

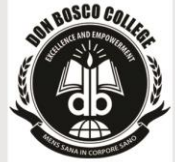


# DON BOSCO COLLEGE

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## DEPARTMENT : BBA

## GENERAL MANAGEMENT

### OBJECTIVE:

- To enhance their learning ability.
- To inculcate interest in business study subjects and make them familiar with the management terms

### SYLLABUS:

#### UNIT-I

Business – Meaning- definition- Importance- sole proprietor- partnership- joint stock Company- co-operative society- management leaders- human resource management- financial management- marketing management.

#### UNIT –II

Basic accounting concepts-meaning of accounting-trial balance-bills of exchange – depreciation – trading account-profit and loss account- balance sheet.

#### Unit-III

Meaning and scope of business economics- demand analysis-business cycle-marketing-4 P's of marketing-service-7 P's of service

#### Unit IV

Communication – meaning- objectives-types- business environment- internal and external.

#### Unit V

Entrepreneurship-meaning-types- qualities of an entrepreneur- NBFC's- SBI-IFCI- IDBI-ICICI-SEBI-SFC-LIC. Business law.

# **DEPARTMENT : COMMERCE**

## **BASICS OF ACCOUNTING AND COMMERCE**

### **OBJECTIVES:**

- Demonstrate knowledge of major theories and models in key areas of organisational behaviour, analyse organisational problems.
- Demonstrate a knowledge of Macro economic theory as it relates to current macro economic policy and issue.

### **SYLLABUS :**

#### **Unit – I**

Accounting – Meaning & Definition – Objectives.

#### **Unit – II**

Steps of accounting – Significance – Types of accounts.

#### **Unit – III**

Accounting types – Single entry system – Double entry system.

#### **Unit – IV**

Basic of Commerce – Meaning – Definition – Objectives – Importance – Scope.

#### **Unit – V**

Management – Meaning – Definition – Functions – Levels of management.

#### **Unit – VI**

Business Communication – Meaning – Definition – Types of business communication – Barriers to business communication.

#### **Unit – VI**

Banking – Meaning – Definition – Types – RBI – Functions.

# **DEPARTMENT : CHEMISTRY**

## **GENERAL CHEMISTRY**

### **OBJECTIVES:**

- ❖ The main objective of the course is to bridge the gap between subjects studied at pre- university level and subjects.
- ❖ A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes.
- ❖ Analyse the students participation, interest and involvement.
- ❖ Identify the various types of students such as active or inactive & interested or not interested students.
- ❖ Identify and to develop our students subject knowledge.

### **SYLLABUS:**

#### **UNIT-I ORGANIC CHEMISTRY**

Basic Concepts in Organic Chemistry – Nomenclature of organic compounds (IUPAC) system - functional groups – Aliphatic Nucleophilic Substitution & Elimination– Huckel’s Rule – aromatic compounds.

#### **UNIT-II INORGANIC CHEMISTRY**

Meaning of Inorganic chemistry – Solid State-Variou classification of periodic table – atom, molecule and compounds - Acid – base concept (Arrhenius, Lewis, Lowry - Bronsted etc.,) – pH –Nuclear Chemistry.

#### **UNIT-III PHYSICAL CHEMISTRY**

States of matter - Thermodynamics and Thermochemistry-Fundamental particles – Atomic structure – Hund’s rule – Aufbau principle – Pauli’s exclusion principle.

#### **UNIT-IV PRACTICAL CHEMISTRY**

Classification of analysis - Qualitative and Quantitative analysis – types - Volumetric analysis – Inorganic mixture analysis – Organic compound analysis.

#### **UNIT-V HANDLING OF CHEMICALS AND APPARATUS - FIRST AID**

Handling of Chemicals - Apparatus and Instruments – Nature of chemicals – Procedures to follow in lab hours – First Aid Kit – Procedure for first aid.

# **DEPARTMENT : COMPUTER SCIENCE**

## **FUNDAMENTALS OF COMPUTER AND INTERNET**

### **OBJECTIVES :**

- Bridge course is a program designed for students lacking a background in computer science.
- This training reduces the gap between the schooling and college.
- Useful for the students to get knowledge in their subjects.

### **SYLLABUS :**

#### **Unit- I**

Knowing computer – what is computer – History of Computers – Generation of Computers – classification of computers – languages in computers – applications of computers – components of computers.

