DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE

I 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-101F	Basic English	3	1	0	60	3	20	20	20	40	14	100	35
2	18CCP-102C	Book-keeping	3	1	0	60	3	20	20	20	40	14	100	35
3	18CCP 103C*	Basics of Phonography	3	1	0	60	3	0	0	0	100	45	100	45
4	18CCP-104C	Business Organisation	3	1	0	60	3	20	20	20	40	14	100	35
5	18CCP-105F	Fundamentals of Information Technology	3	1	0	60	3	20	20	20	40	14	100	35
6	18CCP-106P	Phonography Lab	1	0	2	45	1.5	20	20	20	40	20	100	50
7	18CCP-107P	English Typewriting - Speed (25 wpm)	1	0	2	45	1.5	20	20	20	40	20	100	50
8	18CCP-108P	English Typewriting (Manuscript)	1	0	2	45	1.5	20	20	20	40	20	100	50
9	18CCP-109P	Fundamentals of Information Technology Lab	1	0	2	45	1.5	20	20	20	40	20	100	50
10	18CCP-110P	English Language Lab	1	0	2	45	1.5	20	20	20	40	20	100	50
		Skill Upgradation	0	0	7	105	2.5	0	0	Rubrics			--	-
			20	5	17	630	25	180	180	180	460	201	1000	435
Activities: student performance is to be assessed through Rubrics														

****The subject CCP-103 do not have CIE marks and and this subject has only SEE with 100 marks which is Equivalent to the certificate issued by TE Section of SBTET, T.S.**

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title :	**Basic English**	Course Code	**18CCP-101F**
Semester	**I**	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 Content and Blue Print of Marks for SEE

Unit No	Unit name	Periods	Questions for SEE			Marks weightage	%Weightage
			R	**U**	**A**		
1.	The Umbrella Man Spellings	**4+4**	**2**	**2**	**1**	**24**	**21.8**
2	Phonetic Transcription Parts of Speech	**8+6**	**3**	**0**	**0**	**6**	**5.5**
3	A Little Grain of Gold Articles and Prepositions	**4+6+6**	**3**	**2**	**1**	**26**	**23.6**
4.	Tense	**12**	**1**	**0**	**0**	**2**	**1.8**
5.	My Mother	**4**	**1**	**2**	**1**	**22**	**20**
6.	Reading Comprehension	**6**	**0**	**0**	**3**	**30**	**27.3**
	Total	**60**	**10**	**6**	**6**	**110**	**100**

Pre requisites

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

Course Outcomes

CO1 :	Use appropriate tense in speech and writing.
CO2 :	Write correct spellings.
CO3 :	Know the different parts of speech and use them in construction of sentences, use appropriate articles and prepositions in sentences.
CO4 :	Improve reading skill and also reinforce grammar, vocabulary, pronunciation and writing skills through reading different passages.
CO5 :	Recognize phonetic symbols to enable them to use a dictionary to find the right pronunciation of words and pronounce words correctly.
CO6 :	Read different texts (prose, poetry and short story) and answer basic comprehension questions.

Course Content

UNIT 1

1. Umbrella Man
2. Spellings

UNIT 2 **`Duration: 4 + 4 = 8 Periods (L: 5 – T:3)**

1. Phonetic Transcription

2. Parts of Speech **Duration : 8 + 6 = 14 (L: 9 – P: 5)**

UNIT 3 **Duration: 4 + 6 + 6 Periods (L: 9 – T: 7)**

1. A little Grain of Gold
2. Articles and Prepositions

UNIT 4: **Duration: 12 Periods (L: 8 – T:4)**

1. Tense

UNIT 5: **Duration: 4 Periods (L: 3 – T:1)**

1. My Mother

UNIT 6 : **Duration: 6 Periods (L: 2 – T:4)**

1. Reading Comprehension.

Recommended Books

1. INTERactive ENGLISH Intermediate First 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 Grammar by Longman.
4. Practical English Grammar by A.J Thomson and A.V. Martinet
5. A Course in Phonetics and Spoken English by J. Sethi and P.V Dhamija
6. Word Power made easy by Norman Lewis

Suggested Learning Outcomes

1.0 The Umbrella Man, Spellings

1.1 Appreciate Short Stories

1.2 Know nuances of the Language

1.3 Know spellings

1.4 Rectify spelling mistakes.

2.0 Phonetic Transcription, Parts of Speech

2.1 Know about Noun, Pronoun, Verb, Adjective

2.2 Know about Adverb, Interjection, Preposition, Conjunction

2.3 Know different phonetic sounds and symbols

2.4 Transcribe words.

2.5 Recognise words from phonetic transcription.

3.0 A Little Grain of Gold, Articles and Preposition

3.1 Appreciate the poem.

3.2 Know about the poet.

3.3 Theme, rhyme, rhythm.

3.4 Know definite and indefinite articles and their usage

3.5 Know different prepositions and their usage

4.0 Tense

4.1 Learn Present tense

4.2 Learn Past tense

4.3 Learn Future tense

4.4 Know structure and use.

5.0 My mother

5.1 Appreciate the essay.

5.2 Understand Characterisation, theme.

5.3 Appreciate the nuances of the language.

5.4 Know synonyms and antonyms and other vocabulary.

6.0Reading Comprehension:

6.1 Skim, scan for information

6.2 Guess meaning of words based on context

6.3 Answer comprehension based questions

Internal evaluation

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

Suggested Student Activities

1. Spell-Bee Contest
2. Role plays and Skits.
3. Presentation on grammar related topics.
4. Describing their mother, father other family members.
5. Using a dictionary to identify pronunciation of words.
6. Picture Description.

Suggested E-Learning references

e-learning:

1.www.duolingo.com

2. www.bbc.co.uk

3. www.babbel.com

4. www.merriam-webster.com

5. www.ello.org

6. www.lang-8.com

7. youtube.com

8. Hello English(app)

9. mooc.org

10. https://onlinecourses.nptel.ac.in

Semester End Examination marks distribution

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

Mid term Examination marks distribution

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

Model Question papers

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

Board of Technical education, Telangana

Ccp-101 Basic English Model Paper Time:3hrs

Max Marks:80

…….

Instructions: (i) Answer all the questions 10*2=20m

(ii) Each question carries Two marks.

1. **Annotate the following**

"I had had the heart to give thee my all"

(a) Name the poet of the above line.

(b) Who is "I" in the given line?

2. **Annotate the following**

"Her fingers ran tenderly through my hair"

(a) Who is "Her" in the above line?

(b) Name lesson from which this line is take.

3. Why did the little girl and her mother go to London?
4. Translate the phonetic transcription to English spelling.

(a) /steit/

(b) /nait/

5. Write the phonetic transcription for the following English spelling.

(a) Cricket

(b) Question

6. Identify the part of speech for the following underlined words:

(a) <u>Sita</u> is a good girl.

(b) He <u>and</u> I are good friends

7. Fill the blanks with the Articles:

(a) He is ……. Teacher.

(b) ….. novel I read yesterday is good.

8. Fill the blanks with suitable Prepositions:

(a) We ran ……..shelter.

(b) They gave sweets…….. the children.

9. Correct the spelling:

(a). priperation. (b) Setel

10. Fill in the blanks with appropriate verb forms

(a) She……..(eat) fruits regularly.

(b) I ……..(live) in Warangal since 2013.

PART-B

GROUP-I ANSWER ANY TWO QUESTIONS 2x5=10

11. What was the Indian concept of hospitality?

12. Why did Kalam's brother scold him?

13. Who is the king of the kings and how did he surprise the beggar?

GROUP-2 ANSWER ANY TWO QUESTIONS 2x5=10

14. Why did the beggar weep bitterly?

15. What did the gentleman do in the pub?

16. Why did the mother and the girl get suspicious about the gentleman?

PART-C

GROUP-I ANSWER ANY TWO QUESTIONS 2x10=20

17. Write the summary of the poem "A Little Grain of Gold"

18. Write a few lines about Kalam's mother

19. How did the gentleman cheat the mother and the girl?

GROUP-2 ANSWER ANY TWO QUESTIONS 2x10=20

20. Read the following passage and answer the questions that follow.

Majira wildlife sanctuary is located in Medak district in Telangana 50KM northwest of Hyderabad. The sanctuary follows the course of river manjira for 36 KMs. This man-made reservoir provides water to parts of Hyderabad and Secunderabad. The reservoir has nine small islands which act as nesting sites for water birds. The reservoir is a fresh water ecosystem. Many types of plants, trees, mugger crocodiles, turtles, prawn, fish, reptiles, animals and about 73 species of birds find home in this sanctuary. Spread over 4,900 acres the sanctuary has an Environmental Education centre which

consists of a museum, a library and an auditorium. Films about birds and animals are shown daily. Boats take the visitors around the sanctuary. A remarkable place for bird lovers!

(i) How do the islands in the reservoir help water birds?
(ii) How do the visitors go around the sanctuary?
(iii) What is the theme of the films shown at the Environmental Education Centre?
(iv) Write the synonym of 'remarkable'.
(v) Which is a fresh ecosystem?

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

Theday 18 April 1951 saw the creation of history of sorts in a tiny village named Pochampally of Nalgonda district when one Mr. Vedire Ramachandra Reddy volunteered to give away 100 acres of his land in response to Vinobha's call to do something to help the poor of the village. Influenced directly by the Sarvodaya Movement of Gandhi, Vinoba Bhave walked across India to persuade landowners to give up a piece of their land. Vedire Ramachandra Reddy took the lead and later donated another 800 acres to this noble cause, thus winning to the village, the title Bhoodan Pochampally. The movement ultimately succeeded in pooling 1 million acres of land for distribution among the poor. The largest contribution to Vinoba Bhave's Bhoodan Movement, however, came from Raja Bahadur Giriwar Narayan Singh, Raja of Ranka who donated 1,11,101 acres of his land!

(i) Name Ramachandra Reddy's act that created history.
(ii) What inspired Vinoba to walk across India seeking land?
(iii) Who contributed to thr movement on a large scale?
(iv) Write the antonym of 'response'
(v) Write the synonym of 'donate'

22. "Jal, Jangal, Jameen" (water, forest, land) are the wors that fill us with the image of the valiant tribal fighter, Komuram Bheem, fondly called, 'Komuram Puli' (tiger). Born into a family of Gond tribals in the forests of Adilabad on 22 October, 1901, Bheem had no formal education. But he understood the laws of nature so well that he declared that people live in forests should have rights on all the resources of forests. For those basic rights for his people, he fought against the Asaf Jahi Dynasty. He took up arms against the Nizam Nawab soldiers and fought bravely till he breathed his last on 8 October, 1940.

