CURRICULUM – 2018

(C-18)

DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE



STATE BOARD OF TECHNICAL EDUCATION & TRAINING

TELANGANA, HYDERABAD

III 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-301F	English Literature	2	1.6	0	60	3	20	20	20	40	14	100	35
2	18CCP-302C	Advanced Accountancy	2	1.6	0	60	3	20	20	20	40	14	100	35
3	18CCP-303C	English Shorthand	2	1.6	0	60	3	20	20	20	40	14	100	35
4	18CCP-304C	Concepts of Spread sheets and database	2	1.6	0	60	3	20	20	20	40	14	100	35
5	18CCP-305C	Business statistics	2	1.6	0	60	3	20	20	20	40	14	100	35
6	18CCP-306P	English Shorthand-(60 wpm)	1	0	2	45	1.5	20	20	20	40	20	100	50
7	18CCP-307P	English Typewriting Speed (45 wpm)	1	0	2	45	1.5	20	20	20	40	20	100	50
8	18CCP-308P	English Typewriting (Manuscript Higher Grade)	1	0	2	45	1.5	20	20	20	40	20	100	50
9	18CCP-309P	Spread Sheet and Data base Lab	1	0	2	45	1.5	20	20	20	40	20	100	50
10	18CCP-310P	Income Tax Practice 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			--	-
			17	8	17	630	25	200	200	200	400	170	1000	425

Activities: student performance is to be assessed through Rubrics

1) **18CCP-106P-Phonography Lab, 18CCP-206P-Advanced Phonography Lab, 18CCP-306P-English Shorthand Speed 60 WPM, & 18CCP-406P-English Shorthand Speed 80 WPM – All these subjects are framed with an evaluation structure of 20+20+40+20 as per C-18 curriculum. However, a candidate securing 45% at end examination excluding Mid Sem–1, Mid Sem-2 and Sessional Marks shall only be considered to treat the aforementioned subjects as equivalent to Shorthand English Lower Grade (SEL) Certificate awarded by the SBTET, TE Section to non formal candidates appearing for Shorthand Examination separately.

2) **18CCP-307P – English Typewriting Speed 45 WPM and 18CCP-308P – English Typewriting Manuscript - These subjects are framed with an evaluation structure of 20+20+40+20 as per C-18 curriculum. However, a candidate securing 45% at end examination excluding mid sem – 1, mid sem-2 and sessional marks shall only be considered to treat the aforementioned subjects as equivalent to Typewriting English Higher Grade (TEH) Certificate awarded by the SBTET, TE to non formal candidates appearing for English Typewriting Examination separately.

ENGLISH LITERATURE

Course Title :	**English Literature**	Course Code	**18CCP-301**
Semester	**III**	Course Group	**:Core**
Teaching Scheme in Hrs(L:T:P)	**30:15:0**	Credits	: **3**
Methodology	**Lecture + Assignments+ Practice**	Total Contact Hours :	**:45Hrs/60Pds**
CIE	**60 Marks**	SEE	**40 Marks**

Course Contents:

	Unit Name	Periods	Questions to be set for SEE			
			R		U	A
1	The Magical Earth Word- Stress	10		Q1	Q9(a)	Q13(a)
2	Dancing in the Rain Punctuation Vocabulary	14				
3	Polonius Advice To His Son Non- Verbal Data	8		Q2	Q10(a)	Q14(a)
4	To Sir With Love Advertisements	8				
5	Footprints On the Sand Polluting the World	8		Q3, Q5,Q6	Q9(b), Q11(a), Q11(b)	Q14(b), Q15(a), Q15(b)
6	The Sand Box Resume/ CV/Bio-Data Cover Letter	12		Q4,Q7, Q8	Q10(b), Q12(a), Q12(b)	Q13(b), Q16(a), Q16(b)
	Total	60		8	8	8

PREREQUISITES:

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

Course Outcomes

CO1 :	Use right accent (Word Stress) while speaking. Use right punctuation in writing.
CO2 :	Know new words, know one word substitutes. Use new words in sentences. Use one word substitutes.
CO3 :	Interpret non-verbal data.
CO4 :	Interpret Advertisements and respond to basic comprehension questions.
CO5 :	Read different texts (prose, poetry and short story) and answer basic comprehension questions.
CO6 :	Respond to different job advertisements Write effective cover letters. Write effective resumes.

Course Content

UNIT 1 **Duration : 4 + 6 = 10 Periods (L: 6 – P:6)**

1. The Magical Earth.
2. Word-Stress

UNIT 2 **Duration: 4 + 4 + 6 = 14 Periods (L: 7 – P:7)**

1. Dancing in the Rain.
2. Punctuation.
3. Vocabulary

UNIT 3 **Duration: 4 + 4 = 8 Periods (L: 4 – P: 4)**

1. Polonius Advice to His Son.
2. Non-Verbal Data.

UNIT 4 **Duration: 4 + 4 = 8 Periods (L: 4 – P: 4)**

1. To Sir With Love
2. Advertisements

UNIT 5 **Duration: 4 + 4 = 8 Periods (L: 4 – P: 4)**

1. Footprints On The Sand.
2. Polluting The World.

UNIT 6 **Duration: 4 + 4 + 4 = 12 Periods (L: 5 – P:7)**

1. The Sand Box.
2. Resume/CV/Bio-data.
3. Cover Letter.

Recommended Books

1. INTERactive ENGLISH - Intermediate Second Year English Textbook

   Published by Telugu Academy, Telangana State Board of Intermediate Education.
2. Intermediate English Grammar by Raymond Murphy, Cambridge University Press.
3. English Vocabulary in Use by Michael McCarthy Felicity O'Dell, Cambridge University Press.
4. Practical English Grammar by A.J Thomson and A.V. Martinet.
5. Word Power made easy by Norman Lewis.
6. A Textbook of English Phonetics for Indian Students by T. Balasubramanian.
7. Better English Pronunciation Second Edition by J.D.O'Connor.
8. Business Communication Strategies by Matthukutty M. Monipally.
9. A course in Phonetics and Spoken English Second Edition by J. Sethi and P.V. Dhamija

Suggested Learning Outcomes

1.0 The Magical Earth, Word-Stress

1.1 Know about syllabic division.
1.2 Know about accent.
1.3 Know the rules of word-stress.
1.4 Know primary stress.

1.5 Appreciate poetry and understand the nuances of language.

1.6 Know new words, synonyms, antonyms

1.7 Know rhyme and rhythm in poetry.

1.8 Know the theme of the poem.

2.0 Dancing in the Rain, Punctuation, Vocabulary

2.1 Know about punctuation.

2.2 Know rules for punctuation.

2.3 Know synonyms, antonyms, one word substitutes, prefixes, suffixes.

2.4 Appreciate Essay.

2.5 Know about public speaking.

2.6 Know meanings, synonyms and antonyms.

3.0 Polonius Advice to His son, Non-Verbal Data.

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 Understand and Interpret non-verbal data.

3.5 Interpret pie-charts, bar-graphs, flow-charts, tables.

4.0 To Sir with Love, Advertisements.

4.1 Respond to advertisements/job advertisements.

4.2 Appreciate biography.

4.3 Know new words.

5.0 Footprints on the Sand, Polluting the World

5.1 Appreciate the poem.

5.2 Know the theme.

5.3 Appreciate the Essay.

5.4 Know different factors that affect the environment and discuss/suggest solutions

6.0 The Sand Box, Resume/CV/Bio-data, Cover Letter

6.1 Know the different parts of a resume.

6.2 Know how to write a resume.

6.3 Know how to write cover letters.

6.4 Appreciate the play.

6.5 Know the theme and characterisation.

Internal evaluation

Test	Units	Marks	Pattern
Mid Sem 1	1 and 2	20	Part A 4 Bit answer questions Part B 2 Short questions out of 4 Questions Part C 2 Essay questions out of 4 Questions
Mid Sem 2	3 and 4	20	Part A 4 Bit answer questions Part B 2 Short questions out of 4 Questions Part C 2 Essay questions out of 4 Questions

Suggested Student Activities

1. Group Discussions on social issues.
2. Role plays and skits.
3. Group Presentations on environment related topics.
4. Poster presentations on environment related topics.
5. Using a dictionary to identify pronunciation of words, word stress.
6. Writing resume and cover letter to advertisements from newspapers/magazines.
7. Vocabulary games.
8. Reading biographies and presentations on different people.

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	8	0	8
Part B	0	4/8	12
Part C	0	4/8	20
Total	08	8/16	40

Mid term Examination marks distribution

	Short answer	Essay	Marks
Part A	4	0	4
Part B	0	2/4	6
Part C	0	2/4	10
Total	4	4/8	20

Model Question papers

One Model paper each for Semester End Examination and Midterm Examination

MID SEM 1 MODEL PAPER

Max time: 1 Hr TOTAL MARKS: 20

PART - A 4 x 1 = 4 M

Instructions:

Answer **all** the questions. Each question carries **one** mark.

1. "I dug a lot but found nothing"
   a) Who is 'I' in the given line?
   b) Who wrote this poem?
2. Mark Stress for the given words:
   a) Referee
   b) Fifty.
3. When will India be radiant according to Premji?
4. Punctuate the following statement:
   this is my cousins car

PART - B 2 x 3 = 6 M

Instructions:

Answer any **TWO** questions. Each question carries **three** marks.

5. a. Give some examples of Earth's magic.
   OR
   b. Mark stress for the given words:
   i. Carriage ii. Economy iii.Certificate.
   iv. Absent v. Junior vi. Cigarette
6. a. Why is robbing children of their childhood a criminal act?
   OR
   b. write one word substitute for the following meanings:
   a) One who helps the needy.
   b) A decision that is accepted by all.
   c) A great lover of books

PART-C 2 x 5 = 10 M

Instructions:

Answer any **two** questions. Each question carries **five** marks.

7. a. What tricks does the Earth show according to Gulzar?
   OR
   b. Mark stress for the following words.
   i. people ii. Indian iii. examination
   iv. record (v) v. water
8. a. Which type of freedom is wanted for children as told by Premji?
   OR
   b. Match the following:

	A	B
I.	Breakfast	a] Fear of blood
II.	Frank	b] Temporary stay in a place away from home.

III.	Sojurn	c] One who flies aeroplane
IV.	Hematophobia	d] The first meal of the day
V.	Pilot	e] Truthful and honest in expressing one's opinion.

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MID SEM 2 MODEL PAPER

Max time: 1 Hr TOTAL MARKS: 20

PART - A 4 x 1 = 4 M

Instructions:

Answer **all** the questions. Each question carries **one** mark.

1. "Neither a borrower nor a lender be"
    a) Who said this line?
    b) What is the title of the poem?
2. Study the given table and answer the questions that follow:

List of colleges that offer different courses.

GPT-HYDERABAD	DCE / DEC / DCCP
GPT-TIRUPATHI	DME / DMet / DCCP
GPT-ADILABAD	DCE / DEE / DCCP
GPT-MEDAK	DCCP
GPT-VIJAYAWADA	DME / DCE / DCCP

    a) How many colleges are given in the table?
    b) Which course is offered in all the colleges?
3. How many ways are there to enter a classroom?

4. Study the given advertisement and answer the questions given below:



a) How many reels of joy are there?

b) What is the title of this advertisement ?

PART - B 2 x 3 = 6 M

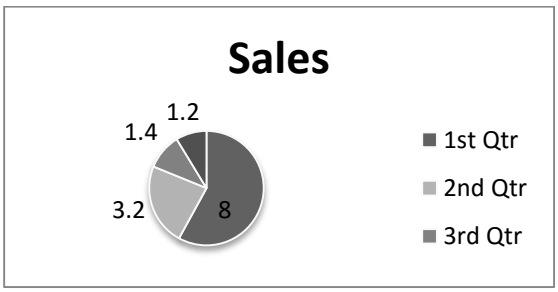
Instructions:

Answer any TWO questions. Each question carries **three** marks.

5. a. Mention any two advice given by Polonius.

OR

b. Read the given Pie - Chart and answer the questions that follow.



a) What is the pie chart about?

b) How many quarters are mentioned?

c) Which quarter has 1.4 sales?

6. a. How should the top class students behave in the opinion of the teacher?

OR

b. Read the given advertisement and answer the questions that follow:



c) How many trees are there in the hand?

PART-C 2 x 5 = 10 M

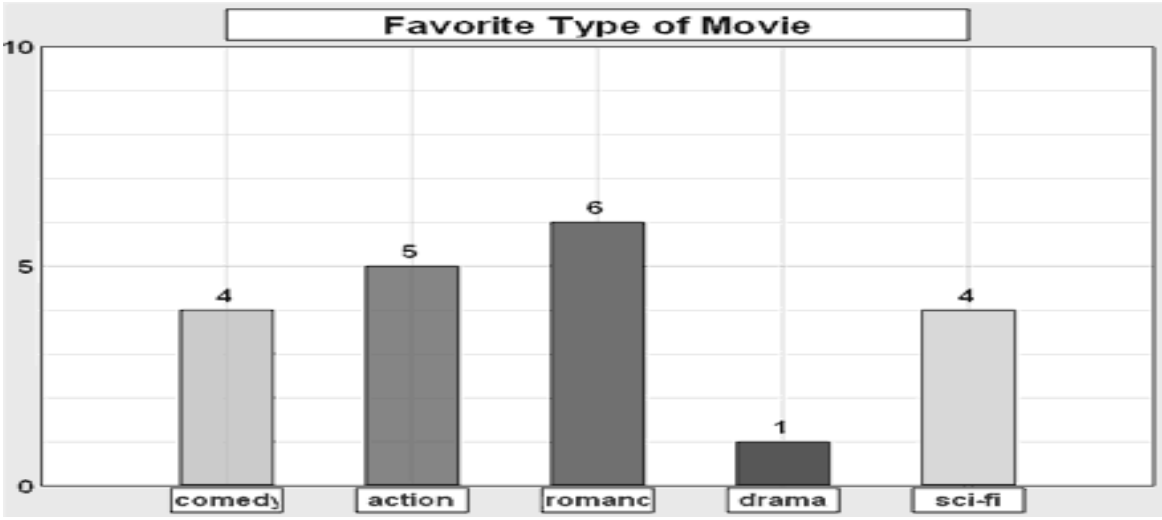
Instructions:

Answer <u>any **two**</u> questions. Each question carries **<u>five</u>** marks.

7. a. Summarize Polonius advice to his Son in your own words.

OR

b. Analyse the given chart and answer the questions that follow: 5 M



a) Which type is the most favorite?

b) What information is given in the chart?

c) How many types of movies are mentioned?

d) Which is the least favourite?

e) Which type occupies the second place?

8. a. How did the teacher change the students' attitude? 5 M

OR

b. Read the given advertisement and answer the questions that follow.



I. What is the message conveyed in this advertisement?

II. Who issued this advertisement?

III. Is the girl advertising for white teeth?

IV. How can we live more?

V. How can we know more?

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III SEMESTER END EXAMINATION MODEL PAPER

Max time: 2 Hrs TOTAL MARKS: 40

PART - A 8 x 1 = 8 M

Instructions:

Answer **all** the questions. Each question carries **one** mark.

1. "I have heard that it can hide a river inside it"
    a) Who is 'I' in the given line?
    b) Who is 'It' in the given line?
2. "Potter, Sir' The 'Sir' was somewhat delayed.
    a) From which lesson this line is taken?
    b) Which was delayed?
3. "My precious child, I love you and never leave you"
    a) From which poem this line is taken?
    b) Who said these words?
4. Which problem was highlighted in the play 'The Sandbox'?
5. Who had a dream about God?
6. What are the other two things that can destroy mankind apart from nuclear warfare?
7. What does the young man represent in the play "The Sand Box"
8. What do you write as your objective in a Resume?

PART - B 4 x 3 = 12 M

Instructions:

Answer **any FOUR** questions. Each question carries **three** marks.