#### **Unit – II**

Input devices – Output devices – Storage devices – Memory Units – Concepts of Hardware – plug ins – software – concept of computing – data and information, field, record, file, database. Operating System – Definition- popular Operating System – processors.

#### **Unit – III**

MS Office – MS Word – MS Excel.

#### **Unit – IV**

MS PowerPoint – creating a presentation – sample presentations.

#### **Unit – V**

Networks, components of networks – LAN, WAN, MAN – Node, Hub, Switch, Routers – WWW – Internet – E-mail – basics – browsers – search engines – ISP – URL – IP – DNS – ATTACKS – Viruses.

# **DEPARTMENT : DIGITAL PRINT MEDIA**

## **BASIC KNOWLEDGE OF PRINTING**

### **OBJECTIVE:**

The objective of the course is to enrich the basic knowledge of Printing to the freshers

### **SYLLABUS:**

- ✓ Origin & Historical Background of Printing process
- ✓ Emergence of Relief, Planography, Intaglio & Stencil.
- ✓ Principles of Printing Processes : Letterpress, Offset, Flexography, Gravure, and Screen Printing Processes
- ✓ Structure of Printing Industry
- ✓ Introduction: DTP-Choosing the Printing House
- ✓ Choosing Colors And Fonts.
- ✓ Hardware Requirements for DTP
- ✓ General Design Considerations, Text Organization
- ✓ Designing Common Media Publications-Redesigning.
- ✓ Fundamentals of design elements - Line, shape, texture, balance, and contrast.
- ✓ Principles of symmetrical and asymmetrical arrangements.

## **DEPARTMENT: ENGLISH**

### **INTRODUCTION OF LITERATURE**

#### **Objectives:**

- ✓ To acquire educate students in both the artistry utility of the English Language through the study of literature and other contemporary forms.
- ✓ To make the students aware of the different communicative skills.
- ✓ To develop an ability to effectively communicate in English, both written and spoken.
- ✓ To provide students with critical faculties necessary in an academic environment, on the job.

#### **UNIT I SOCIAL HISTORY OF ENGLAND:**

- THE RENAISSANCE
- THE REFORMATION
- CONTEMPORARY LIFE IN ENGLAND

#### **UNIT II GRAMMAR AND USAGE:**

- NOUNS
- PRONOUNS
- ARTICLES

# **DEPARTMENT: MATHEMATICS**

## **BASICS ON CLASSICAL ALGEBRA AND CALCULUS**

### **OBJECTIVES:**

- To bridge the gap between School education and the College education.
- To recall the basic concepts learnt at the School level.
- To make learning Mathematics as a pleasant experience.

### **SYLLABUS:**

#### **Unit -1 Matrices**

1.1 Determinant of a Matrix – Properties – Singular and Non singular matrices

1.2 Adjoint and inverse of a Matrix - Properties

#### **Unit -2 Theory of Equations**

2.1 Relation between roots and coefficient of an equation

2.2 Fundamental theorem in Theory of equation

#### **Unit -3 Differentiation**

3.1 Definition of a derivative – some elementary results on Differentiation – various functions.

3.2 Methods of Differentiation – Sum, Difference, Product and Quotient rules

#### **Unit 4 Integral Calculus**

4.1 Definite and Indefinite integral, Proper and Improper integrals.

4.2 Some standard results in integrals

## **DEPARTMENT: PHYSICS**

### **APPLICATION OF PHYSICS IN OUR DAILY LIFE**

#### **OBJECTIVES:**

1. To make the learners to understand the concept Electricity, resistance and resistivity and the parameters affecting it with its link to our daily life.
2. Students are able to understand the concept of Potential difference and current and also the process of finding the unknown current in a loop.
3. Students will be able to understand the practical application of resistors and cells and its different combination in real life.
4. Students would be able to Understand and differentiate between magnetic effect of current and magnetism

#### **SYLLABUS:**

##### **ELASTICITY**

Bending of beams - Torsion of a body – expression for a couple per unit twist-rigidity modulus and moment of inertia.

##### **VISCOSITY**

Definition of Coefficient of viscosity with unit and dimension –Streamline and turbulent flow - expression for critical velocity – Poiseuille's formula for the coefficient of viscosity - applications of viscosity.

##### **SURFACE TENSION**

Definition of surface tension with unit and dimension- variation of surface tension with temperature.

##### **WAVES AND OSCILLATIONS**

Simple harmonic motion - Free, Damped, Forced vibrations and Resonance - Noise pollution.

