

Semester III

Course 3: LITERATURE AND INFORMATICS

COURSE CODE	ENCR3
TITLE OF THE COURSE	LITERATURE AND INFORMATICS
SEMESTER IN WHICH THE COURSE IS TO BE TAUGHT	3
NO. OF CREDITS	4
NO. OF CONTACT HOURS	90

1. AIM OF THE COURSE

- To introduce students to the various relevant aspects of Information Technology and Computers which will facilitate the study of literature.
- To equip the students to make use of the possibilities existing in the IT sector.

2. OBJECTIVES OF THE COURSE

Upon completion of the course:

- The students will have a thorough general awareness of computer hardware and software.
- The students will have good practical skill in performing common basic tasks with the computers.
- The students are expected to create PowerPoint presentations on any topic in literature incorporating extensively researched web sources.

3. COURSE OUTLINE

MODULE I: ICT SKILLS FOR HIGHER EDUCATION

(36 HOURS)

Data, information and knowledge – Various file formats – Networking - Internet access methods: Broadband connections, Dial-up connection – Academic search techniques: Favorites and bookmarks, search engines, subject directories, Wikis - Evaluating Web Sites - Creating a cyber presence: Instant messaging, Podcasts, Blogs and Vlogs, Webcasts, E-mail, Group Communication – Social networking – Academic web sites – Copyrights and patents - Plagiarism and how to detect it - IT in education - Educational software - Reference software – Academic services: INFLIBNET, NICNET, BRNET – Online libraries – E-journals – E-content development - IT in publishing – IT in film and media – Artificial intelligence – Virtual reality – Virtual classrooms – EDUSAT - Presentation software – Speech-recognition software – Machine translation - Documentation software - Language computing tools in Indic languages

MODULE II: SOCIAL INFORMATICS

(36 HOURS)

Digital society and its challenges – IT and development – Free software movement: Open Source Software, Linux – New opportunities in the IT industry – IT industry

threats: Theft, Spam, Cookies, Adware, Spyware, Malware, Phishing and internet hoaxes, Hackers, Trojan horses – Computer safeguards – Cyber ethics – Cyber security: Firewalls, other security measures – Privacy issues – Cyber laws – Cyber addiction – Information overload – Proper usage of computers – Internet and mobile phone – e-waste and green computing – Impact of IT on language and culture

MODULE III: WRITINGS ON INFORMATICS (18 HOURS)

Various essays dealing with informatics and its role in the society

4. CORE TEXT

Alan Evans et al. *Literature and Informatics: Technology in Action*. Pearson Education.

5. MODEL QUESTION PAPER

(To be incorporated later)

COURSE 4: READING PROSE

COURSE CODE	ENCR 4
TITLE OF THE COURSE	STUDY OF PROSE
SEMESTER IN WHICH THE COURSE IS TAUGHT	3
NO. OF CREDITS	4
NO. OF CONTACT HOURS	72

1. Aim of the Course:

To enhance the level of critical thinking of students-to enable them to critically interact with prose writings from different contexts-social, political, economical, historical, national and philosophical

2. Objectives:

- To develop critical thinking in students
- To enable them to write and appreciate different types of prose

3. Course Outline

Module 1: Different Types of Prose

36 hours

a) Introduction: Dr.K.M.Krishnan

b) Samples of different types of prose

1. Amartya Sen

: “Banquet Speech”

2. Charles Dickens : “Journey to Niagara”
3. George Bernard Shaw : “How I became a Public Speaker”
4. Jim Corbett : “A Deed of Bravery”
5. J B S Haldane : “Food”
6. Francis Bacon : “Of Studies”

Module 2 Perspectives on Current Issues

36 hours

1. Amitav Ghosh : “The Diaspora in Indian Culture”
2. Kenneth Kaunda : “The Colour Bar”
3. Stephen Leacock : “With the Photographer”
4. G K Chesterton : “The Worship of the Wealthy”
5. Bertrand Russell : “An Ideal Individual”
6. R.N.Roy : “Martin Luther King”
7. A G Gardiner : “All About a Dog”

4. CORE TEXT

Dr K M Krishnan Ed. *The Word and the World: Representative Prose Selections*. DC Books.

