

SRI VENKATESWARA UNIVERSITY
LIFE SKILL COURSE for B.A. / B.Com. / B.Sc.
FIRST SEMESTER
BASIC COMPUTER APPLICATIONS
Under CBCS W.E.F. 2020-2021

Semester	Course Code	Course Title	Hours	Credits
I	Life skill course	BASIC COMPUTER APPLICATIONS	30	2

Objectives:

This course aims at providing exposure to students in skill development towards basic office applications.

Course Learning Outcomes:

After successful completion of the course, student will be able to:

1. Demonstrate basic understanding of computer hardware and software.
2. Apply skills and concepts for basic use of a computer.
3. Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
4. Create personal, academic and business documents using MS office.
5. Create spreadsheets, charts and presentations.
6. Analyze data using charts and spread sheets.

Unit-I: (08 hrs)

Basics of Computers: Definition of a Computer - Characteristics of computers, Applications of Computers – Block Diagram of a Digital Computer – I/O Devices, hardware, software human ware, application software, system software, Memories - Primary, Auxiliary and Cache Memory.

MS Windows – Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

Unit-II: (08 hrs)

MS-Word : 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, Mail Merge.

Unit-III: (10 hrs)

MS-Excel : Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns –Changing column widths and row heights, Formulae, Referencing cells , Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

MS-PowerPoint: Features of PowerPoint – Creating a Presentation - 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.

RECOMMENDED CO-CURRICULAR ACTIVITIES: (04 hrs)

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside
 - a. the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz, Group Discussion
4. Solving MCQ's available online.
5. Suggested student hands on activities:
 - Create two folders, Rename the folder, create two files each using notepad and paint, move the files from one folder to another folder, delete a file you have created, copy and paste text within notepad.
 - Create a letter head for your college with watermark, your resume, visiting card, brochure for your college activity, organization chart for your college, any advertisement, Prepare your Class time table.
 - Prepare your mark sheet, Prepare your class time table, Prepare a salary bill for an organization, Sort the bill as per the alphabetical order of the names, Get online weather data and analyze it with various charts.
 - Create a PowerPoint presentation for a student seminar.

REFERENCE BOOKS:

1. Working in Microsoft Office – Ron Mansfield - TMH.
2. MS Office 2007 in a Nutshell –Sanjay Saxena – Vikas Publishing House.
3. Excel 2020 in easy steps-Michael Price – TMH publications

SRI VENKATESWARA UNIVERSITY, TIRUPATI

MODEL QUESTION PAPER

LIFE SKILL COURSE for B.A. / B.Com. / B.Sc.

W.E.F. 2020-21

Semester I - BASIC COMPUTER APPLICATIONS

Section -A

Time: 1 1/2 hrs (90 Minutes)

Max. Marks: 50

Answer any four questions. Each answer carries 5 marks (Total: 4X5=20 M)

1. Define Computer. What are the characteristics of a computer?
2. Write about block diagram of computer.
3. What is software? Write short notes on different types of software's.
4. Write short notes on MS-Word Window Components.
5. Explain header & footer in detail.
6. Write short notes on Creating a new worksheet, selecting cells & editing text
7. Explain briefly about features of excel?
8. Explain Inserting , deleting of Slides and custom animation in presentation

Section- B

Answer any three questions. Each answer carries 10 marks (Total:3X10=30 M)

9. What is memory? Explain different types of memories?
10. Write short notes on A) Desktop B) My computer C) Recycle bin
11. Explain step by step procedure to create student mark list using mail merge.
12. Explain briefly about Inserting Rows/Columns –Changing column widths and row heights, Formulae,
13. Design a presentation about your college describing about courses offered, Infrastructure by inserting images, audio, video and use animations.

SRI VENKATESWARA UNIVERSITY
LIFE SKILL COURSE for B.A. / B.Sc. / B.Com.
FIRST SEMESTER

ENTREPRENEURSHIP DEVELOPMENT
Under CBCS W.E.F. 2020-21

Sl. No	Code	Sem	Course	Name of Life Skill Course (Course consists 3 Units)	Hours/ Week	Credits	Marks (Sem-End)
1		I		Entrepreneurship Development	2	2	50

Syllabus

ENTREPRENEURSHIP DEVELOPMENT

(Total 30Hrs)

Course Objective: A Generic Course that is intended to inculcate an integrated personal Life Skill to the student.

