All communications should be addressed to the
Registrar by designation and not by name.

Phone : 04144-238259
Fax : 04144-238080
E-mail : au_regr @ ymail.com

ANNAMALAI UNIVERSITY

(Accredited with 'A+' Grade by NAAC)

Annamalainagar – 608 002

From	To
The Registrar (i/c) Annamalai University, Annamalainagar – 608 002.	The Principals of all Affiliated Colleges Annamalai University

AU/CDC/ 10 /2024   21.02.2024

Sir/Madam,

Sub : Students requiring re-examination for NMSD course in the past two semesters – Alternate Course –Intimated – Regarding.

Ref : 1. Letter from the Member Secretary, TANSCHE dated 31.01.2024
2. Order of the Vice-Chancellor dated 21.02.2024

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With reference to the above, I am to inform you that the students requiring re-examination for the "Naan Mudhalvan Skill Development" course in the past two semesters will be provided with the skill development courses as mentioned below.

Regulations	Semester	Course Code	Naan Mudhalvan Skill Development" Course	Alternate Course
2022-23	II	22UNMSD01	Effective English	Fundamentals of Academic Writing
2022-23	III	22UNMSD02	MS-Office Essentials	MS-Office
2021-22	IV	21UNMSD02	Office Fundamentals	MS-Office
2021-22	V	21UNMSD01	With respect to concerned discipline	Skill based subject already replaced

Hence, the students who have neither registered appeared, nor cleared Naan Mudhalvan courses in the last two semesters, excluding the first semester, are instructed to write aforesaid alternative Skill Development Courses.

Further, those students who got readmission in different semester with shortage of credits should be permitted to register the skill based subject in the respective semesters to enable them to earn required minimum number of credits.

In this context, it is emphasized to ensure that the undergraduate students earn a total of 140 credits for the successful completion of the Undergraduate (UG) programme. Additionally, it is requested to facilitate this matter and oversee their exam registration process for the upcoming semester.

Hence, I request to kindly take necessary action in this regard.

Registrar (i/c)

Copy to : 1) The Controller of Examination, AU
2) The Coordinator, Naan Mudhalvan operational Cell, AU

21/2/24

ANNAMALAI UNIVERSITY

COLLEGE DEVELOPMENT COUNCIL

List of Programme-wise alternative courses to be offered to students, including those requiring reexamination for the Naan Mudhalvan Skill Development Course and to readmitted students

Regulations	Semester	Programme Name	NMSDC Course	Alternative Course
2022-23	II	All UG Programmes	22UNMSD01 Effective English	Fundamentals of Academic Writing
2022-23	III	All UG Programmes, Except B.Sc. CS., B.Sc. IT & BCA	22UNMSD02 MS-Office Essentials	MS-Office
		B.Sc. CS, B.Sc. IT & BCA	22UNMSD02 Fundamentals of Coding and Cloud	
2021-22	IV	All UG Programmes	21UNMSD02 Office Fundamentals	MS-Office
2021-22	V	B.Litt. in Tamil	21UNMSD02 Adobe Visual Design	மக்கள் தகவல் தொடர்பியல்
		B.A. Tamil	21UNMSD02 Adobe Visual Design	தொல்லியல்
		B.A. English	21UNMSD02 Adobe Visual Design	Content Writing
		B.A. History	21UNMSD02 Story Telling	Competitive Examinations
		B.A. Economics	21UNMSD02 Banking Financial Services	Introduction to Research Methodology
		B.A. Political Science	21UNMSD02 Story Telling	NGO Management
		B.A. Public Administration	21UNMSD02 Story Telling	Tourism Management
		B.Com. General	21UNMSD02 Freight Forwarding	Principles of Marketing

