

DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE

II Semester

TEACHING AND EXAMINATION SCHEME

S.No.	Course Code	Course Name	Teaching Scheme					Examination Scheme							
			Instructions periods Per Week			Total Periods Per Semester	Credits	Continuous Internal Evaluation			Semester End Examination				
			L	T	P			Mid Sem-I	Mid Sem-II	Internal Evaluation	Max.Marks	Min Marks	Total Marks	Mini. marks for passing including Internal	
1	18CCP-201F	Advanced English	3	1	0	60	3	20	20	20	40	14	100	35	
2	18CCP-202C	Fundamentals of Accountancy	3	1	0	60	3	20	20	20	40	14	100	35	
3	18CCP-203C*	Advanced Phonography	3	1	0	60	3	20	20	20	40	14	100	35	
4	18CCP-204C	Concepts of Joint Stock Companies	3	1	0	60	3	20	20	20	40	14	100	35	
5	18CCP-205C	Word Processor and Presentation	3	1	0	60	3	20	20	20	40	14	100	35	
6	18CCP-206P	Advanced Phonography Lab	1	0	2	45	1.5	0	0	0	100	45	100	45	
7	18CCP-207P*	English Typewriting - Speed (30 wpm)	1	0	2	45	1.5	0	0	0	100	45	100	45	
8	18CCP-208P*	English Typewriting (Manuscript Lower Grade)	1	0	2	45	1.5	0	0	0	100	45	100	45	
9	18CCP-209P	Word Processor and Presentation Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
10	18CCP-210P	English Communication Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
		Academic Activities	0	0.0	7	105	2.5	0	0	Rubrics			--	-	
			20	5	17	630	25	140	140	140	580	220	1000	440	
Activities: student performance is to be assessed through Rubrics															

* A pass in CCP-207-English Typewriting-I and CCP-208-English Typewriting-II is equivalent to English Typewriting Lower Grade (TEL) conducted by SBTET, T.S.

Department of Technical Education
State Board of Technical Education & Training (TS)

Course Title :	Advanced English	Course Code	18CCP-201F
Semester	II	Course Group	:Core
Teaching Scheme in Hrs(L:T:P)	30:15:0	Credits	: 3
Methodology	Lecture + Assignments	Total Contact Hours :	:45Hrs/60Pds
CIE	60 Marks	SEE	40 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit name	Periods	Questions for SEE			Marks weightage	% Weightage
			R	U	A		
1.	On the Rule of the Road Question Tags	4+6+2	2	0	1	14	12.7
2	The Royal Tombs of Golconda Degrees of Comparison	4+5	3	0	1	16	14.5
3	Stopping by Woods on a Snowy Evening Active and Passive Voice	4+5	3	0	1	16	14.5
4.	If I Were You Direct and Indirect Speech	4+6	2		1	14	12.7
5.	The Medal Correction of Errors	4+6	0	3	1	25	22.7
6.	A Service of Love Reading Comprehension	4+6	0	3	1	25	22.7
	Total	60	10	6	6	110	100

WEIGHTAGE TABLE

EXAMS	Unit No.	No.of Periods	NO.OF QUESTIONS AND MARKS ALLOTTED						MARKS & UNITWISE WEIGHTAGE		EXAMWISE WEIGHTAGE	(MS+EE) WEIGHTAGE
			QUESTIONS			MARKS			MARKS	WEIGHTAGE		
			R	U	A	R	U	A				
MID-I	I	4+6+2	2	2	1	2+2	5+5	10	24	10.91	55	74
	II	4+5	3	1	2	2+2+2	5	10+10	31	14.09		
MID-II	III	4+5	3	1	1	2+2+2	5	10	21	9.55	55	74
	IV	4+6	2	2	2	2+2	5+5	10+10	34	15.45		
END	V	4+6	3	2	2	2+2+2	5+5	10+10	36	16.36	110	72
	VI	4+6	3	2	2	2+2+2	5+5	10+10	36	16.36		
	I,II,III and IV	-	4	2	2	2+2+2+2	5+5	10+10	38	17.27		
Total		60							220	100.00	220	110

Question Paper Pattern for MID-I and MID-II				
Section	No.of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks
PART-A	5	5	2	10
PART-B	3	2	5	10
PART-C	3	2	10	20

Question Paper Pattern for END EXAM					
Section	No.of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks	Remarks
PART-A	10	10	2	20	First 6 questions from V and VI Units and 7 to 10th questions from all Units including V and VI Units
PART-B-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-B-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit
PART-C-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-C-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit

Pre requisites

This course requires the basic knowledge of grammar and basic Listening, Speaking, Reading and Writing skills.

Course Outcomes

CO1 :	Frame questions using Wh-words and auxiliaries.
CO2 :	Use question tags.
CO3 :	Avoid common errors in speech and writing.
CO4 :	Improve reading skill and also reinforce grammar, vocabulary, pronunciation and writing skills through reading different passages.
CO5 :	Write sentences changing their tense, voice and degree of adjective.
CO6 :	Read different texts (prose, poetry and short story) and respond to basic comprehension questions

Course Content

UNIT 1

1. On the Rule of the Road.
2. Question Tags.

UNIT 2

Duration: 4 + 2 = 6 Periods (L: 4 – T: 2)

1. The Royal Tombs of Golconda.
2. Degrees of Comparison

UNIT3

Duration: 4 + 5 = 9 Periods (L: 6 – T: 3)

1. Stopping by Woods on a Snowy Evening
2. Active Voice and Passive Voice

UNIT 4:

Duration: 4 + 5 = 9 Periods (L: 6 – T: 3)

1. If I Were You
2. Direct and Indirect Speech

UNIT 5:

Duration: 4 + 6 = 10 Periods (L:6 – T:4)

1. The Medal
2. Correction of Errors

UNIT 6:

Duration: 4 + 6 = 10 Periods (L:6 – T:4)

1. A Service of Love
2. Reading Comprehension

Recommended Books

1. INTERactive ENGLISH Intermediate First Year English Textbook
Published by Telugu Academy, Telangana State Board of Intermediate Education
3. Intermediate English Grammar by Raymond Murphy, Cambridge University Press.
4. English Grammar by Longman.
5. Practical English Grammar by A.J Thomson and A.V. Martinet

6. A Course in Phonetics and Spoken English by J. Sethi and P.V Dhamija
7. Word Power made easy by Norman Lewis

Suggested Learning Outcomes

1.0 On the Rule of the Road, Framing Questions, Question Tags

- 1.1 Know different types of Questions
- 1.2 Know how to frame Wh Questions
- 1.3 Know how to frame Yes/No Questions
- 1.4 Know how to frame question tags
- 1.5 Appreciate the essay and understand the nuances of language.
- 1.6 Know new words, synonyms, antonyms

2.0 The Royal Tombs of Golconda, Degrees of Comparison

- 2.1 Appreciate poetry.
- 2.2 Know rhyme and rhythm in poetry.
- 2.3 Know the different nuances in language.
- 2.4 Know figures of speech
- 2.5 Know meanings, synonyms and antonyms

3.0 Stopping by Woods on a Snowy Evening, Active and Passive Voice

- 3.1 Appreciate poetry
- 3.2 Understand the nuances of the language
- 3.3 Understand the concept of rhyme and rhythm in poetry
- 3.4 Know figures of speech
- 3.5 Know antonyms and synonyms
- 3.6 Know when active voice is used.
- 3.7 Know when passive voice is used
- 3.8 Know how to change sentences from active to passive voice and passive to active voice.
- 3.9 Know transitive and intransitive verbs.

4.0 If I were You, Direct and Indirect Speech

- 4.1 Appreciate drama
- 4.2 Understand the nuances of language.
- 4.3 Know synonyms and antonyms
- 4.4 Know about characterisation and thematic concerns.
- 4.5 Know the difference between direct and indirect speech
- 4.6 Know rules to convert direct speech to indirect speech
- 4.7 Know how to change assertive sentences
- 4.8 Know how to change interrogative sentences
- 4.9 Know how to change imperatives
- 4.10 Know how to change exclamatory sentences

5.0 The Medal, Correction of Sentences

- 5.1 Appreciate the short story
- 5.2 Know characterisation and theme
- 5.3 Know new words, synonyms and antonyms.
- 5.4 Know common errors and rules to rectify them.

6.0 A Service of Love, Reading Comprehension:

- 6.1 Appreciate the short story.
- 6.2 Know the significance of reading for pleasure.
- 6.3 Understand the nuances of language.
- 6.4 Know new words, synonyms and antonyms.
- 6.5 Skim and scan for information
- 6.6 Read the passage and guess meanings
- 6.7 Answer basic comprehension questions.

Internal evaluation

Test	Units	Marks	Pattern
Mid Sem 1	1 and 2	20	Part A 5 Short answer questions Part B 2 Essay questions out of 3 Questions Part C 2 Essay Questions out of 3
Mid Sem 2	3 and 4	20	Part A 5 Short answer questions Part B 2 Essay questions out of 3 Questions Part C 2 Essay Questions out of 3
Slip Test 1	1 and 2	5	2 Essay Questions out of 3 Questions
Slip Test 2	3 and 4	5	2 Essay Questions out of 3 Questions
Assignment	1	5	Group assignments
Seminars	1	5	
	Total	60	

Suggested Student Activities

1. Oral and Written Presentations (Social, Ethical, Environmental and other contemporary issues).
2. Identify 10 common errors in English and correct them.
3. Compare any two monuments of your choice using degrees of comparison.
4. Describe a place of your choice.
5. Use a dictionary to write 10 words, their meanings, phonetic transcription and parts of speech.
6. Narrating stories.

Suggested E-Learning references

e-learning:

1. www.duolingo.com
2. www.bbc.co.uk
3. www.babbel.com
4. www.merriam-webster.com
5. www.ello.org
6. www.lang-8.com
7. youtube.com
8. Hello English(app)
9. mooc.org
10. <https://onlinecourses.nptel.ac.in>

Semester End Examination marks distribution

	Short answer	Essay	Marks
Part A	10	0	20
Part B	0	4/6	20
Part C		4/6	40
Total	10	8/12	80

Mid term Examination marks distribution

	Short answer	Essay	Marks
Part A	5	0	10
Part B	0	2/3	10
Part C	0	2/3	20
Total	5	4/6	40

**BOARD OF TECHNICAL EDUCATION, TELANGANA
QUESTION PAPER PATTERN
CCP-201 SUB: ADVANCED ENGLISH**

MAX MARKS: 80

TIME: 3HRS

PART-A

10*2=20M

INSTRUCTIONS:

- (I) Answer all the questions
- (II) Each Question carries Two marks

1. Annotate the following

The glimmering music of your spears,
The laughter of your royal brides.

- (A) From which poem are these lines taken?
- (B) Who is the poet?

2. Annotate the following

And miles to go before I sleep,
And miles to go before I sleep.

- (A) From which poem are these lines taken?
- (B) Who does 'I' refer to in these lines?

3. Annotate the following

Liberty is not a personal affair only, but a social contract.

- (A) From which lesson are these lines taken?
- (B) Who is the author?

4. How are the Queens of Golconda described in the poem?

5. Why does the poet stop in the middle of his journey?

6. Why did the Intruder want to kill Gerrad?

7. Add question tags for the following.

- (i) A Rose is a beautiful flower,?
- (ii) Seetha sings well,?
- (iii) We went to a movie yesterday,?
- (iv) They are playing,?

8. Change the voice for the following sentences.

- (i) Rani gave a book. (change into passive voice)
- (ii) Cricket is played by me every day. (change into active voice)

9. Change the following as directed

- (i) Ravinder said, "I like sweets." (change into indirect speech)
- (ii) Sunitha said that she was busy then. (change in to direct speech)

10. Change the following as directed

- (i) Warangal is hotter than many other cities in Telangana (change into superlative degree)
- (ii) Raju is cleverer than Rani. (change into positive degree)

PART-B

GROUP-I

ANSWER ANY TWO QUESTIONS

2x5=10

- 11. What did Suren find out at Sudhir's home about the medal?
- 12. What did Delia say she was doing to earn money?
- 13. Describe the events that lead to the marriage of Joe and Delia.

