Model Syllabus of Courses

Ability/Skill Enhancement

STATE MODEL SYLLABUS FOR UNDER GRADUATE

COURSE IN ABILITY/SKILL ENHANCEMENT

(+3 Arts, Science &Commerce Examination)

UNDER

CHOICE BASED CREDIT SYSTEM

ENVIRONMENTAL STUDIES (AECC I)

SEMESTER – I

FOR UNDER GRADUATE ARTS, SCIENCE & COMMERCE – 2019-20

FULL MARKS: 100

TIME: 3 HOURS   END SEMESTER: 80
TIME: 1 HOUR   MID SEMESTER: 20

Unit – I

The Environment: The Atmosphere, Hydrosphere, Lithosphere, Biosphere, Ecology, Ecosystem, Biogeochemical Cycle (Carbon Cycle, Nitrogen Cycle), Environment Pollution: Air Pollution, Water Pollution, Soil Pollution, Radiation Pollution.

Unit – II
Population Ecology: Individuals, Species, Pollution, Community, Control Methods of Population, Urbanization and its effects on Society, Communicable Diseases and its Transmission, Non-Communicable Diseases.

Unit- III
Environmental Movements in India: Grass root Environmental movements in India, Role of women, Environmental Movements in Odisha, State Pollution Control Board, Central Pollution Control Board.

Unit –IV
Natural Resources: Conservation of Natural Resources, Management and Conservation of Wildlife, Soil Erosion and Conservation, Environmental Laws: Water Act, 1974, Air Act, 1981, The Wildlife (Protection) Act, 1972, Environment Protection, 1986, Natural Disasters and their Management.

Books Recommended
1. Dash MC and Mishrs PC, Man and Environment, McMillan, London.
2. Mishra PC and Das MC, Environment and Society, McMillan, London.
3. Odeem EP, Fundamentals of Ecology, Natraj Publication.
4. Mishra DD, Fundamental Concept in Environmental Studies, S.Chand, New Delhi.
5. Asthana DK and Asthana Meera, A Testbook of Environmental Studies, S. Chand, New Delhi.
6. Bharucah Erach, Textbook for Environmental Studies, Universities Press India Pvt. Ltd., Hyderabad.

Ability Enhancement Compulsory Course (AECC II)
MIL / Alternative English **

** The Detailed course is available in the respective language courses. For Example, MIL
Odia is available in the Model Syllabus for Odia

As per the CBCS regulation, the student registered under Honours course in any subject has to opt for two SEC courses and a student registered under Pass stream has to opt for four SEC courses. In this context, Some options are provided here. Syllabus of individual subjects also have listed additional skill based papers at the end. In addition, the combined board and Project OHEPEE has also formulated two skill papers in great detail keeping requirements of spoken English and quantitative as well as logical thinking abilities in mind. These two Special SEC papers are available as separate Model Syllabi.

Optional for SEC paper

Total Marks- 100

Skill Enhancement Courses (SEC Option-I)

ENGLISH COMMUNICATION

Introduction: This paper intends to build up the four primary skills in students in the academic as well as in the wider domains of use like public offices. The books recommended only provide guidelines for what to teach, and the list is in no way exhaustive. Teachers must be free and resourceful enough to collect teaching materials on their own, and even use newspaper clippings as teaching materials.

This is an activity-based, goal-oriented, functional course in English Communication, which aims to make the students able and efficient communicators by helping them to be self-reflexive about English. This course has a pre-defined context of being supportive and complementary to the core courses in various disciplines. Therefore, unlike most other courses in English Communication on offer, it does not seek to build facile fluency that passes off as communicative competence. Rather, it intends to equip the students with the relevant skills of presentation and expression needed in the academic as well as in the professional domains of communicative use. While reading skills exercises are meant to promote the acquisition of analytical and comprehension skills, writing skills exercises are centered on sentence construction, paragraph development and précis writing. Teachers must be free and flexible enough in relation to teaching materials, using newspaper clippings, non-conventional and multi-media resources in the classroom. There is ample scope to build the speaking and listening skills of students in the way the course is planned with an emphasis on interactive learning and articulation.

UNIT 1: Introduction
 (i) What is communication?
 (ii) Types of communication (Horizontal, Vertical, Interpersonal, Grapevine),
 (iii) Uses of Communication, Inter-cultural communication, Communication today:
    Distinct features of Indianisation, alternative texts of language learning, global
    English
 (iv) and English in the print and electronic media in India.