Regulations	Semester	Programme Name	NMSDC Course	Alternative Course
2021-22	V	B.Com. Corporate Secretaryship	21UNMSD02 Freight Forwarding	Research Methodology
		B.Com. Cooperation	21UNMSD02 Freight Forwarding	Communication and Interpersonal Skills
		B.Com. Computer Applications	21UNMSD02 Freight Forwarding	Financial Management
		B.Com. Bank Management	21UNMSD02 Freight Forwarding	Commerce Practical-III
		B.Com. Finance & Accounting	21UNMSD02 Freight Forwarding	Customs, Goods and Services Tax
		B.S.W. – Bachelor of Social Work	21UNMSD02 Story Telling	Project Management
		B.B.A. – Bachelor of Business Administration	21UNMSD02 Banking Financial Services	E-Business
		B.A. Defence and Strategic Studies	21UNMSD02 Story Telling	Conflict and Media
		B.Sc. Mathematics	21UNMSD02 Fundamentals of Data Analytics with TABLEAU	Mathematics for Competitive Examinations-II
		B.Sc. Statistics	21UNMSD02 Fundamentals of Data Analytics with TABLEAU	Indian Official Statistics
		B.Sc. Physics	21UNMSD02 Fundamentals of Data Analytics with TABLEAU	Cellphone Technology
		B.Sc. Chemistry	21UNMSD02 International Regulatory Requirement in Good Manufacturing Practices	Applied Chemistry

Regulations	Semester	Programme Name	NMSDC Course	Alternative Course
2021-22	V	B.Sc. Industrial Chemistry	21UNMSD02 International Regulatory Requirement in Good Manufacturing Practices	Applied Chemistry
		B.Sc. Botany	21UNMSD02 International Regulatory Requirement in Clinical Trial and Data Management	Ethno Botany and Herbal Medicines
		B.Sc. Environmental Management	21UNMSD02 International Regulatory Requirement in Clinical Trial and Data Management	Forest Conservation of Management
		B.Sc. Zoology	21UNMSD02 International Regulatory Requirement in Clinical Trial and Data Management	Animal Behaviour / Vegetable Meat Culture
		B.Sc. Geology	21UNMSD02 Story Telling	Gemology
		B.Sc. Biochemistry	21UNMSD02 International Regulatory Requirement in Good Manufacturing Practices	Medical Lab Technology
		B.Sc. Biotechnology	21UNMSD02 PCR Technology	Medical Lab Technology
		B.Sc. Microbiology	21UNMSD02 PCR Technology	Bioinformatics
		B.C.A. – Bachelor of Computer Applications	21UNMSD02 Foundation on Cloud	Software Engineering
		B.Sc. Computer Science	21UNMSD02 Foundation on Cloud	Software Engineering

Regulations	Semester	Programme Name	NMSDC Course	Alternative Course
2021-22	V	B.Sc. Information Technology	21UNMSD02 Foundation on Cloud	Tourism Product
		B.Sc. Visual Communication	21UNMSD02 Story Telling	Internship
		B.Sc. Psychology	21UNMSD02 Story Telling	Communicative Skill
		B.Sc. Interior Design and Décor	21UNMSD02 Story Telling	Residential Space Designing
		B.Sc. Nutrition, Food Service Management and Dietetics	21UNMSD02 International Regulatory Requirement in Clinical Trial and Data Management	Internship

FUNDAMENTALS OF ACADEMIC WRITING

(Alternate Course for Naan Mudalvan Course- Semester II)

Subject Code	Category	L	T	P	S	Credits	Inst. Hours	Marks		
								CIA	External	Total
	NME	Y	Y	-	-	2	2	25	75	100

Learning Objectives

LO1	To attain broad knowledge of writing skills
LO2	To understand various styles of sentence pattern.
LO3	To cultivate a coherent and associative thinking ability to exhibit writing skills.
LO4	To develop the ability to structure Essays.
LO5	To enable the students to learn copy- editing.

UNIT	Details
I	Writing as a Process -Pre-writing strategies, while- writing strategies, post- writing strategies ;developing writing through extended practices; developing reflective abilities & meta-awareness about writing.
II	Sentence Skills -Sentence structure; S-V agreement; modifiers; sentence fragments; commas coordination; subordination; parallelism; making complete, logical comparisons; avoiding wordy phrasing;V-T sequence.
III	Structuring Paragraphs -Topic sentence; supporting details; unity & coherence; Methods of development (Examples, comparison & contrast, process, definition, cause& effect, division & classification)
IV	Structuring Essays - Introduction; development of body; conclusion; description, narration, exposition; argumentation.
V	Content editing and substantive editing: Proofreading, copy-editing (involves an intensive check of word choice, style & sentence structure, comprehension and terminologies) & substantive editing (to resolve content ambiguity, to eliminate language errors, to improve structure, and to enhance the overall comprehension of the paper); features of written English

The course outcome is based on the Learning Objectives. Each course objective will have a course outcome. This will elucidate what the student will acquaint once he completes that particular unit. There will be equal number of Learning Objectives and Course outcomes.

