

Krishnasamy College of Science Arts and Management for Women

S.No	Course Code	Name of the Course	Description of Course
1	BSS 20	Soft Skills	Soft Skills are a cluster of productive personality traits that characterize one's relationships in a milieu. These skills can include social graces, Communication abilities, language skills, personal habits, cognitive or emotional empathy, time management, teamwork and leadership traits.
2	MHR 20	Human Rights	Human rights are the basic rights and freedoms that belong to every person in the world. These basic rights are based on shared values like dignity, fairness, equality, respect and independence These values are defined and protected by law.
3	UNTA35	Thamizh Mozhi – Adippai Ilakkanam	To understand the Tamil letters . To speak the Tamil language more easy. To make the Students Improve the Tamil literature.
4	UNTA45/BNTA 45	Inaayam	To access the net for their Technical Knowledge. Students to be improve the world wide Knowledge. How to send e.mail , write a draft, They can brouse what ever they needed.
5	BNTA35	Thamizh Mozhi – Adippai Ilakkanam	To understand the Tamil letters . To speak the Tamil language more easy. To make the Students Improve the Tamil literature.
6	UNT30A/ BNT30A	Basic Tamil -1	To avoid spelling mistake in Tamil. If emphasis the tamil language for literature.
7	UNT40A/ BNT40A	Basic Tamil -2	To understand the Tamil letters . To speak the Tamil language more easy. To avoid spelling mistake in Tamil.

8	BNBA37	Management Concepts	To facilitate students' understanding of their own managerial skills. To improve communication skills. To learn from the management experience of others. To develop and learn about goals specific to the students.
9	BNBA47	Training And Development	This course deals with the process of training and developing people in organisations. It covers a variety of approaches to instruction and learning and contrasts these with their practical application. It also includes the study of core functions of human resource development and the development of an understanding of workplace competency standards.
10	UNCM 37	Elements of Accountancy	To gain a knowledge of Accounting in general and to understand the system of Financial Accounting
11	UNCM47	General Commercial knowledge	To enable the student to gain basic knowledge of trade, Commerce and industry
12	BNCM47	Advertising and salesmanship	To study the concept and boosting of advertisement and salesmanship and also the qualities to be imparted by salesman in the present global competitive market
13	UNCHR33/ BNCH33	Medicinal chemistry	To learn the basic idea of Drugs and Names of Common Drugs, Blood, Blood Pressure, Diabetes, AIDS, Vitamins, Indian Medicinal Plants and First Aid.
14	UNCHR43/BNCH43	Chemistry in everyday life	To know the basics of Chemistry in our life. To know about the Food Colours, Plastics, Drugs etc.,

15	UNMA 34/ BNMA 34	Basic Mathematics	Introduce a few basic and elementary concepts of mathematics for other major students. Basic Mathematics Skills will provide instruction in elementary arithmetic skills, mathematical operations and their applications.
16	UNMA 44/ BNMA 44	Foundation Mathematics For Competitive Examinations	Introduce the concepts of mathematics with emphasis on analytical ability and computational skill needed in competitive examinations.
17	BNEN35	Language Skills and Communication - I (NME-I)	Language skills and communication is to enable the students to acquire a high proficiency in the use of English. It also helps to develop a Positive attitude in students towards language learning.
18	BNEN45	Language Skills and Communication - I (NME-II)	Language skills and communication is to provide a student with thorough grounding in the basics of communication. It helps to enhance and train the students to attend the interview and to chase the corporate world.
19	BNCS34/BNCA35	Introduction To Information Technology	To enable the students to have a depth knowledge about information technology with a better knowledge of computer. This paper is specially designed for other major students to know the importance of information technology.
20	BNCS45/BNCA 45	Internet And Its Applications	To inculcate the basic knowledge of internet and its usage among the students. After the completion of this course the student can able to,Apply intellectual property law principles (including copyright, patents, designs and trademarks) to real problems and analyse the social impact of intellectual property law and policy. Analyse ethical and professional issues which arise in the intellectual property law context

HUMAN RIGHTS

COMPULSORY PAPER

UNIT-I

Definition of Human Rights - Nature, Content, Legitimacy and Priority - Theories on Human Rights - Historical Development of Human Rights.