UNIT 2: The Four Skills and Prospect of new material in language learning
 (i) Listening-Passive and active, Speaking effective, intelligibility and clarity
 (ii) Methods and techniques of reading such as skimming, scanning and searching for
    information; Reading to understand the literal, metaphorical and suggested meaning
    of a passage,
 (iii) Identifying the tone (admiring, accusatory, ironical, sympathetic, evasive, indecisive,
    ambiguous, neutral etc.) of the writer and view-points.
 (iv) Cohesive and Coherent writing

UNIT 3: Grammatical and Composition Skills

 (i) Doing exercises like filling in the blanks, correcting errors, choosing correct forms out
    of alternative choices, joining clauses, rewriting sentences as directed, and replacing
    indicated sections with single words / opposites / synonyms, choosing to use correct
    punctuation marks, getting to understand and use formal and informal styles, learning
    to understand the usages of officialese, sexism, racism, jargon.
 (ii) Learning to understand information structure of the sentence such as topic-focus
    relationship; strategies of thematization, postponement, emphasis, structural
    compression (deletion of redundant parts, nominalization, cleft and pseudo-cleft
    sentences, elliptical structures etc.), Logical Connectors between sentences, Methods of
    developing a paragraph, structure of an essay and methods of developing an essay

UNIT 4: Exercises in Written Communication
 (i) Précis writing
 (ii) Note-taking skills
 (iii) Writing reports
 (iv) Guidelines and essentials of official correspondence for making enquiries, complaints
    and replies
 (v) Making representations; writing letters of application for jobs; writing CV, writing
    letters to the editor and social appeals in the form of letters/pamphlets.

Reference Books:
 - *Ways of Reading: Advanced reading Skills for Students of English Literature*. Martin
   Montgomery et al. London: Routledge, 2007.

- *Applying Communication Theory for Professional Life: A Practical Introduction.* Dainton and Zelley, http://tsime.uz.ac.zw/claroline/backends/download.php?url=L0ludHJvX3RvX2NvbW11bmljYXRpb25fVGhlb3J5LnBkZg%3D%3D&cidReset=true&cidReq=MBA563
- *Literature and the art of Communication*, Cambridge University Press.
- *Vistas and Visions*. Orient Black Swan (writing and grammar exercises at the end of lessons are recommended) From *Remapping An Anthology for Degree Classes*, ('Writing Skills'), Orient Black Swan.
- *Indian English through Newspapers (*Chapter 4,5 and 6), Concept, New Delhi,2008.
- *Contemporary Communicative English,* S Chand
- Technical Communication: A Reader Centred Approach. P.V. Anderson. Wadsworth, Cengage.

SEC Option II
MODERN OFFICE MANAGEMENT

Full marks – 100 Mid Term-20
End Term-80

Unit- I: Office

What is a Business Enterprise? What is an Office? Who are Office Staff? What are the most Common Forms of Business Organization? What are the Advantages of Office Work? What are the Categories of Office Career and Job Classifications under Each Category? What are the Specific Skill Requirements for Office Jobs?

Duties and Responsibilities of Office Staff

Unit-II: Records Management

Objectives of Record Keeping; What is Filing? What are the Different Kinds of Filing System? Steps in Filing; Indexing; Selecting the Appropriate Filing System; How to handle Incoming & Outgoing Mails

Unit –III: Document/Report Writing

Key points to write a document: The 5w-h plan for writing; Steps in writing workplace documents; Important things to remember when editing seven layout mistakes to avoid; Quick tips for report Writing; Basics of Meetings

Unit-IV: Supervisory Skills

What are the Skills of the Supervisor and How to Acquire Them? Functions of Supervisor

Communication

Meaning; Process; Communicating Tools; Types, Barriers

Leadership & Motivation

Meaning and Concept; Importance of Leadership; Qualities of a Leader; Relationship & Differences Leadership and Motivation; Organizational Leadership; Leadership Ethics - Traits of an Ethical Leader; Leadership Styles - Important Leadership Styles- Situational Leadership – Emotional Intelligence of Leader; Which Leadership Style to Follow? Influence of Situational Leadership Styles on Subordinate Development; References:–

1. Office Management By Ankita Bhatia Dr. R. K. Chopra
2. Office Management
   By Dr. P. Rizwan Ahmed
3. Office Management By R S N Pillai

SEC OPTION III

Leadership and Personality Development

Full Mark:-100   (Mid Sem:-20   End Sem.:80) Credit Point-04 Credit Hour-40

Unit I: Leadership: Definition and meaning, Importance, Leadership and Management, Leader vs Manager, Essential qualities of an effective leader

Unit II: Theories of Leadership: Trait theory, Behavioral theories, Contingency theory

Unit III: Types of Leaders, Leadership styles: Traditional, Transactional, Transformational, Inspirational and servant leadership and Emerging issues in leadership: Emotional Intelligence and leadership, Trust as a factor, Gender and Leadership

Unit IV: Personality: Concept and Definition, Determinants of personality, Personality traits, Personality characteristics in organizations: Self evaluation, Locus of control, Self-efficacy, Self-esteem, Self-monitoring: Positive and negative Impact. Organizational Context of Leadership and Personality, Contemporary Business Leaders.