6. MODEL QUESTION PAPER

(To be incorporated later)

ENCJ 10 : CREATIVE WRITING

Course Code	ENCJ10
Title of the Course	Creative Writing
Semester	III
Credits	4
Contact Hours	90

1. Objective:

- 1) To enable students to acquire creative writing skill.
- 2) To get an overall idea about successful writing.
- 3) To discover your own creative voice

2. Outline of the course

MODULE ONE:

[30 Hrs]

What is creativity - Creative process: ICEDIP (Inspiration, clarification, distillation, perspiration, evaluation and incubation) Why Write? – Writing is easy - writing is natural – finding time to write – word about technology – capturing ideas – generate your own ideas – using what only you know – using magazines and newspaper article – choosing a subject for your first article – a step – by – step guide

MODULE TWO:

[30 Hrs]

Ingredients in short story – finding short story ideas – finding believable characters – a convincing background – a good opening – shape – a satisfying ending - travel writing –

stand and stare – putting personality into the picture - what is creative non-fiction – finding a subject – structure – flexibility – beginning your research – organizing your material

MODULE THREE:

[30 Hrs]

Traditional and Experimental poetry – poetic types – stylistic features – figures of speech – balancing - Finding your own voice in poetry

Formula play writing - Writing stage plays – the purpose of theatre – stage characters – conflict – tension – dialogue versus action – structure – writing radio plays - television drama – screen plays

Book for Reference:

- May, Stephan: Creative Writing, Arvon Foundation, 2008.
- Freeman, Sarah: Written Communication, Orient Longman Ltd. 1977.
- Hedge, Tricia: Writing, Oxford University Press, 1988
- Petty, Geoffrey: How to be better at ...Creativity. The Industrial society, New Delhi:1998

ENCJ 11 :Business Writing

COURSE CODE	ENCJ 11
TITLE OF THE COURSE	BUSINESS WRITING
SEMESTER IN WHICH THE COURSE IS TO BE TAUGHT	III
NO. OF CREDITS	4
NO. OF CONTACT HOURS	90

Module 1 (30 hrs)

Introduction to business journalism, History and development of business journalism, Different types of reporting: Financial reporting, Budget reporting, market reporting, Different concepts of business: Special economic zones, new economic policies, foreign direct investment, reforms in banking sector. International business journals and magazines, Great depression and economic crisis

Module 2 (30 hrs)

Important business journalism concepts: Stock exchange, broker, Credit card, cheque, IMF, World Bank, European Union, G8, G 20, Liberalization- Privatization-Globalisation (LPG) Policy, Financial reporting in Kerala, Economic features and structures in Kerala

Module 3 (30hrs)

Business Communication: Business letters: Letter of inquiries, letter of complaints, letter of recommendation, Job seeking letters, covering letters, the letter placing an order, the letter of payment , the letter of request for information, the letters to the editor, the letters as responses to advertisements in newspapers, reports based on the study and analysis of a situation or an event for administrative purposes, reports of projects, Writing applications and effective resume supplementing bio-data and work experience.

ENCJ 12 :Basic Word Processing (Practical Paper)

Course Code	ENCJ 12
Title of the course	Basic word Processing (Practical Paper)
Semester	III
No. of credits	4
No. of contact hours	90

. AIM OF THE COURSE

- To introduce the fundamental skills in applied levels of computer

2. OBJECTIVES OF THE COURSE

Upon completion of the course:

- To develop a confidence to use word processing as a tool for application in various professional situations

3. Course Outline

Module I: Microsoft Office Word **30 (HOURS)**

Office Button, Home- Clipboard, Font, Paragraph, Styles, Editing. Insert- Page, Tables, Illustrations, Links, Header and Footer, Text, Symbols. Page Layout- Themes, Page Setup, Page Background, Paragraph, Arrange. References- Table of Contents, Footnotes, Citation and Bibliography, Captions, Index, Insert Table of Authorities. Mailings- Create, Start Mail Merge, Write and Insert Fields, Preview Results, Finish. Review- Proofing, Comments, Tracking, Changes, Compare, Protect. View- Document Views, Show/ Hide, Zoom, Window, Macros. Add-Ins- Menu Commands.

Module II: Microsoft Office PowerPoint **30 (HOURS)**

Office Button, Home- Clipboard, slides, font, Paragraph, Drawing, Editing. Insert- Tables, Illustrations, Links, Text, Media Clips. Design- Page Setup, Themes, Background. Animations- Preview, Animations, transition of this Slide. Slide Show- Start Slid Show, Set Up, Monitors. Review- Proofing, Comments, protect. View- Presentation Views, Show/ Hide, Zoom, Color/ Grayscale, Window, Macros. Add-Ins- Menu Commands.

Module III: Microsoft Office Excel **30 (HOURS)**

Office Button, Home- Clipboard, Font, Alignment, Number, Styles, Cells, Editing. Insert- Tables, Illustrations, Charts, Links, Text. Page Layout- Themes, Page Setup, Scale to Fit, Sheet Options, Arrange. Formulas- Function Library, Defined Names, Formula Auditing, Calculation. Data- Get External Data, Connections, Sort and Filter, Data Tools, Outline. Review- Proofing, Comments, Changes. View- Workbook Views, Show/ Hide, Zoom, Window, Macros. Add-Ins- Menu Commands.

4. Reading List

1. **Computer Concepts and Windows** : Russel Stolins

2. **Computer Fundamentals, 4/E (Book/CD)**: by Pradeep K. Sinha