

## 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

## **C) 4<sup>th</sup> Semester** (i) Entrepreneurship Education

(ii) Analytical Skills

(iii) LEADERSHIP EDUCATION

### **(i) Entrepreneurship Education**

#### **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)

**(ii) Analytical Skills  
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# IV SEMESTER BCOM GENERAL/COMPUTERS

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## FOURTH SEMESTER BCOM GENERAL/COMPUTERS(EM AND TM)

### DSC 1D – BUSINESS LAW

#### **UNIT 1-CONTRACT**

Meaning and definition of contract-Essential Elements Of Valid Contract  
voidable contracts-Indian contracts Act,1982

#### **UNIT 2-OFFER AND ACCEPTANCE**

Definition of valid contract, acceptance and consideration-essential  
Elements of a Valid Offer, Acceptance & consideration

#### **UNIT 3- CAPACITIES OF THE PARTIES AND CONTINGENT CONTRACT**

Rules Regarding To minor Contracts-Rules Relating To Contingent  
Contracts-Different Modes Of Discharge Of Contracts-Rules Relating To  
Remedies Of Breach Of Contract.

#### **UNIT 4-Sales Of Goods Act,1930**

Contract Of Sale –Sale & Agreement To Sell-Implied Conditions &  
Warranties Rights Of Unpaid Vendor

#### **UNIT 5- INFORMATION AND TECHNOLOGY ACT,2000**

Definition-objectives of the Act-Scope-Cat-Digital Signature-Cyber  
CRIMES

#### **SUGGESTED READINGS:**

- 1.j.jayashankar,business laws,margham publication.chennai-17
- 2.kapoor ND,Mercentile Law,Sultan Chand
- 3.Balachandram v,Business law tata
- 4.tulsian,Business Law,S.chand.
- 6.Business Laws,Maruthi Publishers.

**Sri Ramakrishna (Autonomous) Degree college, NANDYAL**  
**B.com (comp.& Gen.)**  
**Income Tax**  
**IV- Semester**

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**Unit-1**

Introduction: Income Tax Law - Basic concepts: Income, Person, Assesse, Assessment years, Agriculture Income, Capital and revenue, Residential status, Income exempt from tax (theory only).

**Unit-2**

Income from salary: Allowances, perquisites, profits in lieu of salary, deductions from salary income, computation of salary income and qualified savings eligible for deduction u/s 80C (including problems).

**Unit-3**

Income from House Property: Annual value, let-out/self - occupied/deemed to be let- out house, deductions from annual value - computation of income from house property (including problems).

**Unit-4**

Income from Capital Gains: (from Individual point of view) - chargeability- and assessment capital asset, types, Cost of Inflation Index, transfer types, Cost of acquisition of various assets, deductions from capital gains, exemptions u/s54 (including problems).

**Unit -5**

Income from other sources : Intrests on securities, dividends on shares, casual income, family pension & other general incomes including deductions, Deemed income(including problems)

**Unit -6**

Computation of total income of an individual : Tax liability of individual Assesses Deductions under section - 80 (including problems).

**Reference Books:**

1. Dr. Vinod; K. Singhania; Direct taxes- Law and practice- Taxman publications.
2. B.B. Lal; Direct Taxes- Konark publications
3. Dr. Mehrotra and Dr. Goyal; Direct Taxes - Law and practices- SahityaBhavan publication.
4. Gaur and Narang; Income Tax - Kalyani publishers, New Delhi.
5. H.Prem Raja; Taxation- Sri Hamsarala Publications
6. P.V.Ramana Rao, A. Sudhakar; Elements of Income Tax- National Publications

**Sri Ramakrishna Degree (autonomous) College:: Nandyal**  
**Semester-IV**  
**Office Automation Tools**  
**Syllabus**

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**Unit1: MS –Excel**

Features of Ms-Excel, Parts of Ms-Excel window, Entering and Editing data in worksheet, number formatting in Excel, different cell references, how to enter and edit formula in excel, auto fill and custom fill, printing options

**Unit 2: Formatting options:**

Different formatting options, change row height, formula and functions.

**Functions:**

Meaning and advantages of functions, different types of functions available in Excel.

**Unit 3: Charts:**

Different types of charts, Parts of charts, Chart creation using wizard, Data sorting, filtering.

**Macro:**

Meaning and advantages of macros, creating, editing and deletion of macros-Creating a macro, how to run, how to delete a macro.

**Unit 4: MS Access**

Features of MS Access, Creating a database, Parts of access.

**Tables:**

Table creation using design view, table wizard, data sheer view.

**Forms:**

The form wizard, design view, columnar, tabular, datasheet, chat wizard

**Unit 5: Finding, Sorting, and Displaying Data:**

Queries and Dynasets, creating and using select queries, returning to the query design, Multi level sorts, Finding incomplete matches all records after a query, saving queries, crosstab queries.

**Printing Reports:**

Form and database printing.

**Relational Databases:**

Flat versus Relational, Types of relationships, Viewing relationships, Defining and Redefining relationships, Creating and deleting relationships.