The blooms taxonomy verbs will be given as a separate annexure for your reference.
Each course outcome should be mapped with the POs.
The mapping of each CO can be done with any number of POs.

Course Outcomes

Course Outcomes	On completion of this course, students will;	
CO1	To design the process writing	PO1
CO2	To express sentence skills.	PO1, PO2
CO3	To structure and develop paragraphs through techniques	PO4, PO6
CO4	To compose academic essays	PO4, PO5, PO6
CO5	To distinguish between content editing and substantive editing.	PO3, PO8

	Text Books (Latest Editions)	
1.	Zemach, Dorothy E. & Rumisek, Lisa A. *Academic Writing from Paragraph to Essay*.London: Macmillan	
2.	Langan, John. 2001. *Sentence Skills with Readings*. Boston: McGrawHill.	
	References Books **(Latest editions, and the style as given below must be strictly adhered to)**	
1.	Hartley, James. 2008. *Academic Writing and Publishing: A PracticalHandbook*. London:Routledge.	
2.	Bailey, Stephen. 2003. *Academic Writing: A Practical Guide for Students*. London:RoutledgeFalmer.	

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO1 0
CO 1	3	3	3	3	3	3	3	2	3	2
CO 2	2	3	3	3	2	3	3	2	2	2
CO 3	3	3	3	2	3	3	3	2	3	2
CO 4	3	3	3	3	3	3	3	2	2	2
CO 5	3	2	3	3	3	3	3	2	2	3

3 – Strong, 2 – Medium , 1 - Low

Mapping with Programme Specific Outcomes:

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	2	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3
Weightage	15	15	15	14	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	2.8	3.0

Course Code: 21UNMSD02	MS-Office		Credits: 2
Lecture Hours: (L) **per week: 2**	**Tutorial Hours :** **45** **(T) per week**	**Lab Practice** **Hours: (P)per week**	**Total: (L+T+P)** **per week: 2**
Course Category : NM	**Year & Semester: IV**		**Admission Year:2021-22**
Pre-requisite	Basic skills in Computer operations		

Learning Objectives: (for teachers: what they have to do in the class/lab/field)

- The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel and Power point.
- The course is highly practice oriented rather than regular class room teaching.
- To acquire knowledge on editor, spread sheet and presentation software.

Course Outcomes: (for students: To know what they are going to learn)

CO1: Understand the basics of computer systems and its components.

CO2: Understand and apply the basic concepts of a word processing package.

CO3: Understand and apply the basic concepts of electronic spreadsheet software.

CO4: Understand and apply the basic concepts of database management system.

CO5: Understand and create a presentation using PowerPoint tool.

Recap: (not for examination) Motivation/previous lecture/ relevant portions required for the course) [This is done during 2 Tutorial hours)

Units	Contents	Required Hours
I	**Introductory concepts:** Introduction to Operating systems & its features: DOS – UNIX– Windows. Introduction to Programming Languages.	**9**

II	**Word Processing:** Open, Save and close word document; Editing text – tools, formatting, bullets;Spell Checker - Document formatting – Paragraph alignment, indentation, headers and footers, numbering; printing – Preview, options, merge.	**9**
III	**Spreadsheets:** Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying; Charts – creating, formatting and printing, analysis tables, preparation of financial statements, introduction to data analytics.	**9**
IV	**Database Concepts:** The concept of data base management system; Data field, records, and files, Sorting and indexing data; Searching records. Designing queries, and reports; Linking of data files; Understanding Programming environment in DBMS; Developing menu drive applications in query language (MS – Access).	**9**
V	**Power point:** Introduction to Power point - Features – Understanding slide typecasting & viewing slides – creating slide shows. Applying special object – including objects & pictures – Slide transition – Animation effects, audio inclusion, timers.	**9**

Extended Professional Component (is a part of internal component only, Not to be included in the External Examination question paper)	Questions related to the above topics, from various competitive examinations UPSC / TRB / NET / UGC – CSIR / GATE / TNPSC / others to be solved (To be discussed during the Tutorial hour)	
Skills acquired from the course	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill	

Learning Resources:

- **Recommended Texts**

  1. Peter Norton, "Introduction to Computers" –Tata McGraw-Hill.

- **Reference Books**

    1. Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw-Hill.

- **Web resources :** Web content from NDL / SWAYAM or open source web resources