



GOVERNMENT DEGREE COLLEGE

URAVAKONDA-515812

Anantapur District A.P

Jawahar Knowledge Centre

Commissionerate of Collegiate Education Vijayawada

Syllabus

1. Communication Skills

Importance of English Language – job scenario, Role of LSRW Skills in Language Acquisition, Tense – Language, Present and Past Simple, Simple and continuous tenses, Present and past perfects, Present perfect continuous, The future simple and various ways, Articles, Prepositions, Auxiliary verbs (will, shall, can, may, must), Negatives & questions (why, auxiliary & q.tags), Practice sessions, Passive Voice – Simple, Continuous and Perfect Tenses, Direct and indirect speech – declarative, imperative & interrogatives, Practice sessions, sentence patterns, vocabulary (syn-ant; substitution; confusing pairs), Practice sessions, self-introduction, GD & JAM, Interviewing - frequently asked interview questions, Practice sessions.

2. Soft Skills

An Overview, Know yourself – SWOT, Goal setting, Positive attitude, Body language, Interpersonal skills, Time management, Presentation skills, Just a minute (JAM) activities, Team dynamics, Group discussions, Etiquette of e-mail, telephone and SMS, Interview Skills, Preparation for Examinations.

. Ethical Values

Understanding the need, basic guidelines, content and process for Value Education, Self Exploration – what is it? - its content and process; ‘Natural Acceptance’ and Experiential Validation - as the mechanism for self exploration, Continuous Happiness and Prosperity - A look at basic Human Aspirations, Right understanding,

Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct Priority, Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario, Method to fulfill the above human aspirations: understanding and living in harmony at various levels, Understanding human being as a co-existence of the sentient 'I' and the material 'Body', Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha, Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer), Understanding the characteristics and activities of 'I' and harmony in 'I'

4. Analytical Skills

BODMAS Rule, Fractions & Decimals, Fractions & Decimals, Problems on Fraction & Decimals, Algebraic formulae, Divisibility Rules, LCM & HCF, Ratios & Proportions, Percentages, Problems on Percentages, Profit & Loss, Partnership, Data Analysis, Data Interpretation, Simple Interest, Compound Interest, Average, Ages, Time & Distance, Time & Work, Problems on trains, Permutations and Combinations, Probability, Problems on Areas, Problems on volume, Problems on surface area, Number Series, Number Analogy, Odd man out, Coding & Decoding, Blood Relations, Direction Sense Test, Problems Solving Techniques and Logical Reasoning, Ranking & Time sequence test, Mathematical operations, Seating Arrangement, Clocks, Calendars.

5. Computer Skills

UNIT- I :- What is computer, Features of computer, Computer Generations, Types of Computers, Input/ Output Devices, Computer's Memory, Computer Software, Windows : Windows desktop, Start Menu, Working with Windows, Word Basics: Components of MS-Word, File Menu: New, Save, Page Setup, Print preview, Selecting Text and Graphics, Practice Session.

UNIT-II :- Home Menu: Undo/ Redo, Cut, Copy and Paste, Find/Replace Formatting options, bullets, numbering, alignments etc. Insert Menu: Headers and Footers, Page numbers, Text box, Equation Editor, Symbols, Insert Pictures, Clip arts, Auto shapes, smart art, and Word Art. Hyperlinks, objects etc., Insert Tables, insert rows/columns, mergerows/columns, split table, column and row, Alignments, row height and column width, Table styles. Page layout Menu: Page setup – orientation, size, margins, columns, page breaks, water mark, page Colour, page boarders., Mailings menu: creating and sending mails through Mail Merge

concept. **Printers'** word document letters.

UNIT- III: - Introduction to MS-Excel, Excel Components, Entering Data, Working with Cells, Formatting cells, Insert Menu: insert Charts (line, bar, column, pie, etc.), insert Pictures, Clip arts, Auto shapes, smart art, and Word Art. Header and footer, Hyperlinks, objects etc. Formulas menu: working with various functions and Data menu. Filter, sorting, text validations, what if analysis. Introduction to MS-Power Point, basics, Ready- Made slide layout Themes, insert new slide, and duplicate sides, slide views. Creating a presentation: using auto content wizard, design template And blank presentation, Introduction to MS-Power Point, basics, Ready- Made slide layout Themes, insert new slide, and duplicate sides, slide views. Creating a presentation: using auto content wizard, design template and blank presentation, Insert Menu: insert Pictures, Clip arts, Auto shapes, smart art, charts, tables & Word Art. Header and footer, Hyperlinks, object etc. Animations, Slide Transition, slide show. **Scanners** photos. MS-Access Basics, Components, Data Types in MS- Access Database Creation - Table Creation., Forms, Query, Reports creation.

UNIT- IV :- Introduction to networks, Internet, Web Site, Web Browser, Search Engine, On-line Forms Rail Journey, On-line Shopping using FlipKart, Using Electronic Mail(Email), Social Media, Google Drives, Google Forms, what is Skype?, Google Drives.

UNIT- V: - Scanners, Printers, Use Picture Manger