Book Reference:

1. Organisational Behaviour , M.Parikh and R.Gupta , TataMcGraw Hill Education Private Limited
2. Organisational Behavior, D. Nelson, J.C Quick and P. Khandelwal, Cengage Publication.

FINANCIAL LITERACY AND BANKING

Full Marks – 100 (Mid Sem-20 + End Sem-80)
Credit Points - 4
Objectives- To make the students aware of the benefits of financial planning

Unit: I – Basics of Savings and Investment: Why are investing and savings important? Savings Vs Investment, Power of Compounding, What should be the investment objectives? Risk and Return, Inflation effects on Investment, Investor's Age and Assets Allocation. **Tax saving Schemes**-Government Schemes-National Saving Certificates, Public Provident Fund, Post Office Schemes, Equity Linked Savings Schemes, Retirement Benefits Schemes- NPS (New Pension System)

Unit:-II- Banking Activities: Deposits and Types of Deposits-Saving Bank Accounts, Fixed Deposit Accounts, Recurring Deposit Account, Special Term Deposit Schemes, Loans and Types of loan advanced by Banks and Other secondary functions of Bank. Banking structure in India and Role of Reserve Bank of India

Unit: III- Financial Markets: Capital Market Vs Money Market, Securities and its types, i.e., Equity, Debentures or Bonds, IPOs and FPOs, Mutual Funds, Types of Mutual Funds, Brokers, sub-brokers, Process for becoming a capital market investor

Unit:IV- Protection Related products: Insurance Policies, Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Understanding of Ponzi Schemes

Output: It will make a more responsible individual with a disciplined approach to money and helps people from overspending and inculcates a habit of savings and investments.

Books for References:

1. Investment Planning by SEBI
2. Indian financial System, by T. R. Jain and R. L .Sharma, VK Global Publisher
3. Money and Banking by T. R. Jain and R. K. Kaundal, VK Global Publisher

SEC OPTION V
DATA ANALYSIS AND COMPUTER APPLICATION

Course Description: The purpose of this course is to introduce basic computer skills to students at UG level in non technical subjects. After completion of this course, the students are expected to acquire some basic knowledge about computers and to develop some basic skills in using computers for data storage, compilation, analysis and presentation.

Module I:
Introduction to computer and Basic data types Introduction to computer- Characteristics and Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Memory, concepts of Hardware and Software, Classifications of computers; Representation of data/Information concepts of data processing, Basic data types, Storage of data/Information as files, operating system and The User Interface (windows, Linux), Windows Setting- Control Panels, Accessories (windows)

Module II:
Basic Word Processing Introduction to Word Processing, Opening Word Processing Package, Opening and closing documents, Using a Document/Help Wizard, Text Creation and Manipulation, Formatting the Text, Handling Multiple Documents, Table Manipulation, Printing, saving documents in different formats. Basic Presentations Basics- Difference between presentation and document, Using Power Point, Creation of Presentation, Preparation of Slides, Selection of type of Slides, Importing text from word documents, Providing aesthetics- Slide Designs, Slide Manipulation and Slide Show, Presentation of the Slides

Module III:
Spreadsheets and Basic Data Analysis Spread Sheet, Elements of Electronics Spread Sheet, Application/usage of Electronic Spread Sheet, Manipulation of cells, Formulas and functions; Spread sheets for Small accountings maintaining invoices/budgets, basic practical data analysis works (Maintaining daily and monthly sales reports)

Module IV:
Basic Computer Communication and Internet Basic of Computer networks- LAN and WAN, Internet, Service on Internet; WWW and Web Browsers, Web Browsing software, Surfing the Internet, Chatting on Internet, Email-Basic of electronic mail, Using Emails, Document handling in Email.

Reading List:

1. C.S. French "Data Processing and Information Technology", BPB Publications 1998

2. P.K Sinha, Computer Fundamentals, BPB Publications, 1992

3. Guy Hart-Davis "The ABCs of Microsoft Office 97 Professional edition", BPB Publications, 1998 4. Karl Schwartz, "Microsoft Windows 98 Training Guide", 1998