UNIT-II

International Human Rights - Prescription and Enforcement upto World War II - Human Rights and the U.N.O. - Universal Declaration of Human Rights - International Covenant on Civil and Political Rights - International Covenant on Economic, Social and Cultural Rights and Optional Protocol.

UNIT-III

Human Rights Declarations - U.N. Human Rights Declarations - U.N. Human Commissioner.

UNIT-IV

Amnesty International - Human Rights and Helsinki Process - Regional Developments - European Human Rights System - African Human Rights System - International Human Rights in Domestic courts.

UNIT-V

Contemporary Issues on Human Rights: Children's Rights - Women's Rights - Dalit's Rights - Bonded Labour and Wages - Refugees - Capital Punishment.

Fundamental Rights in the Indian Constitution - Directive Principles of State Policy - Fundamental Duties - National Human Rights Commission.

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Fundamental Rights in the Indian Constitution – Directive Principles of State Policy – Fundamental Duties – National Human Rights Commission.

Reference Magazines:

1. The Lawyer, Bombay.
2. Human Rights Today, Columbia University.
3. International Instruments of Human Rights, UN Publication.
4. Human Rights Quarterly, John Hopkins University, U.S.A.

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1. The Lawyer, Bombay.
2. Human Rights Today, Columbia University.
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4. Human Rights Quarterly, John Hopkins University, U.S.A.

NON-MAJOR ELECTIVE
PAPER – 1
MANAGEMENT CONCEPTS

UNIT-I

Management – Definition – Importance – Role and Function of a Manager.

UNIT-II

Planning – Nature – Purpose – Steps – Types – Merits and Demerits of Planning – MBO.

UNIT-III

Organisms – Purpose – Departmentation – Span of Control – Delegation – Centralisation and Decentralisation – Line and Staffs – Committee.

UNIT-IV

Directions – Leadership – Motivation – Communication Process of Communication Barriers of Communication.

UNIT-V

Controllins – Concept of Control – Methods of Control – Co-ordination – Need – Principle Approaches to achieve effective Co-ordination

Text Books:

1. L.M.Prasad – Principles and Practice of Management – Marsham Publication.
2. R.N.Gupta – Principles of Management - S.Chand Publication.

NON-MAJOR ELECTIVE

PAPER – 2

TRAINING AND DEVELOPMENT

Objective:

The purpose of this paper is to provide an in-depth understanding of the role of Training in the HRD, and to enable the course participants to manage the Training systems and processes.

UNIT-I : Introduction

Concepts of Training and development – Identifying Training Needs – Structure and Functions of Training Department – Evaluation of Training Programme – Role, Responsibilities and Challenges to Training Managers.

UNIT-II : Training Techniques

Techniques of on the job training – Coaching – Apprenticeship – Job Rotation – Job Instruction Training – Training by Supervisors – Techniques of off the job Training, Lecturers, Conferences, Group Discussion.

UNIT-III : Career – Planning

Concept of Career – Career Stages – Career Planning and Development – Need Steps in Career Planning – Methods of Career Planning and Development.

UNIT-IV : MDP

Concept of Management Development – Need and importance of Management Development – Management Development Process – Components of MD Programme.

UNIT-V : Training Institutions

Need for Training in India – Government – Policy on Training – Training Institutes in India – Management Development Programmes.

UNIT-VI: MDP Institutions

Management Development Institute – Productivity Councils – Management Associations – Educational Institute – Consultant.

