

CIS 1020: INTRODUCTION TO END-USER COMPUTING

Objective:

This course focuses on developing students' business computing skills along with their understanding of how such skills could be applied in a business environment. The business computing skills covered shall relate to spreadsheets, databases, web page editing and the use of computers as a presentation medium. The course concepts shall relate to applying information technology for business solutions and academic research.

Module: 1 **5 HRS**

WebCT, Windows Environment, Spreadsheets.

Module: 2 **10 HRS**

Worksheets, Cell references, formats, functions, auto shapes, documentation.

Module: 3 **10 HRS**

Lists, Auditing, Protection, lookup functions, Goal Seek, Linking and Embedding.

Module: 4 **5 HRS**

Lists, sort, Filter, Macros, Pivot Tables.

Module: 5 **5 HRS**

Web page layout considerations, tables links and Dream weaver.

Module: 6 **8 HRS**

Relational Database, Tables, Forms, Reports, Mail merge, sections, page numbers in Word.

Module: 7 **7 HRS**

Relationships, Multiple Table Queries, Group data in reports.

Module: 8 **5 HRS**

Websites & Databases, Access in HTML.

Module: 9 **5 HRS**

Graphics, Multi-media, animation.

Recommended Books:

1. Adamski, Finnegan, Thomas Course Technology, 2002
2. Zimmerman, Thomson Course Technology, 2002

ENG 1600: DEVELOPING FLUENCY AND CLARITY IN ENGLISH

Objective:

English 160 is designed to improve a number of skills, which is inclusive of speaking, reading, listening and writing skills. It uses an integrative approach whereby the English Language components of reading, writing, oral and speaking components are used together to enhance the students' ability to communicate and write effectively in English.

Module: 1

6 HRS

Introduction: Evaluation Essay, Brainstorming, Writing Thesis Statement, Writing Topic Sentences, Writing Paragraphs.

Module: 2

6 HRS

Introduction to types of Essay- Descriptive, Argumentative, Narrative, Letter Writing

Module: 3

6 HRS

Present Time, Past Time, Future Time, Writing an Outline, Writing an Essay.

Module: 4

6 HRS

Parts of a Speech, Reading Comprehension, Types of Sentences

Module:5

10 HRS

Connecting Ideas, Speaking –Group Discussion, Essay- Formal Letter, Comparisons

Module: 6

10 HRS

Count-Noncount Nouns & Articles.

Module: 7

10 HRS

Phrases & Clauses.

Module: 8

6 HRS

Gerunds and Infinitives, Adjectives, Reading Comprehensions, Essay writing

Recommended Books:

1. Schramper Azar, Fundamentals of English Grammar, Pearson Longman ESL, 1992

GEOG 1000: WORLD ECOLOGICAL PROBLEMS

Objectives:

The intent of this course is to give you a large picture of the environments in which we live, and how man interacts and changes that environment. Is change always better? How have we (mankind) effected the environment over our short history here on “Mother” Earth? And finally, what are we, or should we be doing to help save our planet we live on, and make our environments a safer place for our kids? We will obtain this objective a lot of different ways.

Module: 1 Introduction to Environmental History; Global Cycles	10 HRS
Module: 2 Environmental Concern (Establish groups and chose topics)	10 HRS
Module: 3 Population India and The World	5 hrs
Module: 4 Ecosystems; Land Use: Atmospheric, Hydrologic	8 hrs
Module: 5 Soils; Hazardous Waste	7 hrs
Module: 6 Land Use: Open land and Sustainability; Energy	10 hrs
Module: 7 Biodiversity; Environmental Management	10 hrs

Recommended Books

1. Carolyn Merchant, D. C Health And Company, Major problems in American Environmental History
2. John L Allen , Students Atlas on Environmental Issues

MATH 1160: FINITE MATHEMATICS

Objective:

This course will cover sets, functions, relations, graphs, digraphs, trees, recursion, mathematical induction and other proof techniques. Also included in the discussion will be counting techniques, Boolean Algebras and asymptotic analysis of algorithms. The relationship of these concepts with computer science will be emphasized. Prerequisite: MATH 1160, and an introductory programming course.

MODULE – 1

5 hrs

Linear Models

Linear Equations and Inequalities in One variable Linear functions slope and equations of a line linear mathematics models constructing mathematical models.

Module – 2

10 hrs

Systems of linear equations and matrices

Solutions of linear systems by the echelon method solution of linear system by the gauss Jordan method, Addition and subtraction of Matrices, Multiplication of Matrices, Matrices Inverse, Input-output models.