Learning Outcomes:

After successful completion of the course the student will be able to;

- Understand the concept of Entrepreneurship, its applications and scope.
- Know various types of financial institutions that help the business at Central, State and Local Level
- Understand Central and State Government policies, Aware of various tax incentives, concessions
- Applies the knowledge for generating a broad idea for a starting an enterprise/start up
- Understand the content for preparing a Project Report for a start up and differentiate between financial, technical analysis and business feasibility.

Syllabus:

Unit-I: Entrepreneurship: Definition and Concept of entrepreneurship - Entrepreneur Characteristics – Classification of Entrepreneurs – Role of Entrepreneurship in Economic Development – Start-ups.

Unit-II: Idea Generation and Project Formulation: Ideas in Entrepreneurships – Sources of New Ideas – Techniques for Generating Ideas – Preparation of Project Report – Contents; Guidelines for Report preparation – Project Appraisal Techniques – Economic Analysis-Financial Analysis-Market Analysis.

Unit-III: Institutions Supporting and Taxation Benefits: Central level Institutions: NABARD; SIDBI,– State Level Institutions –DICs – SFC - Government Policy for MSMEs - Tax Incentives and Concessions.

Reference Books:

1. Arya Kumar, Entrepreneurship, Pearson, Delhi
2. Poornima MCH, Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi
3. Sangeetha Sharma, Entrepreneurship Development, PHI Learning
4. Kanishka Bedi, Management and Entrepreneurship, Oxford University Press, Delhi
5. Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi
6. Khanka, SS, Entrepreneurship Development, S. Chand, New Delhi
7. Peter F. Drucker, Innovation and Entrepreneurship
8. A.Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges & Opportunities
9. Dr B E V L Naidu, Entrepreneurship. Seven Hills Publishers

Suggested Co-Curricular Activities(As far as possible)

1. Group Discussion
2. Debate
3. Seminar
4. Visit to an SSI and preparing of an outline Report
5. Invited Lecture by a Bank Employee on the Bank Support to a Start Up.
6. Chart showing tax concessions to SSI, MSME both direct and indirect.

Subject Committee Members

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SRI VENKATESWARA UNIVERSITY
LIFE SKILL COURSE for B.A. / B.Sc. / B.Com.
FIRST SEMESTER - 2020-21

ENTREPRENEURSHIP DEVELOPMENT

MODEL PAPER

[Max. Marks: 50]

[Time: 1 ½ Hours (90 Mins.)]

Section – A [Total: 4 x 5 = 20 Marks]

(Answer any FOUR questions. Each answer carries 5 marks)

1. Write about the concept of Entrepreneurship.
2. Explain briefly the role of entrepreneur in economic development.
3. Write about Start- ups.
4. Define “Ideas” in Entrepreneurships.
5. What is Market analysis?
6. Financial Analysis.
7. Write and classify State level Institutions.
8. NABARD

Section – B [Total: 3 X 10 = 30 Marks]

(Answer any THREE questions. Each answer carries 10 marks)

9. Explain the characteristics of an Entrepreneur?
10. Write the classification of Entrepreneurs.
11. What are the sources of generating new ideas and write the techniques for generating ideas?
12. Explain the preparation of project report? What are the project appraisal techniques?
13. Explain the Government policy for MSME's. What are the tax incentives and concessions given to MSME's?

HUMAN VALUES AND PROFESSIONAL ETHICS (HYPE)

Revised Syllabus Under CBCS W.E.F. 2020-21

I SEMESTER (SYLLABUS)

Learning Outcome:

On completion of this course, the UG students will be able to

- ✓ Understand the significance of value inputs in a classroom and start applying them in their life and profession
- ✓ Distinguish between values and skills, happiness and accumulation of physical facilities, the Self and the Body, Intention and Competence of an individual, etc.
- ✓ Understand the value of harmonious relationship based on trust and respect in their life and profession
- ✓ Understand the role of a human being in ensuring harmony in society and nature.
- ✓ Distinguish between ethical and unethical practices, and start working out the strategy to actualize a harmonious environment wherever they work.