Text Books:

1. Rolf Lynton, Udai Pareek: Training for Development, New Delhi, Sage Publications India (P) Ltd., 1990
2. Raymond Andrew Noe: Employee Training & Development, New Delhi, Tata McGraw Hiss, International Ed., 1999
3. Lynton, R Pareek, U.: Training for Development, New Delhi, Vistaar, 2nd ed., 1990

Reference Books:

1. Rao PL: HRD through In-House Training, New Delhi, Vikas Publishing House (P) Ltd.
2. Reid M.A.: Training Interventions: managing Employee Development London, IPM, 3rd ed., 1992.
3. Aggarwala, D.V., Manpower Planning, Selection, Training and Development, New Delhi, Deep & Deep Publications (P) Ltd., 1999.

NON-MAJOR ELECTIVE

PAPER – 1

INTRODUCTION TO INFORMATION TECHNOLOGY

UNIT-I

Introduction: History of Computer - Parts of Computer System - Hardware Devices - Software - Operating System - Examples of Operating systems - Computer Networking - Visual Editor

UNIT-II

Microsoft Word - Microsoft Excel - Microsoft PowerPoint - (Microsoft Access)

UNIT-III

Introduction to Multimedia - Images - Sound - Video Desktop Publishing Basics - Page layout Programs (Text Generation - Graphics for DTP - Print Production.)

UNIT-IV

Introduction to Internet - Working of Internet - Internet Services - Internet Addressing - E-Mail Basics - Web Development Tools - Introduction to HTML

UNIT-V

Information System - Management Information concepts - Planning Issues and the MIS - Organizing Issues and the MIS - Control Issues and the MIS - (Decision Support Systems.)

References

1. Sanjay Saxena, "A First Course in Computer", Vikas Publishing House, 2000
2. Ron Mansfield, "Working in Microsoft Office", Tata Mcgraw Hill, 1997
3. Linda Tway, Sapphiro Pacific Lajolla, "Multimedia in Action", Academic Press, 1995
4. Neil randal "Teach yourself the internet in a week", Prentice Hall of India, Second Edition, 1996.
5. I.T.L. Edn Solutions, "Introduction to Computer Science", Pearson Education.

NON-MAJOR ELECTIVE
PAPER – 2
INTERNET AND ITS APPLICATIONS

UNIT - I

Introduction to Computers Programming Language types History of Internet Personal Computers History of World Wide Web- Micro software .NET Java-Web resources.

UNIT - II

Web Browsers- Internet Explorer- connecting to Internet Features of Internet explorer6 Searching the Internet- online help and tutorials- File Transmission Protocol (FTP) Browser settings.

UNIT III

Attaching a file, Electronic mail Creating an E-mail id Sending and Receiving mails-attaching a file-Instance messaging- other web browsers.

UNIT IV

Introduction to HTML headers - Linking- Images-special characters and line breaks- unordered lists- simple HTML programs.

UNIT V

E-marketing consumer tracking Electronic advertising search engine-CRM- credit card Payments- Digital cash – e wallets – smart card.

Textbook

Internet and World Wide Web Third edition H.M.Deital, P.J. Deital and A.B.Goldberg-PHI

Book for Reference

The Internet- Complete Reference Harley hahn, Tata McGraw hill

NON-MAJOR ELECTIVE
PAPER – 1
ELEMENTS OF ACCOUNTANCY

UNIT-I

Definition of Accountancy – Book Keeping – Accounting Concepts and Conventions – Double Entry System – Accounting Rules – Journal Entries.

UNIT-II

Posting of Journal to Ledger – Balancing of Ledger Accounts – Trial Balance.

UNIT-III

Preparation of Three Columnar Cash Book – Contra Entry – Petty Cash Book – Imprest System

UNIT-IV

Final Accounts – Trading and Profit and Loss account and Balance Sheet – Format.

UNIT-V

Final Accounts – Simple adjustments – Closing Stock, Outstanding and Prepaid Expenses, Depreciation and Provision for Bad and Doubtful Debts.

