescribed:**

- 1. Oliver Twist by Dickens (Macmillan)
- 2. The Old man and the Sea by Ernest Hemingway. (Vasans Madurai)
- 3. The Vicar of Wakefield by Oliver Goldsmith. (Macmillan)

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# **SEMESTER I**

# **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:**

- 1. The Renaissance
- 2. The Reformation
- 3. The Tudor Navy and the Armada
- 4. Colonial Expansion
- 5. The Civil War and its Social significance
- 6. Restoration England
- 7. The War of American Independents
- 8. The Agrarian Revolution
- 9. The Industrial Revolution
- 10. The Reform Bills
- 11. World Wars
- 12. The Progress of Science and Technology

**Book Prescribed:** 

Social History of England by A. G. Xavier

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# SEMESTER-II CORE III –PROSE II

#### **Subject Description:**

This paper throws more lights on prose writers in English Literature.

## **Objective:**

On successful completion of the paper the students should have known about various authors and their way of writing in English prose.

## **Contents:**

## **Detailed:**

- 1. Bacon: Of Friendship
- 2. Bacon: Of Youth of Age
- 3. Richard Steele: Art of Story Telling
- 4. A.G.Gardiner: On Dining
- 5. Abraham Cowley: Of Greatness
- 6. J.B.S. Haldane- Food

# Non – Detailed:

- 1. Charles Lamb: A Dissertation upon Roast Pig
- 2. Charles Lamb: Dream Children Reverie
- 3. Charles Lamb: The South Sea House
- 4. Dickens: Journey to Niagara
- 5. Robert Lynd: Forgetting
- 6. Joseph Addison: Sir Roger at Home

- 1. The Works of Charles Lamb: Elia. The Last essays of Elia. Vol. 3, (W.J. Widdleton)
- 2. Prose and Poetry for the Young Reader. Ed. D.K. Sebastian and A.G. Xavier (Macmillan)
- 3. Masters of English Prose ed. L.S.R. Krishna Sastry (Macmillan)

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# SEMESTER-II CORE IV –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 about different types of Novels and Novelists and techniques used in their writing.

## **Content:**

- 1. Jane Eyre Charlotte Bronte
- 2. Silas Marner George Eliot
- 3. Cry the Peacock Anita Desai

- 1. Jane Eyre Charlotte Bronte (Macmillan)
- 2. Silas Marner George Eliot (A Pan Classic)
- 3. Cry the Peacock Anita Desai (Any edition)

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## **SEMESTER II**

# **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 would come to know about history of literature and importance of English genres in different Ages of different writers.

#### **Content:**

- 1. The Age of Shakespeare Verse, Drama and Prose.
- 2. The Age of Milton Milton
- 3. The Age of Dryden Verse, Drama and Prose
- 4. The Age of Pope Verse, Drama and Prose
- 5. The Age of Johnson General Prose and the Novel
- 6. The Age of Wordsworth General Prose and the Novel
- 7. The Age of Wordsworth The Older Poets, the Younger Poets.
- 8. The Age of Tennyson Verse, General Prose and the Novel.
- 9. The Age of Hardy
- 10. The Present Age

#### **Book Prescribed:**

An Outline History of English Literature by William Henry Hudson (B.I Publications)

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# **SEMESTER III**

# **CORE V - POETRY I**

#### **Subject Description:**

This paper aims at introducing the students to the field of poetry.

## **Objective:**

On successful completion of the paper the students should have known of poets and poems in English Literature.

## **Detailed:**

- 1. Tennyson Ulysses
- 2. William Wordsworth The Solitary Reaper
- 3. Robert Frost Stopping by Woods on a Snowy Evening
- 4. Thomas Hardy The Man he killed
- 5. John Keats-La Belle Dame Sans Merci

## Non-Detailed:

- 1. Hillarie Belloc Matilda
- 2. John Masefield- Laugh and Be Merry
- 3. Robert Bridges- A Passer By
- 4. P.B.Shelley Ozymandias
- 5. Robert Browning Incident of the French Camp

#### **Reference Book:**

An Introduction to Poetry. Ed by A.G. Xavier (Macmillan)

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# **SEMESTER III**

# **CORE VI - 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:**

1. Pygmalion - Bernard Shaw

#### **Non- Detailed:**

- 1. Hayavadana- Girish Karnad
- 2. Look Back in Anger- John Osborne

- 1. Hayavadana by Girish Karnad (Oxford University Press)
- 2. Look back in Anger by John Osborne (Aleks Sierz)
- 3. Pygmalion by Bernard Shaw. (Filiquarian publishing, LLC)