9. a. In what ways a child is different from adults according to Premji?

OR

b. What are the effects of massive industrialization?

10. a. Mention any three advice given by Polonius to his son.

OR

b. Describe grandma's feelings as she addresses the audience.

11. a. How did the poet feel after observing one set of footprints?

OR

b. What are the causes of pollution?

12. a. Describe Mummy's behaviiour towards her mother.

OR

b. Write a cover letter to the HR Manager of the BDL Ltd for your job application as a Stenographer.

PART-C 4 x 5 = 20 M

Instructions:

Answer any **four** questions. Each question carries **five** marks.

13. a. Summarize the poem "The Magic Earth".

OR

b. Summarize the poem 'Footprints on the Sand'

14. a. How did the teacher bring change in the students of top class?

OR

b. Describe the insensitive of behavior of Mommy and Daddy towards Grandma

15. a. Will God leave us alone in trouble? Explain.

OR

b. What are the causes and effects of Pollution in the World?

16. a. Prepare your Resume for the post of Personal Assistant in MVS Industries.

OR

b. Write a cover letter for the above Resume

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CO-PO Mapping Matrix

Course Outcome		Linked PO
CO1	Use right accent (Word Stress) while speaking. Use right punctuation in writing.	1, 2, 3, 4, 8, 9, 10,
CO2	Know new words, know one word substitutes. Use new words in sentences. Use one word substitutes.	1, 2, 3, 4, 8, 9, 10
CO3	Interpret Non-verbal Data.	1, 2, 3, 4, 8, 9, 10
CO4	Interpret Advertisements and respond to basic comprehension questions.	1, 2, 3, 4, 8, 9, 10
CO5	Read different texts (prose, poetry and short story) and answer basic comprehension questions.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
CO6	Respond to different Job Advertisements. Write effective Cover Letters. Write effective Resumes.	1, 2, 3, 4, 8, 10

Method of evaluation of the student activities (Rubrics) CCP-301

Model Rubrics for Poster Presentation

S.No	Sub activity	Performance			
		excellent	Good	Satisfactory	Need improvement
1	Knowledge gained	Student can accurately answer all questions related to facts in the poster and processes used to create the poster.	Student can accurately answer most questions related to facts in the poster and processes used to create the poster.	Student can accurately answer about 75% of questions related to facts in the poster and processes used to create the poster.	Student appears to have insufficient knowledge about the facts or processes used in the poster.
2	Content accuracy	At least 7 accurate facts are displayed on the poster.	5-6 accurate facts are displayed on the poster.	3-4 accurate facts are displayed on the poster.	3-4 accurate facts are displayed on the poster.
3	Attractiveness	The poster is exceptionally attractive in terms of design, layout, and neatness.	The poster is attractive in terms of design, layout and neatness.	The poster is acceptably attractive though it may be a bit messy.	The poster is distractingly messy or very poorly designed. It is not attractive.
4	Grammar	There are no grammatical mistakes on the poster.	There is 1 grammatical mistake on the poster.	There are 2 grammatical mistakes on the poster.	There are more than 2 grammatical mistakes on the poster.
5	Labels	All items of importance on the poster are clearly labeled with labels that can be read from at least 3 ft. away.	Almost all items of importance on the poster are clearly labeled with labels that can be read from at least 3 ft. away.	Several items of importance on the poster are clearly labeled with labels that can be read from at least 3 ft. away.	Labels are too small to view OR no important items were labeled.

Note: Separate rubrics may be prepared according to the activity

ADVANCED ACCOUNTANCY

Course Title	: Advanced Accountancy	Course Code	: 18CCP-302 C
Semester	: III	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

Prerequisite: The students should have basic knowledge of English and General Mathematics

COURSE OUTCOME	
CO1	Calculation of Depreciation in various methods
CO2	Journalise the transactions of honour the bill, dishonour the bill and endorsement of the bill.
CO3	Preparation of Consignee and Consignor Accounts and Invoice price problems
CO4	Valuation of Unsold stock, Normal loss and Abnormal loss.
CO5	Preparation of Receipts and Payments Account, Income and Expenditure Account.
CO6	Preparation of Balance Sheet with the help of Receipts and Payments account and Adjustments

Course Contents

Unit-I : Accounts of Non-Trading Concerns **Duration:10Hr**

Accounts of a Non-Trading Organisation: Preparation of Receipts and Payments Account and Income & Expenditure Account.

Unit-II : Accounts of Non-Trading Concerns **Duration:10 Hr**

Preparation of Balance Sheet of a Non-Trading Organisation

Unit-III :Consignment **Duration:10 Hr**

Meaning and features – Distinction between consignment and sale – proforma invoice – ordinary and Del credere commission – accounting treatment in the books of consignor and consignee

Unit-IV Consignment **Duration:10 Hr**

valuation of unsold stock – normal/abnormal loss evaluation.

Unit-V: Depreciation **Duration: 10 Hr**

Depreciation: Definition, Need for calculation of depreciation, Methods of calculation - Straight Line Method, Diminishing Balance balance Method.

Unit-VI : Bills of Exchange **Duration:10 Hr**

Bills of Exchange – Accounting treatment for all bill transactions - Accommodation Bills – Accounting treatment for accommodation bills.

Note: Except Part A, all questions are of problems only.

Specific Learning Outcomes: Upon completing the course the student will be able to:

1.0 Understand the Accounts of Non-trading concerns.

1.1 Distinguish between trading and non-trading concerns.
1.2 Explain the terms capital and revenue expenditures and capital and revenue receipts.
1.3 Differentiate between capital/revenue receipt and expenditure.
1.4 Explain the term 'deferred revenue expenditure'.
1.5 Explain the terms used in non-trading concern's final accounts.
1.6 Draw the proforma of Receipts and Payments account.
1.7 Explain the features of Receipts and Payments Account.
1.8 Draw the proforma of Income and Expenditure account.
1.9 Explain the features of Income and Expenditure Account.
1.10 Compare the Income and Expenditure Account with the Profit and Loss Account.
1.11 Compare the Receipts and Payments Account with the Cash book.
1.12 Compare the Receipts and Payments account with the Income and Expenditure account.
1.13 Prepare Receipts and Payments Account from the list of balances.
1.14 Prepare Income and expenditure account from the receipts and payments account or list of balances.

2.0 Understand the Accounts of Non-trading concerns.

2.1 Prepare previous year's balance sheet to calculate capital fund.
2.2 Prepare current year's balance sheet.

3.0 Understand the Consignment Accounts

3.1 Explain the need for Consignment
3.2 Explain the terms Consignor and Consignee
3.3 Distinguish between consignee and agent
3.4 Distinguish between consignment and sale
3.5 Distinguish between consignment and joint venture
3.6 Explain Account Sales and Proforma Invoice
3.7 Explain types of commissions – 1) Ordinary 2) Del Credere
3.8 Prepare both journal and ledger accounts without proforma invoice price for a consignment transaction.
3.9 Prepare both journal and ledger accounts with proforma invoice price for a consignment transaction.

4.0 Understand the Consignment Accounts

4.1 Explain the procedure of calculating the unsold stock.
4.2 Solve problems with unsold stock.
4.3 Explain Normal Loss and Abnormal Loss
4.4 Solve problems on normal and abnormal loss.

5.0 Understand the need for Depreciation and different methods of Depreciation

5.1 Define "Depreciation"
5.2 Explain the need for depreciation
5.3 List and state the meaning of different methods of calculating depreciation.
5.4 Compute depreciation under Straight Line method and Diminishing Balance Method.

6.0 Understand Bills of Exchange

6.1 Meaning of Negotiable Instruments
6.2 Define Bill of exchange. Give its proforma.
6.3 Explain the terms – Drawer, Drawee, Payee, Endorsement, Endorser, Endorsee,
6.4 Holder in due course, Noting charges

6.5 Prepare journal entries for (a) honour of bill (b) dishonour of bill (c) endorsement of bill (d) discounting of bill (e) sending bill for collection in the books of drawer and drawee.
6.6 Meaning of retirement of bill
6.7 Meaning of renewal of bill
6.8 Meaning of an accommodation bill and prepare journal entries
6.9 Distinguish between trade bill and accommodation bill

RECOMMENDED BOOKS:

1) Grewal T S 'Introduction to Accountancy'
2) Maheswari S.N. 'Introduction to Accountancy'
3) Gupta and Gupta 'Principles and Practice of Accountancy'
4) Jain and Narang 'Advanced Accounts'
5) Shukla and Grewal 'Advanced Accounts'
6) Gupta and RadhaSwamy 'Advanced Accounts'
7) Telugu Academy publications of Intermediate course.
8) Basu& Das - Advanced Accountancy Vol I and Vol. II
9) Basu& Das – Problems in Advanced Accountancy, Vol.l& Vol. II

Suggested Student Activities

1. Student visits Library to refer to Manuals and magazines on Business development in various countries
2. Students prepare charts and posters for different types of business organizations
3. Visit nearby Industry to familiarize with Business Development techniques
4. Analyze the issues in the different types of industries
5. Quiz
6. Group discussion
7. Surprise test
8. Role plays
9. Verifying the health hazards of various business units and steps taken to curb them in different industrial units.
10. Visit a Sole trading concern, partnership firm and a JSC.

Suggested E-Learning references

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

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Depreciation	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO2	Preparation of Journal entries in the books of Drawer and Drawee - Bills of Exchange	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO3	Preparation of Ledger accounts in the books of Consignor and Consignee	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO4	Valuation of Unsold stock	R/U/A	1,2,3,4,5,6,7,8,9,10	05
CO5	Preparation of Receipts and Payments account and Income and Expenditure account.	R/U/A	1,2,3,4,5,6,7,8,9,10	15
CO6	Preparation of Balance sheet. Opening balance sheet to findout Capital fund.	R/U/A	1,2,3,4,5,6,7,8,9,10	10

MID I SEM III MODEL QUESTION PAPER
CCP-302C ACCOUNTANCY

PART A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES **ONE** MARK. **4X1=4 M**

1.State the meaning of Non-trading concerns.
2. State the meaning of Capital Revenue.
3. State the meaning of Capital Fund.
4. State any two assets which will be shown on the Assets side of a Balance Sheet of a Non-trading concern.

PART – B

ANSWER EITHER (a) OR (b) IN EACH QUESTION AND EACH QUESTION CARRIES **THREE** MARKS**.** **2X3=6 M**

5 a. From the following Receipts and payments a/c prepare Income & Expenditure a/c.

Receipts	Rs.	Payments	Rs.
To Donations	25000	By postage	125
To Subscriptions	450	By salaries	900
To Entrance Fees	1600	By Investments	9000
		By balance c/d	17,025
	27,050		27,050

Adjustments:

1) Outstanding salaries Rs.100
2) Half of the Donations are to be capitalized.

(OR)

b. Prepare Receipts and Payments a/c from the following information.

Opening balance of cash in hand Rs.1800
Stationery purchased Rs.450
Rent paid Rs.540
Subscriptions received Rs.5850
Donations received Rs.3,000
Repair expenses Rs.684

6. a Prepare BALANCE SHEET from the following Receipts and Payments a/c.

Receipts	Rs.	Payments	Rs.
To Donations	40,000	By Salaries	3,500
To Subscriptions	10,000	By Investments	34,500
To Tournment Fund	50,000	BY Furniture	37,500
		By Balance c/d	24,500
	1,00,000		1,00,000

Adjustments:

1.Donations are to be capitalized.

(OR)

b. From the following Receipts & Payments a/c prepare Balance Sheet.

Receipts	Rs.	Payments	Rs.
To Donations	42,000	By Investments	35,000
To Legacy	75,000	By salaries	18,000
To Subscriptions	50,000	By Furniture	40,000
		By Balance c/d	74,000
	1,67,000		1,67,000

ADJUSTMENTS:

1) Donations are to be capitalized.

2) Outstanding Salaries Rs.2,000.

PART – C

ANSWER EITHER (a) OR (b) IN EACH QUESTION AND EACH QUESTION CARRIES **FIVE** MARKS**.** **2X5=10 M**

7 a. From the following particulars prepare Receipts and Payments account of South League Tennis Club for the year ending 31-3-2006:

01-04-2005 :
Cash Balance Rs.1800
Bank Balance Rs.1200
Postage Rs.500
Printing and stationery Rs.200
Subscriptions received Rs.4500
Locker rent Rs.2000
Wages to staff Rs.500
Tennis Balls purchased Rs.500
Sale of Old Balls Rs.200
Entracefees Rs.500
Life membership fees Rs.2500
Rent and rates Rs.750
Purchase of furniture Rs.3000

(OR)

7 b. Prepare Income and Expenditure account of HEALING HOSPITALS for the year ended 31st March, 2008.

Receipts	Rs.	Payments	Rs.
To balance b/d	25000	By Printing and stationery	2000
To Donations	30000	By Postage	1500
To Entry fees	2000	By salaries	3500
To Subscriptions:	15000	By Insurance	1500
(Includes Rs 2000 for 2009)		By Buildings	30000
To Interest received	1200	By Investments	18500
To Rent received	1800	BY Furniture	2500
To other receipts	10000	By balance c/d	25500
	85000		85000

Adjustments:

1) Accrued subscriptions of 2007-08 Rs.1000
2) Prepaid Insurance Rs.150
3) Outstanding salaries Rs.500
4) Accrued Interest Rs.600

8 a. From the following Receipts and Payments account for the year 2009 prepare Balance sheet of WELLNESS SPORTS CLUB for the year 2009.

Receipts	Rs.	Payments	Rs.
To Donations	53000	By Tournament expenses	3900
To Entrance fees	7000	By Salaries	2300
To Subscriptions:	4200	By Investments	18000
(includes Rs.100 for 2010)		By Cricket expenses	1240
To Tournament Fund	13000	By Furniture	3000
To Miscellaneous expenses	1200	By Buildings	45000
received		By Gardening	600
		By Insurance	360
		By balance c/d	4000
	78400		78400

Additional Information:

1) Salaries unpaid Rs.170
2) 2 Entrance fees are to be capitalized

3) Subscriptions receivable for the year 2009 Rs.300
4) Capital Fund Rs.58,000

(OR)

b. The following is the Receipts and Payments account of SIMHAPURI SENIORCITIZENS WELFARE TRUST for the year ended 31-12-2009.Prepare Balance sheet as on that date.

Receipts	Rs.	Payments	Rs.
To Donations	45000	By Government Bonds	28000
To Entrance fees	1500	By Salaries	1800
To Subscriptions:	3000	By Investments	10000
To Life Membership fees	2000	By Printing	150
To Welfare fund	3000	By Furniture	4000
To Interest	150	By Insurance	360
To Other receipts	900	By welfare expenses	1800
		By balance c/d	9440
	55550		55550

ADJUSTMENTS:

1) Outstanding salaries unpaid for the current year Rs.250
2) Interest on investments yet to be received is Rs.400
3) Subscriptions for 2009 are Rs.400 are outstanding

MID II SEM III MODEL QUESTION PAPER

PART - A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK. **4X1=4 M**

1. State the meaning of Consignment.
2. State who is a consignor.
3. State the meaning of Normal Loss.
4. State the examples for Abnormal loss.

PART – B

ANSWER EITHER (a) OR (b) IN EACH QUESTION AND EACH QUESTION CARRIES **THREE** MARKS. **2X3=6 M**

5 a. Jahnavi consigned goods of the value of Rs.22,000 to Rajani . Jahnavipaid Insurance and other charges Rs.350 and Rajani paid Rs.200 as Freight. Write the necessary Journal entries in the books ofJahnavi.

(OR)

b. Navya of Tirupathi consigned goods worth Rs.of 25,000 to Indu of Kakinada. Navya paid Rs.350 as carriage. Indu paid Rs.400 as Freight and sold the entire stock for Rs.30,000 and her commission is 10% on sales. Write necessary Journal entries in the books of Indu.

