

C21_ Curriculum

**DIPLOMA IN COMMERCIAL AND COMPUTER
PRACTICE**



OFFERED BY

STATE BOARD OF TECHNICAL EDUCATION & TRAINING,

TELANGANA: HYDERABAD

I SEMESTER

Sl No	Course Code	Course Name	Teaching Scheme				Credits	Examination Scheme							
			Instruction periods per week			Total Periods per semester		Continuous internal evaluation			Semester end examination				
			L	T	P			Mid Sem 1	Mid Sem 2	Internal evaluation	Max Marks	Min Marks	Total Marks	Min marks for Passing including internal	
1	HU-101	Basic English	3	2	0	75	3	20	20	20	40	14	100	35	
2	CCP-102	Book Keeping	4	1	0	75	3	20	20	20	40	14	100	35	
3	CCP-103	Basics of Phonography	4	1	0	75	3	20	20	20	40	14	100	35	
4	CCP-104	Business Organisation	4	1	0	75	3	20	20	20	40	14	100	35	
5	CCP-105	Computer In Business Applications- Word Processor, Presentations	3	2	0	75	3	20	20	20	40	14	100	35	
6	CCP-106	Phonography Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
7	CCP-107	Computer Based Typewriting @ 25 Wpm Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
8	CCP-108	Computer Based Typewriting Manuscript @ 25 Wpm Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
9	CCP-109	Computer In Business Applications Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
10	CCP-110	Basics of Accounting Packages & Tally Accounting Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
11	CCP-111	Skill Upgradation	0	0	8	120	2.5	0	0	Rubrics			--	-	
Activities: student performance is to be assessed through Rubrics															

HU-101 - Basic English

Course Title	Basic English	Course Code	HU-101
Semester	I	Course Group	Foundation
Teaching Scheme in Minutes (L:T)	50:25	Credits	3
Methodology	Communicative Language Teaching + Assignments	Total Contact Hours	75
CIE	60 Marks	SEE	40 Marks

Prerequisites: Basic knowledge of English Language

COURSE CONTENTS

MODULE 1: VOCABULARY

Duration: 12 Periods – (L 8 P 4)

1. How to Use a Dictionary
 - a) How to locate a word
 - b) Different kinds of dictionaries
 - c) Uses of dictionaries and digital dictionaries
2. Building Vocabulary
 - a) Words from other languages – Greek, Latin, French, Sanskrit, Hindi, and Telugu.
 - b) Words from names of people (Eponyms) with focus on terms used in science and technology.
 - c) Word Forms – Focus on words from Science and Technology.
3. Words Often Confused
 - a) Homonyms, Homophones.
 - b) Heteronyms, Heterophones
 - c) Capitonyms

MODULE 2: READING

Duration: 12 Periods – (L 8 P 4)

1. Purpose of Reading
2. Types of Reading
3. Types of Paragraphs and Questions (F I V E)

MODULE 3: SPEAKING

Duration: 12 Periods – (L 8 P 4)

1. Need for English
2. Classroom English
3. Expressing Feelings
4. Expressing Likes & Dislikes

5. Making Requests
6. How to Introduce Oneself
7. Expressing obligations.

MODULE 4: GRAMMAR I

Duration: 12 Periods – (L 8 P 4)

1. Basic Sentence Patterns
2. Tenses
3. Voice

MODULE 5: GRAMMAR II

Duration: 15 Periods – (L 10 P 5)

1. Adjectives
2. Prepositions
3. Asking Questions

MODULE 6: WRITING

Duration: 12 Periods – (L 8 P 4)

1. Paragraph Writing – I
2. Paragraph Writing – II
3. Letter Writing – I
4. Letter Writing – II

COURSE OUTCOMES

No.	At the end of the course, the students will have the ability to:
101.1	Use a dictionary and acquire vocabulary for social interaction.
101.2	Comprehend, identify main ideas, make inferences, visualize, and answer questions. Analyze and evaluate the written material.
101.3	Speak and write grammatically correct sentences, communicate effectively, express their likes, dislikes, feelings, make requests, express obligations and introduce themselves.
101.4	Use verbs in the different tenses according to the situations. Use Voice to express an action clearly
101.5	Describe people and objects, ask questions, use prepositions and write grammatically correct sentences.
101.6	Convey ideas in the form of paragraphs and letters