GROUP-2

ANSWER ANY TWO QUESTIONS

2x5=10

- 14. How did Suren spend that night at his home in the village?
- 15. Which arts Delia and Joe want to learn?
- 16. Describe the things that were engraved on the medal.

PART-C

GROUP-1

ANSWER ANY TWO QUESTIONS

2x10=20

- 17. How does the poet sing the glory of Golconda Kings?
- 18. 'The central focus is not on 'the woods' but on 'the duties' to be performed.' – Elaborate.
- 19. Describe the incident about the stout lady who walked down the middle of a street. What do we learn from it?

GROUP-2

ANSWER ANY TWO QUESTIONS

2x10=20

20. How did Gerrard outwit the Intruder?

21. Read the following passage answer the questions that follow.

There are three types of muscles in the human body. They are smooth, cardiac and skeletal muscles. Smooth muscles are controlled by involuntary responses. Examples of smooth muscles are muscles in the digestive tract and blood vessels. The second type of muscle is cardiac muscle. It is also an involuntary muscle. Muscles that cover the heart are examples of cardiac muscles. The third type of muscle is the skeletal muscle. It is controlled by voluntary response. All the muscles attached to the bones such as biceps, deltoid are examples of skeletal muscles.

- (i) How many types of muscles are there in the human body?
- (ii) List the types of muscles given in the passage.
- (iii) Give an example of smooth muscles.
- (iv) Write a synonym of response.
- (v) Write an antonym of voluntary.

22. Rewrite the following sentences by correcting them.

- (i) Adharvana is one of my best friend.
- (ii) I prefer coffee than tea.
- (iii) He works very hardly.
- (iv) Reethu is more cleverer than Reshma.
- (v) Swetha is my cousin sister.
- (vi) He is an one eyed man.
- (vii) I am living in Hyderabad since 2013.
- (viii) Karthik is a doctor, wasn't he?
- (ix) I congratulated him for his success.
- (x) I goes to school everyday.

Mid- Semester-I Exam Model Paper ccp-201
Sub: Advanced English

Instructions: Answer all the questions Each question carries two marks

PART-A **5*2=10M**

1. What is the social contract?
2. Who wrote the poem "The Royal Tombs of Golconda"?
3. I wrote an exam (add question tag)
4. Thirupathi is the best place in Andhrapradesh. (change into comparative degree)
5. Ramagundam is hotter than Warangal. (change into positive degree)

PART-B **2*5=10**

Instructions: Answer any two questions Each question carries five marks

6. Mention any two places where we can rule alone.
7. How does the poet sing the glory of the Golconda kings?
8. Change the following as a directed.
 - (i) Raghu is one of the tallest boys in the class (change into positive Degree)
 - (ii) America is richer than many other countries in the world. (change into superlative Degree)
 - (iii) Pen is mightier than the sword (change into positive Degree)
 - (iv) Uma is not as tall as Latha (change into Comparative Degree)
 - (v) Many other students in the class are as clever as Ravi (change into Superlative Degree)

Part-C **2*10=20m**

Instructions: Answer any two questions Each question carries ten marks

9. Write the summary of the poem "The Royal Tombs of Golconda".
10. What are the rules of the road to be followed according to the author.
11. Frame five wh-questions in the given situation.

You are in a Library.

Mid- Semester-II Exam Model Paper ccp-201
Sub: Advanced English

Instructions: Answer all the questions Each question carries two marks

PART-A **5*2=10M**

1. Write the names of the two main characters in the lesson "If I Were You"
2. Why did the horse give a shake?
3. Change the voice for the following sentences.
 - (i) Rani gave a book. (change into passive voice)
 - (ii) Cricket is played by me every day. (change into active voice)
4. Ravinder said, "I like sweets." (change into indirect speech)
5. Sunitha said that she was busy then. (change in to direct speech)

PART-B**2*5=10****Instructions: Answer any two questions Each question carries five marks**

6. Why did the poet stop in the middle of his journey?
7. Did Gerrard Outwit the Intruder?
8. Sketch the character of Intruder.

part-c**Instructions: Answer any two questions****2*10=20m****Each question carries ten marks**

9. Sketch the character of Gerrard.
10. Summarise the poem "Stopping by Woods on a Snowy Evening."
11. What does the sleep symbolize in the poem according to Robert Frost. Describe.

CO-PO Mapping Matrix

Course Outcome		CL	Linked PO	Teaching periods
CO1	Frame questions using Wh-words and auxiliaries.	R/U/A	1, 2, 3, 4, 8, 9, 10	6
CO2	Use question tags.	R/U/A	1, 2, 3, 4, 8, 9, 10	2
CO3	Avoid common errors in speech and writing.	R/U/A	1, 2, 3, 4, 8, 9, 10	6
CO4	Improve reading skill and also reinforce grammar, vocabulary, pronunciation and writing skills through reading different passages.	U/A	1, 2, 3, 4, 8, 9, 10	6
CO5	Write sentences changing their tense, voice and degree of adjective.	R/U/A	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	5+6+5
CO6	Read different texts (prose, poetry and short story) and respond to basic comprehension questions.	R/U/A	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	24
	Total			60

Department of Technical Education

State Board of Technical Education & Training (TS)

Course Title : Fundamentals of Accountancy	Course Code : 18CCP-202C
Semester : II	Course Group : Core
Teaching Scheme in Hrs (L:T:P) : 3:1:0	Credits : 3
Type of course : Lecture + Assignments	Total Contact Hours : 60 Pds
CIE : 60 Marks	SEE : 40 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Bank Reconciliation Statement-Ordinary balance	06	2	1	1	19	17
2	Bank Reconciliation Statement-Overdraft balance	06	1	0	1	12	11
3	Trial Balance	06	2	2	0	14	13
4	Rectification of Errors	06	2	1	1	19	17
5	Final Accounts of Sole Trader (Trading A/c., P&L a/c and Balance Sheet WITHOUT adjustments	18	2	1	1	19	17
6	Final Accounts of Sole Trader (Trading A/c., P&L a/c and Balance Sheet WITH adjustments	18	1	1	2	27	25
	Total	60	10	6	6	110	100

Legend: R: Remembering, U: Understanding, A: Applying

Note: Question paper from chapter 1 to 6 should contain problems only under U & A category

WEIGHTAGE TABLE

EXAMS	Unit No.	No.of Periods	NO.OF QUESTIONS AND MARKS ALLOTTED						MARKS & UNITWISE WEIGHTAGE		EXAMWISE WEIGHTAGE	(MS+EE) WEIGHTAGE
			QUESTIONS			MARKS			MARKS	WEIGHTAGE		
			R	U	A	R	U	A				
MID-I	I	06	2	2	1	2+2	5+5	10	24	10.91	55	74
	II	06	3	1	2	2+2+2	5	10+10	31	14.09		
MID-II	III	06	3	1	1	2+2+2	5	10	21	9.55	55	74
	IV	06	2	2	2	2+2	5+5	10+10	34	15.45		
END	V	18	3	2	2	2+2+2	5+5	10+10	36	16.36	110	72
	VI	18	3	2	2	2+2+2	5+5	10+10	36	16.36		
	I,II,III and IV	-	4	2	2	2+2+2+2	5+5	10+10	38	17.27		
Total		60							220	100.00	220	110

Question Paper Pattern for MID-I and MID-II				
Section	No.of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks
PART-A	5	5	2	10
PART-B	3	2	5	10
PART-C	3	2	10	20

Question Paper Pattern for END EXAM					
Section	No.of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks	Remarks
PART-A	10	10	2	20	First 6 questions from V and VI Units and 7 to 10th questions from all Units including V and VI Units
PART-B-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-B-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit
PART-C-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-C-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit

Pre-requisite:The students should have basic knowledge of English and General Mathematics

COURSE OUTCOME

CO1	Identifying the transactions in Cash Book and Pass Book and reconcile the Bank Reconciliation Statement
CO2	Identifying the items to be posted in the Trial Balance to check arithmetical accuracy.
CO3	Identifying the types of errors and rectifying Errors
CO4	Identifying the items to be posted in Final Accounts of Sole Trader and getting the correct Gross and Net Profit and Balances in B/S

Course Contents

UNIT-I : Bank Reconciliation Statement

Duration: 06 hrs

Explain Bank Reconciliation Statement and list its purpose - Prepare Bank Reconciliation Statement with ordinary balance

UNIT-II: Bank Reconciliation Statement(Overdraft)

Duration: 06 hrs

Prepare Bank Reconciliation Statement with overdraft balance - Check the bank pass book with reference to the transactions

UNIT-III : Trial Balance

Duration: 06 hrs

Define 'Trial Balance' with proforma - Explain the need for Trial Balance - Explain 2 methods of preparing Trial Balance - Explain Opening and Adjusting Journal Entries in Trial Balance

UNIT-IV: Rectification of Errors

Duration: 06 hrs

List the errors disclosed and not disclosed by the Trial Balance - Explain the significance of suspense account - Pass journal entries to correct errors without suspense account - Pass journal entries to correct errors with suspense account

UNIT-V : Final Accounts

Duration: 18 hrs

Explain contents of Trading account, Profit and Loss account and Balance Sheet (without adjustments) with formats - Distinguish between direct expenses and indirect expenses - Distinguish

between direct incomes and indirect incomes - Prepare final accounts

UNIT-VI : Final Accounts

Duration: 18 hrs

Prepare final accounts (with adjustments on Outstanding expenses, prepaid expenses, accrued income, income earned but not received, depreciation on assets, bad debts and provision for bad and doubtful debts)

Suggested Learning Outcomes:

1.0 Prepare BANK RECONCILIATION STATEMENT

- 1.1 Explain Bank Reconciliation Statement and list its purpose.
- 1.2 Prepare Bank Reconciliation Statement with ordinary balance.
- 1.3 Prepare Bank Reconciliation Statement with overdraft balance.
- 1.4 Check the bank pass book with reference to the transactions.(Give a pass book to the students and ask them whether Cheques issued by you are accounted for with suitable examples).

2.0 Prepare BANK RECONCILIATION STATEMENT

- 2.1 Prepare Bank Reconciliation Statement with overdraft balance.
- 2.2 Check the bank pass book with reference to the transactions.(Give a pass book to the students and ask them whether Cheques issued by you are accounted for with suitable examples).

3.0 Understand the meaning and purpose of TRIAL BALANCE

- 3.1 Define 'Trial Balance' with proforma.
- 3.2 Explain the need for Trial Balance.
- 3.3 Explain 2 methods of preparing Trial Balance (1.Liquidity Method and 2. Balances Method).
- 3.4 Explain Opening and Adjusting Journal Entries in Trial Balance.
- 3.5 Explain Grouping of Ledger Accounts in terms of TALLY (ledger accounts to be covered under Fixed Assets, Current Assets, Liabilities, Reserves & Surplus, Indirect and Direct Expenses, Cash & Bank etc.).

4.0 Identify the ERRORS and perform/conduct their RECTIFICATION

- 4.1 List the errors disclosed and not disclosed by the Trial Balance.
- 4.2 Explain the significance of suspense account.
- 4.3 Pass journal entries to correct errors without suspense account.
- 4.4 Pass journal entries to correct errors with suspense account.

5.0 Prepare the FINAL ACCOUNTS of Sole Trading concerns.

- 5.1 Explain the need for preparation of Final Accounts.
- 5.2 Explain contents of Trading account, Profit and Loss account and Balance Sheet (without adjustments) with formats.
- 5.3 Distinguish between direct expenses and indirect expenses

- 5.4 Distinguish between direct incomes and indirect incomes.
- 5.5 Prepare final accounts (with adjustments on Outstanding expenses, prepaid expenses, accrued income, income earned but not received, depreciation on assets, bad debts and provision for bad and doubtful debts).

6.0 Prepare the FINAL ACCOUNTS of Sole Trading concerns.

- 6.1 Prepare final accounts (with adjustments on Outstanding expenses, prepaid expenses, accrued income, income earned but not received, depreciation on assets, bad debts and provision for bad and doubtful debts, discount on debtors, discount on creditors, interest on capital, loss of stock due to fire etc.).