6 a. Ramu consigned 50 wireless handsets costing Rs.500 each to Raju and incurred Rs.1200 for freight. Raju spent cartage expenses of Rs.250,Godown rent Rs.1000, Godown insurance Rs.800. Raju sold 40 handsets. Calculate the value of Closing stock on consignment.

(OR)

b. Lakshmi sent 100 boxes of electrical equipment to Tulasi costing Rs.100 each. She paid Rs.600 for freight, Rs.100 as forwarding charges. Tulasi paid Rs.150 towards carriage. She sold 3/4 of stock at Rs.200 each. Calculate the value of unsold stock.

PART – C

ANSWER EITHER (a) OR (b) IN EACH QUESTION AND EACH QUESTION CARRIES **FIVE** MARKS. **2X5=10 M**

7 (a).Pavan of Guntur consigned goods value of Rs.35000 to Prudhvi of Kadapa. Pavan paid forwarding charges Rs.1100 and drew a bill on Prudhvi for Rs.10000 at 2 months. The bill was discounted with the bankers at Rs.9850. Pavan received the Account sales of the consignment stating that the entire stock of goods are sold for Rs.42000, less agents commission Rs.2200 and a Bank draft for the balance amount was sent. Pass necessary journal entries in the books of PAVAN.

(OR)

(b) Sastry of Nellore andWajid of Warangal are in consignment business . Sastry consigned goods to Wajid for Rs.10,000 and paid Rs.200 for Freight, Insurance Rs.900. Wajid sold the entire stock for Rs.24,000 and met Sales expenses of Rs.800. He is entitled to a Commission @ 5% on sales. Prepare necessary ledger accounts in the books of Sastry.

8 (a) .Kamakshi of Kurnool consigned goods of 100 boxes valued of Rs.30000 to Kavya of Chennai. Kamakshi paid carriage Rs.400, freight Rs.600. Kavya sent Account sales with the following information:

1.Half of the goods were sold for Rs 20,000

2. Commission is 5% on Sales.

Prepare necessary Journal and Ledger accounts in the books of Kamakshi.

(OR)

b. Mehta of Gujarat are in consignment withMahendra of Chirala doing Textiles business at 5% Commission basis. Cost of the goods sent to Mahendra was Rs.80000. Mehta paid Rs.1000 as Packing and Forwarding charges . The Account sales sent by Mahendra to Mehta revealed that 3/4 of the consignment was sold for Rs.60000. Mahendra deducted Rs.1000 as his expenses, Commission Rs.4000. A bank draft was sent for the balance.

Record the above transactions in the books of Mahendra and show Consignment account.

END EXAM MODEL QUESTION PAPER

PART – A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK**.**

8x1=8 Marks

1.State the meaning of Non-Trading concern.
2.State the meaning of 'Del Credere Commission.
3.List different methods of calculating depreciation.
4.State the meaning of Revenue Income.
5.State the meaning of Depreciation.
6.State any one reason for calculating depreciation.
7.Define 'Bill of Exchange'.
8.State the parties in a bill of exchange.

PART – B

Answer either **(a) or (b)** in each question and each question carries **THREE** marks.

4x3=12 Marks

9 (a) Draw the proforma of Receipts and Payments account with imaginary figures.

(OR)

b. Vamsi purchased an asset for Rs.48,000.The estimated life of the asset is 10 years. The residual value at the end of its life period is Rs.8,000. Calculate the annual depreciation.

10 a. Karthika consigned 100 i-pads to Mallika to be sold on her behalf at Rs.50000 per set. The expenses spent by Karthika are Rs.400 towards Insurance, Freight Rs.400. Mallika met the expenses of Rs.200 for dock dues, Rs.250 for customs duty, Godown rent Rs.500. Mallika sold only 80 i-pads. Calculate the value of closing stock on consignment.

(OR)

b. On 1st January, 2006, Vijay sold goods worth Rs.10,000 to Upendra and drew a Bill on Upendra at 3 months for the amount. Upendra accepted the bill and returned it to Vijay. The bill is dulyhonoured at maturity. Pass the necessary Journal entries in the books of Vijay.

11 a. Srinu purchased Furniture for Rs.50,000. The rate of depreciation is 20% per annum. Prepare the Furniture account for 2 years under Fixed Installment method.

(OR)

b. Srilatha purchased machinery for Rs.75,000. The rate of depreciation is 10% p.a. Prepare machinery a/c for two years under Diminishing Balance Method.

12 a. On 31st May, 2010 Sravan purchased goods worth Rs.18000 on credit from Ravi and accepted a bill drawn upon him by Ravi for 2 months. Ravi sends the Bill to his Bank for collection before the due date. On the due date, the bill was honoured. Journalise the transactions in the books of Ravi.

(OR)

b. Manoj bought goods costing Rs.14000 from Murari on 5th September, 2008. Manoj accepts

the bill drawn on him by Murari for the same amount for 4 months. On the due date, the bill was dishonoured and Murari paid noting charges of Rs.120. Journalise the transactions in the books of Murari .

PART – C

ANSWER EITHER (a) OR (b) IN EACH QUESTION AND EACH QUESTION CARRIES **FIVE** MARKS**.** **4X5=20 M**

13 a. From the following particulars Prepare a Receipts and Payments account of a Sports association:

Cash in hand Rs.1000
Cash at Bank Rs.5000
Subscriptions received Rs.33000
Donations received Rs.2600
Investments purchased Rs.10000
Rent paid Rs.4000
General expenses Rs.2100
Postage and stationery Rs.700
Sundry expenses Rs.300
Salaries Rs.1200
Sports equipment purchased Rs.3000
Closing cash balance Rs.200

(OR)

b. On 31st March 2008, Vamsi Traders purchased a machine for Rs.45,000. On 1st January 2009 another machine was bought for Rs.20,000. Show the machinery account for 4 years charging depreciation @10% p.a. under Fixed Installment method. The books are closed on31st December every year.

14 a.Vasudha of Vizag consigned 100 bales of cloth @ Rs.410 per bale to Vaishnavi ofAdilabad. Vasudhapaid carriage and other expenses of Rs.1100. Vaishnavi sold all the bales for Rs.56,000 and spent sales expenses of Rs.600. Pass journal entries in the books of both the parties.

(OR)

b. Srinivas drew a Bill of exchange on Ramu for Rs.60,000 payable after 5 months on 1st April,2010. Immediately, he endorsed the Bill to his creditor Ramesh . On the due date the Bill was duly honoured. Write necessary Journal entries in the books of all the parties.

15 a. An asset was purchased by Sudha on 1-1-2008 worth Rs.75,000. On 30-6-2009 another asset was purchased worth Rs.20000. The asset purchased on 1-1-2008 was became unsuitable to the firm and it was sold for Rs. 60000 on 31-12-2011. Depreciation is to be charged @ 5% p.a. under straight line method. Show the Asset account assuming the books are closed on 31st December every year.

(OR)

b. On 1st April, 2004 Vishnu purchased a second hand machine for Rs.126000 and spent Rs.24000 for installation charges. Depreciation is charged at 5% p.a under diminishing balance method. On October,2007 the machine was sold for Rs.70000 because it was not useful to the firm.

Show the machine account assuming that the books are closed on 31st March every year.

16 a. On 31st May, 2011 Phanindraboughts goods on credit from Prasad for Rs.24000. On 6th June, 2011 he accepted the bill drawn upon him by Prasad for 2 months for the same amount. Prasad sent the bill immediately to his Banker for collection. On due date the banker informed him that the bill was dishonoured.Journalise the above transactions in the books of both the parties.

(OR)

b. Girija sold goods to Pushpa forRs.5000 and drew a bill of exchange for the same amount on the same day for 3 months. Pushpa accepts the bill and returned it to Girija. Girija discounted the bill with her Bank @ 6% p.a. on the same day. On the due date, the bill was honoured. Pass necessary Journal entries in the books of both the parties.

ENGLISH SHORTHAND

Course Title : English Shorthand	Course Code : 18CCP-303C
Semester : **III**	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 : 6**0 Marks**	SEE : **40 Marks**

Prerequisite: The students should have basic knowledge of English

COURSE OUTCOME	
CO1	Doubling Principle employed and not employed rules
CO2	rules for writing rules for writing Diphones, Medial Semi-circle and Essential Vowels
CO3	Rules for writing Prefixes
CO4	Rules for writing General Contractions & Special Contractions
CO5	Meaning of and rules for writing Suffixes & Terminations
CO6	Rules for writing Precis writingand Figures

Specific Learning Outcomes: Upon completing the course the student will be able to:

1.0 Practise the exercises using the Doubling principle.
1.1. Explain the doubling principle.
1.2. State the limitations of doubling principle.
1.3. Use the doubling principles in Phraseography.

2.0 Practise the exercises using the Diphones to consonants.
1.4. Define diphone.
1.5. Categorise various diphonic signs and their placing.
1.6. Explain the principles of Diphones.

2.0Practise exercises using Medial Semi-circle 'w' to consonants and Essential Vowels.
2.1 Define medial semi-circle 'w'.
2.2 Explain the principles of medial 'w'.
2.1 Categorise the insertion of initial, medial and final vowels
2.2 Practice the exercises covering essential vowels.
2.3 Categorise the various principles in figures and special monetary symbols

3.0 Practise exercises in Prefixes
3.1State the meaning of prefix.
3.2Explain the principles of various prefixes.

4.0 Practise exercises using the General Contractions & Special Contractions .

a. Explain the General contractions.
b. Categorise the use of general contractions.
c. Explain the use of special contractions.
d. Practice the special contractions.
e. Practice the exercises on special contractions

5.0 Practise exercises using the suffixes and terminations and Figures

5.1 State the meaning of suffix.
5.2 Explain the principles of various suffixes.
5.3 Practice exercises covering suffixes.

6.0 Practise of figures and special symbols and précis writing

5.4 Categorise the various principles in figures and special monetary symbols
5.5 Practice exercises covering figures and special symbols.
5.6 Explain the rules of Précis writing
5.7 Practice condensation of passages

COURSE CONTENTS

Unit1- Explanation of Doubling Principle –
Unit 2 – Explanation of principles of writing Diphones, and Medial Semi circles and essential vowels.
Unit 3- Prefixes, meaning and rules for writing prefixes
Unit 4- Rules for writing Contractions – General & Special contractions –
Unit 5- Meaning of Suffixes and Rules for writing suffeixes and terminations
Unit 6 – rules for writing précis writing and figures.

1. Outlines for the words in the Exercises
2. Précis writing
3. Speed Development Exercises - 30WPM ,40 WPM, 50 WPM, 60 WPM

Student Activities:

1. Student visits Library to refer to Manual for the specifications
2. Quiz
3. Group discussion
4. Surprise test
5. Debate
6. Problem solving through discussion
7. Seminar
8. Preparation of Charts
9. Attending Webinars and Video lectures
10. Submission of videos on assigned topics

REFERENCE BOOKS:

1. Shorthand Instructor and Key (Pitman).
2. Shorthand Theory Guide by late Sri G.V.R. Kameswararau 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, Government Polytechnic for Women, Warangal.
6. English Shorthand Speed passage Books published by National Shorthand School, Visakphapatnam

CO / PO MAPPING MATRIX

	COURSE OUTCOME	**CL**	**Linked PO**	**Teaching Hrs**
CO1	Doubling Principle employed and not employed rules	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO2	rules for writing rules for writing Diphones, Medial Semi-circle and Essential Vowels	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO3	Rules for writing Prefixes	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO4	Rules for writing General Contractions & Special Contractions	R/U/A	1,2,3,4,5,6,7,8,9,10	05
CO5	Meaning of and rules for writing Suffixes & Terminations	R/U/A	1,2,3,4,5,6,7,8,9,10	15
CO6	Rules for writing Precis writingand Figures	R/U/A	1,2,3,4,5,6,7,8,9,10	10

MODEL QUESTION PAPERS

MID-EXAM – I - CCP-303C

ENGLISH SHORTHAND SEM-III MODEL QUESTION PAPER

PART – A

Answer all Questions and each question carry One mark. 4X1=4 Marks

1.Define Diphone.

2. Define Medial Semi-circle.

3.List Diphonic signs.

4.Write the outlines for a) Asleep and b) Tasty

PART – B

Answer any two questions and each question carry 03 marks 2x03=06

5.a) Write how doubling principle is used in Phraseography?

OR

b) Write the rules for writing medial "W".

6.a) Write about the position writing of Diphonic vowel signs.

OR

b) State any two rules when Doubling principle is not employed.

PART-C

Answer any two questions and each question carry 05 marks 2x05=10

7.A) Explain how doubling principle is employed?

OR

b) Explain the principles of diphones.

8. a) Explain the principles of Medial 'W'.

OR

b.) Explain the principles of indicating essential vowels.

MID-EXAM – II - SEM-III MODEL QUESTION PAPER –

CCP-303C - ENGLISH SHORTHAND

PART – A

Answer all Questions and each question carry One mark. 4X1=4 Marks

1.State the meaning of prefix.

2. List any two general contractions?

3.Give an example using accommo/accom as prefix.

4. Write outlines for a) Respect b) public

PART – B

Answer any two questions and each question carry 03 marks 2x03=06

5.a) State the rules for using con dot.

OR

b) State the rules for using self- com

6.a) Write outlines for a) retrospect b) Iron-monger c) Post- man

OR

b) Write outlines for a) English b) Whom-so-ever c) Introduce

PART-C

Answer any two questions and each question carry 05 marks 2x05=10

7.a) Explain the principles of writing special monetary symbols.

OR

b) Explain the rules of Precis writing.

8.a) Condense the following passage.

OR

b) Condense the following passage.

MODEL QUESTION FOR III SEMESTER END EXAMINATION.

CCP-303C ENGLISH SHORTHAND

PART – A

Answer all Questions and each question carry One mark. 8X1=8 Marks

1.State the meaning of Doubling Principle.

2.State the meaning of Prefix

3.State the meaning of Suffix.

4.Define Medial Semi-circle.

5.Write outline for a) Friendship.

6.Write outline for b) Management.

7. Write the symbol for writing five hundred dollars.

8.Write the sign for writing a Pound.

PART – B

Answer any **FOUR** questions and each question carries **3** marks **4x3=12**

9.a) State the when doubling principle is not employed?

OR

b) Write outlines for a) coming b) back-yard c) thankings

10.a) Write outlines for a) transfer b)accommodation c) consider

OR

b) Write the symbol for writing 'Million", Pounds and Rupees.

11.a) Write rules for using the suffixes a) LY b) Wart b) Fullness

b) Write outlines for a)Instrumental b) Uselessness c) Leadership.

12. a) Write outline for a) 5 per cent. B) 600 Pounds c) 500 thousand.

b) Explain the rules for writing Precis Writing.

PART – C

Answer any **FOUR** questions and each question carry **05** marks **4x5=20**

13.a) Explain the rules for writing Doubling Principle.

OR

b) Explain the principles of various suffixes.

14. a) Explain the principles for writing various prefixes.

OR

b) Explain the principles of using figures and special monetary symbols with examples.

15.a) Write outline for Backyard with principle.

OR

b) Write the outline for Magnanimity with principle.

16.a) Condense the following passage.

OR

b)Condense the following the passage.