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## **SEMESTER III**

# 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 various forms, origin of Poetry, Prose, Drama etc.

#### Content

Section-I- Poetry Chapter I, II, III

Section II-Drama: Chapters I, II, III

Section III- Prose: Chapters I, II, III, IV

#### **Reference Book:**

A Background to the study of English Literature by Prasad (Macmillan)

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## **SEMESTER III**

# SKILL BASED SUBJECT – 1 COMMUNICATIVE ENGLISH - PAPER I

UNIT I - Reading Comprehension

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

- UNIT III Organs of speech and Speech mechanism
- UNIT IV Dialogue in different situations Greeting, leave taking, Making requests, Expressing gratitude, Apologizing, Complaint.
- UNIT V Sentence completion, Paragraph Writing

#### **Reference Books:**

Developing Communication Skills by Krishna Mohan, Meera Banerji (Macmillan, 2<sup>nd</sup> Edition)

Effective English Communication for You by Syamala (Emerald Publication)

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# SEMESTER-IV CORE VII – POETRY II

#### **Subject Description:**

This paper aims at introducing the students to Milton and other great poets in English

# **Objective:**

On successful completion of the paper the students should have known of Milton and other great poets and their poems in English Literature.

# **DETAILED:**

Paradise Lost Book I – John Milton

# **NON-DETAILED:**

- 1. Ruskin Bond Story of Lost Friends
- 2. Sarojini Naidu The Old Woman
- 3. Nissim Ezekiel Night of the Scorpion
- 4. Jayanta Mahapatra The Vase

- 1. Paradise Lost Book I by John Milton (any edition)
- 2. Twenty Indian Poems. Ed Aravind Krishna Mehrotra (Oxford)

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## **SEMESTER-IV**

# **CORE VIII – Drama II**

#### **Subject Description:**

This paper throws more light on Dramas and Dramatists in English Literature.

#### **Objective:**

On successful completion of the paper the students should have known more of Dramas and Dramatists in English.

#### **Detailed:**

1. All my Sons- Arthur Miller

## **Non- Detailed:**

- 1. A Raisin in the Sun Lorraine Hansberry
- 2. The Winslow Boy Terence Rattigan

#### **Books Prescribed**

- 1. All My Sons Arthur Miller (Macmillan)
- 2. A Raisin in the Sun Lorraine Hansberry (any edition)
- 3. The Winslow Boy Terence Rattigan (Oxford)

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# SEMESTER-IV 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:**

- 1. The Triumph of Classicism
- 2. The Romantic Revolt
- 3. The Victorian Compromise
- 4. The Age of Interrogation

#### **Reference Book:**

An Introduction to English Criticism by Prasad (Macmillan)

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# **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 Précis Writing.

#### **Reference Books:**

Developing Communication Skills by Krishna Mohan, Meera Banerji (Macmillan, 2<sup>nd</sup> Edition)

Effective English Communication for You by Syamala (Emerald Publication)

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# 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 famous plays.

# Detailed

1. Othello

# Non -Detailed

- 2. As You Like It
- 3. Much Ado about Nothing

# **Books Prescribed:**

- 1. Othello (Macmillan)
- 2. As You Like It (Macmillan)
- 3. Much Ado about Nothing (Macmillan)

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# **SEMESTER-V**

# **CORE X – INTENSIVE STUDY OF TAGORE**

## **Subject Description:**

This paper throws more lights on Rabindranath Tagore and his famous works.

## **Objective:**

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

## **Contents:**

Novel: Home and the world Short Stories: 10 stories from Hungry Stones Drama: Chitra

## **Books Prescribed:**

- 1. Chitra (Macmillan)
- 2. Hungry stones and other stories (Macmillan)
- 3. Home and the world (Macmillan)

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# SEMESTER-V CORE XI –PHONETICS

## **Subject Description:**

This paper throws more lights on Phonetics in English Language.

## **Objective:**

On successful completion of the paper the students should have known about the proper pronunciation of English Language.