(Weightage of Marks = Problems - 60%, Theory - 40%)

Reference Books:

1. M.C.Shukla & T.S.Grewal – Advanced Accounts, S.Chand & Co.Ltd., New Delhi
2. S.P.Jain & K.L.Narang – Advanced Accountancy, Kalyani Publications, New Delhi
3. R.L.Gupta & V.K.Gupta – Financial Accounting, Sultan Chand & Sons, New Delhi.
4. T.S.Reddy & A.Murthy – Financial Accounting, Margham Publications, Chennai
5. N.Vinayagam, P.L.Mani, K.L.Nagarajan – Principles of Accountancy, S.Chand Co. Ltd., New Delhi.

NON-MAJOR ELECTIVE

PAPER - 2

GENERAL COMMERCIAL KNOWLEDGE

Objective:

To enable the students to gain basic knowledge of Trade, Commerce and Industry.

UNIT-I

Commerce, Trade, Industry – Meaning – Scope and Importance of Commerce – Economic Basis of Commerce.

UNIT-II

Forms of Business Organizations – Sole Trade – Partnership Features – Merits and Demerits

UNIT-III

Joint Stock Company – Features – Memorandum and Articles – Contents – Prospectus and Contents – Types – Co-operatives – Features – Types – Advantages.

UNIT-IV

Management of Joint Stock Company – Directors – Qualification, Appointment, Removal Powers and Duties.

UNIT-V

Company Meetings – Types – Minutes – Agenda – Quorum – Resolution.

REFERENCE BOOKS:

1. Ghosh and Bhushan, General Commercial Knowledge, Sultan Chand & Sons, New Delhi
2. J.C. Bahl & E.R.Dhongde, Elements of Commerce & Business Methods, New Book & Co., Mumbai
3. P.N. Reddy & S.S.Gulshan, Commerce – Principles & Practice, S. Chand & Co., New Delhi
4. J.C. Sinha & V.N.Mughali, A text book of Commerce, R. Chand & Co., New Delhi
5. K.L.Nagarajan, Vinayagam, Radhasamy and Vasudevan, Principles of Commerce and General Commercial Knowledge, S.Chand & Co., New Delhi

**NON-MAJOR ELECTIVE
PAPER - 2
ADVERTISING AND SALESMANSHIP**

UNIT-I

Origin and Development of Advertising – Objectives – Nature – Functions – Types – Benefits – Difference between Advertising and Publicity – Scope of Advertising – DAGMAR approach.

UNIT-II

Various media of Advertising – Print Media – Newspapers – Magazines – Advantages – Limitations – Radio and TV advertising – Advantages – Limitations.

UNIT-III

Advertisement copy – Characteristics – Clarification – Components – Salesman Recruitment – Salesmen report – Types – Salesmanship and Psychology.

UNIT-IV

Salesmanship – Characteristics of Salesmanship – Objectives of Personal selling – Advantages – Limitations – Essentials of Effective selling – Advertising and Salesmanship.

UNIT-V

Qualities of Good Salesman – Sales Promotion – Kinds of Sales promotion – Importance of Salesmanship – Types of Salesmen – Methods of Remuneration – Qualities of successful Salesman.

Text Books:

1. Modern Marketing (Principles and Practises) R.S.N. Pillai & Bagavathi, S. Chand & Co. New Delhi
2. Sales and Advertisement Management S Rajkumar, V Rajagopalan, S. Chand & Company Pvt. Ltd.

**NON-MAJOR ELECTIVE
PAPER – 1
MEDICINAL CHEMISTRY**

Objectives:

- To learn the basic idea of drugs and name of common drugs
- To learn about BP, diabetics etc

UNIT-I
CLINICAL HEALTH AND BIOCHEMICAL ANALYSIS: Definition of Health, WHO standard, Sterilization of surgical instruments. Biochemical analysis of urine and serum. Blood - Composition, grouping and Rh factor.