RECOMMENDED BOOKS:

1. Grewal T S 'Introduction of Accountancy'
2. Grewal T S 'Double Entry Book-Keeping'
3. Maheswari S.N. 'Introduction to Accountancy'
4. Gupta and Gupta 'Principles and Practice of Accountancy'
5. Jain and Narang 'Accounting - Volumes I & II'
6. Telugu Academy Text books prescribed for Intermediate course

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning references

1. https://www.tutorialspoint.com/accounting_basics/index.htm

Model Question Papers

Model Paper for Mid Sem I

Time::one and hours

Total marks::40

Part A

Answer all Questions and each question carries two marks each.

5 X 2 = 10 marks

1. State the meaning of Bank Reconciliation Statement.
2. State any two reasons for the disagreement of cash book and pass book balances.
3. Write the meaning of Overdraft balance.

- (3) A cheque for Rs. 600 deposited on 26-12-2011 but was cashed on 3-1-2012
- (4) Interest on Investments Rs. 500 was collected, but not entered in the cash book.
- (5) Bank charges Rs. 75 were entered in the pass book but not entered in the Cash Book.

11. Prepare Bank Reconciliation Statement from the following information.

- (1) Overdraft balance as per Cash book Rs.25,000
- (2) Interest debited in Pass book only Rs. 2,000
- (3) Cheques sent for collection Rs.5,000 of which cheques worth Rs.2,550 were cleared.
- (4) Interest Rs. 650 debited in Pass book only.
- (5) A cheque issued for Rs. 2,000 is not presented for payment till reconciliation date.
- (6) A wrong credit was detected in the Pass Book for Rs.2,000

Model Paper for Mid Sem II

Time::one and hours

Total marks::40

Part A

Answer all Questions and each question carries two marks each.

5 X 2 = 10 marks

1. State the meaning of Trial Balance.
2. List the methods of preparing Trial Balance.
3. State the errors disclosed by Trial Balance.
4. State the errors not disclosed by Trial Balance.
5. State the reasons when a suspense account is to be opened.

Part B

Answer any two Questions and each question carries five marks each. 2 X 5 = 10 marks

6. From the following prepare a Trial Balance:

Purchases 50,000	Capital 1,00,000	
Buildings 50,000	Debtors 65,000	
Sales 90,000	Creditors 90,250	
Purchase returns 100	Sales returns 350	
Plant and Machinery 60,000		

7. Rectify the following errors.

- (1) Total of the purchases book under cast by Rs. 100
- (2) Purchase of furniture for Rs 4,500 has been entered in the purchase book.
- (3) A sale to Ravi for Rs. 850 has been entered as Rs. 580 in the Sales book.

8. Rectify the following errors.

- Salary of Rs. 5,000 paid to Kiran is debited to his personal account.
- A credit sale of Rs. 2,500 to Veera has been entered in the Purchase book.
- Rs. 1,000 paid to Kumar is debited to Karuna.

Part C

Answer any two Questions and each question carries five marks each. 2 X 10 = 20 marks

9. Prepare a Trial Balance with the following balances.

Particulars	Amount/Rs.
Purchases	32,000
Salaries	6,000
Travelling expenses	1,000
Insurance	300
Rent and Taxes	2,000
Cash at bank	5,300
Miscellaneous expenses	100
Machinery	4,000
Capital	16,000
Creditors	6,400
Discount (dr.)	2,600
Sales	50,000
Carriage inwards	550
Commission(dr.)	650
Cash in hand	100
Repairs	600
Buildings	8,000
Opening stock	11,800
Sundry debtors	4,200
Bills payable	6,800

10. Rectify the following errors.

- (1) Paid wages for construction of office building debited to salaries a/c Rs.1,500
- (2) Hari returned goods worth Rs. 600. No entry was passed in the books to this effect.
- (3) Goods worth Rs. 2,500 sold to Bharath were entered in the purchases book
- (4) Furniture worth Rs. 2,000 purchased for personal use was debited to Purchases account.
- (5) Sales book was under cast by Rs. 20

11. Rectify the following errors with Suspense A/c

- (1) Goods purchased from Rama Rs. 2,000 recorded in Ram A/c

- (2) The sales book was overcast by Rs. 400
- (3) Paid salaries Rs. 500, but debited to Salaries A/c as Rs. 5,000
- (4) Bought Furniture Rs. 7,000, but debited to Purchases A/c
- (5) Cash received from MadanRs. 4,000, but credited to Madhav A/c

Model Paper for End Exam

Time::three hours

Total marks::80

Part A

Answer all Questions and each question carries two marks each.

10 X 2 = 10 marks

1. State the meaning of Bank Reconciliation Statement.
2. State any two reasons for the disagreement of cash book and pass book balances.
3. Write the meaning of Overdraft balance.
4. State the meaning of Trial Balance.
5. State the errors disclosed by Trial Balance.
6. Rectify the transaction "Sales book undercast by Rs.1000".
7. Rectify the transaction "Salary paid to Ravi, Manager credited to his personal account".
8. List the examples of Trading Account.
9. State the examples of Profit and Loss Account.
10. Give examples of Liabilities.

Part B

GROUP-1

ANSWER ANY TWO QUESTIONS

2x5=10

11. Prepare Bank Reconciliation Statement and find out the balance as per Cash book
 - (1) Cash book balance as on 31-12-2017 was Rs. 8,000
 - (2) Cheques worth Rs. 800 issued but not presented for Payment.
 - (3) Interest on Investments Rs. 500 was collected, but not entered in the cash book.
 - (4) Bank charges Rs. 75 were entered in the pass book but not entered in the Cash Book.

12. Prepare a Trial Balance with the following balances.

Rs.

Capital	1,00,000	
Sales	50,000	
Purchases	80,000	
Rent	2,000	
Advertisement		2,000

Cash balance	30,000
Bank balance	20,000
Bills receivables	5,000
Bills payables	2,000
Taxes	3,000
Plant & Machinery	15,000

13. From the following prepare a Trial Balance:

Purchases	10,000	Capital	35,000
Buildings	25,000	Debtors	25,000
Sales	40,000	Creditors	15,000
Patents	30,000	Furniture	5,000
Bills Payable	12,000	Cash	7,000

GROUP-2

ANSWER ANY TWO QUESTIONS

2x5=10

14. Rectify the following errors.

- Salary of Rs. 5,000 paid to Kiran is debited to his personal account.
- A credit sale of Rs. 2,500 to Veera has been entered in the Purchase book.
- Rs. 1,000 paid to Kumar is debited to Karuna.

15 Prepare a final accounts from the following balances.

Rs.

Capital	1,00,000
Sales	50,000
Purchases	80,000
Rent	2,000
Advertisement	2,000
Cash balance	30,000
Bank balance	20,000
Bills receivables	5,000
Bills payables	2,000
Taxes	3,000
Plant & Machinery	15,000

16. From the following trial balance as on 31-3-2010 prepare Trading a/c, Profit and loss a/c, and balance sheet.

Debit Items	Rs.	Credit Items	Rs.
Salaries	6,000	Capital	25,000
Purchases	26,000	Sales	47,000
Trade expenses	1,000	Discount	200
Wages	7,800	Creditors	21,000
Carriage	400	Bills payable	6,800
Office expenses	500		
Commission	600		
Bad debts	1,200		
Debtors	30,000		
Furniture	3,000		
Machinery	10,000		
Insurance	400		
Bills receivable	2,000		
Opening stock	7,000		
Cash in hand	500		
Cash at bank	3,600		
	1,00,000		1,00,000

Part C

GROUP-1

ANSWER ANY TWO QUESTIONS

2x10=20

17. Prepare Bank Reconciliation Statement and find out the balance as per pass book on 31-12-2011

- (1) Pass book balance as on 31-12-2011 was Rs. 8,000
- (2) Cheques worth Rs. 800 issued on 28-12-2011, were presented for Payment on 5-1-2012.
- (3) A cheque for Rs. 600 deposited on 26-12-2011 but was cashed on 3-1-2012
- (4) Interest on Investments Rs. 500 was collected, but not entered in the cash book.
- (5) Bank charges Rs. 75 were entered in the pass book but not entered in the Cash Book.

18. Prepare Bank Reconciliation Statement from the following information.

- (1) Overdraft balance as per Cash book Rs.25,000
- (2) Interest debited in Pass book only Rs. 2,000
- (3) Cheques sent for collection Rs.5,000 of which cheques worth Rs.2,550 were cleared.
- (4) Interest Rs. 650 debited in Pass book only.
- (5) A cheque issued for Rs. 2,000 is not presented for payment till reconciliation date.

19. Rectify the following errors.

- (1) Paid wages for construction of office building debited to salaries a/c Rs.1,500
- (2) Hari returned goods worth Rs. 600. No entry was passed in the books to this effect.
- (3) Goods worth Rs. 2,500 sold to Bharath were entered in the purchases book
- (4) Furniture worth Rs. 2,000 purchased for personal use was debited to Purchases account.
- (5) Sales book was under cast by Rs. 20

GROUP-2

ANSWER ANY TWO QUESTIONS

2x10=20

20. Prepare final accounts from the following balances.

Particulars	Amount/Rs.
Purchases	32,000
Salaries	6,000
Travelling expenses	1,000
Insurance	300
Rent and Taxes	2,000
Cash at bank	5,300
Miscellaneous expenses	100
Machinery	4,000
Capital	16,000
Creditors	6,400
Discount (dr.)	2,600
Sales	50,000
Carriage inwards	550
Commission(dr.)	650
Cash in hand	100
Repairs	600
Buildings	8,000
Opening stock	11,800
Sundry debtors	4,200
Bills payable	6,800

21. The following is the Trial balance of M/s Deeksha co., Ltd., on 31st March, 2012. You are requested to prepare the final accounts.

Particulars	Dr amount/Rs.	Cr amount/Rs.
Purchases and Sales	1,30,000	1,20,000
Returns	6,000	2,000
Buildings	1,00,000	
Machinery	80,000	
Debtors and Creditors	40,000	58,000
Capital		1,00,000
Salaries	20,000	
Bank loan		1,22,000
wages	8,000	
Stock on 1.4.2012	10,000	
Cash	12,000	
Advertisement	4,000	
Discount	6,000	
Commission		14,000
	-----	-----
	4,16,000	4,16,000
Total		

Adjustments:

Stock on 31.3.2012 was Rs. 80,000

Depreciate Buildings 7% and Machinery by 5%

Create provision for Bad and Doubtful debts at 5%

Outstanding wages Rs. 2,000

22. Prepare final accounts of M/s Ganesh and Co., for the year ended 31st March, 2013.

Debit balances	Amount/Rs.	Credit balances	Amount/Rs.
Purchases	25,200	Capital	35,000
furniture	1,600	Sales	61,600
Wages	3,500	Purchase Returns	2,900
Machinery	20,000	Sundry Creditors	1,200
Opening Stock	17,500		
sales returns	1,200		
Debtors	10,400		
Carriage inward	200		
Salaries	10,600		
Carriage outward Rent and	500		
Taxes	2,000		

Cash at Bank	8,000		

	1,00,700		1,00,700

Adjustments:

- Closing stock on 31-3-2013 is Rs. 16,800
- Outstanding wages Rs. 1,400
- Provide 7 % on debtors for doubtful debts reserve.
- Depreciation of 10% on Machinery.
- Interest on capital 5%

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying the transactions in Cash Book and Pass Book and reconcile the Bank Reconciliation Statement	R	1,2,5,6,7,8,9,10	16
CO2	Identifying the items to be posted in the Trial Balance to check arithmetical accuracy.	R/U/A	1,2,5,6,7,8,9,10	10
CO3	Identifying the types of errors and rectifying Errors	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO4	Identifying the items to be posted in Final Accounts of Sole Trader and getting the correct Gross and Net Profit and Balances in B/S	R/U/A	1,2,3,4,5,6,7,8,9,10	24

Department of Technical Education

State Board of Technical Education & Training (TS)