(i) Write the slogan of Komuram Bheem.

(ii) Suggest a title to the above passage.

(iii) Where and when was Bheem born?

(iv) Who did komuram Bheem fight against?

(v)When did he breathe his last?

Model Paper for Midsem-I Sub: Basic English Sub code: ccp-101

Time:1-30 mints **Max marks: 40m**

PART-A

Instructions: (i) Answer all the questions
(ii) Each question carries two marks.

1. Why did the girl come to London with her mother?
2. Correct the spellings.
   (a) Frend
   (b) Tomorow
   (c) Busines
   (d) Sugest
3. Write the phonetic transcription for the following words.
   (a) Speech
   (b) King
4. Translate the following phonetic transcription into English

(a) /steit/

(b)/nait/

5. Identify parts of speech for the following underlined words.

(a)Sita is a good girl.

(b)He and I are good friends

PART-B

Instructions: Answer any two questions.

Each question carries five marks.

6.What happened when the mother and the girl waiting for a taxi?

7.How did the mother respond to gentleman's reques?

8.Write phonetic transcription for the following words.

(a)College

(b)wonder

(c)door

(d) sing

(e) sugar

PART-C

Instructions: Answer any two questions.

Each question carries TEN marks.

9.Write the summary of the poem "A Little Grain of Gold"

10. (a)Identify the parts of speech for the following underlined words.

(i) A Rose is a beautiful flower

(ii) The old man walks slowly

(iii) He is an accountant.

(iv) Alas! Prasanna failed in the examination.

(v)Ravinder is fond of children.

(b) Correct the following spellings.

(i)fartunate

(ii) necesary

(iii) pictore

(iv)comon

(v)scince

11. Translate the phonetic transcription into English.

(i) /sik/

(ii)/stedi/

(iii)/biznis/

(iv)/rimembe(r)/

(v)/laik/

Model Paper for Midsem-II Sub: Basic English Sub code: ccp-101

Time:1-30 mints **Max marks: 40m**

PART-A

Instructions: (i) Answer all the questions
(ii) Each question carries two marks.

1. Annotate the following

"I had had the heart to give thee my all"

(c) Name the poet of the above line.
(d) Who is "I" in the given line?

2. How did the king appear in the poem "ALittle Grain of Gold?"

3. Fill the blanks with the Articles:

(a) He is ……. Teacher.

(b) ….. novel I read yesterday is good.

4.Fill the blanks with suitable Prepositions:

(a) We ran ……..shelter.

(b) They gave sweets…….. the children.

5.Fill in the blanks with appropriate verb forms

(a) She……..(eat) fruits regularly.

(b) Ravinder ……..(live) in Warangal since 2013.

PART-B

Instructions: Answer any two questions.

Each question carries five marks.

6. What did the beggar think when he saw the king?

7. Fill in the blanks with suitable articles

(a) He is …..orphan.

(b)…….Owl is a nocturnal bird.

(c) Billgates is ……..richest person in the world.

(d) He is ……one eyed man.

(e) Mr.John is ….European.

8. Fill in the blanks with appropriate prepositions.

(a) I congratulated him……..success.

(b) Adharvana is afraid ……..snakes.

(c) Raju and Raghu shared their property……themselves.

(d) Rani goes to school……..bus.

(e) The office opens ……..9 am and 5 pm.

PART-C

Instructions: Answer any two questions.

Each question carries TEN marks.

9.Write the summary of the poem "A Little Grain of Gold"

10.Why did the beggar weep bitterly?

11. Fill in the blanks with suitable verb forms.

(a) Seetha…….(live) in Agra.

(b) Look! How the birds……(fly) in the sky.

(c)Sunil ……..(eat) all the biscuits just now.

(d)We ……..(go) to Delhi last week.

(e) Adhvaith…….(buy) a shirt tomorrow.

CO-PO Mapping Matrix

Course Outcome		CL	Linked PO	Teaching periods
CO1	Use appropriate tense in speech and writing.	R/U	1, 2, 3, 4, 8, 9, 10	**12**
CO2	Write correct spellings.	R/U	1, 2, 3, 4, 8, 9, 10	**4**
CO3	Know the different parts of speech and use them in construction of sentences, use appropriate articles and prepositions in sentences.	R/U/A	1, 2, 3, 4, 8, 9, 10	**6 +12**
CO4	Improve reading skill and also reinforce grammar, vocabulary, pronunciation and writing skills through reading different passages.	U/A	1, 2, 3, 4, 6, 7, 8, 9, 10	**6**
CO5	Recognize phonetic symbols to enable them to use a dictionary to find the right pronunciation of words and pronounce words correctly.	R/U/A	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	**8**
CO6	Read different texts (prose, poetry and short story) and answer basic comprehension questions.	R/U/A	1, 2, 3, 4, 6, 7, 8, 9, 10	**12**
	Total			**60**

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title	: **Book-keeping**	Course Code	: 18CCP-102C
Semester	: **I**	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**

Course Contents and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Introduction to Accountancy	6	3	0	0	06	5
2	Journal - Recording of Transactions in Journal	12	3	1	1	21	19
3	Ledger - Classification of Journal Entries and recording in Ledger	10	2	1	1	19	17
4	Subsidiary Books - Purchases Book, Purchase Returns Book, Sales Book and Sales Returns Book	10	2	2	1	24	22
5	Introduction of Cash Book and Petty Cash Book	8	0	1	1	15	14
6	Cash Book (Simple, Double and Three Col.)	14	0	1	2	25	23
	Total	60	10	6	6	110	100

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

Note: Question paper from chapter 2 to 6 should contain problems only under U & A category

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

COURSE OUTCOME

CO1	Basic concepts of Book-keeping and Accounting
CO2	Classify different types of accounts and analyze the transactions and write journal entries by applying the rules of accounts by following Accounting Standards of India
CO3	Prepare Ledger Accounts and find the balance using spread sheet
CO4	Identify various Subsidiary Books of Accounts and choose appropriate Book to post the transactions
CO5	Verify the balances of subsidiary books using spread sheet
CO6	Cash Book with Bank and Discount Columns and calculate balances

Course Contents

Unit-I : Introduction to Accountancy — Duration: 06 Hr

Introduction to Accountancy - Definition of Accountancy and Book keeping – Book Keeping - its objectives, merits and demerits – Branches of accounting – Definition of accounting concepts and terminology.

Unit-II : Journal — Duration:12 Hr

JOURNAL - Recording of Transactions – Journal – Define Journal – Types of accounts – Rules of Debit and Credit – Compound Journal Entry.

Unit-III : Ledger — Duration:10 Hr

LEDGER - Classification of Recorded Transactions – Ledger Meaning of ledger, Posting the recorded transactions into separate accounts of Ledger book and balancing the ledger accounts.

Unit-IV : Subsidiary Books — Duration:10 Hr

Subsidiary Books - Need of Subsidiary Journals –Purchases Book and Purchases Returns Book, Sales Books and Sales Returns Book.

Unit-V : Cash Book & Journal Proper — Duration:08 Hr

Cash Book – Need, Petty Cash Book, Journal Proper

Unit-VI : Cash Book - Single / Double / Triple Column — Duration:14 Hr

CASH BOOK - Simple or Single Column Cash Book, Double Column Cash Book, Three Column Cash Book

RECOMMENDED BOOKS:

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

Suggested Learning Outcomes:

1.0Understand the subject of Accountancy

1.1 Define Accountancy and Book – Keeping.

1.2 State, objectives and merits and demerits of Book Keeping.

1.3 Define different branches of Accounting.

1.4 Define different systems of Book-Keeping

1.5 Define accounting concepts and terminology(Transaction, cash transaction, credit transaction, goods, purchases, sales, purchase returns, sales returns, stock, opening stock, closing stock, debtor, creditor, solvent, insolvent, assets, liabilities, capital, drawings, income, gain, expenditure, loss, discount)

2.0 Understand the principles of Journalising transactions

2.1 Define an account and types of accounts.
2.2 Explain rules of Debit and Credit for each type of account.
2.3 Prepare Journal Entries for cash and credit transactions.
2.4 Pass Journal Entries involving Personal, Real and nominal types of accounts.
2.5 Explain compound journal entry and prepare Journal entries when the creditor allowed discount and when the debtor allowed discount.
2.6 Distinguish between Trade Discount and Cash Discount.

3.0 Understand how to post Journal Entries into LEDGER

3.1 Define Ledger with its proforma.
3.2 Post the journal entries into the ledger accounts.
3.3 Balancing the ledger accounts (when transactions occur only on one side i.e, Debit/Credit side of an account, when only a single transaction occurs in an account and when transactions appear on both sides).
3.4 Distinguish between the Purchase of Goods, Purchase of Fixed Assets and Sale of Goods and Sale of Fixed Assets.

4.0 Understand the procedure/practices while using SUBSIDIARY BOOKS

4.1 Mention different types of Subsidiary Books.
4.2 Explain Purchase Book with their formats.
4.3 Explain the terms Inward/Outward Invoices with format.
4.4 Prepare Purchase Returns books.
4.5 Explain Debit Notes with formats.
4.6 Prepare Purchases Book, Purchase Returns Book with transactions.
4.7 Explain Sales Books with their formats.
4.8 Prepare Sales Returns books.
4.9 Explain Credit Notes with formats.
4.10 Prepare Sales Book and Sales Returns Book with transactions.

5.0 Understand the procedures/practices to maintain CASH BOOK

5.1 State the need for preparing Cash Book and Journal Proper.
5.2 Prepare a simple and imprest system of Petty Cash Book.
5.3 Mention the items appearing in Journal Proper-Opening entries, Closing entries, Adjustment entries, Rectification entries and their respective entries in journal

6.0 Understand the procedures/practices to maintain CASH BOOK

6.1 Prepare Simple, 2 column and 3 column Cash Book.
6.2 Define the terms Cheque, Demand Daft, Discount allowed/received and CONTRA entry.

Suggested Student Activities

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

Suggested E-Learning references

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

Model Question Papers

Model Paper for Mid-Sem I

Time::one and hours **Total marks::40**

Part A

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

1. Define Book-keeping.
2. State any two Objectives of Book-keeping.
3. List the types of Accounts.
4. Define Journal.
5. State the rule of Nominal Account.