UNIT-II
COMMON DRUGS: Antibiotics, Antipyretics, Analgesics, Anti-inflammatory agents, Sedatives, Antiseptics, Antihistamines, Tranquilizers, Hypnotics and Antidepressant drugs - Definition, Examples, uses and side effects.

UNIT-III
VITAL AILMENTS AND TREATMENT: Blood pressure - hypertension and hypotension, Diabetes, Cancer, AIDS - Causes, symptoms and medicines.

vitamins → classification - Sources & deficiency caused by vitamins

UNIT-IV
INDIAN MEDICINAL PLANTS: Palak, Vallarai, Kizhanelli, Thumbai, Hibiscus, Adadodai, choothuvalai, Nochi, Thulasi, Aloe vera - Chemical constituents and medicinal uses.

UNIT-V

FIRST AID AND SAFETY: Treatment of shock, haemorrhage, cuts and wounds. Burns - classification and first aid.

Asbestos, silica, lead paints, cement, welding fumes and gases - Hazard alert and precautionary safety.

Reference Books :

1. Jayashree Ghosh - Applied Chemistry - S. Chand and Company Ltd., 2006
2. S.C Rastogi, Biochemistry, Tata McGraw Hill Publishing Co., 1993.
3. Rasheeduz Zafar - Medicinal Plants of India - CBS Publishers and Distributors, 2000.
4. B.L Oser, Hawk's Physiological Chemistry, Tata-McGraw - Hill Publishing Co. Ltd.
5. A.H Beckett and J.B Stenlake - Practical Pharmaceutical Chemistry, Vol.I - CBS Publishers and Distributors, 2000.

B.Sc. Chemistry: Syllabus (CBCS)

polythene, PVC, bakelite, polyesters, resins, and their applications.

Rubber-Synthetic rubbers-Vulcanization - definition and its applications.

chemicals in food production - fertilizers used in natural sources - Fertilizers urea, Super phosphates need - uses and hazards.

Acids - definition and examples.

Books:

Process Industries - Norris Shreve Joseph A. Brine .Jr.

Textiles, Cosmetic and Soaps - W.A. Poucher (Vol 3).

Elementary Chemistry - A .K. DE.

Physical Chemistry, B.K. Sharma- Goel publishing house Meerut.

Chemistry - B. Srilakshmi - III Editio - New Age International Publishers 2005.

Chemistry Lillian Hoagland Meyer - CBS publishes & distributors - 2004.

Elemental concepts of Applied Chemistry - Jayashree Ghosh - S.Chand & Co

Delhi.

Physical Chemistry - K.Bagavathi Sundari - MJP Publishers.

NON-MAJOR ELECTIVE
PAPER – 2
CHEMISTRY IN EVERY DAY LIFE

Objectives:

- To know the basics of chemistry in our life
- To know about the food colours, Plastics, drugs etc

UNIT: I

1.1 General Survey of Chemicals used in everyday life.

1.2 Cosmetics: Talcum Powder, Tooth pastes, Shampoos, Nail Polish, Perfumes, Soaps, and detergents - General formulations and preparation - possible Hazards of cosmetics use.

UNIT-II

2.1 Food and Nutrition: Carbohydrates, Proteins, Fats, Minerals and Vitamins, definitions, sources and their physiological importance - balanced diet.

2.2 Adulterants in milk, ghee, oil, coffee powder, tea, asafoetida, chilli powder, and turmeric powder - identification.

UNIT-III

3.1 Colour chemicals used in food - soft drinks and its health hazards.

3.2 Food preservatives-Definition-Examples-Methods of preservation-Low and high temperature Dehydration-Osmotic pressure-Food irradiation.