Course Title : Advanced Phonography	Course Code : 18CCP-203C
Semester : II	Course Group : Core
Teaching Scheme in Hrs (L:T:P) : 3:1:0	Credits : 3
Type of course : Lecture + Assignments	Total Contact Hours :60 Pds
CIE : 0 Marks	SEE : 100 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Initial Hooks, Final hooks & Alternative forms	12			3	24	27
2	Circles & Loops to Initial Hooks & Final Hooks	08			2	16	18
3	Shun Hook	08			1	08	9
4	Aspirate & Liquids - R & L	12			2	16	18
5	Compound Consonants & Vowel Indication	08			1	08	9
6	Halving Principle (Section-I & II)	12			2	16	18
	Total	60			11+1	88+12	88+12

Legend: R: Remembering, U: Understanding and A: Applying

WEIGHTAGE TABLE

EXAMS	Unit No.	No.of Periods	NO.OF QUESTIONS AND MARKS ALLOTTED						MARKS & UNITWISE WEIGHTAGE		EXAMWISE WEIGHTAGE	(MS+EE) WEIGHTAGE
			QUESTIONS			MARKS			MARKS	WEIGHTAGE		
			R	U	A	R	U	A				
MID-I	I	12	2	2	1	2+2	5+5	10	24	10.91	55	74
	II	08	3	1	2	2+2+2	5	10+10	31	14.09		
MID-II	III	08	3	1	1	2+2+2	5	10	21	9.55	55	74
	IV	12	2	2	2	2+2	5+5	10+10	34	15.45		
END	V	08	3	2	2	2+2+2	5+5	10+10	36	16.36	110	72
	VI	12	3	2	2	2+2+2	5+5	10+10	36	16.36		
	I,II,III and IV	-	4	2	2	2+2+2+2	5+5	10+10	38	17.27		
Total		60							220	100.00	220	110

Question Paper Pattern for MID-I and MID-II				
Section	No.of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks
PART-A	5	5	2	10
PART-B	3	2	5	10
PART-C	3	2	10	20

Question Paper Pattern for END EXAM					
Section	No.of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks	Remarks
PART-A	10	10	2	20	First 6 questions from V and VI Units and 7 to 10th questions from all Units including V and VI Units
PART-B-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-B-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit
PART-C-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-C-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit

Pre-requisite: The students should have basic knowledge of English and Phonetics

COURSE OUTCOME

CO1	Identifying and understanding various principles of Hooks & Alternative Forms
CO2	Identifying and understanding various principles of attachments to Hooks
CO3	Apply various rules for outlines of various sounds/words
CO4	Identify various shorthand outlines from litho
CO5	Test the dictated exercises by transcription into English

Course Contents

Unit-I : Hooks

Duration:

12 hrs

Define double consonant - Categorise R and L hooks to straight strokes and curves - State the advantages of using alternative forms - Explain the principles of using alternative forms - Categorise N and F/V hooks to straight and curved stroke - Explain how N hook is indicated to Straight Strokes & Curves - Explain how F/V hook is indicated to Straight Strokes & Curves

Unit-II : Circles and Loops to Hooks

Duration:

12 hrs

Identify the circles and loops to straight strokes hooked for R - Identify the circles and loops to straight strokes hooked for L - Explain how the Circles are added to Curved strokes with initial hooks - Identify the circles and loops to straight strokes hooked for N,F/V - Identify the circles and loops to straight strokes hooked for N - Explain how Circles are added to straight and curved strokes with final hooks

Unit-III : Shun Hook

Duration:

08 hrs

Explain the principles covering SHUN hook

Unit-IV : Aspirate

Duration: 12 hrs

Define aspirate - Categorise the various types of aspirate - State the principles of using aspirate - Explain the principles of writing 'R' upward and downward - Explain the principles of writing 'L' and 'SH' upward and downward

Unit-V : Compound Consonant

Duration: 08 hrs

Define Compound Consonant - Categorise the various types of Compound Consonants - Explain the principles of Compound Consonants Identify the implications of consonants and vowels initially and finally

Unit-VI : Halving Principles

Duration:

12 hrs

Explain the principles of halving - State the limitations of halving - Use the halving principle in Phraseography

RECOMMENDED BOOKS:

1. Shorthand Instructor and Key (Pitman).
2. Shorthand Theory Guide by late Sri G.V.R. Kameswararao C/o.Sri P. Raghunath, 13-44/1, Road No.10, Alakapuri, Hyderabad - 500 035 . (phone: 040-24037762)
3. Shorthand dictionary.
4. New course in Pitman's Shorthand
5. Shorthand Theory Book by Sri G. Ram Reddy, Sr. Lecturer in CCP (Retd.) Government Polytechnic for Women, Warangal.

Suggested Learning Outcomes:

1.0 Practice exercises using initial hooks.

- 1.1 Define double consonant.
- 1.2 Categorise R and L hooks to straight strokes and curves.

1.1.0 Practice exercises with Alternative forms.

- 1.1.1 State the advantages of using alternative forms.
- 1.1.2 Explain the principles of using alternative forms.

1.2. Practise exercises using Final Hooks

- 1.2.1 Categorise N and F/V hooks to straight and curved stroke.
- 1.2.2 Explain how N hook is indicated to Straight Strokes & Curves.
- 1.2.3 Explain how F/V hook is indicated to Straight Strokes & Curves.

2 Practise exercises using Circles & Loops to Straight Strokes to hooked strokes.

- 2.1 Identify the circles and loops to straight strokes hooked for R.
- 2.2 Identify the circles and loops to straight strokes hooked for L.
- 2.3 Explain how the Circles are added to Curved strokes with initial hooks.

2.1.0 Practise exercises using Circles & Loops to straight strokes having final hooks

- 2.1.1 Identify the circles and loops to straight strokes hooked for N,F/V.
- 2.1.2 Identify the circles and loops to straight strokes hooked for N.
- 2.1.3 Explain how Circles are added to straight and curved strokes with final hooks.

3.0 Practise exercises using SHUN hook.

- 3.1 Explain the principles covering SHUN hook.

4.0 Practise exercises using the 'Aspirate' in Shorthand.

- 4.1 Define aspirate.
- 4.2 Categorise the various types of aspirate.
- 4.3 State the principles of using aspirate.

4.1.0 Practise exercises using R, L and SH.

- 4.1.1 Explain the principles of writing 'R' upward and downward.
- 4.1.2 Explain the principles of writing 'L' and 'SH' upward and downward.

5.0 Practise exercises using compound Consonants.

- 5.1 Define Compound Consonant.
- 5.2 Categorise the various types of Compound Consonants.
- 5.3 Explain the principles of Compound Consonants.

5.1.0 Practise exercises using Vowel indication

- 5.1.1 Identify the implications of consonants and vowels initially and finally.

6.0 Practise exercises using the halving principle.

- 6.1 Explain the principles of halving.
- 6.2 State the limitations of halving.
- 6.3 Use the halving principle in Phraseography.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning references

1. <http://nssbooks.com/learn-shorthand/>
2. http://www.stenold.org/d1_1.html

Model Question Papers

END EXAMINATION-MODEL PAPER

Time: 3 Hrs.

Marks: 100

Note:-Answer all questions. Question No.1 to 11 carries (8) marks and question No.12 carries (12) marks.

1. What are the Initial Hooks and they are represented to Straight and Curved Strokes.
2. Explain the Final Hooks 'N' and 'F' or 'V' with suitable examples. 8
3. Explain the Intervening Vowel with suitable examples. 8
4. Write the rules for writing circle or loop to Initial Hooks with examples. 8
5. Explain the rules for writing circle or loop to Final Hooks with examples. 8
6. Explain 'SHUN' Hook with suitable examples. 8
7. Explain 'ASPIRATE' with suitable examples. 8
8. Write the rules for representing upward and downward 'L' and 'R'. 8
9. Explain Compound Consonants with suitable examples. 8
10. Write the rules for representation of Halving Principle with examples. 8
11. Write the rules for writing the thickened forms of M.N.L.R with examples. 8
12. Write the Shorthand outlines for the following: 12
 - a) Pride
 - b) Pleasure
 - c) Pain
 - d) Fashion
 - e) For whom
 - f) Quick
 - g) Alike
 - h) Scaly
 - i) Proud
 - j) Witness
 - k) Timed
 - l) Insured

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying and understanding various principles of Hooks & Alternative Forms	R/U	1,2,3,6,7,8,9,10	12
CO2	Identifying and understanding various principles of attachments to Hooks	R/U/A	1,2,3,6,7,8,9,10	14
CO3	Apply various rules for outlines of various sounds/words	R/U/A	1,2,3,6,7,8,9,10	08
CO4	Identify various shorthand outlines from litho	R/U/A	1,2,3,6,7,8,9,10	06
CO5	Test the dictated exercises by transcription into English	R/U/A	1,2,3,6,7,8,9,10	18

Department of Technical Education
State Board of Technical Education & Training (TS)

Course Title	: Concepts of Joint Stock Companies	Course Code	: 18CCP-204C
Semester	: II	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 3:1:0	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 60 Pds
CIE	: 60 Marks	SEE	: 40 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Incorporation of Joint Stock Companies	10	3	1	1	21	19
2	Capital Structure of Joint Stock Companies	06	2	1	0	09	08
3	Issue and allotment of Shares of Joint Stock Companies	10	0	1	1	15	14
4.	Management of Joint Stock Companies and its functions	12	2	1	1	19	17
5	Distribution Network	12	2	1	2	29	26
6	Foreign Trade	10	1	1	1	17	16
	Total	60	10	06	06	110	100

Legend: R: Remembering, U: Understanding and A: Applying

WEIGHTAGE TABLE

EXAMS	Unit No.	No. of Periods	NO.OF QUESTIONS AND MARKS ALLOTTED						MARKS & UNITWISE WEIGHTAGE		EXAMWISE WEIGHTAGE	(MS+EE) WEIGHTAGE
			QUESTIONS			MARKS			MARKS	WEIGHTAGE		
			R	U	A	R	U	A				
MID-I	I	10	2	2	1	2+2	5+5	10	24	10.91	55	74
	II	06	3	1	2	2+2+2	5	10+10	31	14.09		
MID-II	III	10	3	1	1	2+2+2	5	10	21	9.55	55	74
	IV	12	2	2	2	2+2	5+5	10+10	34	15.45		
END	V	12	3	2	2	2+2+2	5+5	10+10	36	16.36	110	72
	VI	10	3	2	2	2+2+2	5+5	10+10	36	16.36		
	I,II,III and IV	-	4	2	2	2+2+2+2	5+5	10+10	38	17.27		
Total		60							220	100.00	220	110

Question Paper Pattern for MID-I and MID-II				
Section	No. of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks
PART-A	5	5	2	10
PART-B	3	2	5	10
PART-C	3	2	10	20

Question Paper Pattern for END EXAM					
Section	No. of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks	Remarks
PART-A	10	10	2	20	First 6 questions from V and VI Units and 7 to 10th questions from all Units including V and VI Units
PART-B-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-B-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit
PART-C-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-C-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit

Pre-requisite : The students should have basic knowledge of English.

	COURSE OUTCOME
CO1	Able to know the concepts of Incorporation of Joint Stock Company
CO2	Familiar with the Long term and Short term capital
CO3	Acquaint with Shares and debentures
CO4	Understand the Company meetings
CO5	Recognize the Manufacturer Wholesaler, Retailer
CO6	Understand the Import and Export Trade concepts

COURSE CONTENTS

Unit-I: Incorporation of Joint Stock Companies

Duration: 10 hrs

Understand the Joint Stock Companies and its functioning –Procedure for incorporation of Joint Stock Companies

Unit-II: Capital Structure of Joint Stock Companies

Duration: 06 hrs

Familiar with the sources of capital structure, Shares and Debentures of Joint Stock Companies

Unit-III: Issue and allotment of Shares of Joint Stock Companies

Duration: 10 hrs

Understand the procedure for allotment of shares of Joint Stock Companies

Unit-IV: Management of Joint Stock Companies and its functioning

Duration: 12 hrs

Management of Joint Stock Companies – Company meetings – Co-operative Organisations

Unit-V: Distribution Network

Duration: 12 hrs

Understand the distribution network in the business organisation – Wholesaler and Retailer – Services of Wholesaler and Retailer – Tele-business, E-business

Unit-VI: Foreign Trade

Duration: 10 hrs

Components of Foreign Trade - Procedure for Import and Export Trade.

