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29/7/17

Osmania University, Hyderabad, T.S

Skill Enhancement Course (SEC): Personality Development and Communication Skills

BA/██/BBA- (CBCS/UG-common core) – Semester III

2 credits (2 hours per week)

#### OBJECTIVES OF THE COURSE:

To create awareness and motivation among UG learners about personality development in terms of their basic skills including goal setting and time management; To train the learners adequately by exposure to theory and practice pertaining to these skills.

#### THE SYLLABUS:

**Unit I:** Basics of English - Tenses, reported speech; Acquiring the communication skills- Interpersonal skills, Speaking skills (brief speeches, group discussion) ; Writing skills (paragraph, summary, note making, Editing, business letters)

**Unit II:** Acquiring the soft skills for personality development: Body language; goal setting; Time management; Emotional Intelligence; problem-solving; Team work

#### Suggested Reading:

1. Jeremy Harmer & John Arnold. *Advanced Speaking Skills*. Essex, Longman Group Limited, 1978.
2. Hedwig Lewis. *Body Language: A Guide for Professionals*. Response Books (a division of Sage Publications India, Pvt. Ltd.,) New Delhi., 1998.
3. Daniel Goldman. *Emotional Intelligence*. New York, Bantam Books, 1995.
4. Rajiv Mishra, *Personality Development*, Rupa & Co.
5. Sherfield, R.M , Montgomery, Moody, *Developing Soft Skills*, Pearson 2010
6. Barun K Mitra, *Personality Development and Soft Skills*, Oxford University Press

( Total 16 topics to be taught in 25-30 hrs during the semester)

  
29/7/2017  
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**B A**  
**Proposed Syllabus**  
**SEMESTER-III**  
**SEC PAPER – Basic Computer Skills**

**UNIT-I**

**Documentation Using MS-Word** - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

**UNIT-II**

**MS-PowerPoint:** Presentations, Creating, Manipulating & Enhancing Slides,

Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

**Text Books:**

1. Ms-office; Sanjay Saxena, vikas publications
2. Learn Microsoft Office – Russell A. Stultz – BPB Publication

**B A**

**Proposed Syllabus  
SEMESTER-III**

**SEC - PAPER – Basic Computer Skills  
LIST OF PRACTICALS**

**Practical: (Unit-1)**

1. Type a Leave Letter in MS Word Using format/style/ modify format/text, set text to reasonably large such as 18-pt.
2. Set up one table, with shading and a minimum of 3 rows and 3 columns. List your favorite TV shows in the table.
3. Create a Small advertisement by inserting some pictures
4. Create a document with header and footer
5. Create a document having two columns with page number

**Practical: (Unit-II )**

1. Create a Power point presentation of your school (Minimum 10 Slides) Insert school picture .Apply Transitions to all slides.
2. Set up one table, with shading and a minimum of 3 rows and 3 columns. List your favorite TV shows in the table.
3. Create a slide for the achievements of your College Create a slide for the upcoming events of our College
4. Create a slide for Principal note and apply audio sound to all slides
5. Create a slide for College toppers in the exams

**B A**  
**Proposed Syllabus**  
**SEMESTER-IV**  
**SEC PAPER – Basic Computer Skills**

## **UNIT-I**

**Electronic Spread Sheet using MS-Excel** - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation

## **UNIT-II**

**MS-Access:** Features-Advantages and limitations of Ms-Access Applications of Ms Access- parts of Ms Access Windows- Tables and integrity constraints – Relationships – Designing- Tables – Forms – Queries – Reports – Data Validity checks – Sorting and filtering.

### **Text Books:**

1. Ms-office: Sanjay Saxena, vikas publications
2. Learn Microsoft Office – Russell A. Stultz – BPB Publication
  
6. Apply

**B A**  
**Proposed Syllabus**  
**SEMESTER-IV**  
**SEC PAPER – Basic Computer Skills**  
**LIST OF PRACTICALS**

**Practical: (Unit-I)**

1. Formatting the Date cell
2. Freeze and unfreeze the rows and columns
3. Insert and delete rows and columns
4. Create an Excel sheet for students mark sheet of 5 subjects. Calculate the average , total, pass/ fail using functions and formulas
5. Create a bar chart in Excel for year wise population status

**Practical: (Unit-II)**

1. Create a table for employee's of a company having the following fields EmpName, EmpDOB, EmpSalary, EmpDept, EmpCode.
2. Insert 10 employee details in the employee table.
3. Set a primary key for a table and set auto increment property to true.
4. Create a table for employee's personal details link this table with employee table.
5. Create a table for employee's leave details and create one –to-many relationship from employee to employee leave table.