NON MAJOR ELECTIVE

PAPER - 1

ENGLISH FOR COMMUNICATION - I

Unit 1:

1. E.Mail Communications
2. Non-Verbal Communication
3. Effective Listening
4. Making Presentations

Unit 2:

5. Interview Techniques
6. Group Discussion
7. Preparing an Effective CV

Prescribed Text: Business Communication Techniques and Methods. (Orient Black Swan) 2010 by OMP.Juneja & Aarati Mujundar Rs.90/-

NON MAJOR ELECTIVE

PAPER - 2

ENGLISH FOR COMMUNICATION - II

- Unit 1 :**
1. An Introduction to Communication
 2. Notices, Agendas and Minutes
 3. Business Correspondence
 4. Speeches

- Unit II :**
5. Meetings
 6. Vocabulary Development
 7. Editing Skills
 8. Reference Skills

Prescribed Text:

Synergy: Communication in English and Study Skills – Board of Editors. Orient Longman Private Ltd., 2008

NON-MAJOR ELECTIVE

PAPER -1

BASIC MATHEMATICS

Introduce a few basic and elementary concepts of mathematics for other major students.

sets

Union - Subsets - Power sets - Equality of sets - Finite and Infinite sets - Set operations - De Morgan's laws - Distributive tables - Cartesian products.

Number system

Octal, hexadecimal numbers - conversion from one system to another system - addition and subtraction - one's complement.

Symbolic logics

Propositional statements - connectives - truth tables - tautologies operations - groups – (problems involving group properties only).

Determinants

Properties of determinants - properties (without proof) - application of determinants - Cramer's rule for the solution of a system of equations

Matrices

Types of matrices - operations on matrices - adjoint and inverse - applications - solutions of non-homogeneous equations.

Recommended Texts

M.K.Venkataraman & others, "Discrete mathematics and structures", The National Book Trust Publishing Company, Madras.

Robert J.P and Manohar.R "Discrete Mathematical Structures with applications to computer science" Tata McGraw - Hill Pub., Co., Ltd. New Delhi 2003.

Reference Books

S.C. Vittal "Algebra, Analytical Geometry and trigonometry" Margham Publications, Chennai.
Edward Johnsonbaugh, "Discrete Mathematics" fifth Edn., Pearson Education Asia, New Delhi 2002.

NON-MAJOR ELECTIVE

PAPER -2

FOUNDATION MATHEMATICS FOR COMPETITIVE EXAMINATIONS

Objective

To introduce concepts of mathematics with emphasis on analytical ability and computational skills suitable for competitive examinations.

UNIT - I

Number Conversions

UNIT - II

Percentage

UNIT - III

Profit and Loss, Discounts.

UNIT - IV

Simple and Compound Interest.

UNIT - V

Time, Distance and Work

Recommended Text. Quantitative Aptitude - R.S. Aggarwal (S.Chand & Co. - New Delhi)

THIRUVALLUVAR UNIVERSITY

PART-IV

SOFT SKILL

SYLLABUS

(For all UG Degree Courses)

(with effect from 2017-2018)

UNIT I

- 1.1. Skills in Listening and Writing
- 1.2. Skills in Reading and Understanding

UNIT II

- 2.1. Skills to Read and Respond to Instructions
- 2.2. Skills of Interpretation and Transcoding Information

UNIT III

- 3.1. Skills in Seeking and Responding to Information
- 3.2. Skills of Day-to-Day communication

UNIT IV

- 4.1. Grammatical skills and Spelling rules
- 4.2. Career skills

UNIT V

- 5.1. Skills of formal and in-formal rules
- 5.2. Skills of non-verbal communication

துறை சாரா விருப்பப்பாடம் - 1

தாள் - 1

தமிழ்மொழி - அடிப்படை இலக்கணம்

- பாடநூல் : தவறின்றித் தமிழ் எழுத
மருதூர் அரங்கராசன்
ஐந்திணைப் பதிப்பகம்
279, பாரதி சாலை, திருவல்லிக்கேணி, சென்னை -5
போன் : 044-28549410
- அலகு 1 : எப்படி எழுதினால் என்ன (பக் 16 முதல் 39 வரை)
- அலகு 2 : அளவான இலக்கணம் (பக் 40 முதல் 60 வரை)
- அலகு 3 : தொடர் இலக்கணம் (பக் 60 முதல் 95 வரை)
- அலகு 4 : வலிமிகும் இடங்கள் (பக் 97 முதல் 127 வரை)
- அலகு 5 : வலிமிகா இடங்கள் (பக் 128 முதல் 174 வரை)