RECOMMENDED BOOKS:

1. Fundamentals of Commerce – Y.K. Bhushan & Others, Sultan Chand & Sons
2. Business Organisation – M.C. Shukla, S Chand & Co.
3. Elements of Commerce – S. Davar
4. Elements of Commerce – M Malpani

Suggested Learning Outcome:

1.0 Understand the Incorporation of Joint Stock Companies

1. State the meaning of Memorandum of Association.
2. State the meaning of Articles of Association.
3. Explain the clauses of Memorandum of Association.
4. Explain the contents of Articles of Association.
5. Define a Prospectus
6. List the contents of Prospectus.
7. Explain the features of prospectus.
8. Define ‘Statement in lieu of prospectus’
9. Explain the conditions under which the ‘Statement in lieu of prospectus’ is issued.
10. Explain the procedure for the incorporation of the Joint Stock Company

2.0 Capital Structure of Joint Stock Companies

- 2.1 Explain the capital structure of a Joint Stock Company – Long, Medium and Short Term.
- 2.2 Explain the various sources of capital rising – Shares, Debentures and Public Deposits.
- 2.3 Define the term “Share”
- 2.4 List and explain the various types of shares – Preference, Equity and Deferred Shares.
- 2.5 Define a Debenture
- 2.6 List and explain the various types of debentures – Secured and Unsecured, Convertible and Non-convertible, Redeemable and Irredeemable Debentures.

3.0 Issue and allotment of Shares of Joint Stock Companies

- 3.1 Explain the procedure for allotment of shares.
- 3.2 Explain the procedure for forfeiture of shares
- 3.3 Explain the procedure for re-allotment of shares.
- 3.4 Explain Rights Shares and Bonus Shares.
- 3.5 Explain issue of shares at par, at premium and at discount.

4.0 Management of Joint Stock Companies and its functioning

- 4.1 List the different types of Company meetings.
- 4.2 Explain the different types of meetings –Statutory Meeting, Board of Directors meeting, Shareholders meeting – Annual General Meeting and Extraordinary General Meeting
- 4.3 Explain the procedure for conduct of Annual General Meeting.
- 4.4 Explain the procedure for the conduct of Extraordinary General Meeting.
- 4.5 Define the terms – Agenda, Chairman, Meeting Notice, Quorum, Minutes and Resolutions.
- 4.6 Distinguish between Ordinary Resolution and Special Resolution and Resolution requiring Special Notice.
- 4.7 Define Co-operative Organisation
- 4.8 List the characteristic of Co-operative Organisation.
- 4.9 Explain the characteristics of Co-operative Organisation.
- 4.10 List the merits of Co-operative Organisation
- 4.11 Explain the merits of Co-operative Organisation
- 4.12 List the demerits of Co-operative Organisation

5.0 Understand the distribution network in the business organisation

- 5.1 Explain the organisation of home trade
- 5.2 Explain the features of Wholesaler
- 5.3 Explain the features of Wholesaler
- 5.4 Explain the features of Retailer
- 5.5 Explain the features of Retailer
- 5.6 Explain the services of wholesaler to the Manufacturer
- 5.7 Explain the services of wholesaler to the Retailer
- 5.8 Explain the services of Retailer to the Wholesaler
- 5.9 Explain the services of Retailer to the Consumers.
- 5.10 Define Tele-business
- 5.11 Define E-business

6.0 Understand the procedure in Foreign Trade

- 6.1 Explain the components of foreign trade – Import, Export and Entrepot Trade
- 6.2 State the meaning of Import Trade.
- 6.3 Define Export Trade
- 6.4 Mention the term Entrepot Trade.
- 6.5 Explain various documents required for Import Trade
- 6.6 Explain the procedure for Import Trade
- 6.7 Explain various documents required for Export Trade
- 6.8 Explain the procedure for Export Trade .
- 6.9 Explain the significance of Entrepot Trade.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning reference

1. <https://edurev.in/...BUSINESS-ORGANISATION.../1b8>
2. www.nios.ac.in/media/documents/.../m1-3f.pdf

Model Question Papers

Model Paper for Mid Sem I

Time: One and half hours]

[Total marks:40

PART A

Answer all Questions and each question carries two marks. 5 X 2 = 10 marks

1. State the meaning of Memorandum of Association.
2. Define a Prospectus
3. Define 'Statement in lieu of prospectus'
4. Define the term "Share"
5. List any two types of shares

PART B

Answer any two Questions and each question carries five marks. 2 X 5 = 10 marks

6. Explain the contents of Articles of Association.
7. Explain the conditions under which the 'Statement in lieu of prospectus' is issued.
8. Explain the capital structure of a Joint Stock Company

PART C

Answer any two Questions and each question carries five marks. 2 X 10 = 20 marks

9. Explain the clauses of Memorandum of Association.
10. Explain the features of prospectus.
11. Explain the procedure for the incorporation of the Joint Stock Company

-X-X-X-

Model Paper for Mid SemII

Time: One and half hours]

[Total marks:40

PART A

Answer all Questions and each question carries two marks. 5 X 2 = 10 marks

1. List the different types of Company meetings.
2. Define the terms "Agenda"
3. Write short note on "Meeting Notice".
4. State the meaning of "Quorum"
5. Define Co-operative Organisation

PART B

Answer any two Questions and each question carries five marks. 2 X 5 = 10 marks

6. Explain the procedure for allotment of shares.
7. Explain Rights Shares and Bonus Shares.
8. Explain about Statutory Meeting.

PART C

Answer any two Questions and each question carries five marks. 2 X 10 = 20 marks

9. Explain the procedure for re-allotment of shares.
10. Explain the procedure for conduct of Annual General Meeting.
11. Explain the characteristics of Co-operative Organisation

-X-X-X-

Model Paper for End Exam

Time: Three hours]

[Total marks:80

PART A

Answer all Questions and each question carries two marks.

10 X 2 = 10 marks

1. State the meaning of Articles of Association.
2. Define a Prospectus
3. List the contents of Prospectus.
4. List any two types of Shares
5. List any two types of Debentures
6. State the meaning of “Resolutions”
7. List the characteristic of Co-operative Organisation.
8. Define Tele-business
9. Define E-business
10. List the various documents required for Import Trade

PART B

GROUP-1

ANSWER ANY TWO QUESTIONS

2x5=10

11. Explain the clauses of Memorandum of Association.
12. Explain Preference types of Shares with example.
13. Explain the procedure for allotment of shares.

GROUP-2

ANSWER ANY TWO QUESTIONS

2x5=10

14. Explain the characteristics of Co-operative Organisation.
15. Explain the features of Wholesaler.
16. Explain the procedure for Import Trade.

PART C

GROUP-1

ANSWER ANY TWO QUESTIONS

2x10=20

17. Explain the procedure for the incorporation of the Joint Stock Company
18. Explain issue of shares at par, at premium and at discount.
19. Explain the procedure for the conduct of Extraordinary General Meeting.

GROUP-2

ANSWER ANY TWO QUESTIONS

2x10=20

20. Explain the services of wholesaler to the Manufacturer
21. Explain the services of Retailer to the Wholesaler
22. Explain the procedure for Import Trade.

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Able to know the procedure for incorporation of Joint Stock Company	R/U	1,2,5,6,7,8,9,10	10
CO2	Identify various sources of Capital of Joint Stock Company	R/U/A	1,2,5,6,7,8,9,10	06
CO3	Understand the procedure for allotment of shares of Joint Stock Companies	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO4	Familiar with Company meetings and Co-operative Organisation functions	R/U/A	1,2,3,4,5,6,7,8,9,10	12
CO5	Realize the process of distribution network	R/U/A	1,2,3,4,5,6,7,8,9,10	12
CO6	Able to start Import and Export business	R/U/A	1,2,3,4,5,6,7,8,9,10	10

Department of Technical Education
State Board of Technical Education & Training (TS)

Course Title : Word Processor and Presentation	Course Code : 18CCP-205C
Semester : II	Course Group : Core
Teaching Scheme in Hrs (L:T:P) : 3:1:0	Credits : 3
Type of course : Lecture + Assignments	Total Contact Hours: 60 Pds
CIE : 60 Marks	SEE : 40 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for CIE			Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A	R	U	A		
1	MS-POWER POINT- Presentation Software features of and Layout MS-PowerPoint	8	2	2	1	1	1	0	7	6
2	Creation of Presentation with Animation and other Effects	10	3	1	2	1	0	1	12	11
3	MS-WORD Word Processor features- Layout and creation of document	8	3	2	2	1	0	1	12	11
4	Printing of Document	4	2	1	1	1	1	0	7	6
5	Formatting Features of MS-Word	15	0	0	0	3	2	2	36	33
6	Applications of MS-WORD	15	0	0	0	3	2	2	36	33
	Total	60	10	6	6	10	6	6	110	100

Legend: R: Remembering, U: Understanding and A: Applying

WEIGHTAGE TABLE

EXAMS	Unit No.	No. of Periods	NO.OF QUESTIONS AND MARKS ALLOTTED						MARKS & UNITWISE WEIGHTAGE		EXAMWISE WEIGHTAGE	(MS+EE) WEIGHTAGE
			QUESTIONS			MARKS			MARKS	WEIGHTAGE		
			R	U	A	R	U	A				
MID-I	I	8	2	2	1	2+2	5+5	10	24	10.91	55	74
	II	10	3	1	2	2+2+2	5	10+10	31	14.09		
MID-II	III	8	3	1	1	2+2+2	5	10	21	9.55	55	74
	IV	4	2	2	2	2+2	5+5	10+10	34	15.45		
END	V	15	3	2	2	2+2+2	5+5	10+10	36	16.36	110	72
	VI	15	3	2	2	2+2+2	5+5	10+10	36	16.36		
	I,II,III and IV	-	4	2	2	2+2+2+2	5+5	10+10	38	17.27		
Total		60							220	100.00	220	110

Question Paper Pattern for MID-I and MID-II				
Section	No. of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks
PART-A	5	5	2	10
PART-B	3	2	5	10
PART-C	3	2	10	20

Question Paper Pattern for END EXAM					
Section	No. of Qns	Qns to be answered by the students	Marks for each Qn	Total Marks	Remarks
PART-A	10	10	2	20	First 6 questions from V and VI Units and 7 to 10th questions from all Units including V and VI Units
PART-B-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-B-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit
PART-C-GROUP-I	3	2	5	10	Questions from V and VI Units
PART-C-GROUP-II	3	2	10	20	2 questions from first Four Units and 1 question from V or VI Unit

Pre-requisite: The students should have basic knowledge of English

COURSE OUTCOME

CO1	Know the creation of a Presentation			
CO2	Creation of presentation by adding features like animation, sound, timing effects			
CO3	Layout of MS-Word, Editing in MS-Word			
CO4	Know the printing of documents			
CO5	Know the Formatting features of MS-Word, identifying proof reading tools			
CO6	Know the Creation of Tables, Form letters in MS-Word			

Course Contents

Unit-1 PowerPoint- Features of presentation software

Duration: 08 hrs

MS - POWER POINT- Features of presentation software – Methods to Start Power Point – Tool bars in PowerPoint screen – Lay Out – Components of PowerPoint Screen –Ribbon layout - Functional aspects of tabs - groups in each tab – Creation a new blank presentation – Choosing of Auto Layout. – Insertion of text boxes and pictures – Views of Slides.

Unit-2 Creation of presentation, applying animation affects

Duration: 10 Hrs

MS - POWER POINT- Creation of Presentation with various Slides - Views of Slides - Changing the background layout of Slides – Slide transition effects – Animation effects –Setting sounds, order and timing effects to text, objects and Slides.