CONCEPTS OF SPREAD SHEETS AND DATABASE

Course Title	: Concepts of Spread Sheets and Database	Course Code	: 18CCP-304C
		Course Group	: Core
Semester	: III	Credits	: 3
Teaching Scheme in Hrs (L:T:P)	: 3:1:0	Total Contact Hours	: 60 Pds
Type of course	: Lecture + Assignments	SEE	: 40 Marks
CIE	: 60 Marks		

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

COURSE OUTCOME	
CO1	Know the features of spread sheet and excel and Identifying various commands, groups, tabs and ribbon layout
CO2	Building up Spread Sheet
CO3	Building up Charts and database in EXCEL
CO4	Understand Data base concepts and Data Base Management in ACCESS
CO5	Printing of a worksheet, Create Forms and Queries in MS-ACCESS
C06	Filters and Create Reports in MS-ACCESS

Course Contents

Unit-1 Introduction to Ms –EXCEL **Duration: 06 hrs**

Introduction to MS-EXCEL- History of spreadsheet software- features of spreadsheet software - features of MS EXCEL - Applications used with Ms-Excel - window description - options in office button- customizing the quick access tool bar. Definitions of term Cell, Current Cell, Cell pointer, Range- tabs and groups of ribbon - layout and their functionality

Unit-2 Building up Spread Sheet **Duration: 08 hrs**

Building up Spread Sheet- EXCEL - Edit the contents of the cell-Format the number, text in the cells-Change the width and height of the cells-Definition of the formula- operators used in the formula-different types of function-Enter formulae with functions- Jump to different work books- Import worksheet from different workbooks- printing of a worksheet.

Unit-3 Building up Charts and database in EXCEL **Duration: 08hrs**

Different types of charts - create chart-formatting features of charts- printing chart-features of data management-definition of Criteria range- criteria and extract the data- features of Forms in EXCEL-creation of a Form.

Unit-4 Data base concepts and Data Base Management in ACCESS **Duration: 08 hrs**

Definition of Data, information, Database- Entity, Attribute, Record, Table, Field, Row, RDBMS - Objects/components of MS ACCESS- features of the objects/components of MS ACCESS-Creation of a database –creation of table using design view –define primary key-entering of data into the table-viewing of data from the table

Unit-5 Printing of a work sheet, Forms and Queries in MS-ACCESS Duration: 15 hrs

Printing of a Table - Create forms using form tool, Forms Wizard and Custom Form - Adding new records through Form - Navigating and searching using Form- printing of forms – Define a query - Types of queries- Creation of different types of queries-print query filters -

Unit-6 Filters and Reports in MS-ACCESS Duration: 15 hrs

Define filter – Different types of filters - Filter by selection - Filter by form - Advance filter - Reports in MS-ACCESS- Define reports- Uses of a reports - different methods of reports-types of views- Creation of reports using labels/blank report/report wizard - create custom reports- Printing of reports

Specific Learning Outcomes

1.0 Know the evolution of spreadsheet software.

1.1 Explain the history of spreadsheet software.
1.2 Explain the features of spreadsheet software.
1.3 Explain the features of MSEXCEL.
1.4 List the applications used with MSEXCEL.
1.5 Describe the EXCEL window.
1.6 List the options in office button.
1.7 List the steps to customizing the quick access tool bar.
1.8 Define the term Cell, Current Cell, Cell pointer, Range.
1.9 Describe tabs and groups of ribbon layout and their functionality.

2.0. Understand building of a spreadsheet.

1.1 Explain procedure to Edit the contents of the cell
1.2 Explain procedure to format the numbers in the cells
1.3 Explain procedure to Format the text in the cells
1.4 Explain procedure to Change the width of the cells
1.5 Explain procedure to Change the height of the cells
1.6 Define a formula.
1.7 List the operators used in the formula
1.8 List the different types of functions
1.9 Explain procedure to Enter formulae with functions
1.10 Explain procedure to jump to different work books.
1.11 Explain procedure to import worksheet from different workbooks
1.12 Explain the procedure for printing of a worksheet

3.0 Understand the creation of charts and database management features

3.1 List the different types of charts
3.2 Explain the procedure to create a graph
3.3 Explain the formatting features of chart.
3.4 Explain the procedure for printing a chart
3.5 Explain the features of data management.
3.6 Define Criteria range.
3.7 Explain the procedure for writing criteria and extract the data.
3.8 Explain the features of Forms in EXCEL.
3.9 Explain the procedure for creating a Form.

4.0 Understand about database Concepts and database management in MS Access.

4.1 Define Data, information, Database.
4.2 Explain the terms Entity, Attribute, Record, Table, Field, and Row.
4.3 Define RDBMS.
4.4 List the objects/components of MS ACCESS.
4.5 Explain the features of the objects/components of MS ACCESS.
4.6 Explain the procedure to create a database
4.7 Explain the procedure to create a table using design view / data sheet view
4.8 Define primary key.
4.9 Explain entering of data into the table.
4.10 Explain viewing of data from the table.

5.0 Understand printing of worksheet, access forms and queries.

5.1 Define printing
5.2 List and explain the options of print window
5.3 Explain the procedures to choosing a print area
5.4 explain the procedure to print active sheet
5.5 Explain the features of print preview
5.6 Explain the procedure to print a selection
5.7 Explain the procedure to create forms using Access form tool
5.8 Explain procedure for creating a Form using Forms Wizard.
5.9 Explain the procedure for creating a Custom Form.
5.10 Explain procedure for adding new records through Form.
5.11 Explain procedure for navigating and searching using Form.
5.12 Define a query.
5.13 List types of queries.
5.14 Explain procedure for creation of different types of queries.

6.0 Understand Filters and access reports.

6.1 Define a filter.
6.2 List the different types of filters in ACCESS.
6.3 Explain Filter by Selection.
6.4 Explain Filter by Form.
6.5 Explain advance filter
6.6 Define reports
6.7 List the Uses of reports
6.8 List the different methods of reports
6.9 Explain the Different types of views
6.10 Explain the procedure to Creation of reports using labels/blank report/report wizard
6.11 Explain the procedure to create custom reports
6.12 Explain the procedure for Printing of reports

Suggested Student Activities

1. Student prepare excel worksheets
2. Student will use different formulas and functions to calculate
3. Create graphs/charts
4. Create data base in access

RECOMMENDED BOOKS:

1. MS Office, BPB Publications.
2. Rapidex computer course, Rapidex publications

Student E-Learning references

1. **https://www.tutorialspoint.com/excel**
2. http://www.online-tech-tips.com

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Know the features of spread sheet and excel and Identifying various commands, groups, tabs and ribbon layout	R/U/A	1,2,3,4,5,6,7,8,9,10	6
CO2	Building up Spread Sheet	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO3	Building up Charts and database in EXCEL	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO4	Understand Data base concepts and Data Base Management in ACCESS	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO5	Printing of a worksheet, Create Forms and Queries in MS-ACCESS	R/U/A	1,2,3,4,5,6,7,8,9,10	15
CO6	Filters and Create Reports in MS-ACCESS	R/U/A	1,2,3,4,5,6,7,8,9,10	15

MODEL PAPER OF MID SEM- I EXAM

TIME: 1 hr **MARKS: 20**

PART-A **4 x 1 = 4**

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. Define the term cell.

2. List any four applications used with MSEXCEL.

3. Define a formula.

4. List any four types of functions.

PART – B **2 x 3 = 6**

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

5(a) Define the following :-

i) Current Cell ii) Cell Pointer iii) Range

(or)

5(b) List any three options in office button.

6(a) Write steps to edit the contents of the cell.

(or)

6(b) List any three operators used in the formula.

PART – C **2 x 5 = 10**

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS.

7(a) Draw the Excel window and label the parts.

(or)

7(b) Explain the features of MSEXCEL.

8(a) Explain the procedure to format the text in the cells.

(or)

8(b) Explain the procedure for printing of a worksheet.

MODEL PAPER OF MID SEM- II EXAM

TIME: 1 hr **MARKS : 20**

PART-A **4 x 1 = 4**

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. List any four types of chart.

2. Define criteria range.

3. Define Database.

4. Define RDBMS.

PART – B **2 x 3 = 6**

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

5(a) Write the steps for printing of a chart.

(or)

5(b) List any three features of data management.

6(a) Define the following terms :-

i) Table ii) Field iii) Row

(or)

6(b) List any three components of MS ACCESS.

PART – C **2 x 5 = 10**

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS.

7(a) Explain the formatting features of chart.

(or)

7(b) Explain the procedure for creating a Form.

8(a) Explain the procedure to create a database.

(or)

8(b) Explain the procedure to create a table using data sheet view.

MODEL PAPER OF END SEMESTER EXAM

TIME: 2 hr **MARKS : 40**

PART-A **8 x 1 = 8**

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. Define the term computer.

2. List any three hardware components of a computer.

3. Define Computer Network.

4. Define Window explorer.

5. List any two options of start menu.

6. Define a shortcut.

7. List any two computer networks.

8. Define Web site.

PART – B 4 x 3 = 12

ANSWER ANY FOUR QUESTIONS. EACH QUESTION CARRIES THREE MARKS.

9(a) List any three areas where computers are used.

(or)

9(b) Define Hardware, Software and Firmware.

10(a) List any three functions of keyboard.

(or)

10(b) Define Search Engine, Protocol, I/P address

11(a) Write steps for sending files/folders to the recycle bin.

(or)

11(b) List any three uses of calculator.

12(a) List any three uses of Email.

(or)

12(b) List any three harmful effects of internet.

PART – C 4 x 5 = 20

ANSWER ANY FOUR QUESTIONS. EACH QUESTION CARRIES FIVE MARKS.

13(a) Write about any five capabilities of computers.

(or)

13(b) Explain the functions of any five options of the start menu.

14 (a) Explain the different generations of computers.

(or)

14(b) Explain any five difference between LAN and WAN.

15(a) Explain procedure for changing the date and time.

(or)

15(b) Explain the procedure for file creation using Notepad/Wordpad.

16(a) Explain the procedure to send and receive E-mail.

(or)

16(b) Explain the uses of Computer Network.

BUSINESS STATISTICS

Course Title	: **BUSINESS**	Course Code	: 18CCP-305C
STATISTICS		Course Group	: **Core**
Semester	: III	Credits	: **3**
Teaching Scheme in Hrs (L:T:P)	: **3:1:0**	Total Contact Hours	: **60 Pds**
Type of course	**: Lecture + Assignments**	SEE	: **40 Marks**
CIE	: 6**0 Marks**		

Prerequisite: The students should have basic knowledge of General Mathematics

COURSE OUTCOME	
CO1	Know how to present huge data in a simple way of graphs
CO2	Able to know various measures of central tendency and able to calculate arithmetic mean, geometric mean &harmonic mean.
CO3	Able to calculate Median, Mode,Quartiles for open-end data.
CO4	Can be able to understand various measures of dispersion.and Able to compare data and finalize the best with the help of Standard deviation , Coefficient of variation and Skewness
CO5	Can be able to understand Correlation and able to calculate Correlation Co-efficient ,Rank Correlation Co-efficient
CO6	Can be able to understand Regression Analysis and able to calculate Regression Lines

Course Contents

Unit-I : INTRODUCTION TO STATISTICS: Duration: 08Hr

Meaning, definition, functions, importance and limitations of Statistics –Frequency distribution – tabulation - diagram and graphic presentation of data.

Unit-II : MEASURES OF CENTRAL TENDENCY- I Duration:12Hr
Measures of Central Tendency – types of Averages- Arithmetic Mean, Geometric Mean, Harmonic Mean, Median, Mode, quartiles - Properties of averages and their application- Calculation of Arithmetic Mean, Geometric Mean, Harmonic Mean for the given data

Unit-III : Unit-II : MEASURES OF CENTRAL TENDENCY- II Duration:10Hr

Measures of Central Tendency - Median – Mode-Calculation of Median,Mode, Quartiles, Deciles and Percentiles for the given data.

Unit-IV : MEASURES OF DISPERSION Duration:10Hr
Meaning, definitions, objectives of dispersion – different measures of dispersion - Range - Quartile Deviation – Mean Deviation - Standard Deviation – Co-efficient of variation – Calculation of Range, Quartile Deviation, Mean Deviation for the given data

Unit-V CORRELATION CO-EFFICIENT Duration:12Hr

CORRELATION CO-EFFICIENT -Meaning, definition and uses of Correlation – types of correlation - Karl Pearson's Coefficient of Correlation, Probable Error – Spearman's Rank correlation

– Calculation of Karl Pearson's Coefficient of Correlation and Spearman's Rank Correlation for the given data

Unit-VI : REGRESSION ANALYSIS **Duration:08Hr**

REGRESSION ANALYSIS- Meaning and utility of Regression Analysis – comparison between Correlation and Regression – Regression Equations – Regression Coefficients – Computation of Regression Equations for the given data and estimate the value with the help of regression equations

Note: Except Part A, all questions are of problems only.

RECOMMENDED BOOKS:

1. Business Statistics: C R Reddy Deep publications, New Delhi.
2. Statistics - Problems and solutions: V.K.Kapoor
3. Statistical Methods – S PGupta
4. Fundamentals of Statistics – S.C.Gupta
5. Statistics – Theory, Methods and Applications – D.C Sanchetia& V.K. Kapoor

Specific Learning Outcomes: Upon completing the course the student will be able to:

1.0 1.0 Understand the concepts of Statistics-Classification of Data

1.1. Define Statistics
1.2. Explain the functions of Statistics
1.3. Explain the importance of Statistics
1.4. List out the limitations of Statistics.
1.5. State the methods of collection of data
1.6. Explain the sources of primary data
1.7. State the sources of secondary data
1.8. Explain the need for classification of data.
1.9. Explain the important guide lines for the tabulation of data.
1.10. Prepare a table with class interval and frequency distribution from a given individual Observations.
1.11. List out the types of graphs to represent the data.
1.12. Choose the appropriate graph for a given data.
1.13. Represent the data given in the form of a graph.

2.0 Understand the Measures of Central Tendency I

2.1. List out the various measures of central tendency.
2.2. Explain the uses of Averages.
2.3. Explain the merits and demerits of Arithmetic Mean.
2.4. Calculate Arithmetic Mean for individual observations.
2.5. Calculate Arithmetic Mean for discrete series of data under direct method and short cut method.
2.6. Calculate Arithmetic Mean for continuous series of data under direct method and deviation method.
2.7. Explain the merits and demerits of Geometric Mean.
2.8. Explain the merits and demerits of Harmonic Mean.
2.9. Calculate Geometric Mean for individual observations.
2.10. Calculate Geometric Mean for discrete series and continuous series.
2.11. Calculate Harmonic Mean for individual observations and discrete series.
2.12. Calculate Harmonic Mean for continuous series of data.

3.0 Understand the Measures of Central Tendency II

3.1. Explain the uses of Median.
3.2. Calculate Median for individual series of data.

3.3. Calculate Median for discrete series.
3.4. Calculate Median for continuous series.
3.5. Explain the uses of Mode.
3.6. Calculate Mode for individual series of data.
3.7. Calculate Mode for discrete series.
3.8. Calculate Mode for continuous series.
3.9. Meaning of Quartiles.
3.10. Meaning of Deciles.
3.11. Meaning of Percentiles.
3.12. Know the formulae for Quartiles, Deciles and Percentiles under different series
3.13. Calculate Quartiles, Deciles and Percentiles for the given data

4.0 Understand the concepts of Measures of Dispersion

4.1. Explain the meaning of Dispersion.
4.2. List out the various Measures of Dispersion.
4.3. Calculate Range & Coefficient of Range for different types of data.
4.4. Calculate Quartile Deviation and it's co-efficient for different types of data.
4.5. Calculate Mean Deviation and it's co-efficient for different types of data.
4.6. Calculate Standard Deviation, Coefficient of Variation for the given data

5.0 Understand the measures of Correlation

5.1. Explain the meaning and definition of Correlation.
5.2. Explain the uses of Correlation.
5.3. List out the various types of Correlation.
5.4. Mention the methods of Correlation (Graphic & Algebraic)
5.5. Explain the meaning of Probable error.
5.6. Calculate Karl Pearson's Correlation coefficient and Probable Error for the given data
5.7. Calculate Spearman's Rank Correlation coefficient (when Ranks are given, when Ranks are NOT given, when Ranks are Equal)

6.0 Understand the concepts of Regression Analysis

6.1. Define Regression Analysis.
6.2. Explain the meaning and utility of Regression Analysis.
6.3. Differentiate between Correlation and Regression.
6.4. Explain the concept of Regression Equations.
6.5. Solve the Regression equation for a given data.
6.6. Calculate Regression coefficients for the given data.
6.7. Interpret the Regression coefficients and estimate the value of variable with the help of regression equations.