Part B

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

6. Explain the merits of Book-keeping.
7. Explain the rules of Accounts along with examples.
8. From the following transactions prepare Journal of Rama:

1.1.2018	Rama started business with Rs. 10,00,000/-
10.1.2018	He purchased a building worth Rs. 4,00,000/-
12.1.2018	He purchased goods worth Rs. 3,00,000/-
15.1.2018	He sold goods worth Rs. 3,50,000/-
15.1.2018	He paid Salary Rs.5,000/- to Krishna his Manager

Part C

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

9. Define Accountancy and explain the Branches of Accountancy.

10. Journalize the following transactions in the books of Mr. Aditya

2018			
Feb	1	Aditya started business with a capital of	Rs. 50,000
	7	Received cash from Varma	7,500
	10	Purchased goods for cash	2,000
	15	Sold goods for cash	3,000
	19	Paid commission	600
	21	Sold goods to Neha	1,500
	23	Purchased goods from Hema	1,500
	27	Purchased Stationery	350

11. Journalise the following transactions in the books of Mr. Abhinay

2017			Rs.
Aug	1	Abhinay started business with cash	65,000
	3	Purchased goods from Mourya	4,500

8	Purchased Machinery	25,000
12	Purchased goods for cash	6,000
25	Goods returned to Mourya	1,000
28	Received cash from Ramesh on full settlement of his account Rs. 4,900 and discount allowed to him Rs. 100	
29	Proprietor drew cash for domestic purpose	2,000
31	Paid Salaries	8,500

Model Paper for Mid Sem II

Time::one and hours **Total marks::40**

Part A

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

1. Define Ledger.
2. Draw the proforma of an Accont.
3. State the different Subsidiary Books.
4. Write a short note on Credit Note.
5. Draw the proforma of Purchase Returns Book.

Part B

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

6. Write the procedure for balancing of an Account.

7. Enter the following transactions into appropriate subsidiary journals.
    a. Purchased goods from Rama Rs.5,000.
    b. Purchased goods worth Rs.4,000.
    c. Purchases goods worth Rs.5,000 from Krhshna
    d. Returned goods Rs.500 to Mr.Rama.
    e. Returned goods worth Rs.1,000 to Krishna.

8. Enter the following transactions into appropriate subsidiary journals:
    a. Sold goods to Ramana Rs.15,000.
    b. Sold goods worth Rs.14,000.
    c. Sold goods worth Rs.5,000 to Ganesh.
    d. Received Returned goods Rs.500 by Mr.Ramana.
    e. Returned goods worth Rs.1,000 returned from Ganesh.

Part C

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

9. Prepare Lavanya's account from the following particulars

2018

Jan	1	Balance due from Lavanya	1,000
	5	Cash sales to Lavanya	700
	10	Bought Furniture from Lavanya	250

15	Sarita returned Goods to us	500
20	Lavanya purchased goods from us	1,200
25	Return of goods from Lavanya	150
28	Bought goods from Lavanya on credit	200
31	Lavanya settled her account by cheque and received discount of Rs. 20	

10. Enter the following transactions in proper Subsidiary books

2017

Nov	1	Purchased goods from Swathi	Rs.	8,750
	5	Sold goods to Raj & Co.,		3,650
	7	Sold goods to Pavan & Bros.,		4,500
	12	Purchased goods from Swaroop		1,500
	15	Bought goods from Swetha		2,500
	24	Purchased goods from Sowmya for cash		5,100
	30	Sarath purchased goods from us		3,200

11. Enter the following transactions into appropriate subsidiary journals.

a. Purchased goods from Rama Rs.5,000.
b. Purchased goods worth Rs.4,000.
c. Purchases goods worth Rs.5,000 from Krhshna
d. Returned goods Rs.500 to Mr.Rama.
e. Returned goods worth Rs.1,000 to Krishna.

Model Paper for End Exam

Time::three hours **Total marks::80**

Part A

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

1. Define Book-keeping.
2. State any two Objectives of Book-keeping.
3. State the Branches of Accounting.
4. Define Journal.
5. State the rule of Nominal Account.
6. Draw the Proforma of Journal.
7. Define Ledger.
8. Write the ledger accounts for the trasactions 'Salary paid Rs. 20,000'.
9. State any four Subsidiary Books.
10. Write a short note on Debit Note.

Part B

GROUP-I **ANSWER ANY TWO QUESTIONS** **2x5=10**

11. Journalize the following transactions in the books of Mr. Aditya

2018

Feb	1	Aditya started business with a capital of Rs. 50,000	
	7	Received cash from Varma	7,500

10	Purchased goods for cash	2,000
15	Sold goods for cash	3,000
19	Paid commission	600
20	Sold goods to Neha	1,500
23	Purchased goods from Hema	1,500
27	Purchased Stationery	350

12. Prepare the account of Ravi from the following transactions:
    a. Goods sold to Ravi Rs.60,000/-
    b. Goods purchased from Ravi Rs. 10,000/-
    c. Cash received from Ravi Rs. 30,000/-
    d. Paid Cash to Ravi Rs. 8,000/-
    e. Good returned by Ravi Rs. 3,000/-

13. Enter the following transactions into appropriate subsidiary journals.
    a) Purchased goods from Rama Rs.5,000.
    b) Purchased goods worth Rs.4,000.
    c) Purchases goods worth Rs.5,000 from Krhshna
    d) Returned goods Rs.500 to Mr.Rama.
    e) Returned goods worth Rs.1,000 to Krishna.

GROUP-2 ANSWER ANY TWO QUESTIONS 2x5=10

14. Enter the following transactions into appropriate subsidiary journals:
    a) Sold goods to Ramana Rs.15,000.
    b) Sold goods worth Rs.14,000.
    c) Sold goods worth Rs.5,000 to Ganesh.
    d) Received Returned goods Rs.500 by Mr.Ramana.
    e) Returned goods worth Rs.1,000 returned from Ganesh.

15. Record the following transactions in an Analytical petty cash book under the imprest System

2011

Feb 1 Cash received from Head cashier Rs.250
4 Bus fare paid Rs.15
7 Bought stamps Rs. 10
11 Paid for carriage Rs. 35
15 Telegram charges 20
17 Taxi fare paid Rs. 30
26 Stationery charges Rs. 20
28 Paid tips Rs.25

16. Prepare a Single column cash book from the following:

2013

July 1 Balance of cash in hand 10,000
4 Sold goods for cash Rs. 3,000
7 Received cash from Riyaaz Rs. 8000
12 Purchased goods for cash Rs. 5,500

16 Drawn cash for personal use Rs. 2,500
20 Paid into bank for Rs.1,000
25 Paid cash to Ashok Rs. 5,000

Part C

GROUP-I ANSWER ANY TWO QUESTIONS 2x10=20

17. Journalise the following transactions in the books of Ms. Varsha

2018

Jan	1 Started business with the cash of Rs. 80,000 and Furniture Rs.7,000		
	2 Sold goods to Veena	1,200	
	5 Purchased goods for cash	6,500	
	12 Withdrew cash for personal use	4,200	
	15 Bought goods from Varsha	3,700	
	22 Purchased goods from Laila at 10% Trade discount. List price of these goods is Rs.3,000		
	25 Paid cash to Varsha		1000
	27 Cash received from Veena		1,000

18. Prepare Lavanya's account from the following particulars

2016

Jan	1 Balance due from Lavanya	3,000	
	5 Cash sales to Lavanya		900
	10 Bought Furniture from Lavanya	250	
	15 Sarita returned Goods to us	500	
	20 Lavanya purchased goods from us	1,200	
	25 Return of goods from Lavanya	150	
	28 Bought goods from Lavanya on credit	200	
	Lavanya settled her account by cheque and received discount of Rs. 50		

19. Enter the following transactions in proper subsidiary books

2012

July	1	Bought goods from Seeta	Rs.	4,600
	5	Sold good on credit to Kiran (Trade discount 5%)		8,000
	6	Sold goods to Bharath & Bros.,		1,500
	11	Cash sales to Rakesh		3,500
	15	Bought goods from Veena		1,250
	24	Purchased goods from Sateesh (Trade discount 10%)		7,000
	30	Susanth purchased goods from us		5,400
	31	Sold goods to Manohar		10,375

GROUP-2 ANSWER ANY TWO QUESTIONS 2x10=20

20. Prepare an analytical cash book from the following:

2018

Mar 1 Cheque received from Head cashier Rs. 350
3 Postal stamps purchased Rs.15
7 Bought stationery Rs. 25
12 Transport Rs. 50
17 Tips paid to servants Rs. 30
23 Taxi hire Rs. 50
26 Tea to staff Rs. 20
29 Wages paid to sweeper Rs. 30
31 Paid for carriage Rs. 25

21. Prepare Triple column cash book from the following transactions.
2018
May 1 Balance on hand Rs. 10,500 and balance at Bank Rs.12,000
4 Salaries paid by cheque 10,000
8 Cash sales Rs. 15,500 and credit sales to Ravi Rs.5,000
15 Cash deposited into bank Rs. 12,000
20 Cheque received from Sailaja Rs.5,000
23 Sailaja's cheque deposited in the bank
16 Withdrawn cash for office use Rs. 7,500

22. Record the following transactions in the three column cash book and balance the Cash, Bank and discount columns.

2018

Feb 1 Cash Balance Rs. 40,000 and Bank Balance Rs. 15,000
2 Paid cash into Indian Bank Rs. 5,000
4 Drew from bank for office use Rs. 8,000
7 Paid by cheque to Seetha Rs 7,500 and discount received Rs. 100
12 Paid wages by cash 2,000
15 Bought goods for cash 5,000
18 Received cash for sales 2,500
22 Paid into Bank 6,000

25 Draw cheque for wife's medical expenses 1,200
27 Sold goods and deposited the cash into Bank 2,500

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Basic concepts of Book-keeping and Accounting	R	1,2,5,6,7,8,9,10	08
CO2	Classify different types of accounts and analyze the transactions and write journal entries by applying the rules of accounts by following Accounting Standards of India	R/U/A	1,2,5,6,7,8,9,10	14
CO3	Prepare Ledger Accounts and find the balance using spread	R/U/A	1,2,3,4,5,6,7,8,9,10	10

	sheet			
CO4	Identify various Subsidiary Books of Accounts and choose appropriate Book to post the transactions	R/U/A	1,2,3,4,5,6,7,8,9,10	06
CO5	Verify the balances of subsidiary books using spread sheet	R/U/A	1,2,3,4,5,6,7,8,9,10	06
CO6	Cash Book with Bank and Discount Columns and calculate balances	R/U/A	1,2,3,4,5,6,7,8,9,10	16

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title	: **Basics of Phonography**	Course Code	: 18CCP-103C
Semester	: **I**	Course Group	: **Core**
Teaching Scheme in Hrs (L:T:P)	: **3:1:0**	Credits	: **3**
Type of course	**: Lecture + Assignments**	Total Contact Hours	: **60 Pds**
CIE	: **0 Marks**	SEE	: 10**0 Marks**

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Introduction & consonants	12			1	8	9
2.	Vowels, Intervening vowels and Alternative forms for R & H	12			3	24	27
3.	Diphthongs & Phraseography	08			3	24	27
4.	Circle S or Z	06			1	8	9
5.	Stroke S/Z,	06			1	8	9
6.	Large Circles and Loops ST & STR	12			2	16	19
	Total	60			11+1	88+12=100	100

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

The Question Paper consists of 11 Theory Questions having 8 marks each and Q.No. 12, contains Outlines for 12 words with one mark each.