துறை சாரா விருப்பப்பாடம் - 2

தாள் 2

இணையம்

- பாடநூல் : இணையமும் இனிய தமிழும்,
முனைவர் க. துரையாசன்,
இணைப்பேராசிரியர் தமிழ்த்துறை,
அரசினர் கலைக்கல்லூரி (தன்னாட்சி), கும்பகோணம்-1.
- இசை பதிப்பகம்,
24 சபரிநகர், டாக்டர் குருமூர்த்தி சாலை,
கும்பகோணம் - 1,
அலைபேசி : 9442426552, தொலைபேசி : 0435 - 2402501.
- அலகு 1 : இணையம் - அறிமுகமும் வரலாறும் - செய்திகளைத் தேடிப் பெறுதல் -
இணையம் - சொற்பொருள் - தொலைபேசிக் கம்பி வழித் தகவலறியும் சேவை
வலைப்பின்னல் - முதல் இணையதளம் - தமிழில் முதல் இணையதளம்
இணையமுகவரி - இணையத்தின் பயன்கள் - இணைய மாநாடுகள்.
- அலகு 2 : இணையவழித் தமிழ் கற்றலும் கற்பித்தலும் - மரபுசார் கற்பித்தல் முறைகள்
ஆசிரியரை மையமாகக் கொண்ட கல்விமுறை - மாணவரை மையமாக
கொண்ட கல்வி முறை - இணையவழிக் கற்றலும் கற்பித்தலும் - பயன்கள்
இணையவழி தமிழ் கற்றல் - கற்பித்தல் - தமிழ் இணையப் பல்கலைக்கழக
கல்வித்திட்டம் - மழலைக்கல்வி - சான்றிதழ்க்கல்வி - மேல்நிலை
மேற்சான்றிதழ்கள் கல்வி - பட்டயக் கல்வித்திட்டங்கள் - பட்டப்படிப்பு
இணையவழித் தேர்வு - பாட வடிவமைப்பு - கணினித்தமிழ்ப் பணிகள்
தொடர்பு மையங்கள்.
- அலகு 3 : மின்னஞ்சலும் மின்நூலகமும் - மின்னஞ்சல் - மின்னஞ்சல் முகவரி - கடவுச்சொல்
- மின்னஞ்சல் உருவாக்கம் - கவனத்தில் கொள்ள வேண்டியவை
கலந்துரையாடல் - மின்நூலகம் - தமிழ் இணையப் பல்கலைக்கழக மின்நூலக
- இலக்கண நூல்கள் - இலக்கிய நூல்கள் - சமய இலக்கியங்க
சிற்றிலக்கியங்கள் - பிற இலக்கியங்கள் - இருபதாம் நூற்றாண்டு இலக்கியங்க
(உரைநடை) - கவிதை - மதுரைத்திட்டம் - இந்திய மொழிகளின் நடுவ
நிறுவனம் போன்றவை.
- அலகு 4 : ஒருங்கு குறியீட்டுமுறை - குறியாக்கமுறை - பிட்டமுறை - தமிழில் ஒருங்கு குறியீட்
முயற்சிகள் - தமிழ்நெட் 97 - தமிழ்நெட் 99 - எழுத்துருக்கள் - தம்
எழுத்துருக்கள் - இணைய இதழ்கள் - திண்ணை - தமிழ்த்திணை போன்றவை
இணைய இதழ்களின் நிறை குறைகள் - வலைப்பூ வலைப்பூவு
இணையதளமும் - உருவாக்கம் - தமிழில் வலைப்பூக்கள் தமிழ்ப்பூக்கள்
மானிடன் - திரட்டிகள் - போன்றவை.