Suggested Student Activities

1. Student visits Library to refer various available books
2. Quiz
3. Group discussion
4. Surprise test

Suggested E-Learning references

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

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Know presenting of huge data in a simple way of graphs	R/U/A	1,2,3,4,5,6,7,8,9,10	6
CO2	Able to know various measures of central tendency and calculate arithmetic mean, geometric mean &harmonic mean.	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO3	Able to calculate Median, Mode,Quartiles for open-end data.	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO4	understand various measures of dispersion.and compare data and finalize the best with the help of Standard deviation , Coefficient of variation and Skewness	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO5	able to understand Correlation and able to calculate Correlation Co-efficient ,Rank Correlation Co-efficient	R/U/A	1,2,3,4,5,6,7,8,9,10	15
CO6	able to understand Regression Analysis and calculate Regression Lines	R/U/A	1,2,3,4,5,6,7,8,9,10	15

Model papers

18CCP-305C **MID SEM 1** BUSINESS STATISTICS

Time: 1 hour Marks: 20

PART A 4 X 1 = 4 marks

Instructions: Answer all questions, each question carries one mark. Answers should not be more than 1/4th page.

1. Define Statistics.
2. State the limitations of Statistics.
3. State the measures of Central Tendency.
4. Find Arithmetic Mean for the data 45,85,64,72,30.

PART B 2 X 3 = 6 marks

Instructions: Answer all questions and each question carries three marks. Answers should not be more than one page.

5 (a) Present the following in a pie chart:

Name of the expenditure	Education	House Rent	Miscellaneous	Household expenses
Amount in thousands	12	10	8	20

OR

(b) Represent the following in bar graph:

year	1976	1986	1996	2006	2016
Population in millions	58	72	85	112	128

6 (a) Calculate Arithmetic Mean from the following:

X	10	20	30	40
F	5	12	18	2

OR

(b) Calculate Hormonic Mean from the following:

.

X	10	20	30	40
F	8	22	10	5

PART C 2 X 5 = 10 marks

Instructions: Answer all questions and each question carries five marks. Answers should not be more than one page.

7 (a) Explain the importance of Statistics.

.

OR

(b) Explain the sources of Primary data.

.

8 (a) Calculate Arithmetic Mean from the following information:

Marks	0-10	10-20	20-30	30-40	40-50	50-60
No. of students	8	16	34	24	12	5

. OR

(b) Calculate Geometric Mean from the following data:

x	0-10	10-20	20-30	30-40	40-50	50-60
f	12	16	45	24	18	8

.

18CCP-305C **MID SEM II** BUSINESS STATISTICS

Time: 1 hour Marks: 20

PART A 4 X 1 = 4 marks

Instructions: Answer all questions, each question carries one mark. Answers should not be more than 1/4th page.

1. List the measures of Dispersion.
2. Calculate Range and Coefficient of Range from the following data:

Wages	0-10	10-20	20-30	30-40	40-50
workers	3	28	45	12	7

3. Given Lower Quartile = 36 and upper quartile = 84, compute quartile deviation and coefficient of Quartile Deviation.
4. Give Standard Deviation = 3.485 and Arithmetic Mean = 38 fine Coefficient of Variation.

PART B 2 X 3 = 6 marks

Instructions: Answer all questions and each question carries three marks. Answers should not be more than one page.

5. a) Compute Median from the information 8, 3, 45, 26, 97, 34, 56, 13, 14.

OR

,

b) find Mode from the data of ten students shoe size is given as 3, 5.5, 4, 5.5, 4, 2, 4, 4.5, 3, 3.5, 4, 1

6. a) Compute Mean deviation from Median for the following information:

X	10	20	30	40
f	4	6	3	2

OR

b) Calculate Mode from the following information:

X	0-20	20-40	40-60	60-80
f	125	456	987	159

PART C

Instructions: Answer all questions and each question carries five marks. Answers should not be more than one page. 02 X 5=10M

7.a) Calculate Median from the following:

Marks	Less than 10	Less than 20	Less than 30	Less than 40	Less than 50	Less than 60	Less than 70
No. of students	4	16	34	56	66	74	80

OR

b) Calculate Mode by Grouping Table:

X	0-10	10-20	20-30	30-40	40-50	50-60
f	12	18	30	31	8	2

8. a) Calculate Quartile Deviation and Coefficient of Correlation from the following data:

CI	0-20	20-40	40-60	60-80	80-100	100-120
frequency	25	48	60	78	34	18

OR

b) Calculate Standard Deviation from the following:

X	10	20	30	40
f	4	6	3	2

18CCP –305C

BOARD DIPLOMA EXAMINATIONS (C-18)
DCCP – THIRD SEMESTER **END EXAMINATION**
BUSINESS STATISTICS

Time : 2 hours. Total Marks: 40

PART – A

Note : Answer all questions. Each question carries ONE mark.
The length of the answer shall not exceed ¼ of page. 8 X 1=8M

1. Define Statistics.
2. Find Arithmetic mean for the data 25, 63, 108, 75, 45, 56, 78, 95, 12, 84..
3. Define Correlation.
4. List the measures of Central Tendency.
5. State different types of Correlation.
6. State the merits of Correlation.
7. Define Regression.
8. State the merits of Regression Analysis.

PART – B

Note : Answer the following questions. Each question carries 3 marks.
The length of the answer shall not exceed 1 page. 4 X 3 = 12M

9. (a) From the following draw appropriate chart:

Marks	0-10	10-20	20-30	30-40	40-50
No. of students	35	54	78	32	18

(OR)

(b) Calculate Rank Correlation from the following data:

X	123	456	789	741	852
y	963	159	753	357	951

10. a) Calculate Range and Coefficient of Range from the following data:

Wages	0-10	10-20	20-30	30-40	40-50
workers	3	28	45	12	7

(OR)

(b) Estimate the value of X when Y is 54 for the given regression equation of X on Y ie. X = 0.548 Y + 36

11. (a) Calculate Probable Error when r = 0.459 and N = 10.

(OR)

(b) Calculate Rank correlation from the following ranks given by two judges;

participants	A	B	C	D	E
Judge 1	5	3	1	2	4
Judge 2	3	2	5	1	4

12. (a) From the following prepare two regression equations:

X	4	6	8	3
Y	1	5	2	3

(OR)

(b) Compute Correlation Coefficient when bxy = 0.548 and byx = 0.785

PART – C

Note : Answer the following questions. Each question carries 5 marks.
The length of the answer shall not exceed 2 pages. 4 X 5 = 20

13. (a) Compute Arithmetic Mean from the following data:

X	0-10	10-20	20-30	30-40	40-50	50-60	60-70
f	3	16	34	22	12	7	2

(OR)

(b) Compute Rank Correlation from the data given below:

X	25	64	25	54	96	72
Y	45	58	30	30	30	24

14. (a) Calculate Median, Quartiles from the following data:

Marks	Less than 10	Less than 20	Less than 30	Less than 40	Less than 50	Less than 60
No. of Students	6	24	56	84	96	100

(OR)

(b) Compute two Regression Equations from the following data:

Advt. expenses in crores	25	40	60	30	75
Sales in crores	235	385	456	284	620

15. (a) Calculate Karl Pearson's Coefficient Correlation from the following:

Height	63	28	45	65	15
Weight	96	32	82	74	25

(OR)

(b) Calculate Spearman's Rank Correlation from the following marks allotted by the two judges in a beauty contest of six competitors:

	A	B	C	D	E	F
Judge 1	159	753	456	456	123	852
Judge 2	123	951	123	123	753	123

16. (a) From the following information compute

i) Two regression equations

ii) estimate the value of X when Y = 68

iii) estimate the value of Y when X = 52

X	12	25	18	7
Y	5	12	15	10

(OR)

(b)

PARTICULARS	X SERIES	Y SERIES
Arithmetic Mean	18	100
Standard Deviation	14	20
Correlation coefficient	0.8	

Find i) Two regression equations

ii) Find the most probable value of Y when X = 70

iii) Find the most probable value of X when Y = 90

iv) If the regression coefficients are 0.8 and 0.6, what will be the value of coefficient correlation?

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ENGLISH SHORTHAND – 60 WORDS PER MINUTE

Course Title	: English Shorthand (60 WPM)	Course Code	: 18CCP-306P
Semester	: III	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 OUTCOME

CO1	Understand Doubling principle and practicing exercises
CO2	Understand Diphonic vowel sounds and writing relevant exercises
CO3	knowing the concepts of \prefixes and Suffixes and practiciing relevant exercises
CO4	understand Essential Vowels placing them for consonants
CO5	Understand General Contractions and Special consonants and practice of relevant exercises
CO6	Understand rules for Precis writing and practice of précis writing

Specific Learning Outcomes: Upon completing the course the student will be able to:

1.0. Practise the exercises using the Doubling principle.

1.1. Practice of passages from Doubling Principle (@ 30WPM)
1.2. Practice of dictation of text book exercises at 20, 30, and 40 rates.
1.3 Practice of transcription from English to Shorthand and from Shorthand to English

2.0 Practise the exercises using the Diphones to consonants.

2.1. Practice of passages from Diphones (@ 30WPM)
2.2. Practice of dictation of text book exercises at 20, 30, and 40 rates.
a. Practice of transcription from English to Shorthand and from Shorthand to English
b. Categorise various diphonic signs and their placing.
c. Explain the principles of Diphones.

3.0 Practise exercises using Prefixes suffixes

3.1. Practice of passages from Prefixes (@ 30WPM)
3.2. Practice of dictation of text book exercises at 20, 30, and 40 rates.
3.3 Practice of transcription from English to Shorthand and from Shorthand to English
3.4 Categorise different prefixes and their placing.
3.5 Practise exercises using the suffixes and terminations
3.6 Practice text books exercises covering suffixes.
3.7 Practice of dictation of text book exercises at 20, 30, and 40 rates.
3.8 Practice of transcription from English to Shorthand and from Shorthand to English
3.9 Categorise different suffixes and their placing

4.0 Indicate the essential vowels to consonants

4.1 Practice the insertion of initial, medial and final vowels
4.2 Practice the exercises covering essential vowels.
4.3 Practice the various principles in figures and special monetary symbols.
4.4 Practice exercises covering figures and special symbols.

5.0 Practise exercises using the General Contractions, Special contractions and figures.

5.1 Practice the General contractions
5.2 Practice the use of special contractions.
5.3 Practice the use of special contractions.
5.4 Practice the special contractions.
5.5 Practice the exercises on special contractions & figures

6.0 Practise Précis Writing
6.1 practice the rules of Précis writing
6.2 Practice condensation of passages
6.3 Write outlines for the word
6.4 Practice outlines from the exercises.
6.5 Speed Practice
6.6 Practice of speeds @ 30, 40, 50 and 60 wpm

COURSE CONTENTS

1. Doubling Principle – Diphones, Medial Semi-circle – Prefixes, Suffixes and terminations – Contractions – General & Special contractions – Figures and Essential Vowels
2. Outlines for the words in the Exercises
3. Précis writing
4. Speed Development Exercises - 30 WPM ,40 WPM, 50 WPM, 60 WPM

Reference Books

1.Shorthand Instructor and Key (Pitman).

2.Shorthand Theory Guide by late Sri G.V.R. Kameswararau 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, Government Polytechnic for Women, Warangal.

5.English Shorthand Speed passage Books published by National Shorthand School, Visakphapatnam

Suggested Student activities:

1. Student visits Library to refer to Manual for the specifications
2. Quiz
3. Group discussion
4. Surprise test
5. Debate
6. Problem solving through discussion
7. Seminar
8. Preparation of Charts
9. Attending Webinars and Video lectures
10. Submission of videos on assigned topics

Suggested E-Learning references

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

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO 1	Understand Doubling principle and practicing exercises	R/U/A	1,2,3,4,5,6,7,8,9,10	6
CO 2	Understand Diphonic vowel sounds and writing relevant exercises	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO 3	knowing the concepts of \prefixes and Suffixes and practiciing relevant exercises	R/U/A	1,2,3,4,5,6,7,8,9,10	8

CO 4	understand Essential Vowels placing them for consonants	R/U/ A	1,2,3,4,5,6,7,8,9, 10	8
CO 5	Understand General Contractions and Special consonants and practice of relevant exercises	R/U/ A	1,2,3,4,5,6,7,8,9, 10	15
CO 6	Understand rules for Precis writing and practice of précis writing	R/U/ A	1,2,3,4,5,6,7,8,9, 10	15

Model question paper

MID I CCP-306P ENGLISH SHORTHAND

Time: 1 Hour **Marks:20**

Answer any two questions and each question carry 10 marks.

1.Write shorthand outlines for the following:
05 marks

a. anger

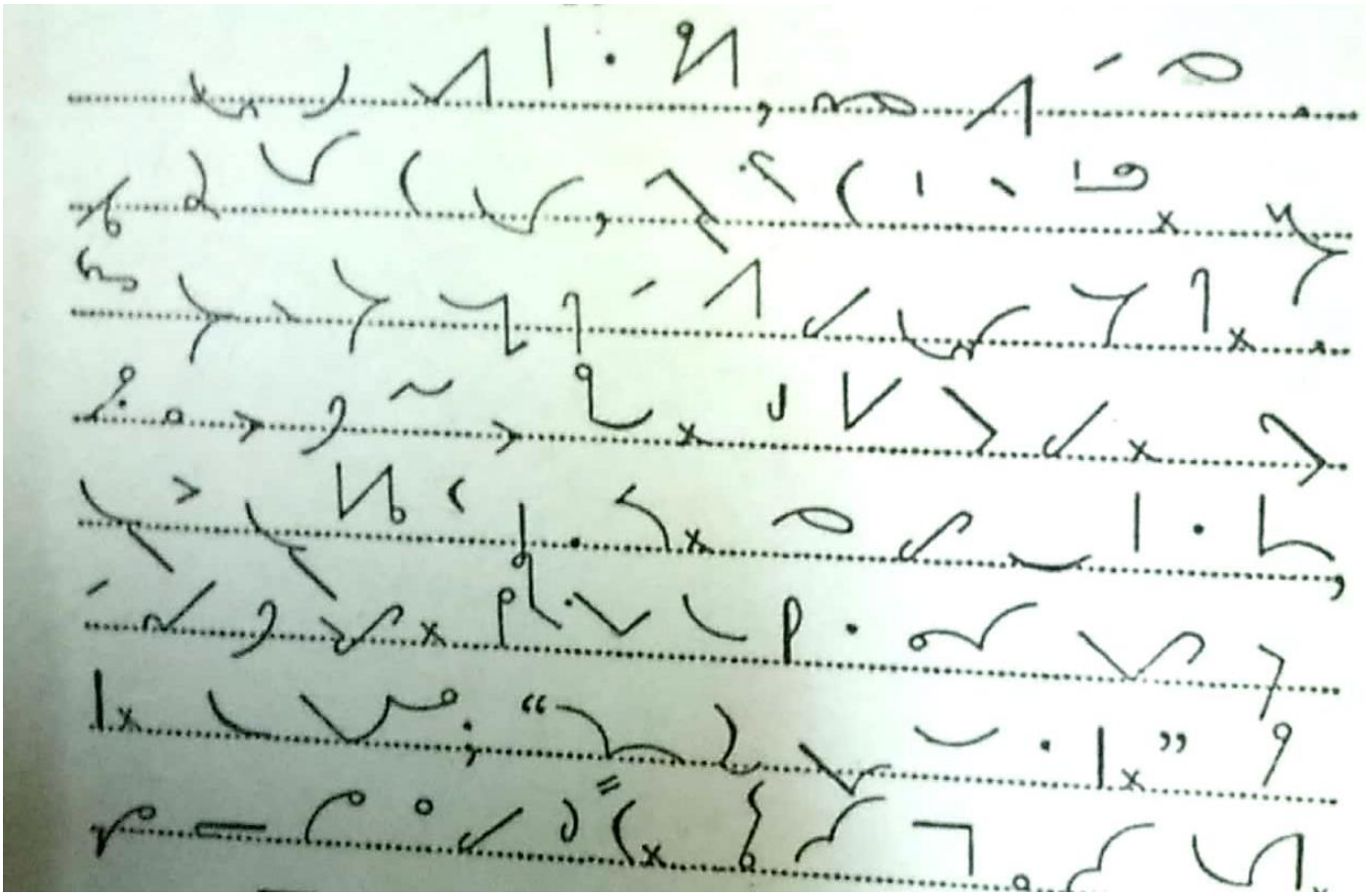
b. painter

c. creation

d. Jewel

e. weaken

2.Transcribe the following passage in English.
10 marks



3.Write the following passage in shorthand. **05 Marks**

We thank you for your letter of last week, and we are asking Mr. Srinivas to look into the matter forthwith. We hope that the flow of water into the workings may dwindle away with the advent of the dry weather, and that the trouble may cease off itself. In any case, you may rely upon us to do all that we can to stop the nuisance in question. WE have already told our engineer to make close enquiry into the matter, and we thank you again for the kindly way in which you have warned us of the possible laws both to ourselves and to you.

