



Nizam College (Autonomous): OU

CBCS

B.A./B.Com/B.Sc (CBCS) - Semester -III

Skill Enhancement Course- Multi Disciplinary Skills

(Business Communication Skills, Health and Wellness, Telangana History, E-Banking)

Unit I: Business Communication Skills (offered by Dept. of English)

7 1/2 Hrs

- Business Letters: Enquiries; Offers and Quotations; Complaints and Adjustments; Job application and Resume
- Office Communication: Circulars ; Office Orders ; Memos ; Public Notices;
- Proposal writing and Email writing
- Business Reports: Format, Features, and Types

Unit II: Health and Wellness (will be offered by Psychology/Physical Edn. departments)

Unit III: Telangana History (will be offered by History department)

Unit IV: E-Banking (will be offered by Commerce department)

Suggested Reading: (Unit I)

Krishnaswamy, N. (1978). *Modern English: A book of grammar usage & composition*. Madras. Macmillan India Limited.

Monippally, M.M. (2001). *Business communication strategies*. New Delhi: Tata McGraw-Hill.

Raman, M., & Sharma, S. (2012). *Technical communication: Principles and practice*. New Delhi: Oxford University Press.

Rizvi, A. M. (2005). *Effective technical communication*. New Delhi: Tata McGraw-Hill.

UNIT - II

HEALTH AND WEALTH

7 1/2 Hrs

1. Concept and definition of terms-Nutrition, Malnutrition and Health: Scope of Nutrition
2. Interrelationship between nutrition & health.
3. Role of fibres in human nutrition.
4. Carbohydrates – Sources, daily requirements and deficiencies. Resistance starch
5. Proteins - Sources, daily requirements, functions. Effect of too high - too low proteins on health.
6. Role & nutritional significances of PUFA, MUFA, SFA, ω -3 fatty acid.
7. Minerals & Trace Elements, Bio-Chemical and Physiological Role, bio-availability & requirements, sources, deficiency & excess (Calcium, Sodium, Potassium Phosphorus, Iron, Fluoride, Zinc, Selenium, Iodine, Chromium)
8. Vitamins - bio-availability and requirements, sources, deficiency & excess.

P.T.O



CBCS

TELANGANA HISTORY
(UNIT-III)

Unit-III: Telangana History

-Importance of Telangana History

-Sources of Telangana History- Archaeological and Literary sources

-History of Ruling Dynasties of Telangana

-Important Monuments of Telangana

7 1/2 hrs

SUGGESTED READINGS

- G. Yazdani, *Early History of Deccan, 2 Vols.*
- K. Satyanarayana, *A Study of History and Culture of Andhras Vols.I & II.*
- Suravaram Pratapa Reddy, *Andhrula Sanghika Charitra. (Telugu)*
- B.S.L. Hanumantha Rao, *Andhrula Charitra Sanskruti. (Telugu)*
- M. Somashekara Sarma, *History of Reddy Kingdoms.*
- M. Rama Rao., *Andhra through the Ages.*
- M. Somashekara Sharma., *A Forgotten Chapter of Andhra History.*
- N. Venkata Ramanayya., *Eastern Chalukyas.*
- K. Gopalachary., *Early History of Andhra Country.*
- Parabrahma Sastry., *The Kakatiyas.*
- B.N.Sastry, *Vemulawada Charitra Sasanamulu (Telugu).*
- B.N.Sastry, *Golconda Charitra-Samskruthi Sasanamulu (Telugu).*
- B.N.Sastry, *Recharla Padmanayukulu (Telugu).*
- Dr Sunki Reddy Narayana Reddy, *Telangana Charitra (Telugu).*

UNIT-IV E-BANKING

HOURS-7 1/2

- a) Introduction to Banking- Definition of Banks- Functions of Commercial Banks and Reserve Bank of India (2 hours)
- b) Banker and Customer- Definition and their relationship – Types of customers and mode of operation- Cheque- Demand Draft- Crossing of Cheque (2 hours)
Types of Loans and Advances- Principles of sound lending policies – Credit appraisals of various forms of loans and advances – Modes of creating charges – Lien, Pledge, Mortgage, hypothecation, assignment and guarantee. (2 hours)
- c) Innovation in Banking – ATM, Debit/ Credit cards – Online and off-share Banking – E-banking – Traditional Banking v/s E-Banking – Advantages of E-Banking –Recent trends in E-Banking. (1 1/2 hour)

Suggested Reading:

- 1) Financial Services- A.V Ranganadhachary, Rudra Sai Baba, K.Anjaneyulu. – Kalyani Publication
- 2) Financial Services – D.M Mithani, E. Gordan- Himalaya Publication.