

FOUNDATION COURSE
ENVIRONMENTAL STUDIES
Common for BA/BCom/BSc/BBA/BCA Programmes
II Semester

Unit-I : Natural Resources

The Multidisciplinary nature of Environmental Studies. Definition, scope and importance. Need for public awareness. Renewable and non-renewable resources: Natural resources and associated problems

- Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people
- Water resources: use and over - utilization of surface and ground water, floods, drought, conflicts over water, dams- benefits and problems
- Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies
- Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer- pesticide problems, water logging, salinity, case studies
- Energy resources Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies
- Land resources: Land as resources, land degradation, man induced landslides, soil erosion and desertification
 - a. Role of an individual in conservation of natural resources
 - b. Equitable use of resources for sustainable lifestyles

Unit-II : Ecosystems, Biodiversity and its conservation

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem:- Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)
- Introduction - Definition genetic, species and ecosystem diversity
- Biogeographically classification of India
- Value of biodiversity: Consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, National and local levels
- India as a mega - diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity habits loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

Unit-III : Environmental Pollution

- Definition
- Causes, effects and control measures of :-
 - a. Air pollution
 - b. Water pollution
 - c. Soil pollution
 - d. Marine pollution
 - e. Noise pollution
 - f. Thermal pollution
 - g. Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes
- Role of individual in prevention of pollution
- Disaster management: floods, earthquake, cyclone and landslides

Unit-IV : Social Issues and the Environment

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns Case studies
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies
- Wasteland reclamation, Consumerism and waste products
- Environment protection Act
- Air (Prevention and control of Pollution) Act
- Water (Prevention and control of Pollution) Act
- Wildlife Protection Act, Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

Unit-V : Human Population and the Environment

Population growth , variation among nations

- Population explosion- Family welfare Programme
- Environment and human health
- Human Rights
- Value Education
- HIV/ AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and human health

Reference Books :

1. Environmental Studies (for Non-Engineering Students) by Prof. B.Sudhakara Reddy, Prof. T.Shivaji Rao, Prof. U.Tataji and Prof. K.Purushotham Reddy, published by Maruthi Publications, Guntur. (prescribed by APSCHE)
2. 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.
3. Environmental Studies by R.C.Sharma, Gurbir Sangha, published by Kalyani Publishers.
4. Environmental Studies by Purnima Smarath, published by Kalyani Publishers.

SKILL ENHANCEMENT COURSE
INFORMATION & COMMUNICATION TECHNOLOGY
Paper Title : Computer Fundamentals and Office Tools
Common for BA/BCom/BSc/BBA/BCA Programmes
II Semester

Unit-I : Basics of Computers

10 Hours

Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – Input, Output and I/O Devices – Primary, Auxiliary and Cache Memory – Memory Devices – Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS-Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane

Unit-II : MS-Word

10 Hours

Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge

Unit-III : MS-PowerPoint

10 Hours

Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures - Inserting Other Objects, Audio, Video - Resizing and Scaling of an Object – Slide Transition – Custom Animation

Unit-IV : MS-Excel**10****Hours**

Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing column widths and row heights, auto format, changing font sizes, colors, shading and attributes – Data Sorting and Filters – Functions – Functions requiring Add-ins, Functions by category – Creating different types of Charts – Instant charts with the Chart wizard – Printing, Deleting charts

Unit-V : MS-Access**10 Hours**

Overview of MS-Access – Creating a Simple Database and Tables – The Access Table Wizard – Creating Database Tables without the wizard – Field Names, Data Types and Properties – Entering and Editing Data: Adding Records, Finding, Sorting and Displaying Data: Queries and Dynasets – Creating and using select Queries – Relational Databases: Types of Relationships, Creating and Deleting Relationships – Printing Reports: Simple table, Form and Database printing

Reference Books :

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

Entrepreneurship Education (III Semester)

Unit-I: Entrepreneur, Enterprise and Entrepreneurship:

Functions, Characteristics, Types, Ethics and social responsibilities of an entrepreneur, Entrepreneur versus Professional manager, Entrepreneurial culture, Concept of entrepreneurship, Role of Entrepreneurship in economic development, Entrepreneurship training, EDP's, Women entrepreneurship, Rural entrepreneurship, Tourism entrepreneurship, Agri-preneurship.

Unit-II: Entrepreneurial motivation and competencies:

Meaning of entrepreneurial motivation, theories, factors, achievement motivation, meaning of entrepreneurial competency, major entrepreneurial competencies.

Unit-III: Micro and small enterprises:

Definition of Micro and Small Enterprises, Characteristics, Scope of Micro and Small Enterprises, Role of Micro and Small Enterprises in economic development, Problems of Micro and Small Enterprises, Locational factors, types of ownership organisations, steps for starting Micro and Small Enterprises.

Unit- IV: Institutional support to Micro and Small Enterprises:

Need for institutional support, Institutional support to small enterprises, national small industries corporation Ltd. (NSIC), Small industries development organisation (SIDO), Small scale industries board(SSIB), State small industries development corporation (SSID), Micro small Medium Enterprises (MSME), District Industries Centre (DICs)

Unit-V: Government policy for Micro and Small Enterprises:

Taxation policy and benefits, Incentive policy program, Industrial policy resolutions, new small enterprise policy 1991, Micro small and medium enterprise development (MSMED) Act-2006, Government support to small scale industries during plan period.