Model question paper

MID II CCP-306P ENGLISH SHORTHAND

Time: 1 Hour **Marks:20**

Answer any two questions and each question carry 10 marks.

1.Write shorthand outlines for the following: 05 marks

a. Incomplete

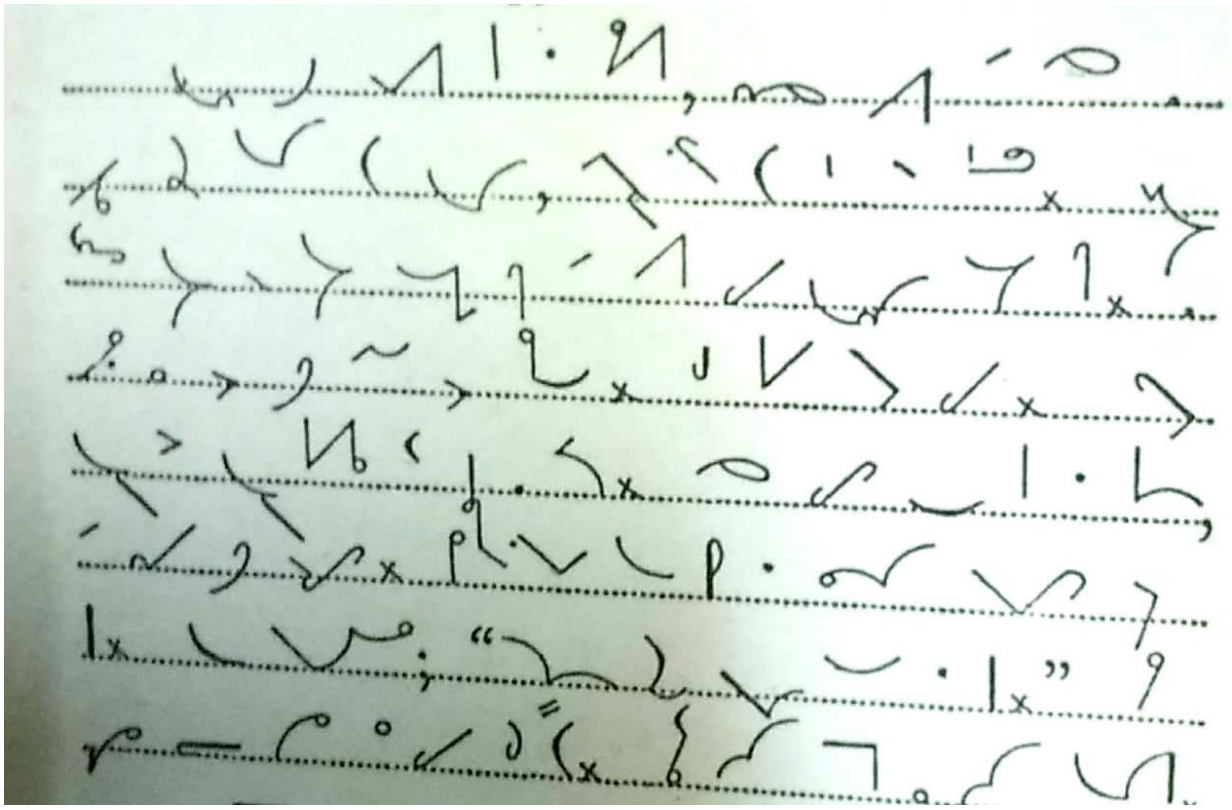
b. Selfishness

c. Commerce

d. Calling

e. recognize

2.Transcribe the following passage in English 10 marks



3.Write the following passage in shorthand. 05 Marks

I cannot quite understand how you came to act as you did in the court today, nor how you could put the case against that child with such particular course missing no opportunity that you were able to seize to make the poor child appear guilty of the theft. You may say that without the evidence of the gentleman whose verse was taken and without the statements of the other gentlemen who said they saw the child put her hand in to the old gentleman's pocket, there would certainly have been no case for the juiry.

Model question paper

CCP-306P END EXAMINATION

Time: 1 Hour **Marks:40**

1.Write shorthand outlines for the following: **10 marks**

A. Flattery

b. Winter

c. Obey

d. Quality

e. Self-made

f. conflict

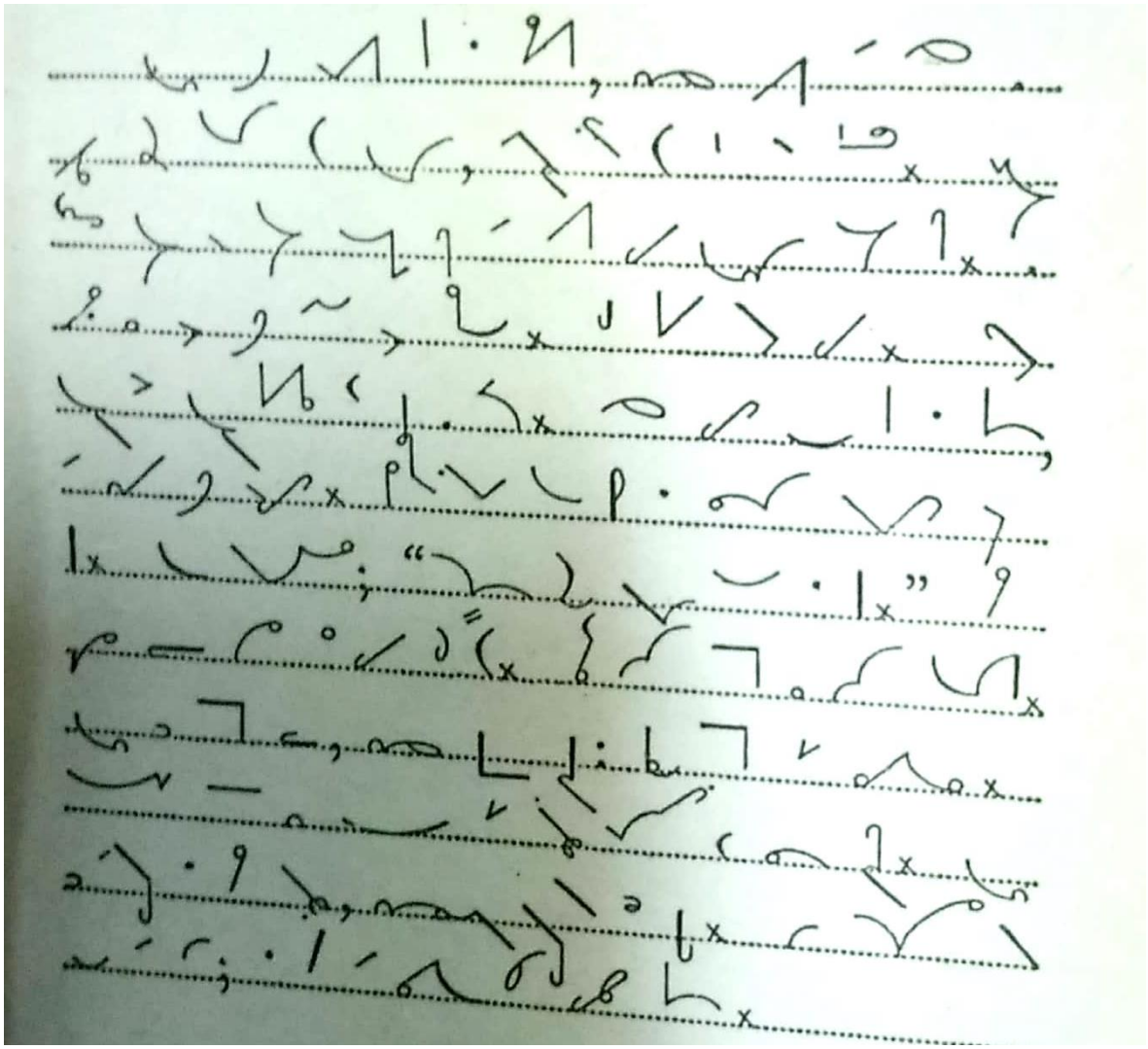
g. sentiment

h. director

i. prompt

j. production

2.Transcribe the following passage in English. (give a passage of 10 lines for transcription)- 15 marks



3.Write the following passage in shorthand. **15 Marks**

In dealing with the charge against the prisoner the metropolitan magistrate passed the maximum sentence after a close cross examination of the offender, and after several witnesses had been cross examined, and despite the fact that the prisoner's action had been governed by financial troubles over which he had no control. The magistrate is a man of wide tastes, and is one of the prime movers in our agricultural show, and he is regarded as an authority on most matters relating to the land. His model farm is a splendid example of scientific farming and it is a source of amazement to the farmers in the district who are mostly satisfied with seeking for the best results by empherical methods.

ENGLISH TYPEWRITING – SPEED (45 WORDS PER MINUTE)

Course Title : **English Typewriting –Speed (45 wpm)**	Course Code : 18CCP-307P
	Course Group : Core
	Credits : 1.5
Semester : III	Total Contact Hours : 45 Pds
Teaching Scheme in Hrs (L:T:P) : 1:0:2	SEE : 40 Marks
Type of course : Lecture + Assignments	
CIE :60 marks	

Pre-requisite : The students should have basic knowledge of Typewriting Keyboard

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 40, & 45 w.p.m. – Practice of speed test at various rates – Speed spurt drills. End Exam at 45 w.p.m.

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

Note : Examination will be conducted on par with SBTET pattern i.e. Speed @45wpm for 10 minutes.**The question paper is to be issued by the SBTET, TS**

RECOMMENDED BOOKS:

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

Suggested Learning Outcomes

1.0 Type printed matter accurately at 35 wpm.

1.1. Drill the speed parts at varying speeds on typewriter or computer.
1.2. Drill the difficult words.
1.3. Reproduce the printed matter and Examination question papers into typed matter accurately.
1.4 Repeat the typing of printed matter with accuracy at 35 wpm.

2.0 Type the printed matter at 40 wpm accurately.

2.1. Practice typing at 30 wpm and more
2.2. Drill the difficult and lengthy words
2.3. Reproduce the printed matter and Examination question papers at 40wpm accurately.
2.4. Repeat the typing of printed matter with accuracy at40 wpm.

3.0 Type the printed matter at 45 wpm accurately.

3.1 Practice of Higher Grade Question Papers typing at 45 wpm and more
3.2 Drill the lengthy and difficult words.
3.3 Reproduce the printed matter (Higher Grade question papers) at 45 wpm accurately.

COURSE CONTENTS

1. Practice of running matter selected from exercises – Accuracy and speed tests.
2. Practice of running matter – Examination Question Papers – Accuracy and speed
3. Practice at 35, 40, 45 words per minute.
4. Practice of running matter – Examination Question papers – Accuracy and speed
5. Tests at 45 wpm. End examination at 45 wpm.(Five Depressions of key are treated as one word).

Suggested Student Activities

1. Student visits Library to refer to Manual for typing of manuscripts.
2. Students prepare charts for different types of communication letters and Govt. orders
3. Surprise test
4. To improve reading skills
5. Spellings correction and drilling exercises
6. Take dictation in shorthand and transcribe the same on typewriter
7. Learn typing in computer software.
8. Reading of different manuscripts
9. Prepare posters for knowing different abbreviations
10. Learn typewriting mechanism and ribbon replacement for machines

Student E-Learning reference

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

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	

MODEL QUESTION PAPERS

MID I

CCP-307P III SEMESTER EXAMINATION

Time: 10 Minutes Marks: 20

The Automobile industry has been passing through extremely difficult phase on account of a sharp decline in off take of heavy and medium commercial vehicles, light commercial vehicles, passenger cars. The increase in end prices as a result of the drastic devaluation of the rupee and upward adjustments in selling prices for indigenous raw materials and higher import and excise duties and interest rates have discouraged seriously fresh purchases. A pick up in exports of vehicles as well as components could not offset the drop in sales in the domestic market and the working results of even the efficient auto units may not be satisfactory if immediate measures are not adopted for lowering prices through adjustments in duties and special incentives for boosting exports.

The automobile and ancillary industries however, are net foreign exchange earners as export of components particularly have been increasing in volume. It will not, therefore, be justifiable to discourage demand for different types of auto units due to fears of a pronounced growth in demand for petroleum products. The Continuing development of the road transport industry is vital for ensuring expeditious handling to an increasing volume of passenger and freight traffic even with railways improving their operating efficiency.

MODEL QUESTION PAPERS

MID II

CCP-307P III SEMESTER EXAMINATION

Time: 10 Minutes Marks: 20

The Automobile industry has been passing through extremely difficult phase on account of a sharp decline in off take of heavy and medium commercial vehicles, light commercial vehicles, passenger cars. The increase in end prices as a result of the drastic devaluation of the rupee and upward adjustments in selling prices for indigenous raw materials and higher import and excise duties and interest rates have discouraged seriously fresh purchases. A pick up in exports of vehicles as well as components could not offset the drop in sales in the domestic market and the working results of even the efficient auto units may not be satisfactory if immediate measures are not adopted for lowering prices through adjustments in duties and special incentives for boosting exports.

The automobile and ancillary industries however, are net foreign exchange earners as export of components particularly have been increasing in volume. It will not, therefore, be justifiable to discourage demand for different types of auto units due to fears of a pronounced growth in demand for petroleum products. The Continuing development of the road transport industry is vital for ensuring expeditious handling to an increasing volume of passenger and freight traffic even with railways improving their operating efficiency. There has, of course, to be a saving fuel consumption through the adoption of modern technologies and replacement of overaged vehicles with fuel efficient units. But tis process will be added only if there is no exaggeration in end prices on account of high import and excise duties.

The recessionary trends could be successfully combated only if duties could be lowered significantly, as stated above, and there has also a retreat from dearer money. Otherwise, many medium-sized and small units may turn sick while the bigger producers will be seriously handicapped with lower sales and profitability at a time.

CCP-307P III SEMESTER **END EXAMINATION**

Time: 10 Minutes Marks: 40

A man learns from the company of great thoughts, inspiration of great ideals, examples of great achievements and consolation of great failures, The people he meets, the places he visits, the books he reads and the situation and circumstances, through which he passes, all leave an impact and an opportunity to learn and widen his horizon of knowledge, provided he keeps his eyes and ears open and alert.