##### **FRICTION**

Definition of friction, properties of friction and different applications of the friction.



## முதுகலைத் தமிழ்த்துறை

### அடிப்படைத் தமிழ் இலக்கணம்

நோக்கம் :

முதலாமாண்டு மாணவர்களின் மேல்நிலை பள்ளி கல்வியின் கற்றல் திறனை மதிப்பிட

#### பாடத்திட்டம்

அலகு - 1

எழுத்து - முதல் எழுத்து - சார்பெழுத்து - மாத்திரை - பெயர்ச்சொல் - வினைச்சொல்

அலகு - 2

பதம் - பகுபதம் - பகாப்பதம் - பகுபத உறுப்புகள் - ஒரெழுத்தொருமொழி - வழக்கு - இயல்பு வழக்கு - தகுதி வழக்கு

அலகு - 3

இலக்கணக் குறிப்பறிதல் - வேர்ச்சொல் - பெயரெச்சம் - வினையெச்சம் - வினையானையும் பெயர் - தொழிற்பெயர் - வினைமுற்று

அலகு - 4

புகழ்பெற்ற நூல்கள் மற்றும் நூலாசிரியர்கள் - சிறப்புத் தொடர்களால் குறிக்கப்படும் சான்றோர்கள் - அடைமொழியால் குறிக்கப்படும் நூல்கள்

அலகு - 5

ஒலி வேறுபாடறிந்து சரியான பொருளைக் கண்டறிதல் - ஆங்கிலச் சொற்களுக்கு நிகரானத் தமிழ்ச் சொல்லைக் கண்டறிதல் - சந்திப் பிழை நீக்கி எழுதுதல் - ஒருமை, பன்மை - மரபுப் பிழை - வழுவச் சொற்களை நீக்குதல்.

## **PG AND RESEARCH DEPARTMENT OF ENGLISH**

### **BRIDGE COURSE ON FOUNDATION ENGLISH**

#### **OBJECTIVES:**

- To act as a buffer for the new entrants.
- Focus on fostering a strong sense of ethical judgment and moral fortitude.
- Applications based self-learning and intermingling of a large cross section of students from vastly varying backgrounds.
- The students will be equipped with the knowledge and the confidence needed to take on
- bigger challenges.
- Nurture a deeper understanding of the local and global world and our place in it as concerned citizens of the world.
- Interactive and Active Learning by Doing have been weaved into the Bridge Course.
- Active learning with the help of other students.

#### **SYLLABUS**

##### **LISTENING**

1. Creating listening text: Clear recording and live speeches.
2. Variety should be provided in the listening texts.
3. Movie clips/ Short films/ Documentary

##### **TASKS**

1. Yes/no questions
2. Note taking & Summarizing
3. Gap filling activities
4. Listening and narrating
5. Picking out difficult/ unfamiliar words.

##### **SPEAKING**

1. One minute presentation with adequate time given for the student's preparation.
2. Self Introduction
3. Vocabulary- Word games
4. Working in pairs: introducing the partner. (Interactive Self Introduction)
5. Group Discussion
6. Narrating a story
7. Develop the conversation.
8. Structured format for welcome address & vote of thanks.
9. Speak about a picture given.

## **VOCABULARY**

1. Word building
2. Mind mapping
3. Crossword puzzles
4. Prefix/ suffix
5. Vocabulary/ word games
6. Anagrams
7. Illustrating pictures with interpretation IPA
8. One word substitute
9. Alternate words (Policeman, Cop)
10. Reading newspaper
11. Referring dictionary
12. Making sentences with words given
13. Abbreviations
14. Frequently used words

## **GRAMMAR**

1. Parts of speech
2. Tenses (Tense conversions)
3. Preposition (Sentence completion with supplying proper preposition)
4. Articles
5. Voice
6. Pictorial representation
7. Extracting and identifying parts of speech from the passage
8. Subject verb concord
9. Framing question

## **READING**

1. Magazines, newspaper, novels, short stories
2. Know your English" from The Hindu.
3. Advertisements and ask for specific information, to identify the instructions
4. Trans coding- showing figures, cartoons and British council materials

## **WRITING**

1. Mind mapping
2. Hints development
3. Describing directions
4. Jumble sentences- identify the topic sentence
5. Appropriate discourse markers
6. Outline writing
7. Picture description
8. Developing sentence
9. Use of connectives
10. Complete an incomplete letter
11. Paragraph writing
12. Gap filling