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

COURSE OUTCOME

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

Course Contents:

Unit-I: Introduction & consonants **Duration: 14 hrs**

State the need and importance for shorthand in Modern business and Government offices - State the three advantages of Phonography system in Shorthand - Identify divisions of sounds, consonants and vowels in English Language- Define consonant – general and scientific - Categorise consonants as per articulation - Identify the signs to the consonants - Practice of Explodents, continuants - Practice of Nasals, Liquids - Practice of Aspirates, coalescents - Revisionary Practice of above consonants - Explain the principles of joined strokes and practice joined strokes

Unit-II: Vowels, Intervening vowels and Alternative forms for R & H **Duration: 08 hrs**

Define a Vowel and list out the 6 dot vowels and 6 dash vowels - Locate the placing of 12 vowel sounds - Practice the exercises containing vowel chapter - Categorise position – writing of shorthand characters - Practise writing of words under 3 position-writing rules - Define grammalogue and logogram - Practice grammalogues and punctuation marks - State the principle of using the two forms R & H - Practice the exercises covering R & H

Unit-III: Diphthongs & Phraseography **Duration: 08 hrs**

Define diphthongs and triphones - Identify the four diphthongs and their places - Practice words with diphthongs, joined diphthongs and triphones - State the principles for use of initial 'W' sound - Practice the exercises covering 'w' - Define Phraseography - State the qualities of a good Phraseography - Practice the exercises covering Phraseography

Unit-IV: Circle S or Z **Duration: 06 hrs**

Explain the small circle as abbreviated form for S and Z - Identify the circles initially, medially and finally - Explain the principles of using circle S or Z - State the use of circles in Phraseography - Practice the exercises covering circles S and Z

Unit-V: Stroke S/Z **Duration: 08 hrs**

Explain the principles of using stroke S or Z.

Unit-VI: Large Circles and Loops ST & STR **Duration: 12 hrs**

Explain the principles for using large circle initially, medially and finally - State the use of loops as abbreviated forms initially, medially and finally

RECOMMENDED BOOKS:

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

Suggested Learning Outcomes:

1.0 Understand the phonograph system.

1.1 State the need and importance for shorthand in Modern business and Government offices.

1.2 State the three advantages of Phonography system in Shorthand.

1.3 Identify divisions of sounds, consonants and vowels in English Language.

1.1.0 Practice Consonants.

1.1.1 Define consonant – general and scientific.

1.1.2 Categorise consonants as per articulation.

1.1.3 Identify the signs to the consonants.
1.1.4 Practice of Explodents, continuants.
1.1.5 Practice of Nasals, Liquids.
1.1.6 Practice of Aspirates, coalescents.
1.1.7 Revisionary Practice of above consonants.
1.1.8 Explain the principles of joined strokes and practice joined strokes.

2.0 Understand Vowels and Intervening vowels

2.1 Define a Vowel and list out the 6 dot vowels and 6 dash vowels.
2.2 Locate the placing of 12 vowel sounds.
2.3 Practice the exercises containing vowel chapter.
2.4 Categorise position – writing of shorthand characters.
2.5 Practise writing of words under 3 position-writing rules.
2.6 Define grammalogue and logogram.
2.7 Practice grammalogues and punctuation marks.

2.1.0 Understand the alternative forms of R and H.

2.1.1 State the principle of using the two forms R & H.
2.1.2 Practice the exercises covering R & H.

3.0 Use diphthongs.

3.1 Define diphthongs and triphones.
3.2 Identify the four diphthongs and their places.
3.3 Practice words with diphthongs, joined diphthongs and triphones.
3.4 State the principles for use of initial 'W' sound.
3.5 Practice the exercises covering 'w'.

3.1.0. Understand Phraseography

3.1.1 Define Phraseography.
3.1.2 State the qualities of a good Phraseography.
3.1.3 Practice the exercises covering Phraseography.

4.0 Understand circles S and Z.

4.1 Explain the small circle as abbreviated form for S and Z.
4.2 Identify the circles initially, medially and finally.
4.3 Explain the principles of using circle S or Z.
4.4 State the use of circles in Phraseography.
4.5 Practice the exercises covering circles S and Z.

5.0 Practise exercises using strokes S and Z

5.1 Explain the principles of using stroke S or Z.

6.0 Practise exercises using large circles SW,SS and SZ

6.1 Explain the principles for using large circle initially, medially and finally.

6.1.0 Practise exercises using loops ST and STR.

6.1.1 State the use of loops as abbreviated forms initially, medially and finally.

Suggested Student Activities

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

5. Quiz
6. Group discussion
7. Surprise test

Suggested E-Learning references

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

Model Question Papers

END EXAMINATION-MODEL PAPER

Time: 3 Hrs. Marks: 100

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

1.	Define Consonants. Explain the classes of consonants with examples.	8	
2.	Define Vowel and explain Long and Short Vowels.		8
3.	Define Grammalogue and Logogram with suitable examples.	8	
4.	Write the rules for writing alternative forms of ‘R’ and ‘H’.		8
5.	Define Diphthongs. Explain four diphthongs with examples.	8	
6.	Explain Abbreviated ‘way’ with examples.		8
7.	Define Phraseography. What are best qualifies of a good Phraseogram.	8	
8.	Write the rules for writing circles ‘S’ and ‘Z’.		8
9.	What are the rules for representation of strokes ‘S’ and ‘Z’.		8
10.	Write the rules for writing large circles ‘SW’ ‘SS’ and ‘SZ’		8
11.	Explain the rules with suitable examples for writing loops ‘ST’ and ‘STR’		8
12.	Write the Shorthand outlines for the following:	12	

a) Hockey
b) Arabic
c) Timely
d) Awake
e) I thank you
f) Sales
g) Assume
h) Sweet
i) Mixes
j) Stake
k) Master
l) Caused

CO / PO MAPPING MATRIX

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

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title : **Business Organisation**	Course Code : 18CCP-104C
Semester : I	Course Group : Core
Teaching Scheme in Hrs (L:T:P) : 3:1:0	Credits : 3
Type of course : Lecture + Assignments	Total Contact Hours : 60 Pds
CIE : 60 Marks	SEE : 40 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Scope of Business	10	2	1	1	19	17
2	Sole Proprietorship	10	2	1	1	19	17
3	Partnership-I	10	1	1	1	17	16
4.	Partnership-II	10	2	1	0	09	08
5	Joint Stock Company	15	2	1	2	29	26
6	Types of Companies	05	1	1	1	17	16
	Total	60	10	06	06	110	100

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

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

COURSE OUTCOME

CO1	Able to know the basic concepts of Trade, Commerce and Industry
CO2	Identify various forms of Business organisations
CO3	Launch Sole Proprietary firm
CO4	Understand the implications of Partnership form of Business
CO5	Know about various Issues relating to Joint Stock Company form of Business according to Indian Companies Act

COURSE CONTENTS

Unit-I: Scope of Business Duration: 10 hrs

Business Organisation and Its Scope – Business, Profession, Industry, Trade and Aids to Trade, Types of Industry, Commerce

Unit-II: Forms of BusinessOrganisation-Sole Proprietorship Duration: 10 hrs

Understand the various forms of Business Organisation – Sole Trader, Merits and Demerits of Sole Trader

Unit-III: Forms of BusinessOrganisation-Partnership-I Duration: 10 hrs

Partnership, Merits and Demerits of Partnership firm

Unit-IV: Forms of BusinessOrganisation-Partnership-II	Duration: 10 hrs

Types of Partners, Rights, Duties and Responsibilities of Partners, Dissolution of Partnership firm

Unit-V: Joint Stock Company	Duration: 15 hrs

Understand the Joint Stock Companies and its functioning – Characteristics of Joint Stock Companies, Merits and Demerits

Unit-VI: Types of Companies	Duration: 05 hrs

Understand the different Types of Companies –Private Company, Public Limited Company and its Features

RECOMMENDED BOOKS:

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

Suggested Learning Outcome:

1.0 Understand Business Organisation and its Scope

1.1 Mention different types of activities – Economic & Non-economic
1.2 Mention different occupations – Business, Profession, Industry
1.3 Explain business and its importance
1.4 Define Trade
1.5 Define Aids to Trade
1.6 List and explain the components of Aids to Trade
1.7 Explain the significance of Aids to Trade.
1.8 Define Commerce.
1.9 Define Industry
1.10 List the different types of industries.
1.11 Explain each type of industry

2.0 Forms of Business Organisation- Sole Proprietorship

2.1 State the meaning of Sole trader
2.2 List the characteristics of Sole trader
2.3 Explain the merits of Sole trader
2.4 Explain the Demerits of Sole trader

3.0 Forms of Business Organisation- Partnership firm-I

3.1 Define the terms "Partnership firm"
3.2 Explain the characteristics of a Partnership firm.
3.3 Explain the merits of partnership firm.
3.4 List the demerits of partnership firm.
3.5 List the demerits of un-registered partnership.
3.6 Define partnership deed
3.7 Explain the contents of Partnership Deed

4.0 Forms of Business Organisation- Partnership firm-II

4.1 List the different types of partners.
4.2 Explain different types of partners.

4.3 List the rights of the partners.
4.4 Mention the duties of partners.
4.5 State the responsibilities of partners.
4.6 Various modes of dissolution of partnership.

5.0 Forms of Business Organisation- Joint Stock Company.

5.1 Define a Joint Stock Company
5.2 List the characteristics of Joint Stock Company
5.3 Explain the characteristics of Joint Stock Company
5.4 List and explain the merits of joint stock companies.
5.5 List and explain the demerits of joint stock companies.

6.0 Understand the Types of Companies.

6.1 List the different types of companies.
6.2 State the meaning of Chartered Company.
6.3 Explain the characteristics of Chartered Companies
6.4 Mention the meaning of Registered Company.
6.5 Explain the characteristics of Registered Company.
6.6 Explain the features of Private Limited Companies.
6.7 Explain the features of Public Limited Companies.