Unit-3 Layout of MS-Word Screen

Duration: 08 hrs

MS – WORD - word processing software - methods to start Word –Description of layout of Word Screen – Components of Word Screen –Ribbon layout - functional aspects of tabs - groups in each tab – selecting and deselecting tabs – use of Scroll bars .– procedure to create document – create and save text – inserting text.

MS – WORD:- .– procedure to create document – create and save text – inserting text- Procedure to Select text with mouse, keyboard – Moving around the document – Copying text – Moving text – Copying vs. Moving - deletion of character, word, line, block of text – undo, redo process .

Unit-4 Printing of document

Duration: 04 hrs

MS-WORD: - Procedure to loading of text for printing- Selecting the printer- Changing the settings of printer options.

Unit-5 Formatting features of MS-Word

Duration: 15 hrs

MS – WORD:- Formatting Features in Word – various options for Character formatting – Various options for Paragraph formatting – Various options for page formatting – Searching and proof reading

tools – procedure for Finding text and Replacing text in a document –Meaning of Bookmarks - Searching for bookmarks .

Unit-6 Table creation, Mail-merge in MS-Word

Duration: 15 hrs

MS - WORD- Spell Check – Creation of Tables - procedure for Printing of documents - Mail Merge –creation of Envelopes and form letters using Mail merge.

RECOMMENDED BOOKS:

1. Teach yourself Office 2000 for Windows –Coray Sandler, Tom Badgett, Jan Weingarten, BPB Publications.
2. DOS Manual.
3. Teach Yourself Windows – A L Stevens, BPB Publications.
4. The ABC s of MS Office 2000 – Guy Hard-Davis, BPB Publications.
5. Working in MS Office 2000 - Ron Mansfield, Tata McGraw Hill.
6. The ABC of the Internet --- Christian Coumblish, BPB Publications.

Suggested Learning Outcomes:

1.0 Know about MS Power point - presentation software

1.1 Understand the features of presentation software MS-Power point

- 1.1.1 Explain procedure for starting of MS Power Point.
- 1.1.2 Describe the layout of opening screen in Power Point.
- 1.1.3 Explain the functional aspects of each component of MS-Power Point Window.
- 1.1.4 Describe the Ribbon Layout, various tabs and groups.

1.2 Understand the creation of a blank presentation.

- 1.2.1 Explain the methods of creating a new blank presentation.
- 1.2.2 Explain the process of insertion and editing of text in the presentation using text boxes.
- 1.2.3 Explain the process of inserting pictures into slides.
- 1.2.4 Explain the different views of slides.
- 1.2.5 Describe changing the background of the slide.

2.0 Understand the animation process in power point.

- 2.1.1 Explain the process of slide transition.
- 2.1.2 Explain the methods of animation.
- 2.1.3 Explain the process of setting sounds, order, timing and effects of animation in a presentation

3.0 Know about MS Word - Word Processing Software

3.1 Understand the layout of the MS WORD Screen.

- 3.1.1 Explain various methods for starting of MS Word
- 3.1.2 Describe the layout of MS Word window.
- 3.1.3 Demonstrate the tool bars in MS Word.
- 3.1.4 Describe the functional aspects of each Component of the Window.
- 3.1.5 Describe the Ribbon layout, Tabs and groups in each tab.
- 3.1.6 Describe the Scroll bars and operations of it.

3.2 Understand the creation of a document.

- 3.2.1 Narrate the creation of text, and saving of text.
- 3.2.2 Explain the process of insertion of text in the document.
- 3.2.3 Explain the process of selecting text with mouse, moving, copying of text using clipboard
- 3.2.4 Explain deletion of character, word, line, block of text and undo the process.
- 3.2.5** Explain copying vs. moving.

4.0 Understand printing of text document.

- 4.1 Explain procedure for loading a text file for printing
- 4.2 Explain procedure for selecting printer for printing
- 4.3 Explain procedure for changing the settings of printer options

5.0 Understand formatting features and searching and proof reading tools in MS-Word

5.1 Understand formatting features of MS Word.

- 5.1.1 Explain procedure for the Character formatting.
- 5.1.2 Explain procedure for paragraph formatting.
- 5.1.3 Explain procedure for page formatting.

5.2 Understand searching and proof reading tools in MS Word.

- 5.2.1 Explain procedure for finding and replacing of text in document.
- 5.2.2 Explain the term bookmarks and searching for a bookmark.
- 5.2.3 Explain procedure for checking spelling and grammar automatically.
- 5.2.4 Explain procedure for checking spelling and grammar using dictionaries.

6.0 Understand the process of table creation and Mail merging in MS-Word

6.1 Understand the process of table creation in MS-Word

- 6.1.1 Explain procedure for creating tables in different methods.
- 6.1.2 Explain procedure for adding rows and columns to the existing table.
- 6.1.3 Explain procedure for changing column width and row height.
- 6.1.4 Explain procedure for formatting cells and rows in the table.

6.2 Understand mail merging in MS Word.

- 6.2.1 Explain the procedure for creating main document and data source file
- 6.2.2 Explain procedure for creating form letters using mail merge.
- 6.2.3 Explain procedure for creating envelopes using mail merge.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning references

1. https://www.tutorialspoint.com/computer_fundamentals/index.htm
2. <http://webtechstudy.com/computer-fundamental-tutorial>

MODEL PAPER OF MID SEM-I EXAM

TIME:1 1/2hrs

MARKS:40

PART-A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES TWO MARKS. 5 X 2 = 10

- 1.State the method to start MS-Word.
- 2.State the process of moving text using clipboard in a document.
- 3.State the procedure to print a file.
- 4.State the procedure to check spelling and grammar using dictionary.
- 5.List any two options of Quick Access tool bar in MS-Word.

PART-B

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS. 2 X 5 = 10

- 6.Explain any five options of Character formatting in Word.
- 7.Explain the procedure to find and replace text in a Word document.
- 8.State the procedure to delete character, word, line of text and undo the process.

PART-C

ANSWER ANY TWO QUESTIONS. EACH CARRIES TEN MARKS. 2 x 10 = 10

- 9.Explain the functions of various components of MS-Word window.
- 10.Explain the procedure for paragraph formatting in MS-Word.
- 11.Explain the process of i)creating a table in MS-Word, ii)adding rows and columns, iii)changing the column width and row height in a table.

-x-x-x-

MODEL PAPER OF MID SEM-II EXAM

TIME:1 1/2hrs

MARKS:40

PART-A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES TWO MARKS. 5 X 2 = 10

- 1.List any two options of MS-Office button in Powerpoint.
- 2.State the process of editing text in a text box of Presentation in Powerpoint.
- 3.State the meaning of Slide Transition.
- 4.Define animation.
- 5.State the process of changing background of a Slide.

PART-B

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS. 2 X 5 = 10

- 6.List any five uses of Computers.

7. Draw the block diagram of a Computer and list the various units in it.

8. Explain the functions of Operating System.

PART-C

ANSWER ANY TWO QUESTIONS. EACH CARRIES TEN MARKS.

2 x 10 = 10

9. Explain the procedure for creating form letters using Mail-merge.

10. Explain the process of setting sound, timing effects to slides in a presentation.

11. Explain the different Views of Slides in Powerpoint

-x-x-x-

MODEL PAPER OF SEMESTER END EXAM

TIME:3 HRS

MARKS:80

PART-A

Answer all the questions. Each carries two marks.

10 X 2 = 20

1. List any two groups in Home tab of MS-Word Screen

2. List the steps for copying block of text in a document.

3. State the meaning of a bookmark.

4. List the steps for creating a table in a Word document.

5. List any two options of Print window.

6. Define Mail-merge.

7. List the steps for creating a blank presentation in Powerpoint.

8. List any two groups of Insert tab in Powerpoint.

9. List the steps to change the background of a Slide.

10. Define animation.

PART-B

GROUP-1 ANSWER ANY TWO QUESTIONS

2x5=10

11. Explain the Ribbon layout of MS-Word window.

12. Explain the procedure for finding and replacing text in a document.

13. Explain the procedure for printing a document in MS-Word.

GROUP-2 ANSWER ANY TWO QUESTIONS

2x5=10

14. Explain the procedure for checking Spelling and Grammar in a document.

15. Explain the process of insertion of text in a text box in a Presentation.

16. Explain the process of Slide transition.

PART-C

GROUP-1 ANSWER ANY TWO QUESTIONS

2x10=20

17. Describe the layout of Ms-Word Screen and list the functions of each component of the window.

18. Explain the various options of Character formatting.

19. Explain the procedure for a) adding rows and columns to a table, b) changing column width and row height in a table.

GROUP-2 ANSWER ANY TWO QUESTIONS

2x10=20

20. Explain the procedure for creating form letters using mail-merge.

21. Explain the different Views of Slides in Powerpoint.

22. Explain the process of setting the sound, order, timing and effects of animation to slides.

CO / PO MAPPING MATRIX

	COURSE OUTCOMES	CL	Linked PO	Teaching Hrs
CO1	Understand the Word Processing Applications	R/U/A	1,2,3,6,7,8,9,10	06
CO2	Layout of MS-Word, Editing in MS-Word	R/U	1,2,3,6,7,8,9,10	06
CO3	Know the creation and printing of documents	R/U/A	1,2,3,6,7,8,9,10	10
CO4	Know the Formatting features of MS-Word , identifying proof reading tools	R/U/A	1,2,3,6,7,8,9,10	18
CO5	Printing & Creation of Tables, Form letters in MS-Word	R/U/A	1,2,3,6,7,8,9,10	10
CO6	Know the creation of a Presentation by adding features like animation, sound, timing effects	R/U/A	1,2,3,6,7,8,9,10	10

Department of Technical Education
State Board of Technical Education & Training (TS)

Course Title : Advanced Phonography	Course Code : 18CCP-206P
Lab	Course Group : Core
Semester : II	Credits : 3
Teaching Scheme in Hrs (L:T:P) :1:0:2	Total Contact Hours : 45Pds
Type of course : Lecture + Assignments	SEE : 100 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Initial Hooks, Final hooks & Alternative forms	12					
2	Circles & Loops to Initial Hooks & Final Hooks	08					
3	Shun Hook	08					
4	Aspirate & Liquids – R & L	12					
5	Compound Consonants & Vowel Indication	08					
6	Halving Principle (Section-I & II)	12					
	Total	60					

Legend: R: Remembering, U: Understanding and A: Applying

The Question Paper consists of 11 Theory Questions up to Sl.11 above having 8 marks each. Q.No. 12, Outlines for 12 words with 1 mark each.

Pre-requisite: The students should have basic knowledge of English & Phonetics

COURSE OUTCOME

CO1	Identifying the basic principles of Phonography (Sound writing) and its concepts
CO2	Classify different Consonants, shorthand strokes, vowels and write various strokes based on sounds
CO3	Apply various rules for outlines of various sounds/words
CO4	Identify various shorthand outlines from litho
CO5	Test the dictated exercises by transcription into English

Course Contents

Unit-I : Hooks Duration: 08 hrs

Practice double consonant - Categorise R and L hooks to straight strokes and curves - State the advantages of using alternative forms - Explain the principles of using alternative forms - Categorise N

and F/V hooks to straight and curved stroke - Explain how N hook is indicated to Straight Strokes & Curves - Explain how F/V hook is indicated to Straight Strokes & Curves

Unit-II : Circles and Loops to Hooks

Duration: 07 hrs

Practice the circles and loops to straight strokes hooked for R - Identify the circles and loops to straight strokes hooked for L - Explain how the Circles are added to Curved strokes with initial hooks - Identify the circles and loops to straight strokes hooked for N,F/V - Identify the circles and loops to straight strokes hooked for N - Explain how Circles are added to straight and curved strokes with final hooks

Unit-III : Shun Hook

Duration: 06 hrs

Practice the principles covering SHUN hook

Unit-IV : Aspirate

Duration: 08 hrs

Practice aspirate - Categorise the various types of aspirate - State the principles of using aspirate - Explain the principles of writing 'R' upward and downward - Explain the principles of writing 'L' and 'SH' upward and downward

Unit-V : Compound Consonant

Duration: 08 hrs

Practice Compound Consonant - Categorise the various types of Compound Consonants - Explain the principles of Compound Consonants Identify the implications of consonants and vowels initially and finally

Unit-VI : Halving Principles

Duration: 08 hrs

Practice the principles of halving - State the limitations of halving - Use the halving principle in Phraseography

RECOMMENDED BOOKS:

1. Shorthand Instructor and Key (Pitman).
2. Shorthand Theory Guide by late Sri G.V.R. Kameswararao C/o.Sri P. Raghunath, 13-44/1, Road No.10, Alakapuri, Hyderabad – 500 035 . (phone: 040-24037762)
3. Shorthand dictionary.
4. New course in Pitman's Shorthand.
5. Shorthand Theory Book by Sri G. Ram Reddy, Sr. Lecturer in CCP (Retd.), Government Polytechnic for Women, Warangal.