In a garden one will observe that the trees full of fruits, are all bowing down, while the trees without fruits and standing erect. For an observer who is receptive, it will impress that empty vessels only make much sound; the full ones are silent. Men full of wisdom are humble and bow in humility, which is a great human quality and one who possesses it is held in reverence by the society.

I was unhappy without shoes till I saw a man without legs. This clearly indicates that happiness is not in your possession, but it is purely state of mind. A man without anything could be a happy man and that a man with all the possessions, could be unhappy and miserable. It conveys and reminds a greedy man that what he is running after, is within himself. Facts are to the mind, what food is to the body. The wisest in counsel, the ablest in debate and the most agreeable companion in human life, is the man who has assimilated to his understanding the greatest number of facts, enlarging and accelerating his knowledge. Once knowledge is gained, it will put one in the select quality and one who possesses it is quality and one who possesses it will also give courage determination to explore those fields which have been left untouched.

If we unroll the pages of history, we will come across many eminent men and women, who have gone against the current yet by sheer intellect, industry and integrity proved their worth and changed the current to their side. Samuel had adverse criticism from the press and Congress but today the click of the telegraph is heard the world over. Goodyear was booed by everyone except his wife as he worked for eleven years on Vulcanizing rubber. Today, without it we will be immobilized.

Let everyone be receptive. Knowledge will flow into him and elevate him to the high pedestal making life more meaningful and purposeful.

ENGLISH TYPEWRITING – MANUSCRIPT – HIGHER GRADE

Course Title	**: English Typewriting-Manuscript-HIGHER GRADE**	Course Code	: 18CCP-308P
Semester	: III	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 1:0:2	Credits	: 1.5
Type of course	: Lecture + Assignments	Total Contact Hours	: 45 Pds
CIE	: 60 Marks	SEE	: 40 Marks

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

COURSE OUTCOME	
CO1	Practice from typing manuscripts with Simple abbreviations Official Letter/Business Letter.
CO2	Govt. Order/Memorandum/Notification/Judgment
CO3	Income & Expenditure Statement, Balance Sheet, Profit & Loss Account/Receipts & Payments Account.

COURSE CONTENTS

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

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

Unit-II: Government Orders **Duration: 15 hrs**

Practice Government Correspondence like Government Order and Government Memorandum.

Unit-III: Statement **Duration: 20 hrs**

Practice from typing manuscripts with Simple abbreviations Income & Expenditure Statement, Balance Sheet, Profit & Loss Account/Receipts & Payments Account.

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

NOTE: The question paper is to be issued by the SBTET, TS

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.

Specific Learning Outcomes: Upon completing the course the student will be able to :

1.0 Practice Official Letters And Business Letters (120 Words) (600Strokes) .

1.1. Define official letter and Business letter.
1.2 Give format of an official letter and business letter.
1.3 Amplify the abbreviations in an official letter and business letter.
1.4 Practice of typing official letter and business letter from examination papers.

2.0 Type A G.O./Memorandum/Notification/Judgement (140Words) (700 Strokes)

2.1 Practice Government Order.
2.2 Practice Memorandum
2.3 Explain a notification and judgement
2.4 Draw the layout of a notification
2.5 Draw the layout of a judgement.
2.6 Practice typing a notification and judgement accurately.

3.0 Type Income & Expenditure Statement, Balance Sheet, Profit & Loss Account / Receipts & Payments Account. (140 words) (700 strokes) (40 marks)

3.1 Practice Income & Expenditure Statement
3.2 Practice Balance Sheet
3.3 Practice Profit & Loss Account
3.4 Practice Receipts & Payments Account

Suggested Student Activities

1. Student visits Library to refer to Manual for typing of manuscripts.
2. Students prepare charts for different types of communication letters and Govt. orders
3. Surprise test
4. To improve reading skills
5. Spellings correction and drilling exercises
6. Take dictation in shorthand and transcribe the same on typewriter
7. Learn typing in computer software.
8. Reading of different manuscripts
9. Prepare posters for knowing different abbreviations
10. Learn typewriting mechanism and ribbon replacement for machines

Student E-Learning reference

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

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Practice from typing manuscripts with simple abbreviations – Practice of simple business, professional letter, Application for situation letter from manuscript.	R/U	1,2,3,6,7,8,9,10	10
CO2	Practice Government Correspondence like Government Order and Government Memorandum.	R/U/A	1,2,3,6,7,8,9,10	15
CO3	Practice from typing manuscripts with Simple abbreviations Income & Expenditure Statement, Balance Sheet, Profit & Loss Account/Receipts & Payments Account.			20

Model Question Papers

Mid Sem-I

Duration: 1 Hour Marks:20

Telephone: 232234. Telegrams:- "WORKBOO
From Himalaya Book Stores, Plot No. 24, Ho
Puri, New Delhi - 110023. Lr. No. 38
Cal-2017. dtd. 31st July, 2017. to / Prop
Radiant Book Depot, Hyd. (Abids,)

D/S, We r in receipt of yr. lr. of
Enquiry, We thank you very much, we hv. bn.
dealing with Text-books and Practical
records of Medl., Pharmacy and Engg.
Courses. // We are willing to offer you
in trgs. ~~twenty~~ per cent on books discount a
instruments like Mini Drafters, Calcul
Dissection Boxes and drawing boxes
We will dispatch / goods promptly.

Yours truly,
for Himalaya.

Sales Manager.

Mid Sem-II

Duration: 1 Hour Marks:10

1. Type the following in proper format.

Telephone: 232234. Telegrams:- "WORK Bo
From Himalaya Book Stores, Plot No. 24, H
Puri, New Delhi - 110023. Lr. No. 3
Cal-2017. dtd. 31st July, 2017. to / Pro
Radiant Book Depot, Hyd. (Abids)

D/S, We r in receipt of yr. lr. of
Enquiry, We thank you very much, we hv. bn.
dealing with Text-books and Practical
records of Medl., Pharmacy and Engg.
Courses. // We are willing to offer you
in trgs. (twenty) per cent on books discount a
instruments like mini Drafters, Calcul
Dissection Boxes and drawing boxes
We will dispatch / goods promptly.

(X) your

Yours truly,
for Himalaya
Sales Manager.

2. Type the following GO in proper format
Marks:10

All Caps // Govt. of Telangana, Abstract.
Public Services - Posting of Collector & Distt. Magistrates in new Distts. - Orders - Issued.

G.A.D. Go.Ms.No. 49, Dated 10th Oct' 2016.

ORDER The Govt of Telangana has decided to make a administrative machinery progressive with the formations of new distts and monitoring of Policies and programs w.e.f. 11th October, 2016. // Ms. Savettra Mohanthy, IAS, Sub Collector, Medak is posted as Collector and Distt. Magistrate, Wanaparthy. The Officer will assume office to make arrangements for the new distts. formation of

(By order etc)

RAJIV SHARMA, IAS
Chief Secy. to Govt.

To
All Concerned.

END EXAMINATION

Duration: 1 Hour Marks:40

1. Type the following in proper format. Marks:10

Telephone: 232234. Telegrams:- "WORKBo
From Himalaya Book Stores, Plot No. 24, Ha
Puri, New Delhi - 110023. Lr. NO. 38
Cat - 2017. dtd. 31st July, 2017. to / Prop
Radiant Book Depot, Hyd. Abids,

D/S, We r in receipt of yr. lr. of
enquiry, we thank (X) very much, we hv. bn.
dealing with Text books and practical
records of Medl., Pharmacy and Engg.
Courses. // We are willing to offer you
in frigs. ~~twenty~~ per cent on books discount a
instruments like Mini Drafters, Calcul
Dissection Boxes and drawing boxes
We will dispatch / goods promptly.

Yours truly,
for Himalaya
Sales Manager.

(X) you

2. Type the following GO in proper format
Marks:15

All Cadres // Govt. of Telangana, Abstract.
Public Services - Posting of Collector & Distt. Magistrates in new Distts. - Orders - Issued.

G.A.D. Go.Ms.No. 49, Dated 10th Oct 2016.

ORDER The Govt of Telangana has decided to make a administrative machinery progressive with the formation of new distts and monitoring of Policies and programs w.e.f. 11th October, 2016. // Ms. Savetha Mohanthy IAS, Sub Collector, Medak is posted as Collector and Distt. Magistrate, Wanaparthy. The Officer will assume office to make arrangements for the new distts. formation of

(By order etc)

RAJIV SHARMA, IAS,
Chief Secy. to Govt.

To
All Concerned.

3. Type the following in proper format.
Marks:15

all Caps / Jayabharath Seeds Industries, Khamma

B/S as on 30th June, 2017

Liabilities	Rs.	Assets	Rs.
Issued Capital	12,00,000	Investments	2,25,000
Capital Reserve	5,00,000	B/R	75,000
Sundry Creditors	4,00,000	Sundry Debtors	2,00,000
B/P	1,00,000	Bldgs.	11,00,000
Reserve fund	2,00,000	Furniture	2,20,500
Bank loan	67,303	Patents	33,200
O/S expenses	32,697	Cash @ Bank	6,17,970
		Cash in hand	22,330
Total	25,00,000	Total	25,00,000

Auditors' Report

This is to certify that the b/s has been audited by us with the books of accounts and the data obtained. we certify th. the above b/s gives a correct view of/ company.

Kodada
9-8-2017.

Rama & Vani
Auditors.

SPREAD SHEET AND DATABASE LAB

Course Title	: Spread Sheet and Database Lab	Course Code	: 18CCP-309P
		Course Group	: Core
Semester	: III	Credits	: 3
Teaching Scheme in Hrs (L:T:P)	: 1:0:2	Total Contact Hours	: 45 Pds
Type of course	: Lecture + Assignments	SEE	: 40 Marks
CIE	: 60 Marks		

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

COURSE OUTCOME

C01	Building Worksheet & Charts In Ms-Excel
C02	Database Management In Excel And Printing Of Worksheet
C03	Creating Database, Tables, Forms And Queries In Ms-Access
C04	Creating Access Reports & Printing Of Access Tables, Forms And Reports
	TOTAL

Course Contents

Unit-I Building Worksheet & Charts in MS-Excel **Duration: 10 hrs**

Building Worksheets – Building Charts

Unit-II Database Management & Printing in Ms-Excel **Duration: 10 hrs**

Database management in Excel- Printing EXCEL Worksheet

Unit-III Creating Database, Tables, Queries and Forms **Duration: 15 hrs**

Creating Table, Viewing(ACCESS) – Creating Forms – Creating Queries and Viewing Database

Unit-IV Creating Access Reports & Printing of Access Tables, Forms and Reports

Duration: 10 hrs

Creating of ACCESS Reports – Printing of ACCESS Tables, Forms, Reports

Specific Learning Outcomes

1.0 Building Worksheets & Charts in MS-Excel

1.1 Start EXCEL from the start
1.2 Identify the various parts of the window.
1.3 Identify the tabs and groups in ribbon layout
1.4 Identify and customizing the quick access toolbar
1.5 Identify the office button and commands of the drop down menu.
1.6 Practice loading of the existing worksheet or create a new worksheet.
1.7 Practice entering into the worksheet.
1.8 Practice formatting the cells.

1.9 Practice formatting the texts in the cells.
1.10 Practice changing the height and width of the cells.
1.11 Practice freezing the rows, columns.
1.12 Practice splitting the screens.
1.13 Enter formulas into the cells.
1.14 Enter formulas with built in functions.
1.15 Create a range name for the cells for group operations.
1.16 Create graph for the data in the worksheet.

2.0 **Database Management & Printing in Ms-Excel**

2.1 Practice database management facilities in the EXCEL.
2.2 Printing worksheet in Ms-Excel

3.0 Creating Database, Tables, Queries and Forms

3.1 Practice loading Ms Access from the start menu.
3.2 Create a database table using Database Wizard.
3.3 Enter data into the table.
3.4 Edit data in the table.
3.5 View data from the database.
3.6 Design a query.
3.7 View data using the query.
3.8 Demonstrate creating Forms.
3.9 View the database through Forms.
3.10 Practice navigating through the database through Forms.
3.11 Practice creating Custom Form using Forms Wizard.

4.0 **Creating Access Reports & Printing**

4.1 Practice creating Reports using the Report Wizard.
4.2 Practice printing the tables, forms and reports.

EXERCISES

1. Create and save a new work book in Excel
2. Operating Mouse to selecting tabs, groups, cells, group of cells
3. Entering Data into Worksheet
4. Editing of Worksheet
5. Formatting the text in the cells
6. Formatting the numbers in the cells.
7. Changing the height and width of cells.
8. Freezing Titles, splitting screen
9. Enter formulae for calculation in the cells.
10. Copying the formula over a range of cells.
11. Inserting built-in functions in to the cells.
12. Create graphs for the data using Chart Wizard.
13. Practice Data Forms in Excel.
14. Printing of worksheet
15. Creating Tables using wizard in Access
16. Creating Tables using Design View in Access.
17. Entering Data into tables

18. Viewing the data in table.
19. Creating a new query using wizard.
20. Creating a new query using design view.
21. Viewing the data using a Select Query.
22. Updating the data in table using Update Query.
23. Linking two Tables on Relational Aspect.
24. Create forms using Form Wizard.
25. Create reports using Report Wizard.
26. Printing the tables, forms and reports

Student activities

S.No	Name of the experiment	Objectives	Key Competencies
1	Create and save a new work book in Excel	Know the features of spreadsheet software.	Observe the no .of rows, no. of columns, no. of worksheets
2	Entering data into workbook	Understand entering column headings and data into cells	Observe row address, column address, cells.
3	Editing data of Worksheet	Modifying, deleting, copying, moving data in worksheet	Observe fill handle for filling series
4	Formatting the text in the cells	Applying font formatting, alignments to text	Use text orientation
5	Formatting number in cells	Formatting number in different styles.	
6	Formatting cells	Formatting cell borders	Know to apply border for required side for cell
7	Copying format of cell along with data format.	Use format menu	Use format painter tool
8	Changing the height and width of cells.	Use format menu	Use mouse pointer to drag the cell.
9	Freezing Titles, splitting screen	Use view menu	Observe freezing both top row and first column
10	Enter formulae for calculation in the cells.	Know to create various formulae according to need.	Make totals by different ways.
11	Copying the formula over a range of cells.	Know different cell references- relative, absolute, mixed	using paste special, Copy the formula
12	Inserting built-in functions in to the cells.	Use formulae menu	Learn frequently used functions in various categories.
13	Create graphs for the data using Chart Wizard.	Use insert menu	Select appropriate chart depending on data
14	Format graphs/charts in Excel.	Format graphs	Learn how to change type of chart
15	Printing of worksheet , chart	Know various options of printing	Learn how to print a specific selection of worksheet Learn how to print a chart
16	Creating database in Access	Create and save database in MS-Access	
17	Creating Tables using data sheet view.	Create Tables using data sheet view.	Using different data types
18	Creating Tables using Design View in Access.	Create Tables using Design View in Access.	Using different data types and Primary Key

19	Entering Data into tables.	Enter data in corresponding fields	Different methods of data entry in tables.
20	Viewing the data in table.	View data in the table	
21	Viewing the data using select Query	Select required fields from table	Create calculated field
22	Creating a new query using design view.	Enter criteria for required fields.	
23	Creating a new query using wizard.	Create a new query using wizard.	
24	Updating the data in table using Update Query	Use Update query	Learn about Aappend query Delete query
25	Linking two Tables on Relational Aspect.	Link up two or more tables. Use select query to take data from more than one table.	Use primary key
26	Create forms using form/custom form/Form Wizard.	Create Autoform, Form in design view Using form wizard	Different types of forms
27	Create reports using labels/custom report/Report Wizard.	Create using labels, Report in design view Using report wizard	Different types of reports
28	Printing the tables, forms and reports.	Observe options of print menu	

Suggested Student Activities

1. Student prepare excel worksheets
2. Student will use different formulas and functions to calculate
3. Create graphs/charts
4. Create data base in access
5. Create Tables, Queries, Forms & Reports
6. Printing the tables, forms and reports
7. Quiz
8. Group discussion
9. Surprise Test

RECOMMENDED BOOKS:

1. Teach yourself Office 2007 for Windows – Coray Sandler, Tom Badgett, Jan Weingarten, BPB Publications.
2. The ABC s of MS Office 2007– Guy Hard-Davis, BPB Publications.
3. Working in MS Office - Ran Mansfield, Tata McGraw Hill Publications.