Suggested Student Activities

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

Suggested E-Learning references

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

Model Question Papers

Model Paper for Mid Sem I

Time: One and half hours] **Total marks:40**

PART A

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

1. Mention meaning of Non-Economic Activity.
2. Define Business
3. Define Trade
4. List the components of Aids to Trade
5. List the characteristics of Sole trader

PART B

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

6. Explain the importance of Business
7. Explain the significance of Aids to Trade
8. Explain the demerits of Sole trader.

PART C

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

9. Explain the components of Aids to Trade
10. Explain any two types of industries.
11. Explain the merits of Sole trader.

-x-x-x-

Model Paper for Mid Sem II

Time: One and half hours] **Total marks:40**

PART A

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

1. Define the terms "Partnership firm"
2. List the demerits of partnership firm
3. List the different types of partners.
4. List the rights of the partners
5. State the responsibilities of partners

PART B

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

6. Explain the merits of partnership firm
7. Explain the contents of Partnership Deed
8. Explain the duties of Partners.

PART C

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

9. Explain the characteristics of a Partnership firm.
10. Explain the merits of partnership firm
11. Explain different types of partners

-x-x-x-

Model Paper for End Exam

Time: Three hours] **Total marks: 80**

PART A

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

1. Mention meaning of Economic Activity
2. Define Industry
3. Define Commerce.
4. State the meaning of Sole trader
5. Define the terms "Partnership firm"
6. List the different types of partners
7. List the rights of the partners.

8. Define a Joint Stock Company
9. List the demerits of Joint Stock Companies
10. List the different types of companies

PART B

GROUP-I ANSWER ANY TWO QUESTIONS 2x5=10

11. Explain the importance of Business
12. Explain the Demerits of Sole trader
13. Explain the contents of Partnership Deed

GROUP-2 ANSWER ANY TWO QUESTIONS 2x5=10

14. Explain different types of partners
15. Explain the characteristics of Chartered Companies
16. Explain the characteristics of Registered Company.

PART C

GROUP-I ANSWER ANY TWO QUESTIONS 2x10=20

17. Explain various types of industries
18. Explain the contents of Partnership Deed
19. Explain the merits of Sole trader

GROUP-2 ANSWER ANY TWO QUESTIONS 2x10=20

20. Explain the characteristics of Joint Stock Company
21. Explain the merits of Joint Stock Companies
22. Explain the features of Public Limited Companies

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CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Able to know the basic concepts of Trade, Commerce and Industry	R/U	1,2,5,6,7,8,9,10	10
CO2	Identify various forms of Business organisations	R/U/A	1,2,5,6,7,8,9,10	14
CO3	Start Sole Proprietary firm	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO4	Understand the implications of Partnership form of Business	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO5	Know about various Issues relating to Joint Stock Company form of Business according to Indian Companies Act	R/U/A	1,2,3,4,5,6,7,8,9,10	15
C06	Identify the types of Companies	R/U/A	1,2,3,4,5,6,7,8,9,10	05

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title	: **Fundamentals of Information Technology**	Course Code	: 18CCP-105F
Semester	: **I**	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	: 4**0 Marks**

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	History, Importance of Computers	04	1	1	0	07	06
2	Structure, Organisation of Computers	06	2	1	1	19	17
3	Input/Output Devices	06	2	1	1	19	17
4	DOS operating system	06	1	1	1	17	16
5	WINDOWS Operating System	24	2	1	2	29	27
6	Internet and its features	14	2	1	1	19	17
	Total	60	10	06	06	110	100

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

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

COURSE OUTCOME	
CO1	Identifying various basic components of a Computer – History of Computers
CO2	understanding the Structure of Computers
CO3	Aspects of Control Panel
CO4	understanding of DOS commands
CO5	Features of Windows Operating System
C06	Benefits of Internet and its features

Unit-I: History, Importance of Computers Duration: 04 hrs

History and importance of computers – Definition ofComputer - Capabilities of computers -Applications of computers in various fields –Applications of computers in Business – Various Data Processing operations such as sorting, word processing, graphics processing, scanning, storing, retrieving, displaying, printing and plotting

Unit-II: Structure, Organisation of Computers Duration: 06 hrs

Structure and organisation of a computer -ALU, CPU, Memory and I/O devices – Block diagram level description. Hardware components of a computer – Mother board components such as RAM & ROM, Memory Devices, Floppy disk drives, hard disk drive, tape drive, CD-ROM disk drive, display monitors – types of memories – Primary memory(RAM & ROM) and Secondary memory.

Unit-III: Input/Output Devices Duration: 06 hrs

Input/output devices -Functions and specifications of key board, scanner, mouse, OCR, MICR, dot-matrix printer, letter quality printer, laser printer, color printer, key board layout and special keys.Types of Computers – Generations of computers and types of Computers: Mini, Mainframe systems and Note book computers – Configuration of computers: Capacity of hard disk, floppy disk, peripherals and their specification, Types of monitors

Unit-IV: DOS operating system Duration: 06 hrs

DOS operating system **-** Operating system concepts: Need for O/s – Definition of O/s. – Functions of O/S – Different types of O/s – DOS, UNIX and WINDOWS – DOS Operating system, its role and importance - :Basic Commands FORMAT, COPY, TYPE, RENAME, MKDIR,RMDIR, ERASE, DIR, CD, MKDIR, PROMPT

Unit-V: WINDOWS Operating System Duration: 24 hrs

WINDOWS O.S. **-** A brief history of windows- Task bar- Control panel – Install/uninstall software and hardware - Setting Date and Time, Regional Settings. Mouse Operations – Using the mouse buttons – Adjusting mouse settings - Desktop – screen settings – Recycle bin operations - Explorer – Navigating in Windows explorer – Tool bar – Tools and buttons – File manager – My computer settings – changing Windows display - Folders – creating a new folder, sub folder, moving and copying files and folders – Deleting files and folders – Recovering files and folders – Undo command - Short cuts – Creating, Removing, putting short cuts on the desk top – Adding a program to the Start Menu – Icons – Changing short cut icons - Accessories – Notepad, Wordpad, MS Paint and Calculator

Unit-VI: Internet and its features Duration: 14 hrs

Internet and its features - Basics of a computer network and its uses – Local Area Network – Wide Area Network – Basics of E-mail – Exposure to web Browsers – Exposure to search engines – Sending and receiving E-mail – Meaning of Web page, web site, Protocol, I/P address - Concepts of E-commerce – Transactions in E-commerce

RECOMMENDED BOOKS:

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

Suggested Learning Outcomes

1.0 Understand the history and importance of computers.

1.1 Define the term computer.
1.2 Outline the capabilities of computers.
1.3 List the areas where computers are used.

1.4 Specify the areas in business where the computers are used.
1.5 List different data processing operations.

2.0 Analyse the structure and organisation of a computer.

2.1 Draw the block diagram of a computer.
2.2 Explain the functions of each unit.
2.3 Define Hard ware, Soft ware and Firm ware.
2.4 List the various Hard ware components of a computer.
2.5 Explain the functions of a mother board.
2.6 List different types of memories – Primary (RAM and ROM), secondary memory.

3.0 Understand the various types of input/output devices.

3.1 List different types of input and output units.
3.2 Explain the layout of a keyboard.
3.3 List the functions of keyboard.
3.4 List the functions of Mouse.
3.5 List the functions of Scanner.
3.6 List the functions of printer.
3.7 State the use of OCR and MICR
3.8 Explain the various types of printers - dot matrix, inkjet and laser printers.
3.9 Explain the different generations of computers.
3.10 Compare micro, mini and mainframe computers..
3.11 Know the configuration of computers-Processor, speed, Hard Disk capacity, RAM size.

4.0 Understand the DOS operating system

4.1 Knowing concepts and functions of operating system (O.S).
  4.1.1 Define O.S.
  4.1.2 Know the need for O.S.
  4.1.3 List the functions of O.S.
4.2 Know about Internal and External DOS commands.
4.3 Explain syntax for basic DOS commands, DIR, COPY, DELETE, MKDIR,RMDIR, ERASE, RENAME, CD, PROMPT.

5.0 Understand the Windows as O.S.

5.1 Know about windows versions
  5.1.1 Differentiate the character based O.S. with graphic based O.S.
  5.1.2 List the various versions of Windows O.S. – Windows 3.1, Windows95, 98, ME, Windows 2000, Windows NT and XP
5.2 Understand the Opening Operations of Windows.
  5.2.1 List options of start menu.
  5.2.2 Explain the functions of each option of the Start Menu
5.3 Understand the Desktop.
  5.3.1 Explain procedure for changing different display properties.
  5.3.2 Explain the features of Recycle Bin
  5.3.3 Explain procedure for sending files/folders to the recycle bin.
  5.3.4 Explain retrieving deleted files.
5.4 Understand windows explorer.
  5.4.1 Define Window explorer
  5.4.2 List out various tools and buttons of explorer window
  5.4.3 Explain procedure for exploring a folder/file..
5.5 Understand managing files and folders
  5.5.1 Explain the procedure for creating and naming folders
  5.5.2 Explain the procedure for selecting files and folders
  5.5.3 Narrate copying and deleting files and folders
  5.5.4 Explain the procedure to format CD/DVD.
  5.5.5 Explain the procedure to copy the files/folders to CD/DVD.
5.6 Understand making and using shortcuts.

5.6.1 Define a short cut
5.6.2 Explain procedure for creatingand naming short cuts.

5.7 Understand editors in Windows.
5.7.1 Explain procedure for file creation using Notepad/WordPad
5.7.2 Explain procedure for formatting and printing of text created with Notepad/WordPad.
5.7.3 Explain the use of MS-Paint
5.7.4 Explain the use of calculator

5.8 Appreciate the functional aspects of control panel.
5.8.1 Explain adding and removing programs
5.8.2 Explain installing and uninstalling hardware.
5.8.3 Explain the procedure for changing the mouse settings.
5.8.4 Explain the procedure to change the date and time

6.0 Understand the features of Internet.

6.1 Define Computer Network.
6.2 Explain the uses of Computer Network.
6.3 Know the difference between LAN and WAN.
6.4 List the network components.
6.5 Know the need of browser software.
6.6 Know the method to search the Net.
6.7 Define Search Engine, Protocol, I/P address.
6.8 State the meaning of a Web page, Web site.
6.9 Explain the uses of Email.
6.10 Explain the procedure to send and receive E-mail, attach files to a mail.
6.11 Explain uses of internet like E-mail, Web searching and E-Commerce.
6.12 List the harmful effects of internet.