Suggested Learning Outcomes:

- 1.0 Practice exercises using initial hooks.
- 2.0 Practice exercises with Alternative forms.
- 2.0 Practise exercises using Final Hooks
- 4.0 Practise exercises using Circles & Loops to Straight Strokes to hooked strokes.
- 5.0 Practise exercises using Circles & Loops to straight strokes having final hooks
- 6.0 Practise exercises using SHUN hook.
- 7.0 Practise exercises using the 'Aspirate' in Shorthand.
- 8.0 Practise exercises using R, L and SH.
- 9.0 Practise exercises using compound Consonants.
- 10.0 Practise exercises using Vowel indication
- 11.0 Practise exercises using the halving principle.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning references

1. <http://nssbooks.com/learn-shorthand/>
2. http://www.stenold.org/d1_1.html

Model Question Papers

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying the basic principles of Phonography (Sound writing) and its concepts	R/U	1,2,3,6,7,8,9,10	12
CO2	Classify different Consonants, shorthand strokes, vowels and write various strokes based on sounds	R/U/A	1,2,3,6,7,8,9,10	14
CO3	Apply various rules for outlines of various sounds/words	R/U/A	1,2,3,6,7,8,9,10	08
CO4	Identify various shorthand outlines from litho	R/U/A	1,2,3,6,7,8,9,10	06
CO5	Test the dictated exercises by transcription into English	R/U/A	1,2,3,6,7,8,9,10	18

Department of Technical Education
State Board of Technical Education & Training (TS)

Course Title : English Typewriting –Speed (35 wpm)	Course Code : 18CCP-207P
Semester : II	Course Group : Core
Teaching Scheme in Hrs (L:T:P) : 1:0:2	Credits : 3
Type of course : Lecture + assignments	Total Contact Hours : 45Pds
CIE : 0 Marks	SEE : 100 Marks

Course Content and Blue Print of Marks for SEE

S. No	Major Topics	No. of Periods
1	Practice of Speed @ 20, 25 & 30 wpm	45
	Total	45

Note : Examination will be conducted on par with SBTET pattern i.e. Speed @30wpm for 10 minutes.

NOTE: A pass in CCP-207 and CCP-208 is equivalent to Typewriting English Lower Grade (TEL) conducted by SBTET, TS. The question paper is to be issued by the SBTET, TS

Pre-requisite : The students should have basic knowledge of English

COURSE OUTCOME

CO1	Test the typing skills with various speed tests
CO2	Test the typing Skills on Computer using word document in a customized software
CO3	Test the typing skills with various speed tests on computer

COURSE CONTENTS

Unit-I: Speed Duration: 45 hrs

Regular practice of speed and accuracy passages at 20, 25, 30 w.p.m. – Practice of speed test at various rates – Speed spurt drills. End Exam at 30 w.p.m.

(Five depressions of key (strokes) is to be taken as one word).

RECOMMENDED BOOKS:

1. Speed spurt drills.
2. Examination question papers of S.B.T.E.T. Typewriting English Lower Grade.

Suggested Learning Outcomes

- 1.0 Understand the method of paragraphing.**
- 1.1 Subdivide typing paragraphs.

1.2 Set the margin stop 5 degrees from the left margin for starting fresh paragraph.

1.3 Set the left and right margins of 10 degrees.

2 Appreciate the beauty of the centering the typed matter.

2.1 Calculate the letters and spaces in a given sentence.

2.2 Design the given sentence in a beautiful way using centering rules.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning reference

1. <https://sense-lang.org/typing/tutor/keyboarding.php>

2. <https://www.speedtypingonline.com/typing-tutor>

Model Question Papers

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Test the typing skills with various speed tests	R/U	1,2,3,6,7,8,9,10	12
CO2	Test the typing Skills on Computer using word document in a customized software	R/U/A	1,2,3,6,7,8,9,10	14
CO3	Test the typing skills with various speed tests on computer	R/U/A	1,2,3,6,7,8,9,10	08

Department of Technical Education
State Board of Technical Education & Training (TS)

Course Title (Manuscript Lower Grade)	: English Typewriting	Course Code	: 18CCP-208P
Semester	: II	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 1:0:2	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 45 Pds
CIE	: 60 Marks	SEE	: 40 Marks

Course Content and Blue Print of Marks for SEE	
S. No	Major Topics
1	Practice from typing manuscripts with Simple abbreviations Statement/Invoice/Debit Note/Credit Note/Account Sales)
2	Practice of Professional Letter/Business Letter/Application Letter
3	Govt. Order/Memorandum

NOTE: A pass in CCP-207 and CCP-208 is equivalent to Typewriting English Lower Grade (TEL) conducted by SBTET, TS. The question paper is to be issued by the SBTET, TS

Pre-requisite: The students should have basic knowledge of English and abbreviations

COURSE OUTCOME	
CO1	Practice from typing manuscripts with Simple abbreviations Statement/Invoice/Debit Note/Credit Note/Account Sales by using spread sheet and formula
CO2	Practice of Professional Letter/Business Letter/Application Letter
CO3	Govt. Order/Memorandum

COURSE CONTENTS

Unit-I: Statement **Duration: 10 hrs**

Practice tabular statements, debit note, credit note, invoice and account sales.

Unit-II: Letters **Duration: 15 hrs**

Practice from typing manuscripts with simple abbreviations – Practice of simple business, professional letter, Application for situation letter from manuscript.

Unit-III: Government Orders **Duration: 20 hrs**

Practice Government Correspondence like Government Order and Government Memorandum.

(FIVE depressions of key is to be taken as one word).

RECOMMENDED BOOKS:

1. Text book to beginners.
2. Business typewriter by Fredrick.
3. Abbreviations by National Shorthand School (Books).
4. Lay outs and Formats of Typewriter – Published by S.B.T.E.T.

Suggested Learning Outcomes:

1.0 Know Typing of Statement, Debit and Credit Notes Account Sales not exceeding 4 Columns. (60 Words) (300 Strokes) (25 Marks)

- 1.1 Interpret the abbreviation in a given script.
- 1.2 Select the appropriate spacing of the statement columns
- 1.3 Correct the mistakes in a given script.
- 1.4 Display the typed statement.
- 1.5 Practice typing statements for neatness and accuracy.
- 1.6 Outline the format of a debit note and credit note.
- 1.7 Practice typing debit and credit note
- 1.8 Outline the format of Account Sales
- 1.9 Practice typing account sales for neatness accuracy.

2.0 Know Typing of Business Letters, Professional Letters and Applications not exceeding 100 Words (500 Strokes) (35 Marks)

- 2.1 Define the terms business letter, professional letter and application.
- 2.2 Outline the format of a business letter
- 2.3 Identify the abbreviations in a script letter
- 2.4 Amplify the abbreviations while typing the matter.
- 2.5 Prepare a typed business letter
- 2.6 Practice the business letter for neatness and good display.
- 2.7 Outline the format of a professional letter
- 2.8 Prepare a typed professional letter
- 2.9 Practice the professional letter for neatness and good display.
- 2.10 Outline the format of an application.
- 2.11 Prepare a typed application.
- 2.12 Practice the application for neatness and good display.

3.0 Know Typing of Government Order and Memorandum. (140 Words) (700 Strokes) (40 Marks)

- 3.1 Understand a Government Order and Government Memorandum.
- 3.2 Distinguish between the two.
- 3.3 Outline the format of a Government order.
- 3.4 Outline the format of a Government Memorandum.
- 3.5 Practice Government Order and Memorandum.
- 3.6 Prepare a typed Government Order and Memorandum.

4.0 Demonstrate Speed and Accuracy In Typing A Given Matter.

5.0 Demonstrate Accuracy In Typing Manuscript According To The Layout.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz

6. Group discussion
7. Surprise test

Student E-Learning reference

1. <https://sense-lang.org/typing/tutor/keyboarding.php>
2. <https://www.speedtypingonline.com/typing-tutor>

Model Question Papers

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Practice from typing manuscripts with Simple abbreviations Statement/Invoice/Debit Note/Credit Note/Account Sales by using spread sheet and formula	R/U	1,2,3,6,7,8,9,10	10
CO2	Practice of Professional Letter/Business Letter/Application Letter	R/U/A	1,2,3,6,7,8,9,10	15
CO3	Govt. Order/Memorandum			20

**Department of Technical Education
State Board of Technical Education & Training (TS)**

Course Title : Word Processor and Presentation Lab	Course Code : 18CCP-209P
Semester : II	Course Group : Core
Teaching Scheme in Hrs (L:T:P) : 1:0:2	Credits : 3
Type of course : Lecture + Assignments	Total Contact Hours : 45 Pds
CIE : 60 Marks	SEE : 40 Marks

Course Content and Blue Print of Marks for SEE	
Unit No	Unit Name
1	MS-POWER POINT
2	MS-WORD
	Total

Pre-requisite: The students should have basic knowledge of English

COURSE OUTCOME

CO1	Explain the basic components of a Computer and explain how it helps in day to day life
CO2	Know the DOS commands
CO3	Demonstrate various keys and examine the skills with accuracy
CO4	Create a word document

Course Contents

Unit-I: MS Powerpoint **Duration: 20 hrs**

MS-POWER POINT - Creating and saving a presentation - Inserting text and pictures - Formatting the text and pictures - Effects of slide transition - Animation effects - Slide show & views of slides

Unit-II:MS Word **Duration: 25 hrs**

MS-WORD - Creating and Saving a document - Operation of tool bars - Selecting menus from the drop down menus - Formatting of text - Spell Checking - Mail merging - Printing of Documents

RECOMMENDED BOOKS:

1. Teach yourself Office 2000 for Windows – Coray Sandler, Tom Badgett, Jan Weingarten, BPB Publications.
2. The ABC s of MS Office 2000– Guy Hard-Davis, BPB Publications.
3. Working in MS Office - Ran Mansfield, Tata McGraw Hill Publications.

Suggested Learning Outcomes:

1.0 Practise Operation of MS-Power Point.

- 1.1 Demonstrate starting MS Power Point.
- 1.2 Identify the opening screen elements.
- 1.3 Identify the tool bars in the opening screen.
- 1.4 Demonstrate the selection of the methods of creating a new presentation.
- 1.5 Identify the different Auto Layouts of a slide.
- 1.6 Demonstrate creating a new slide
- 1.7 Demonstrate inserting a new slide.
- 1.8 Demonstrate slide transition effects.
- 1.9 Demonstrate a slide show.
- 1.10 Demonstrate animation effects.
- 1.11 Demonstrate creating an organization chart.
- 1.12 Identify the different slide views.

2.0 Practise Operation of MS-Word.

- 2.1 Demonstrate starting MS word.
- 2.2 Identify the word screen elements.
- 2.3 Identify the tool bars on the screen.
- 2.4 Demonstrate loading different tool bars for their functionality.
- 2.5 Identify the drop down menus of the main menu and their functionality.
- 2.6 Demonstrate creating a sample text.
- 2.7 Demonstrate text formatting.
- 2.8 Demonstrate page formatting.
- 2.9 Demonstrate search and replace of text.
- 2.10 Demonstrate selecting, deselecting the text from menu and Copying.
- 2.11 Demonstrate importing text from other packages.
- 2.12 Demonstrate spell checking.
- 2.13 Demonstrate mail merging of documents.
- 2.14 Demonstrate creating tables.
- 2.15 Demonstrate printing documents, merge printing of documents.
- 2.16 Demonstrate word procedure for importing figures, charts from other installed software.