References:

1. Dr.S.S.Khanka : **Entrepreneurial Development** (S. Chand)
2. Vasant Desai: **The Dynamics of Entrepreneurial Development and Management** (Himalaya Publishing House)

3. Robert D Hisrich, Michael P Peters, Dean A Shepherd: **Entrepreneurship** (TATA McGRAW HILL)
4. Bruce R Barringer, R. Duane Ireland: **Entrepreneurship** (Pearson)
5. Thomas W Zimmerer, Norman M Scarborough: **Essentials of Entrepreneurship and small business management** (Prentice-Hall India)

SEMESTER - 3

COMMUNICATION SKILLS AND SOFT SKILLS-2 (CSS 02)

Duration: A minimum of 50 Hours (including practice)

Examination: As mentioned above

COURSE CONTENT

Unit I: Vocabulary Building (08 Hours)

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
2. One-Word Substitutes
3. Words Often Confused
4. Synonyms and Antonyms
5. Idioms and Phrases
6. Using the Dictionary (Advanced Learner's Dictionary)

Unit II: Speaking Skills (12 Hours)

1. Conversation Skills
2. Presentation Skills
3. Interview Skills
4. Public Speaking

Unit III: Writing Skills-1 (08 Hours)

1. Spelling
2. Punctuation
3. Information Transfer
 - Tables
 - Bar Charts
 - Line Graphs
 - Pie Charts
 - Flow Charts

- Tree Diagram
- Maps
- 4. Note-Making
 - Note-making methods
 - Finding key points
 - Finding relevant points
 - Effective note-making

Unit IV: Writing Skills-2 (10 Hours)

1. Instructions
2. Letter Writing (Formal and Informal)
3. E-correspondence
4. Resume and CV

Unit V: Soft Skills (12 Hours)

1. Positive Attitude
2. Body Language
3. Team Dynamics and Group Discussion
4. SWOT Analysis and Problem Solving
5. Netiquette
6. Emotional Intelligence

Sources

- JKC -Communication Skills and Soft Skills: Student's Book* (2015) Commissionerate of Collegiate Education, Government of Andhra Pradesh
- Lewis, Norman (1978) *Word Power Made Easy*. New York: Pocket Books
- Quirk, Randolph and Sydney Greenbaum (1973) *A University Grammar of English*. Harlow: Longman: Appendix I
- [Fergusson](#), Rosalind, Ed. (1992) *Dictionary of English Synonyms and Antonyms*. Penguin
- Cambridge International Dictionary of Phrasal Verbs*
- Cambridge International Dictionary of Idioms*
- Wyatt, Rawdon (2008) *Check Your Vocabulary for IELTS*. Oxford: Macmillan Education
- Nageshwar Rao and Rajendra P. Das (2009) *Communication Skills*. Mumbai: Himalaya Publishing House
- Seely, John (1998) *Oxford Guide to Effective Writing and Speaking*. OUP
- Baker, Alan (2007) *Improve Your Communication Skills*. New Delhi: Kogan Page
- Mandal S.K. *Effective Communication and Public Speaking*. Mumbai: Jaico Publishing House
- Bailey, S. (2011) *Academic Writing: A Handbook for International Students*. London: Routledge: 1.5 “Finding key points and note-making”
- Roberts, Rachael, Joanne Gakonga, and Andrew Preshous (2004) *IELTS Foundation: Student's Book*. Oxford: Macmillan Education

Roberts, Rachael, Joanne Gakonga, and Andrew Preshous (2004) *IELTS Foundation: Study Skills*. Oxford: Macmillan Education

Hedge, Tricia (1988) *Writing*, Resource Books for Teachers Series. OUP

Withrow, Jean (1987) *Effective Writing: Writing Skills for Intermediate Students of American English*. CUP

Booher, Dianna (2007) *E-Writing*. Macmillan India Limited

Ramesh Gopaldaswamy, and Mahadevan Ramesh (2010) *The ACE of Soft Skills*. Pearson

Pease, Allan, and Barbara Pease (2005) *The Definitive Book of Body Language*. Bhopal:

SEMESTER - 4

COMMUNICATION SKILLS AND SOFT SKILLS-3(CSS 03)

ACADEMIC WRITING

Duration: A minimum of 50 Hours (including practice)

Examination: As mentioned above

Course Description

The course is designed to enable undergraduate learners to cope with academic tasks to be carried out in English across the curriculum. The course proceeds from organizing paragraphs to writing essays. It intends to equip learners with the skills of paraphrasing and summarizing. It also aims at making them understand and produce written texts in English for different functions in academic settings. Since most of the students at the UG level are expected to write assignments and essays, the course also aims at developing English language skills for writing essays.