Suggested Student Activities

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

Student E-Learning references

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

Model Question Papers

MODEL PAPER OF MID SEM-I EXAM

TIME:1 1/2 hrs **MARKS:40**

PART-A

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

1.Define the term Computer.
2.List the different types of memories.
3.State the use of MICR.
4.Define an Operating system.
5.State any two features of Recycle Bin.

PART-B

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

6.List any five uses of Computers.
7.Draw the block diagram of a Computer and list the various units in it.
8.Explain the functions of Operating System.

PART-C

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

9.Explain the different data processing operations.
10.Explain the functions of a a)Scanner and b)printer.
11.Define Windows Explorer and explain various tools and buttons in it.

-X-X-X-

MODEL PAPER OF MID SEM-II EXAM

TIME:1 1/2 hrs **MARKS:40**

PART-A

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

1.State the procedure for deleting files and folders.
2.Define a Shortcut.
3.State the use of MS-Paint.
4.Define a Computer Network.
5.List any two uses of Internet.

PART-B

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

6.Explain the procedure of installing and uninstalling hardware to a computer.
7.Explain the uses of a Computer Network.
8.Explain the procedure to format a CD.

PART-C

ANSWER ANY TWO QUESTIONS. EACH CARRIES TEN MARKS. 2 x 10 = 20

9.Explain the procedure for creating and naming Shortcuts.
10.Explain any five network components.
11.Explain the procedure to a)Copy files/folders to CD/DVD, b)format and print text document in Wordpad.

-X-X-X-

MODEL PAPER OF SEMESTER END EXAM

TIME:3 HRS **MARKS:80**

PART-A

Answer all the questions. Each carries two marks. 10 X 2 = 20

1.List any two capabilities of computers.
2.Define Hardware.
3.List any four hardware components of a computer.
4.List any two functions of Mouse.
5.List the different generations of computers.
6.Define an Operating system.
7.List any two differences between character based and windows based operating system.
8.State the procedure to change the system date and time.
9.List any two uses of a Computer Network.
10.Define E-commerce.

PART-B

GROUP-I ANSWER ANY TWO QUESTIONS 2x5=10

11.Explain any five business applications of computers.
12.Explain the functions of a motherboard.
13.Explain micro, mini and mainframe computers.

GROUP-2 ANSWER ANY TWO QUESTIONS 2x5=10

14.Explain the functions of an Operating system.
15.Define Shortcut and write the procedure for creating shortcuts.
16.State any five differences between LAN & WAN.

PART – C

GROUP-I ANSWER ANY TWO QUESTIONS 2x10=20

17.Draw the block diagram of a Computer and explain the functions of each unit in it.
18.Explain the various types of printers.
19.Explain the Syntax and purpose of the DOS commands:COPY, RENAME, DIR, MD, CD

GROUP-2 ANSWER ANY TWO QUESTIONS 2x10=20

20.Explain the functions of Start Menu options.
21.Explain the procedure for changing different display properties.
22.Explain the procedure to send and receive E-Mail.

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying various basic components of a Computer	R/U	1,2,3,6,7,8,9,10	3
CO2	Using of DOS commands	R/U/A	1,2,3,6,7,8,9,10	10
CO3	Installation & Uninstallation of software	R/U/A	1,2,3,6,7,8,9,10	7
CO4	Mastery of Shortcut keys in DOS	R/U/A	1,2,3,6,7,8,9,10	10
CO5	Mastery of Shortcut Keys / File Operations in Windows OS	R/U/A	1,2,3,6,7,8,9,10	15

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title	: **Phonography Lab**	Course Code	: 18CCP-106P
Semester	: **I**	Course Group	: **Core**
Teaching Scheme in Hrs (L:T:P)	: **1:0:2**	Credits	: **3**
Type of course	**: Lecture + Assignments**	Total Contact Hours	: 45 **Pds**
CIE	: 6**0 Marks**	SEE	: 4**0 Marks**

Course Content and Blue Print of Marks for CIE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Introduction & consonants	12					
2.	Vowels, Intervening vowels and Alternative forms for R & H	12					
3.	Diphthongs & Phraseography	08					
4.	Circle S or Z	06					
5.	Stroke S/Z,	06					
6.	Large Circles and Loops ST & STR	12					
	Total	60					

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

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

	COURSE OUTCOME
CO1	Identifying the sounds / phonetics
CO2	Recognising the consonants, vowels, position writing of vowels
CO3	Identifying shorthand outlines
CO4	Writing various shorthand outlines of the words
CO5	Reading, writing and transcription of dictated exercises

Course Contents:

Unit-I: Introduction & consonants **Duration: 14 hrs**

Identify divisions of sounds, consonants and vowels in English Language- Define consonant – general and scientific - Categorise consonants as per articulation - Identify the signs to the consonants - Practice of Explodents, continuants - Practice of Nasals, Liquids - Practice of Aspirates, coalescents - Revisionary Practice of above consonants

Unit-II: Vowels, Intervening vowels and Alternative forms for R & H **Duration: 08 hrs**

Locate the placing of 12 vowel sounds - Practice the exercises containing vowel chapter - Categorise position – writing of shorthand characters - Practise writing of words under 3 position-writing rules - Define grammalogue

and logogram - Practice grammalogues and punctuation marks - State the principle of using the two forms R & H - Practice the exercises covering R & H

Unit-III: Diphthongs & Phraseography **Duration: 08 hrs**

Identify the four diphthongs and their places - Practice words with diphthongs, joined diphthongs and triphones - State the principles for use of initial 'W' sound - Practice the exercises covering 'w' - Practice the exercises covering Phraseography

Unit-IV: Circle S or Z **Duration: 06 hrs**

Identify the circles initially, medially and finally - Practice the exercises covering circles S and Z

Unit-V: Stroke S/Z **Duration: 08 hrs**

Practice the exercises using stroke S or Z.

Unit-VI: Large Circles and Loops ST & STR **Duration: 12 hrs**

Practice the exercises covering loops as abbreviated forms initially, medially and finally

RECOMMENDED BOOKS:

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

Suggested Student Activities

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

Student E-Learning references

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

Model Question Papers

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying the sounds / phonetics	R/U	1,2,3,6,7,8,9,10	12
CO2	Recognising the consonants, vowels, position writing of vowels	R/U/A	1,2,3,6,7,8,9,10	14
CO3	Identifying shorthand outlines	R/U/A	1,2,3,6,7,8,9,10	08
CO4	Writing various shorthand outlines of the words	R/U/A	1,2,3,6,7,8,9,10	06
CO5	Reading, writing and transcription of dictated exercises	R/U/A	1,2,3,6,7,8,9,10	18

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title	: **English Typewriting -Speed (25 wpm)**	Course Code	: 18CCP-107P
Semester	: **I**	Course Group	: **Core**
Teaching Scheme in Hrs (L:T:P)	: **1:0:2**	Credits	: **3**
Type of course	**: Lecture + Assignments**	Total Contact Hours	: 45 **Pds**
CIE	: 6**0 Marks**	SEE	: 4**0 Marks**

Course Content and Blue Print of Marks for CIE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Mastery of the Keyboard Etc.	25					
2.	Shift Key operation	10					
3.	Practice of speed 15 WPM, 20WPM, 25 WPM (10 minutes, speed @ 25 WPM – 250 words -1250 Strokes)	10					
	Total	45					

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

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

COURSE OUTCOME

CO1	Identifying the basic components of a Typewriter
CO2	Fingering, Base fingers and its importance
CO3	Identifying the various key board operations and typing skills with accuracy
CO4	Mastering the typing skills with various speed rates
CO5	Test the typing Skills on Computer using word document in a customized software

COURSE CONTENTS

Unit-I: Keyboard Duration: 25 hrs

Importance of typewriting in modern correspondence. Master key board with emphasis on rhythm – Blind touch – Accuracy development.

Unit-II: Keyboard Operations Duration: 10 hrs

Shift key operation – Words – Sentences – Spacing after punctuation – Paragraphing – Two lines and three line paragraphing.

Unit-III: Speed **Duration: 10 hrs**

Regular practice of speed and accuracy passages at 25w.p.m. – Practice of speed test at various rates – Speed passages drills @ 10 w.p.m.,15 w.p.m., 20 w.p.m., and 25 w.p.m. End Exam at 25 w.p.m.

RECOMMENDED BOOKS:

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

Suggested Learning Outcomes:

1.0 Know the importance of communication in the modern business world.

1.1 Define the term communication.
1.2 List out the different types of communication.
1.3 State the uses of different types of communication.
1.4 Identify the different types of communication.
1.5 Select the business machines as a means of communication.

2.0 Appreciate the typewriters as a means of business machine for communication.

2.1 Define the term typewriter.
2.2 Describe the important parts of the typewriter like keyboard, space bar, typeset, type bars etc.
2.3 Demonstrate the functions of the important parts of the typewriter.

3.0 Demonstrate the key board of the typewriter.

3.1 Distinguish between touch method and sight method of typewriting.
3.2 Insert the paper with a backing sheet in the typewriter.
3.3 Describe the arrangement of alphabets in the keyboard.
3.4 Point out the guide keys in the keyboard.
3.5 Practice home keys.
3.6 Repeat letters and words for accurate typing of home keys.
3.7 Practice second fingering.
3.8 Repeat letters and words of the second fingering.
3.9 Practice third fingering.
3.10 Repeat letters and words of third fingering.
3.11 Repeat typing 1, 2 and 3 fingering letters and words.
3.12 Practice typing numbers 0 to 9.
3.13 Repeat typing numbers 0 to 9.
3.14 Practice typing words and sentences.
3.15 Repeat typing of sentences.

4.0 Locate the various punctuation marks in the typewriter.

4.1 Identify the different punctuation marks.
4.2 Adhere to the spacing after punctuation marks.

5.0 Understand the method of paragraphing.

5.1 Subdivide typing paragraphs.
5.2 Set the margin stop 5 degrees from the left margin for starting fresh paragraph.
5.3 Set the left and right margins of 10 degrees.

6.0 Appreciate the beauty of the centering the typed matter.

6.1 Calculate the letters and spaces in a given sentence.
6.2 Design the given sentence in a beautiful way using centering rules.

(FIVE DEPRESSIONS OF KEY (STROKES) IS TO BE TAKEN AS ONE WORD).

Suggested Student Activities

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

Student E-Learning references

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

Model Question Papers

MID EXAMINATION-MODEL PAPER

Time: 20 Minutes Marks: 20

Type the following in proper form:

Q.No.1. Type the following in TEN lines. 4 Marks.

asdfgf ;lkjghasdfgf ;lkjghasdfgf ;lkjghasdfgf ;lkjghasdfgf ;lkjghasdfgf ;lkjghasdfgf ;lkjgh

Q.No.2. Type the following in TEN lines. 4 Marks.