EXERCISES

1. Create and save a document using MS WORD
2. Format the Text document
3. Change the page set-up and Insert Header/Footer
4. Spell check the document'
5. Print the document
6. Create main document and data file for mail merging
7. Print the document with mail merging
8. Create a table in the document
9. Add row, column to a table
10. Create and save a new presentation using MS Power Point
11. Choose Auto Layout for a new slide.
12. Inserting text and pictures into a blank slide.
13. Inserting new slides into the presentation.
14. Applying slide transition effects.
15. Demonstrate a slide show.
16. Set animation to text and pictures in a slide
17. Set the sounds, order and timing for animation.

Objectives and Key Competencies

Exp.No.	Name of Experiment	Objectives	Key Competencies
1.	Open MS-word and Identify the components on the screen.	Able to Open MS-Word and Identify the components on the screen.	Check whether able to Identify the components on the screen. Check whether able to Identify all components on the screen of MSWORD are identified and learnt thoroughly.
2.	Create a document using MS-word and save it in .docx or .doc format.	Able to create document using MS-word. Able to save document in .docx or .doc format.	Observe whether created document using MS-word. Observe whether saved document is in .docx or .doc format.
3.	Create a table using MS-Word and save it.	Able to Create a table using MS-Word and save it. Able to create table properly with required rows and columns. Able to Create a table using Insert table method. Able to Create a table using draw table method. Able to Create a table using quick table method.	Verify a table is created using MS-Word and save it. Check whether table is properly created with required rows and columns. Verify a table is created using Insert table method. Verify a table is created using draw table method. Verify a table is created using quick table method.
4.	Insertion of new rows and columns in the existing table.	Able to Insert new rows and columns in the existing table.	Check whether able to Insert new rows and columns in the existing table. Check whether able to Insert new rows and columns as per requirement.
5.	Changing the background color of the table.	Able to Change the background color of the table.	Check whether able to change the background color of the table.
6.	Merging and splitting of cells in a Table.	Able to Merge and split cells in a Table using right click method.	Check whether able to Merge and split cells in a Table using right click method.
7.	Changing the formatting of font.	Able to Change the formatting of font using right click menu. Able to Change the formatting	Check whether able to change the formatting of font using right click menu.

		of font using menu options.	Check whether able to change the formatting of font using menu options.
8.	Exercise with Headers and Footers.	Able to change Headers and Footers using menu option. Able to change Headers and Footers by clicking top and bottom document.	Check whether able to change Headers and Footers using menu option. Check whether able to change Headers and Footers by clicking top and bottom document.
9.	Create mailing letters using mail merge tool of MS-Word.	Able to use mail merge tool of MS-Word using start mail merge option in mail menu.	Check whether able to use mail merge tool of MS-Word in creating letter using mail merge option in mail menu.
10.	Inserting a new slide in the existing Power Point file.	Able to Insert a new slide in the existing Power Point file using new slide option in home menu. Able to Insert a new slide in the existing Power Point file using slide layout option in home menu.	Check whether able to Insert a new slide in the existing Power Point file using new slide option in home menu. Check whether able to Insert a new slide in the existing Power Point file using slide layout option in home menu.
11.	Create a simple Power Point presentation for a small topic and saving in .ppt or pptx format.	Able to create a simple Power point presentation for a given topic. Able to Save the presentation in both .ppt or pptx format.	Check able to create a simple Power point presentation for a given topic. Check able to Save the presentation in both .pptorpptxformat.
12.	Inserting chart or image in a Power Point slide.	Able to Insert chart in a power point slide using Insert menu option. Able to Insert image in a power point slide using insert menu option.	Check able to Insert chart in a power point slide. Check able to Insert image in a power point slide.
13.	Exercise with animation and sound features in Power Point.	Able to work with animation and sound features in power point using custom animation option in Animations menu. Able to work with Media clip options in insert menu.	Check able to work with animation and sound features in power point using custom animation option in Animations menu. Check able to work with Media clip options in insert menu.

14.	Exercise with Rehearse Timings feature in Power Point.	Able to work with Rehearse Timings feature in Power Point using slide show menu rehearse option.	Check able to work with rehearse timings features.
15.	Exercise with Rehearse Timings feature in Power Point.	Able to work with Rehearse Timings feature in Power Point using slide show menu rehearse option.	Check able to work with rehearse timings features.
16	Exercise in printing the PowerPoint file in (a) Slides (b) Handout.	Able to print the PowerPoint file in Slides using File menu Print option. Able to print the PowerPoint file in Handout using file menu print option.	Check able to print the PowerPoint file in Slides using File menu Print option. Check able to print the PowerPoint file in Handout using file menu print option.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning reference

1. <https://www.tutorialspoint.com/word/index.htm>
2. <https://www.tutorialspoint.com/powerpoint/index.htm>

Model Question Papers

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Explain the basic components of a Computer	R/U	1,2,3,6,7,8,9,10	12

	and explain how it helps in day to day life			
CO2	Know the DOS commands	R/U/A	1,2,3,6,7,8,9,10	14
CO3	Demonstrate various keys and examine the skills with accuracy	R/U/A	1,2,3,6,7,8,9,10	08
CO4	Create a word document	R/U/A	1,2,3,6,7,8,9,10	06

**Department of Technical Education
State Board of Technical Education & Training (TS)**

Course Title :	English Communication Skills Lab	Course Code	18CCP-210P
Semester	II	Course Group	:Core
Teaching Scheme in Hrs(L:T:P)	7.5:0:30	Credits	: 1.5
Methodology	Pair Work, Group Work, Activities, Lecture, Self Learning	Total Contact Hours :	:37.5Hrs/45Pds
CIE	60 Marks	SEE	40 Marks

**Course Content and Blue Print of Marks for
ENGLISH COMMUNICATION SKILLS LAB**

Unit No	Unit name	Periods	Questions for SEE			Marks weightage	% Weightage
			R	U	A		
1.	Role plays	6		0	1		
2	Team presentations	8			1		
3	Describing objects, people, places	10			4		
4.	Reading with proper pauses, pitch and intonation.	6	0	0	1		
5.	Construction of questions through language games and activities	8	0		1		
6.	Paragraph writing	7			2		
	Total	45			10	110	100

Pre requisites

This course requires basic knowledge of grammar and basic Listening, Speaking, Reading and Writing skills.

Course Outcomes

CO1 :	Speak in different contexts.
CO2 :	Frame questions and elicit information.
CO3 :	Give effective team presentations.
CO4 :	Describe objects, people and places.
CO5 :	Read the content aloud with appropriate pauses, pitch and intonation.
CO6 :	Write a paragraph on a given topic.

Course Content

UNIT 1 Role Plays

Role plays (formal and informal situations- At the library, railway station, post office, principal's office etc.

Duration: 6 Periods (L: 1 – T:7)

UNIT 2 Team Presentations

Duration : 8 Periods(L:1 – T:5)

Pair presentations and group presentations on topics of their choice.

UNIT 3 Describing Objects, People, Places Duration: 10 Periods (L: 2 – T:4)

Describing objects – size, shape, colour – words used in describing objects, describing people – words used in describing people, describing places – words used in describing places.

UNIT 4: Reading with Proper Pauses, Pitch and Intonation.

Duration: 6 Periods (L: 3 – T:7)

Reading with proper pauses, loudness, pitch, intonation. Reading articles from newspapers, magazines or any given text.

UNIT 5 :Construction of Questions through Language Games and Activities Duration: 8 Periods (L: 2 – T:6)

Guess the person game, other language games for framing questions.

UNIT 6 :Paragraph Writing Duration: 7 Periods (L: 1 – T:6)

Paragraph writing with hints. Paragraph writing without hints. Topic sentence, unity, clarity, coherence.

Recommended Books

1. Effective Technical Communication	By	M. Ashraf Rizvi
2. Essential English Grammar	By	Raymond Murphy
3. Soft Skills	By	Dr. K. Alex
4. Business Communication Strategies	By	Mathukutty M Monipally
5. Practical English Grammar	By	A.J Thomson and A.V. Martinet
6. A Course in Phonetics and Spoken English	By	J. Sethi and P.V Dhamija
7. Word Power made easy	By	Norman Lewis
8. Games for Language Learning	By	Andrew Wright, David Betteridge and Michael Buckby
9. Five Minute Activities	By	Penny Ur
10. English Dialogues	By	M. Martin

Suggested Learning Outcomes

1.0 Role Plays

1.7 Conversation at the market

1.8 Conversation at the library

1.9 Conversation at the theatre

1.10 Conversation with elders, superiors.

1.11 Conversation with peers.

1.12 Conversation at formal venues.

2.0 Team Presentations

2.6 Give pair presentations on different topics.

2.7 Give group presentation on different topics.

- 2.8 Know significance of audio visual aids in presentations.
- 2.9 Know appropriate body Language in effective presentations.

3.0 Describing Objects, People, Places

- 3.10 Know vocabulary, phrases used in describing people
- 3.11 Know vocabulary, phrases used in describing places
- 3.12 Know vocabulary, phrases used in describing objects
- 3.13 Understand spatial, chronological, logical aspects in describing places.

4.0 Reading with Proper Pauses, Pitch and Intonation.

- 4.11 Read with proper pauses.
- 4.12 Read with proper intonation and pitch.
- 4.13 Read with voice modulation.

5.0 Construction of Questions through Language Games and Activities

- 5.5 Know how to frame Yes/No questions
- 5.6 Know how to frame Wh Questions
- 5.7 Use questions to elicit information

6.0 Paragraph Writing

- 6.8 Write a short paragraph with hints.
- 6.9 Identify topic sentence.
- 6.10 Know Principles of unity, coherence and clarity.
- 6.11 Write a paragraph on a given topic.

Internal evaluation

Test	Units	Marks	Pattern
Mid Sem 1	1 and 2	20	
Mid Sem 2	3 and 4	20	
Slip Test 1	1 and 2	5	
Slip Test 2	3 and 4	5	
Assignment	1	5	
Seminars	1	5	
	Total	60	

Suggested Student Activities

1. Oral and Written Presentations (Social, Ethical, Environmental and other contemporary issues).
2. Identify 10 common errors in English and correct them.
3. Compare any two monuments of your choice using degrees of comparison.
4. Describe a place of your choice.
5. Use a dictionary to write 10 words, their meanings, phonetic transcription and parts of speech.
6. Narrating stories.

Suggested E-Learning references

e-learning:

1. www.duolingo.com
2. www.bbc.co.uk
3. www.babbel.com
4. www.merriam-webster.com
5. www.ello.org
6. www.lang-8.com
7. youtube.com
8. Hello English(app)
9. mooc.org
10. <https://onlinecourses.nptel.ac.in>

Semester End Examination marks distribution

	Essay	Marks
Part A	1/10	40

Mid term Examination marks distribution

	Essay	Marks
Part A		
Part B		
Part C		
Total		40

CO-PO Mapping Matrix

One Model paper each for .Semester end Examination and Mid term Examination

Model Question papers required

Course Outcome		CL	Linked PO	Teaching periods
CO1	Speak in different contexts.	R/U/A	1,2,3,4,8,9, 10	6
CO2	Frame questions and elicit information.	R/U/A	1,2,3, 4, 8, 9, 10	8
CO3	Give effective team presentations.	R/U/A	1, 2, 3, 4,5, 6, 7, 8, 9, 10	10
CO4	Describe Objects, People and Places.	R/U/A	1,2,3, 4, 8, 9, 10	6
CO5	Read the content aloud with appropriate pauses, pitch and intonation.	R/U/A	1,2, 3, 4, 8, 9, 10	8
CO6	Write a paragraph on a given topic.	R/U/A	1,2,3, 4, 5, 6, 7, 8, 10	7
	Total			45