Module – 3

8 hrs

Linear Programming: The graphical Method

Graphing Linear inequalities, Solving Linear programming problems, Graphically, Applications of Linear Programming

Module – 4

6 hrs

Linear Programming: The Simplex Method

Slack Variables and the Pivot, Solving Maximization problems, Nonstandard problems, Minimization, Duality

Module – 5

6 hrs

Sets and Probability

Sets, Application of Venn Diagrams, Introduction to Probability, Basic Concepts of Probability, Conditional Probability, Independent Events, Bayes' Theorem

Module – 6

10 hrs

Counting Principles, Future Probability Topics

The Multiplication Principle, permutation, combinations, Probability Applications of Counting Principles, Bernouli Trials, Probability Distributions, Expected Value

Module – 7

5 hrs

Statistics

Frequency Distributions: Measures of Central Tendency, Measures of Variation, The Normal Distribution, The Binomial Distribution

Module – 8**5 hrs**

Markov Chains

Basic Properties of Markov chains, Regular Markov chains, Absorbing Markov Chains.

Module – 9**5 hrs**

Game Theory

Decision Making Strictly Determined Games, Mixed Strategies, Game Theory and Linear Programming

Recommended Books

1. Mizrahi / Sullivan , Finite Mathematics , 5th Edition , Scott Foresman & Company
2. Goldstein/Schneider/Sregai, Finite Mathematics and Application, 5th Edition, Prentice Hall.

Soc 2000: PRINCIPLES OF SOCIOLOGY

Objective:

This course is designed to introduce you to the study of social phenomena. It will present views from numerous perspectives within sociology. The purpose of this course is twofold: first, to introduce you to the principles of sociology (and the work sociologists do), and second, to help you develop your "sociological imagination

Module: 1 **10 hrs**
Sociological Perspective, Culture

Module: 2 **6 hrs**
Socialization, Social Structure

Module: 3 **6 hrs**
Groups & Organizations

Module: 4 **8 hrs**
Deviance & Social Control

Module: 5 **10 hrs**
Social Stratification, Social Class

Module: 6 **10 hrs**
Race & Ethnicity, Gender & Age, Politics & Economy, Marriage & Family

Module: 7 **10 hrs**
Education & Religion, Population & Urbanization, Social Change

Recommended Books:

1. Henslin, James M Allyn & Bacon, A Down to Earth Approach
2. Henslin, James M Allyn & Bacon, A Study Guide for Essential of Sociology, A Down to Earth Approach

MGCS1320: MANAGEMENT CONCEPTS

Objective: Is to provide a comprehensive understanding of the Principles and theories of Management practices.

MODULE -I

8 hrs

Nature of Management – Definition of Management, Nature of Management- Management as a Science or Art- Management as a profession- Administration and Management.

MODULE -II

12 hrs

Evolution of Management Thought- Scientific Management, Contributions of Henry Fayol, Hawthorne Experiments and Human Relations, Contributions of Behavioural Scientists- Schools of Management Thought

MODULE -III

8 hrs

Functions of Management- Nature of Management functions- Principles of Management, Management of Change-Social Responsibility and Ethics.

MODULE -IV

12 hrs

Planning- Nature and Definition of Planning- Importance and Steps in planning- Types of Plans- Objectives and MBO- Policy and Strategy- Forecasting and Decision Making

MODULE -V

10 hrs

Organising- Nature and purpose- Principles of Organization- Types of Organisation- Departmentation- Committees- Authority and Responsibility- Centralization Vs Decentralization.

MODULE -VI

12 hrs

Directing-Principles-Theory X & Y- Motivation and Behaviour- Theories of Motivation- Maslow's theory, Herzberg's Theory, McClelland's Theory
Leadership – Theories and Styles of leadership
Communication-Meaning and importance, barriers.

MODULE -VII

8 hrs

Staffing-Manpower planning-Recruitment and Selection- Training and Development- Performance Appraisal.

MODULE -VIII

5 hrs

Co-ordination- Cooperation, Techniques of Coordination- Control- Essentials of Control- Control Techniques.

BOOKS FOR REFERENCE:

1. Stoner, Freeman, Gilbert Jr, Management, Prentice Hall
2. Koontz, Weihrich, Essentials of Management, Mc.Graw Hill
3. S.L Gupta, Anurag Mittal, Dr. Sunil K. Gupta, Case Studies in Management, Wisdom Publications
4. R.K Sharma, Shashi Gupta, Business Management, Kalyani Publishers
5. L.M. Prasad, Principles and Practice of Management, Sulthan Chand publishers