Course Objectives

By the end of the course, the students should be able to

- write coherent paragraphs with both explicit and implicit cohesive devices;
- paraphrase and summarize ideas from other sources to build into their texts;
- write different types of texts based on the purpose of writing;
- develop outlines for essays before developing them into essays;
- write cogent essays based on the purpose.

COURSE CONTENT

Unit I: Organizing paragraphs (08 Hours)

- Paragraph structure
- Development of ideas
- Linking paragraphs together

Unit II: Paraphrasing and Summarizing (12 Hours)

- The elements of effective paraphrasing
- Techniques for paraphrasing

- What makes a good summary?
- Stages of summarizing

Unit III: Functions of Academic English (12 Hours)

- Defining
- Describing
- Comparing and contrasting
- Explaining causes and effects
- Classifying
- Evaluating the arguments

Unit IV: Understanding essay titles and planning essays (08 Hours)

- The planning process
- Analyzing essay titles
- Brainstorming
- Essay length
- Outlines

Unit V: Writing essays (10 Hours)

- Types of essays
- Writing introductions to essays
 - Universe, Galaxy, and Star
 - Writing thesis statements and overviews
- Developing ideas in essays
- Writing conclusions to essays
- Essay specific vocabulary and Transitional words for achieving cohesion in essays

Sources

- Bailey, S. (2011) *Academic Writing: A Handbook for International Students*. London: Routledge
- Jordan, R. (1999) *Academic Writing Course*. London: Longman
- Oshima, A. and Hogue, A. (2006) *Writing Academic English*. Harlow: Pearson Longman

Manjul Publishing House

Analytical Skills(IV Semester)

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***(iii) Subject specific course.**

- * The Choice of the selection of the course is left to the University. They may choose any course/paper of their choice and the syllabus may be designed by the respective university based on their need / strength.

A Few Suggested Examples:

1. Telugu Journalism
2. A.P. Tourism
3. Ethics and Social Philosophy
4. Mushroom Cultivation
5. Population Studies
6. Digital Image designing with Photoshop
7. Poultry Farm
8. Human Parasitology
9. Tally
10. Office Management
11. Statistical Methods

**FOUNDATION COURSE
IV CITIZENSHIP EDUCATION
Common for BA/BCom/BSc/BBA/BCA Programmes
IV Semester**

Unit - I : Citizen and citizenship - Role of the Citizen in the State and Society.

Unit - II : Indian Constitution and Citizenship - Social Economic and Political Justice
- Right to Information Act - Features - Applications and Benefits - (A supreme Expression of Popular Sovereignty).

Unit - III : Human Rights and Fundamental Rights - Consumer Rights and Protection
- (Consumer Protection Act 1986)

Unit - IV : Fundamental Duties of a Citizen.

Unit - V : Humanitarianism and Citizenship - Social Equality - Responsibility for the society and Family - Life and living , the path for Human Excellence.

BOOKS SUGGESTED

1. Indian Constitution (Bharata rAjyA Mgamu) Telugu Academy.
2. SamAjam – vivAhaM kuluMbasamMhaMlu – Telugu Academy.
3. Prof. H. Lajpath Roy -2010 – Consumer Protection – Role of Universities.
4. Right To Information Act. Govt. Publication.

2. Skill enhancement Courses:

a) I Semester : CSS-1 : Communication and Soft Skills-1

III Semester : CSS-2 : Communication and Soft Skills-2

IV Semester : CSS-3 : Communication and Soft Skills-3

The Syllabus of Foundation Course ‘Communication Skills and Soft Skills’ is given separately.

SKILL ENHANCEMENT COURSE INFORMATION & COMMUNICATION TECHNOLOGY Paper Title : Internet Fundamentals and Web Tools Common for BA/BCom/BSc/BBA/BCA Programmes IV Semester

Unit-I : Fundamentals of Internet and its Applications

10 Hours

Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser – Types of Browsers – 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-II : E-mail & WWW

10 Hours

Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, Email Inner Workings. WWW- Web Applications, Web Terminologies, Web Browsers, URL – Components of URL, Searching WWW – Search Engines and Examples

Unit-III : Basic HTML**10 Hours**

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 - Advanced HTML – Frames and its usage

Unit-IV : Dreamweaver**10 Hours**

Introduction to Macromedia Dreamweaver, Interface, Application Setup, Site Control, Define local and remote sites, Setup FTP connection, Basics of Dreamweaver – Insert text, images, page properties, Hyperlinks, Relative and Absolute addresses, Image Maps, Typography, Fonts, Flash Text, Tables – Properties of Tables, A table as a layout tool, Nested tables

Unit-V : Web Designing using Dreamweaver**10 Hours**

Getting Started – Creating Dreamweaver files – Page properties – Appearance – Links – Headings – Title/Encoding – Image placement – Inserting an Image – Placing an Image and Adding a Border – Text placement – Formatting Text – Creating a Link Basic use of tables – Case study: Creation of a Website using Dreamweaver

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
2. Dreamweaver CS6 in Easy Steps : speedy path to Grasp the Keytools, 1/e - by Nick Vandone, Publishers : McGraw Hill
3. Sams Teach yourself Dreamweaver CS5 in 24 Hours – By Bruce, Publishers: Pearson India