UNIT: 1 Introduction – Definition, Importance, Process & Classifications of Value Education

- ❖ Understanding the need, basic guidelines, content and process for Value Education
- ❖ Understanding the thought provoking issues: need for Values in our daily life
- ❖ Choices making – Choosing, Cherishing & Acting
- ❖ Classification of Value Education: understanding Personal Values, Social Values, Moral Values & Spiritual Values.

UNIT: 2 Harmony in the Family – Understanding Values in Human Relationships

- ✓ Understanding harmony in the Family- the basic unit of human interaction
- ✓ Understanding the set of proposals to verify the Harmony in the Family:
- ✓ Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
- ✓ Present Scenario: Differentiation (Disrespect) in relationships on the basis of body, physical facilities, or beliefs.
- ✓ Understanding the Problems faced due to differentiation in Relationships
- ✓ Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhaya*, *Sah-ashtya* as comprehensive Human Goals
- ✓ Visualizing a universal harmonious order in society- Undivided Society (*Akhind Samaj*), Universal Order (*Sarvabhaum Vyavastha*) - from family to world family.

UNIT: 3 Professional Ethics in Education

- ✓ Understanding about Professional Integrity, Respect & Equality, Privacy, Building Trusting Relationships.
- ✓ Understanding the concepts: Positive co-operation, Respecting the competence of other professions.
- ✓ Understanding about Taking initiative and Promoting the culture of openness.
- ✓ Depicting Loyalty towards Goals and objectives.

Approved by
G.O. Jyothi R.
(Dr. G.O. Jyotheeswari Devi)

Text Books:

R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course in Human Values and Professional Ethics.

Bhatia, R. & Bhatia, A (2015) Role of Ethical Values in Indian Higher Education.

References:

- Ivan Illich, 1974, Energy & Equity, The Trinity Press, Worcester, and Harper Collins, U
- E.F. Schumacher, 1973, Small is Beautiful: a study of economics as if people mattered, Blond & Briggs, Britain.
- Sussan George, 1976, How the Other Half Dies, Penguin Press. Reprinted 1986, 1991
- Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, Limits to Growth – Club of Rome's report, Universe Books.
- A Nagraj, 1998, Jeevan Vidya EkParichay, Divya Path Sansthan, Amarkantak.
- P L Dhar, RR Gaur, 1990, Science and Humanism, Commonwealth Publishers.
- A N Tripathy, 2003, Human Values, New Age International Publishers.

Mode of Evaluation:

Assignment/ Seminar/Continuous Assessment Test/Semester End Exam.

Co curricular Activities:

1. Visit to an Old Age Home and spending with the inmates for a day.
2. Conduct of Group Discussions on the topics related to the syllabus.
3. Participation in community service activities.
4. Working with a NGO like Rotary Club or Lions International, etc.

SRI VENKATESWARA UNIVERSITY :: TIRUPATI
HUMAN VALUES AND PROFESSIONAL ETHICS
MODEL QUESTION PAPER

I SEMESTER - W.E.F. 2020-21

Time: 1½ Hour(90 Min.)

Max.Marks: 50

SECTION-A

I. Answer any **FOUR** Questions:

4x5=20

1. Illustrate the content of Value Education.
2. What are the basic guidelines for Value Education?
3. Explain Moral Values in Value Education?
4. Write on basic unit of the Human Interactions?
5. What do you mean by differentiation in relationship?
6. What can be the basis of undivided society for the word family?
7. Write about the need of Professional Integrity?
8. Explain the significance of positive cooperation in professions.

II. Answer any **THREE** Questions

3X10=30

9. Explain and justify the need of the Value Education in our daily life?
10. Brief about the classification of the Value Education.
11. Explain Set of proposals to verify Harmony in the Family?
12. Write the role of trust and respect as Foundation Value in Complete Human Relationship?
13. Write about role of loyalty in achieving the goals and objectives?
14. Write the need and significance of promoting the culture of openness?

Approved by
G. D. Jyothirani
(Dr G. D. Jyotheeswari Devi)