Qwertrpoiuyuqwertrpoiuyuqwertrpoiuyuqwertrpoiuyuqwertrpoiuyuqwertrpoiuyu

Q.No.3. Type the following in TEN lines. 4 Marks.

zxcvc ,mnbnzxcvc ,mnbnzxcvc ,mnbnzxcvc ,mnbnzxcvc ,mnbnzxcvc ,mnbnzxcvc ,mnbn

Q.No.4. Type the following in TEN lines. 4 Marks

Abcdefghijklmnopqrstuvwxyzzyxwvutsrqponmlkjihgfedcba

Q.No.5. Type the following in TEN lines. 4 Marks

1234567890 0987654321 1234567890 0987654321 1234567890 0987654321

END EXAMINATION-MODEL PAPER

Time: 10 Minutes Marks: 40

Type the following in proper form:

CRIME DOES NOT PAY

As the only child in the family, Billy was the apple of his parents eyes. Born with a silver spoon in his mouth, Billy could have anything he wanted. His father was a successful entrepreneur while his

mother was a consultant. Their busy careers left them with little time to spend at home. As a result, Billy was lonely and bored.

Billy carved attention. He mixed with the wrong group of friends and started playing truant. Soon, he started taking drugs. When his parents came to know about Billy's behavior, they tried to make Billy turn over a new leaf. However, th4eir efforts proved futile.

Soon, Billy was on the wrong side of the law. He was hauled up by the police at a nightclub. Billy was caught for being an underage nightclub patron and also for taking drugs. Devastated parents took him to a doctor. On the doctor's advice, he was enrolled for counseling sessions. All their attempts to reform Billy were to no avail.Billy, ran away from home at the age of seventeen. To support his expensive drug habit, he became a drug pusher. Soon,. Billy became a hardcore addict. His impoverished appearance and dirty attire became telltale signs that gave him away. His heavy dependence on drugs took a toll on his health.

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying the basic components of a Typewriter	R/U	1,2,3,6,7,8,9,10	12
CO2	Fingering, Base fingers and its importance	R/U/A	1,2,3,6,7,8,9,10	14
CO3	Identifying the various key board operations and typing skills with accuracy	R/U/A	1,2,3,6,7,8,9,10	08
CO4	Mastering the typing skills with various speed rates	R/U/A	1,2,3,6,7,8,9,10	06
CO5	Test the typing Skills on Computer using word document in a customized software	R/U/A	1,2,3,6,7,8,9,10	18

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title	: **English Typewriting (Manuscript)**	Course Code	: 18CCP-108P
Semester	: **I**	Course Group	: **Core**
Teaching Scheme in Hrs (L:T:P)	: **1:0:2**	Credits	: **3**
Type of course	**: Lecture + Assignments**	Total Contact Hours	: 45 **Pds**
CIE	: 6**0 Marks**	SEE	: 4**0 Marks**

Course Content and Blue Print of Marks for CIE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Circular or Notice (80 words- 400 strokes – 4 traps – 50 marks)	20					
2.	Statistical Table – Simple heading 4 Columns in all (1+3 Lines) – 3 traps – 50 words – 250 strokes – 50 marks	25					
	Total	45					

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

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

COURSE OUTCOME	
CO1	Identifying Types of Circular and notices in Word with accuracy
CO2	Identifying and preparing Statistical table using Spread Sheet

COURSE CONTENTS

Unit-I Circular Letter & Notice **Duration: 20 hrs**

Practice circular letter or Notice

Unit-II : Statistical Table **Duration: 25 hrs**

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

RECOMMENDED BOOKS:

1. Abbreviations by National Shorthand School (Books).
2. Lay outs and Formats of Typewriter – Published by S.B.T.E.T.
3. Examination question papers of S.B.T.E.T. Typewriting English Junior Grade

NOTE: The syllabus designed for Typewriting English Junior grade of Technical Examinations conducted by S.B.T.E.T., is to be followed for I Semester Typewriting subject.

Suggested Learning Outcomes:

1.0 Know typing of Circular or Notice
- 1.1 Interpret the abbreviation in a given script
- 1.2 Correct the mistakes in a given script
- 1.3 Practice typing circulars and notices for neatness and accuracy

2.0 Know Typing of Statement
- 2.0 Interpret the abbreviation in a given script.
- 2.1 Select the appropriate spacing of the statement columns
- 2.2 Correct the mistakes in a given script.
- 2.3 Display the typed statement.
- 2.4 Practice typing statements for neatness and accuracy.

3.0 Demonstrate Speed and Accuracy In Typing A Given Matter.

4.0 Demonstrate Accuracy In Typing Manuscript According To The Layout.

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

Suggested Student Activities

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

Student E-Learning references

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

Model Question Papers

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying Types of Circular and notices in Word with accuracy	R/U	1,2,3,6,7,8,9,10	20
CO2	Identifying and preparing Statistical table using Spread Sheet	R/U/A	1,2,3,6,7,8,9,10	25

Department of Technical Education

State Board of Technical Education &Training (TS)

Course Title	: **Fundamentals of Information Technology Lab**	Course Code	: 18CCP-109P
Semester	: **I**	Course Group	: **Core**
Teaching Scheme in Hrs (L:T:P)	: **1:0:2**	Credits	: **3**
Type of course	**: Lecture + Assignments**	Total Contact Hours	: 45 **Pds**
CIE	: 6**0 Marks**	SEE	: 4**0 Marks**

Course Content and Blue Print of Marks for CIE

Unit No	Unit Name	Hour	Questions to be set for SEE			Marks Weightage	Weightage (%)
			R	U	A		
1	Hardware Components	03					
2	DOS	12					
3	WINDOWS	24					
4	INTERNET	06					
	Total	45					

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

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

COURSE OUTCOME	
CO1	Identifying various basic components of a Computer
CO2	Using of DOS commands
CO3	Installation & Uninstallation of software
CO4	Mastery of Shortcut keys in DOS
CO5	Mastery of Shortcut Keys / File Operations in Windows OS

Unit-I: Hardware Components **Duration: 03 hrs**

Motherboard, RAM, Hard disk, Processor, Battery etc.,

Unit-II: DOS **Duration: 12 hrs**

Internal commands and external commands

Unit-III: WINDOWS **Duration: 24 hrs**

Basics of Windows Desktop (Icons, Start Menu, Task bar, Display Properties, My Computer) - Usage of Recycle Bin - Creating, Deleting, Renaming folders - Copying, Moving of files - Format CD/DVD - Creating Shortcuts, Placing Shortcuts at Convenient Place - Working with Windows Accessories - Text creating using Word pad/note pad - Formatting text using Word pad/note pad - Printing text documents - Operations of Control Panel –Changing settings of the components - Installing/Uninstalling software, Hardware - Practice painting the pictures using MSPaint - Working with calculator

Unit-IV: Internet **Duration: 06 hrs**

List and show the Hardware and Software requirement for Networking - Demonstrate the steps to Browse the Net - Web searching using search engines - Downloading file/folder - Zip/unzip files/folder - E-mail – Account creation, Sending and Receiving - E-Commerce transactions

RECOMMENDED BOOKS:

1. Teach yourself Office 2000 for Windows –Coray Sandler, Tom Badgett, Jan Weingarten, BPB Publications.
2. Windows 98 – Sharon Crawford, BPB Publications
3. Teach Yourself Windows – A L Stevens, BPB Publications.
4. The ABC s of MS Office 2000– Guy Hard-Davis, BPB Publications.
5. Working in MS Office- Ran Mansfield, Tata McGraw Hill Publications

Suggested Learning Outcomes:

1.0. Hardware Components - Motherboard, RAM, Hard disk, Processor, Battery,

Input devices & Output Devices.

2.0. DOS - Internal Commands & External Commands

3.0. Practise Windows Features.

3.1. Demonstrate use of start button.
3.2. Demonstrate viewing of the setting option in the start menu.
3.3. Demonstrate loading of control panel and understand selecting the items.
3.4. Demonstrate changing Date and time, screen settings, printer settings.
3.5. Demonstrate changing of settings of mouse.
3.6. Demonstrate creating of folders.
3.7. Demonstrate deleting of files, folders, un-deleting of files and folders.
3.8. Demonstrate creation of short cuts
3.9. Create text file using WordPad or notepad
3.10. Format the text document with all the features available in WordPad, Notepad.
3.11. Print the document created using WordPad, Notepad.
3.12. Demonstrate the MS Paint application
3.13. Demonstrate installing/uninstalling software/hardware using control panel.

4.0. Practise with the Internet

4.1. Identify the H/W and S/W components involved in Networks.
4.2. Connect and disconnect to the Internet.
4.3. Browse the Net using Browser softwares.
4.4. Search the Web using Search Engines
4.5. Create and operate E-mail
4.6. Identify the E-commerce transactions

EXERCISES

1. Move and adjust task bar.
2. Navigate through menus.
3. Configure and use the Recycle bin.
4. Create new folders and files using different methods.
5. Explore a folder using Windows Explorer.
6. Move, copy and delete files and folders
7. Copy and format floppies/CD/DVD.
8. Make, move, rename and change shortcut settings.

9. Change the appearance, Video resolution and other settings of your display.
10. Configure mouse, change mouse pointers and other settings.
11. Install and uninstall a hard ware device.
12. Add and remove programs using control panel.
13. Create document with WordPad and Notepad.
14. Create a picture using MS Paint.
15. Use calculator in windows.