Student E-Learning reference

1. https://www.tutorialspoint.com/excel
2. https://www.tutorialspoint.com/access/index.htm

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Building Worksheet	A	1,2,3,6,7,8,9,10	12
CO2	Building Charts in Excel	A	1,2,3,6,7,8,9,10	8
CO3	Data Base Management in Excel	A	1,2,3,6,7,8,9,10	7
CO4	Creating Database, Table, Forms, Queries in Access	A	1,2,3,6,7,8,9,10	13
C05	Reports in Access & Printing	A	1,2,3,6,7,8,9,10	5

MODEL PAPER OF **MID SEM- I** EXAM

18CCP-309P SPREAD SHEET AND DATA BASE LAB

TIME: 1 hr MARKS: 20

ANSWER ANY ONE QUESTION. EACH QUESTION CARRIES TWENTY MARKS.

20 x 1 = 20

1. Write procedure to open Excel window and Draw and label the parts in Excel window.
2. Draw and Write about groups and commands under Formulas tab under the ribbon in MS-Excel.
3. Write procedure to format the text in the cells.
4. Write procedure to enter formulas with built in functions.
5. Write procedure for creating chart in MS-excel.
6. Write Procedure for formatting numbers in MS-Excel.
7. Write procedure for writing criteria and extract the data.
8. Write procedure for printing of a worksheet.
9. Write procedure for formatting of chart in Ms-excel.
10. Write procedure to jump to different workbooks & import worksheet from different workbook.

MODEL PAPER OF **MID SEM- II** EXAM

TIME: 1 hr MARKS : 20

ANSWER ANY ONE QUESTION. EACH QUESTION CARRIES TWENTY MARKS.

20 x 1 = 20

1. Write procedure to create a database.
2. Write procedure to create a table using design view.
3. Write procedure to create form using forms wizard.
4. Write procedure for creating reports using report wizard.
5. Write procedure for creating a Custom Form.
6. Write the procedure to create custom reports.

7. Write the procedure to print active sheet.

8. Write the procedure for Printing of reports.

9. Draw and explain the groups and commands in create tab under ribbon in Ms access.

10. Write the procedure for creating Filter by form.

MODEL PAPER OF **END SEMESTER** EXAM

TIME: 2hr

MARKS : 40

ANSWER ANY ONE QUESTION. EACH QUESTION CARRIES TWENTY MARKS.
20 x 1 = 20

1. Write procedure to open Excel window and Draw and label the parts in Excel window.

2. Draw and Write about groups and commands under Formulas tab under the ribbon in MS-Excel.

3. Write procedure to enter formulas with built in functions.

4. Write procedure for creating chart in MS-excel.

5. Write procedure for writing criteria and extract the data.

6. Write procedure to create a database.

7. Draw and explain the groups and commands in create tab under ribbon in Ms access.

8. Write procedure to create a table using design view.

9. Write procedure for creating a Custom Form.

10. Write the procedure to create custom reports.

Record book :- 10 marks Viva-voce:- 10 marks

INCOME TAX PRACTICE

Course Title	: **Income Tax practice**	Course Code	: 18CCP-310P
Semester	: **III**	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**

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

COURSE OUTCOME

CO1	Introduction to Income Tax – Direct & Indirect Taxes – Definitions
CO2	Income from Salary – Exemptions – Computation of Salary Income
CO3	Income from House Property – Exemptions – Computation of House Property
CO4	Filing of Income Tax Returns by Individuals – Relevant Forms – PAN, Challans, Form 16 / 16A, ITR-1, ITR-2

Course contents:

Specific Learning Outcomes: Upon the completion the student will be able to:

1.0 Introduction to Income Tax – Direct & Indirect Taxes – Definitions

1.1 Introduction to Indian Taxation System – Direct & Indirect Taxes
1.2 Overview of Direct Taxes
1.3 Overview of Income Tax Act and Finance Act
1.4 List Sources of Income – Different Types
1.5 Income Tax Basic concepts / definitions pertaining to "Income from Salaries" and "Income from House Property" – Income, Residential Status, Incidence of Tax of an individual, Assessment Year, Previous Year, Agricultural Income, Incomes Exempt from Tax, Gross Total Income, Tax on Total Income, Net Tax
1.6 PAN, TAN, Tax evasion Vs. Tax avoidance

2.0 Income from Salary – Exemptions

2.0 Income from Salary – Meaning of Salary, Allowances, Perquisites, Profits in lieu of Salary and their treatment.
2.1 Explain Deductions from Salary Income including HRA, Professional Tax
2.2 Explain Computations of Salary Income
2.3 Problems on Computation of Salary Income under the Head "Income from Salaries"

3.0 **Computation of Salary Income**

3.1 Explain Qualified Savings and Provident Funds U/s 80C, 80D, 80G – CMRF, PMRF, National Institutions, Housing Loan Interest and Educational Loan Interest, NPS u/s 80 CCD (1) & 80 CCD (1B) of income Tax Act, 1961

3.2 Briefly explain Income from Other Sources like Bank Interest, Dividends

4.0 Income from House Property – Exemptions – Computation of House Property

4.0 Income from House Property – Meaning
4.1 Explain Annual Value, Let-out House, Self-occupied House, Deemed to be Let-out House, Deemed Ownership Co-ownership, Unrealised Rent
4.2 Explain relevant Deductions from Annual Value

5.0 Computation of Income from House Property

5.1 Computation of Income from House Property

5.2 Explain how Income from Salary, Income from House Property and Income from Other Sources treated with respect to Gross Salary

6 Filing of Income Tax Returns by Individuals – Relevant Forms – PAN, Challans, Form 16 / 16A, ITR-1, ITR-2

6.1 List out various Procedures for filing of Income Tax Returns by Individuals

6.2 Explain how to obtain PAN and relevant form

6.3 Challan No. STNS280 for Depositing Income Tax

6.4 FORM 16 / 16A – Filling of Application for FORM 16 and relevant rules for issuing.4.4 filing of ITR-1, ITR-2 – Online and Offline (limited to Demonstration and Questions may be given only on usage of ITR-1, ITR-2 and not on the procedure for filing online and offline)

SUGGESTED READINGS

1. Student guide to Income tax: Singhania - Taxman publications
2. Elements of Income tax: Gaur and Narang - Kalyani publications
3. Elements of income tax: P.V.Ramana Rao, A.Sudhakar – National publishing
4. Taxation: H.Prem raja - Sri Hamsrala publications.
5. Practicals in Taxation: H.Prem raja - Sri Hamsrala publications.

E-learning references:

1. https://www. Incometaxindia.gov.in
2. https://www.commlabindia.in
3. https://www.veertutorial.com

MODEL QUESTION PAPERS

18CCP-310P – INCOME TAX PRACTICE

MID SEM – I

TIME: ONE HOUR MARKS: 20 MARKS

ANSWER ANY TWO QUESTIONS FROM THE FOLLOWING (Choosing atleast any one from 8, 9, 10):

1. Explain overview of Income Tax Act
2. Explain the basic concepts: a) Income, b) Residential status, c) Assessment Year
3. Explain the basic concepts: a) Financial Year, b) Agricultural Income, c) Previous Year
4. Explain the importance of PAN and TAN
5. Explain the terms Tax evasion and Tax avoidance
6. Explain the head "Income from Salaries".
7. Explain the following concepts:
    a. Salary
    b. HRA
    c. Professional Tax
8. Compute the Salary Income from the following Data including HRA Deduction allowed:

a. Basic Salary	Rs. 45,000/-
b. HRA	@ 20% of Basic
c. Allowances	Rs. 3,000/-
d. Professional Tax	Rs. 1,500/-
e. Dearness Allowance	@ 35% of Basic
f. Standard Deduction	Rs. 40,000/-

9. Compute the Salary Income from the following Data including HRA Deduction allowed:

a. Basic	Rs. 25,000/-
b. HRA	@ 25% of Basic
c. Allowances	Rs. 6,000/-
d. Professional Tax	Rs. 1,000/-
e. Entertainment Allowance	Rs. 2,000/-
f. Dearness Allowance	@ 35% of Basic

10. Compute the Salary Income from the following Data including HRA Deduction allowed:

a. Basic	Rs. 70,000/-
b. HRA	@ 30% of Basic
c. Allowances	Rs. 15,000/-
d. Professional Tax	Rs. 2,000/-
e. Entertainment Allowance	Rs. 6,000/-
f. Dearness Allowance	@ 55% of Basic

RUBRICS - STUDENTS ACTIVITIES FOR SKILL UPGRADATION FOR THIRD SEMESTER

I SWATCH BHARATH

METHODOLOGY FOR CONDUCTING SWATCH BHARATH

1. The teacher will allot any premises (lab/classrooms etc.) of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Swatch Bharath.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.

II HARITHA HARAM

METHODOLOGY FOR CONDUCTING SWATCH BHARATH

1. The teacher will allot any premises (trimming of plants, planting saplings and taking care of the existing plants) of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Haritha haram.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.

III NSS/NCC ACTIVITIES

METHODOLOGY FOR CONDUCTING NSS/NCC activities

1. The teacher will conduct programmes like (Blood Donation Camp, Health Check up or eye camp) in the nearby villages of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out NSS/NCC activities.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The teacher should provide tips to accept feedback in a constructive and considerate way.

IV ROLE PLAY

METHODOLOGY FOR CONDUCTING ROLE PLAY:

1. The teacher will provide guidance to the students on the topic of the role play given of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Role Play.
3. The students should ask to show interest with others and work effectively with them to involve in their respective roles.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.

V Debate – the following are few topics given and the teacher can select any other current and relevant topic of her/his choice

1. Rain forests help in maintaining the earth's echo system
2. Electronic Media Vs Print Media
3. Multinational Corporations – are they devils in disguise?
4. Advertising is a waste of resources.
5. Privatization will lead to less corruption.

METHODOLOGY FOR CONDUCTING DEBATE

1. The teacher will allot a topic for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out group discussion.
3. The teacher should provide tips to accept feedback in a constructive and considerate way and how to handle frustrations in group, while debating.
4. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.
5. The teacher should fix up the time duration for initiating and conducting the activity.

VI QUIZ

METHODOLOGY FOR CONDUCTING QUIZ

1. The teacher will conduct quiz programmes dividing the students into groups on concerned subjects.

2. The teacher should give instructions and rules on conduct of quiz.
3. The students should ask to show interest and compete with other groups enthusiastically.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The teacher will act as Quiz Master.

VII TEAM BUILDING/GROUP DISCUSSION/SEMINARS– the following are few topics given and the teacher can select any other current and relevant topic of her/his choice

1. Freedom of press should exist.
2. India needs a strong dictator.
3. Quality is a myth in India.
4. If you are not a part of the solution you are part of the problem.
5. A room without books is a body without soul.

METHODOLOGY FOR CONDUCTING GROUP DISCUSSION/TEAM BUILDING/SEMINARS

1. The teacher will allot a topic for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out group discussion.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should provide tips to accept feedback in a constructive and considerate way and how to handle frustrations in group, while discussion.
5. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.
6. The teacher should fix up the time duration for initiating and conducting the activity.
7. Documentation to be produced for validation-hand written documents on minutes of discussion, description of the topic discussed – record the few minutes of the discussion by small device.

VIII Guest Lecturers:

To be organized from any two of the following areas Experts/ Professionals from different field/industries are invited to deliver lecturers at least TWO sessions in a semester. The topics may be selected by the teacher /industry expert to develop required skills.

1. Pollution control
2. Fire fighting/ Safety Precautions and First aids
3. Computer opportunities
4. Career opportunities

5. Yoga Meditation
6. Aids awareness and health awareness
7. Office Environment
8. Interview Techniques
9. Environmental pollution and control
10. Total Quality Management

Method for conducting Guest Lectures

1. The teacher should fix up the date for guest lecture
2. The HOD of the department should chair the event
3. The students of class allowed to participate in the session
4. Watch the talk and make the brief hand written report on the guest lecture delivered by each student as a part of Team work
5. Make Audio/visual record of the guest lecture by using any smart devices
6. Opportunity should be provided for students for live interaction with experts and record it on any one smart device.

IX Industrial Visits

Structured industrial visits be arranged and report of the same shall be submitted by the individual student, to form a part of the term work. Following are the suggested types of Industries/ fields.

a. Public sector enterprises
b. State government undertaking
c. Public limited companies
d. Private limited companies
e. Individual ownership organisations
f. Local Garment industries
g. Paper mills
h. Sugar mills
i. Dairy Industry
j. Agriculture
k. Education and Training Institutions
l. Banks
m. IT companies
n. MNCs
o. State and Central Government Offices
p. Any small and Medium Enterprises

METHODOLOGY FOR CONDUCTING FOR INDUSTRIAL VISITS

1. The subject teacher has liberty to visit nearby Organisation/Industry of local vicinity with prior approval of Higher Authorities.

2. Arrange the nearby visit and prepare a report of the visit including details of observations made, details of visit should be mentioned with date, place etc.

X Individual Assignments

The students will perform ANY ONE of the following activities individually

1. Collecting data relating to Banking and financial Institutions
2. Study of stock market functioning
3. Packing materials-Packing material analysis
4. Advertisement and its impact
5. Advertisement Media
6. Training methods for new employees
7. Training methods for existing employees
8. Supply chain management
9. Distribution channels
10. Collection and drafting of Import documents
11. Collection and drafting of Export Documents
12. Logistics services

Methodology for conducting Individual Assignments:

1. The teacher will assign a topic for individual student; give sufficient time to complete the task. Ask the student to submit an hand written report
2. The teacher should conduct any one specified life skill activity with local placement cell of the institute.
3. The student should present his /her experiences in a class and make report.

XI Life skills

1. Conduct aptitude , general knowledge test, IQ test, Solve Puzzles
2. Set the goal for personal development
3. Develop good habits to overcome stress

Methodology for conducting activity

1. The teacher will assign a topic for individual student; give sufficient time to complete the task. Ask the student to submit an hand written report

2. The teacher should conduct any one specified life skill activity with local placement cell of the institute.

3. The student should present his /her experiences in a class and make report.

XII Information search and Data Collection: – the following are few suggested topics given and the teacher can select any other current and relevant topic of her/his choice

1. Online Suppliers of consumer products
2. Agencies for maintenance of Home appliances
3. NGO,s promoting Self employment in your city
4. Précis writing /condensation of passages.
5. State of Employment in India

Methodology for conducting Graded activities.

1. The student should individually select the topic, and search the information related to topic.
2. The report is strictly hand written document to have knowledge of precise writing and report making based on data collection
3. Carry out class room presentation.

EVALUATION CRITERIA FOR SKILL UPGRADATION (RUBRICS)

Dimension	Excellent	Good	Satisfactory	Improving	unsatisfactory
	5	4	3	2	1
Collection of data	Collects all information relevant to the topic	Collects basic information relevant to the topic	Collects limited information relevant to the topic	Collects very little information	Does not collect any information
Team spirit	Performs all duties assigned very enthusiastically	Performs his duties	Performs very little	Performs but unreliable	Does not perform anything
Sharing views	Confidently taking the responsibility in completing the task	Takes the responsibility	Performs very little	Unable to express his views	No response
Overall presentation & Attentiveness	Always attentive and ready to speak on all points	Attentive and has sufficient points	Trying his/her best to present	Showing interest	Unable to present and shows very little interest