# **Content:**

Unit I: Chapter I - Problems in pronunciation Unit II: Chapter II -How the speech organs work in English Unit III: Chapter III - The Consonant of English Unit IV: Chapter V - The Vowels of English Unit V: Chapter VII – Intonation

# **Reference Book:**

Better English Pronunciation. Second Edition by J.D.O' Connor (Cambridge)

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# SEMESTER-V CORE XII – BASIC JOURNALISM

## **Subject Description:**

This paper aims at introducing the field of Journalism to the students.

## **Objective:**

On successful completion of the paper the students should have known about Journalism which in turn help them getting in to the field of Journalism.

## **Content:**

All Chapters

## **Reference Book:**

Basic Journalism by Rangasamy Parthasarathy (Macmillan)

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# **ELECTIVE I A**

# ENGLISH LANGUAGE TEACHING

## **Subject Description:**

This paper aims at preparing the students to teach English Language.

## **Objective:**

On successful completion of the paper the students should have come to know more about the way of teaching English Language.

## **Content:**

# UNIT I

- 1. The grammar translation method
- 2. The Structural oral situational approach

## UNIT II

- 3. Modern approaches
- 4. Humanistic approaches

## UNIT III

5. Other methods: Short notes

## UNIT IV

6. Techniques of teaching English

# UNIT V

7. Teaching aids

# **Reference Book:**

English Language Teaching Approaches Methods Techniques by Geetha Nagaraj (Orient Longman)

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# ELECTIVE I 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

## Content

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

## **Reference Book:**

Fundamentals of Comparative Literature (ENNES Publications)

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# ELECTIVE I C INDIAN LITERATURE IN ENGLISH TRANSLATION

## Subject Description:

This Paper gives the students knowledge 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:**

1. Poetry: Gitanjali by Tagore

# Detailed

Verses 1 to 30

## Non Detailed

Verses 31 to 50

- 2. Drama: Aurangzeb by Indira Parthasarathy
- 3. Novel: Lamps in the Whirlpool by Rajam Krishnan

- 1. Gitanjali by Tagore (Macmillan)
- 2. Aurangzeb by Indira Parthasarathy (Seagull)
- 3. Lamps in the Whirlpool by Rajam Krishnan(Macmillan)

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# 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.

# **Reference Books:**

Developing Communication Skills by Krishna Mohan, Meera Banerji(Macmillan, 2<sup>nd</sup> Edition)

Effective English Communication for You by Syamala (Emerald)

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# 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 plays.

## Detailed

1. Tempest

## Non - detailed

- 1. Twelfth Night
- 2. King Lear

- 1. Tempest (Oxford)
- 2. Twelfth Night (Cambridge)
- 3. King Lear (Macmillan)

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# **ELECTIVE – II-A**

# 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

## Content

- 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

#### **Reference Book:**

Study of Indian Theatre (ENNES Publications)

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# ELECTIVE – II-B 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

## CONTENT

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

**Reference Book** Writing Skills by Dr.Thailambal (ENNES Publications)

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# ELECTIVE – II-C INTRODUCTION TO GENERAL 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:**

All Chapters.

# **Reference Book:**

A Course in Modern Linguistics by C.F.Hockett(Anyedition)

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# SEMESTER –VI ELECTIVE III - A 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.

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 - Multimedia Capabilities of WWW commercial uses - client /server Architecture in internet - Domain name - Extension types internet services addressing scheme - feature of internet.

#### **Reference Book:**

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

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# **ELECTIVE III – B**

# **BASICS OF SOFTWARE ENGINEERING**

Unit-1

Introduction - software - software crisis - software myths - computer based systems - system analysis- check list- system specification

Unit - 2

Software requirements specification - system modeling - error specification - model based specification - object oriented design.

Unit-3

Design process consideration - transform analysis - 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.

## **Reference Books:**

ROGER S PRESSMAN, "Software Engineering" Tata McGraw Hill Publication, Company Pvt. Ltd. 4'h edition, 1997.

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

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# SEMESTER –VI ELECTIVE III - C

# 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, 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 url 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.

- 1. Fundamentals of computers 2ndedition, V.Rajaraman, Pai.
- 2. Easy Office 2000, SISO Books
- 3. MS Office, C.Nellikannan, Nels Publication
- 4. Internet Complete Reference, Healey Halin, Tata MaCraw.

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## **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

# **Reference Book:**

Developing Communication Skills -2<sup>nd</sup> Edition by Krishna Mohan, Meera Banerji

Effective Communication For You by V.Syamala (Emerald).