Objectives and Key Competencies

Exp No.	Name of Experiments	Objectives	Key Competencies
1	Identify the various components of a Computer system	Identify various Components of a System	Check whether components are identified correctly
2	Differentiate between hardware and software	To Differentiate between hardware and software	Observe differences between hardware and software
3	State the functions of each component of a computer system	To study function of all components on system	Identify all components inside computer Observe the functionality of all components like CPU,RAM,HDD,CD/DVD Drive, Motherboard
4	State the configuration of a computer system	Able to observe configuration of given system	Use System icon in control panel Use system information in Accessories
5	Practice on Internal & External commands.	To use internal commands To use External commands	Use any given command
6	Exercise on understanding the Start Menu items on Taskbar	Able to understand the use of Start Menu items by opening some applications	Use‘Start Menu’ items on Taskbar by opening some applications
7	Exercise on creation of folders and organizing files in different folders on desktop	Able to create folder Able to organize file in different folders	create folder using right click on desktop Organise files in different folders
8	Exercise on using Recycle Bin	Able to Use Recycle Bin	Check Recycle bin whether able to use delete files Observe files were properly restored files
9	Exercise on use of My Computer	Able to Access files and folders in C: Drive Able Access files and folders in other drives	Check whether able to access files in C: Drive using Mycomputer correctly or not Check whether able to access files in other drives using Mycomputer correctly or not Check whether able use CD/DVD drive using Mycomputer
10	Exercise on use of My Documents	i)Able to use My documents so that organize and access files and folders in it ii)Able to use Mydocuments so	Check Whether able to organize files and folders in Mydocuments Check Whether able to organize files in My music,Mypictures, My videos

		that Organizing files in My Music, My Pictures, My Videos iii) Able to create short cut for mydocument on desktop properly	in Mydocuments Check able to create short cut for my document on desktop properly
11	Exercise on creation of shortcut to files and folders (in other folders) on Desktop	Able to create shortcut of files and folders on desktop	Check whether can able to create shortcut for any files created on desktop Check whether can able to create shortcut for any folder created on desktop
12	Exercise using Paint	Able to create .jpeg, .bmp Files using MS Paint	Check whether can able to create .jpeg, .bmp Files using MS Paint
13	Exercise using Calculator	i)Able to use calculator in Standard mode ii)Able to use calculator in Scientific mode	Check calculator in Standard mode Check calculator in scientific mode
14	Exercise using Notepad/Wordpad	i)Able to use Notepad ii)Able to use Wordpad	Observe creation, formatting and printing of file using Notepad Observe Creation, formation and printing of file using Wordpad
15	Exercise on using Control Panel	Able to Installation / Uninstallation of Software using control panel Able to Installation of Hardware using control panel Able to Changing Date and Time using control panel	Check Installation / Uninstallation of Software using control panel Check Installation of Hardware using control panel Check Changing Date and Time using control panel
16	Exercise on using of explorer for accessing of files and folders	Able to use of explorer for accessing of files and folders	Check use of explorer for accessing of files and folders
17	Exercise on arranging of icons – name wise, size, type, Modified	Able to arranging of icons – name wise, size, type, Modified on desktop	Observer whether able to arrange of icons – name wise, size, type, Modified
18	Exercise on searching of files and folders	Able to search of files and folders	Check searching of files and folders
19	Exercise on organizing files / folders using copy and paste of files and folders	i)Able to organizing files / folders using copy and paste of files and folders using explorer ii) Able to organizing files / folders using copy and paste of files and folders using my computer	Check organizing files / folders using copy and paste of files and folders Check organzing files / folders using copy and paste of files and folders using my computer
20	Exercise on installation of Anti Virus software	Able to installation of Anti Virus software	Check installation of Anti Virus software Check the CD/DVD/Pen Drive using Anti Virus Software like Kaspersky etc.,

21	Exercise on shutdown of computer system	Able to shutdown of computer system	Check shutdown of computer system
22	Exercise on using of Internet Explorer or any other browser	Able to use of Internet Explorer Able to use of Mozilla firefox Able to use of Google Chrome Able to use of opera	Check use of Internet Explorer Check use of Mozilla firefox Check use of Google Chrome Check use of opera
23	Exercise on E-mail	Able to Create E-mail id Able to send and receive messages using E-mail	Create E-mail id Send and Receive messages using E-mail
24	Exercise on Zip/unzip files/folders	Able to Zip/Unzip Files/Folders	Use Winrar software to Zip/Unzip Files/Folders

Suggested Student Activities

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

Student E-Learning references

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

Model Question Papers

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Identifying various basic components of a Computer	R/U	1,2,3,6,7,8,9,10	3
CO2	Using of DOS commands	R/U/A	1,2,3,6,7,8,9,10	10
CO3	Installation & Uninstallation of software	R/U/A	1,2,3,6,7,8,9,10	7
CO4	Mastery of Shortcut keys in DOS	R/U/A	1,2,3,6,7,8,9,10	10
CO5	Mastery of Shortcut Keys / File Operations in Windows OS	R/U/A	1,2,3,6,7,8,9,10	15

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

Course Title :	**English Language Lab**	Course Code	**18CCP-110P**
Semester	**I**	Course Group	**:Core**
Teaching Scheme in Hrs(L:T:P)	**7.5:0:30**	Credits	: **1.5**
Methodology	**Pair Work, Group Work, Activities, Lecture, Self Learning**	Total Contact Hours :	**:37.5Hrs/45Pds**
CIE	**60 Marks**	SEE	**40 Marks**

Course Content and Blue Print of Marks for

ENGLISH LANGUAGE LAB

Unit No	Unit name	Periods	Questions for SEE			Marks weightage	%Weightage
			R	**U**	**A**		
1.	Self Introduction, Introduction of Others. (Formal and Informal Situations)	**8**			**1**		
2	Talking about daily routine, past events and future plans.	**6**			**4**		
3	Using a dictionary	**6**			**1**		
4.	Presentation Skills (Individual Presentations, JAM)	**10**			**2**		
5.	Listening Comprehension	**8**			**1**		
6.	Read aloud a text (from newspapers, magazines and other sources) with proper pronunciation, pitch and intonation.	**7**			**1**		
	Total	**45**			**10**	**110**	**100**

Pre requisites

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

Course Outcomes

CO1 :	Introduce oneself and introduce others in formal and informal situations.
CO2 :	Talk about their daily routine, past events and plans for future.
CO3 :	Use a dictionary.
CO4 :	Give effective presentations.
CO5 :	Listen to audio files and answer related questions.
CO6 :	Read aloud a given text (from Newspaper, Magazines and other available sources) with proper pauses, pitch and intonation.

Course Content

UNIT 1 Self Introduction, Introduction of Others. (Formal and Informal Situations)

Introducing oneself at formal situations like a classroom, on stage, at the office, in interviews and in informal situations like parties, get-togethers, shopping centers. **Duration: 8 Periods (L: 1 – T:7)**

UNIT 2 Talking about Daily Routine, Past Events and Future Plans Duration : 6 Periods(L:1 – T:5)

Talking about daily routine, Friend's/father's/mother's/sister's/brother's daily routine. Talking about what they/others have done yesterday, last month, last year. Talking about what they/others will do tomorrow/ next month/ next year/in future.

UNIT 3 Using a Dictionary **Duration: 6 Periods (L: 2 – T:4)**

Using a dictionary. Looking for meaning, pronunciation, parts of speech, accent, usage.

Using online dictionaries

UNIT 4: Presentation Skills (Individual Presentations, JAM) Duration: 10 Periods (L: 3 – T:7)

Individual Presentations on different topics using charts, power point presentations, models or any other means. JAM – pick and talk. Extempore and prepared presentations.

UNIT 5 : Listening Comprehension **Duration: 8 Periods (L: 2 – T:6)**

Listening Comprehension – passages read out aloud by the teacher from different sources, online audio files.

UNIT 6 : Reading **Duration: 7 Periods (L: 1 – T:6)**

Read aloud a text (from newspapers, magazines and other sources) with proper pronunciation, pitch and intonation.

Recommended Books

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

Suggested Learning Outcomes

1.0 Self Introduction, Introduction of Others. (Formal and Informal Situations)

1.5 Introduce oneself in the classroom

1.6 Introduce oneself at the party

1.7 Introduce oneself in the interview

1.8 Introduce oneself on the dais

1.9 Introduce others at formal situations

1.10 Introduce others at informal situations

2.0 Talking about daily routine, past events and future plans.

2.6 Talk about daily routine

2.7 Talk about friend's/father's/mother's/sister's/brother's daily routine.

2.8 Talk about what he/she did yesterday

2.9 Talk about what he/she did last week.

2.10 Talk about what he/she last month.

2.11 Talk about what their friend/father/mother/brother/sister did in the past.

2.12 Talk about what they are going to do tomorrow/in future.

2.13 Talk about what others will do tomorrow/in future.

3.0 Using a dictionary

3.6 Look for meaning, parts of speech, usage in a dictionary.

3.7 Look for pronunciation and accent in a dictionary.

3.8 Refer to a thesaurus for synonyms and antonyms.

3.9 Use internet resources for finding the meaning and pronunciation of words.

4.0 Presentation Skills (Individual Presentations, JAM)

4.5 Give presentations on different topics.

4.6 Participate in JAM

4.7 Learn how to generate points on any given topic.

5.0 Listening Comprehension

5.5 Listen to different audio files from audio aids and answer questions.

5.6 Listen to a text read aloud by the teacher and answer questions

6.0 Reading aloud a text (from newspapers, magazines and other sources) with proper pronunciation, pitch and intonation

6.4 Read aloud a text from the newspaper.

6.5 Read with proper pauses and pitch.

6.6 Read with proper intonation and pronunciation.

6.7 Read magazine articles aloud with proper pauses, pitch and intonation.

6.8 Read with loudness and clarity.

Internal evaluation

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

Suggested Student Activities

7. Spell-Bee Contest
8. Role plays and Skits.
9. Presentation on grammar related topics.
10. Describing their mother, father other family members.
11. Using a dictionary to identify pronunciation of words.
12. Picture Description.

Suggested E-Learning references

e-learning:

1.www.duolingo.com

2. www.bbc.co.uk

3. www.babbel.com

4. www.merriam-webster.com

5. www.ello.org

6. www.lang-8.com

7. youtube.com

8. Hello English(app)

9. mooc.org

10. https://onlinecourses.nptel.ac.in

Semester End Examination marks distribution

		Essay	Marks
Part A		1/10	40

Mid term Examination marks distribution

	Essay	Marks
Part A		
Part B		
Part C		
Total		

Model Question papers required

One Model paper each for .Semester end Examination and Midterm Examination

CO-PO Mapping Matrix

Course Outcome		CL	Linked PO	Teaching periods
CO1	Introduce oneself and introduce others in formal and Informal situations.	R/U/A	1,2,3,4,8,9, 10	**8**
CO2	Talk about their daily routine, past events and plans for future.	R/U/A	1,2,3, 4, 8, 9, 10	**6**
CO3	Use a dictionary.	R/U/A	1, 2, 3, 4, 8, 10	**6**
CO4	Give effective presentations.	R/U/A	1,2,3, 4, 6, 7, 8, 9, 10	**10**
CO5	Listen to audio files and answer related questions.	R/U/A	1,2, 3, 4, 8, 9, 10	**8**
CO6	Read aloud a given text (from Newspaper, Magazines and other available sources) with proper pauses, pitch and intonation.	R/U/A	1,2,3, 4, 10	**7**
	Total			**45**