CO-PO Matrix

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	Mapping POs
101.1	-	-	-	-	3		3	5,7

101.2	-	-	-	-	3	2	3	5,6,7
101.3	-	-	-	-	3	3	3	5,6,7
101.4	-	-	-	-	2	2	3	5,6,7
101.5	-	-	-	-	2	2	3	5,6,7
101.6		-	--	--	2		3	5,7

Test	Units	Marks	Pattern
Mid Sem- I	1. Vocabulary 2. Reading	20	Part A: 4 short answer questions Part B: 2 short essay questions with internal choice Part C: 2 essay questions with internal choice
Mid Sem - II	1. Speaking 2. Grammar-1	20	Part A: 4 short answer questions Part B: 2 short essay questions with internal choice Part C: 2 essay questions with internal choice
Slip Test 1	1. Vocabulary 2. Reading	5	2 questions out of 3 questions
Slip Test 2	1. Speaking 2. Grammar-1	5	2 questions out of 3 questions
Assignment	One assignment per one semester	5	Different assignments of higher order questions that develop problem solving skills and critical thinking should be given
Seminars	One seminar per one semester	5	Oral presentations using audio–visual equipment, charts, etc.
	Total	60	

MID SEM - I EXAM					
S. No.	Unit Name	R	U	A	Remarks
1	Unit - I	1, 2	5 (a) 5 (b)	7 (a) 7 (b)	

2	Unit - II	3, 4	6 (a) 6 (b)	8 (a) 8 (b)	
Total Questions		4	4	4	
MID SEM - II EXAM					
S. No.	Unit Name	R	U	A	Remarks
1	Unit - I	1, 2	5 (a) 5 (b)	7 (a) 7 (b)	
2	Unit - II	3, 4	6 (a) 6 (b)	8 (a) 8 (b)	
Total Questions		4	4	4	

SEMESTER END EXAM						
Sl. NO.	Unit No.	Question to be set for SEE			Remarks	
		R	U	A		
1	I	4	1	9 (a)	13 (a)	
2	II			2	10 (a)	14 (a)
3	III		3		5, 6	9 (b)
4	IV			11 (a)		15 (a)
5	V			11 (b)		15 (b)
6	VI		7, 8	10 (b)	14 (b)	
		12 (a)		16 (a)		
		12 (b)		16 (b)		
Total Questions		8		8	8	

Legend:

Remembering: one mark

Understanding: three marks

Application: five marks

Suggested Student Activities:

- Practice conversation / dialogue / speech and answer the questions.

- Group discussions.
- Seminars.
- Review a movie.
- Review a book.
- Narrating a story.
- Chain stories.
- JAM.
- Speak about incidents /events /memories /dreams /role model.
- Interviews of famous personalities.
- Reading for main ideas and specific details.
- Summarizing.
- Picture description.
- Writing a recipe.
- Describing a process.
- Giving directions using maps.
- Surveys.
- Filling forms.
- e-mail etiquette.
- Preparing reports on field visits, experiments, projects.
- General English for competitive exams – Practice the previous year’s question papers of SSC, RRB, TS TRANSCO, TSGENCO, etc.

REFERENCES:

1. Practical English Grammar by A.J Thomson and A.V. Martinet
2. A Course in Phonetics and Spoken English by J. Sethi and P.V Dhamija
3. Word Power Made Easy by Norman Lewis.
4. Keep Talking by Friederike Klippel.
5. More Grammar Games by Mario Rinvoluceri and Paul Davis.
6. Essential English Grammar by Raymond Murphy.
7. Spoken English-A Self Learning Guide to Conversation Practice by V Sasi Kumar.

E-learning resources:

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>
11. <https://www.indeed.com/career-advice/>
12. Dictionary.com
13. Online Dictionaries
14. <https://englishsentences.com>
15. <https://englishcub.com/vocabulary/dictionary-thesaurus.htm>
16. TEDx talks.
17. Toastmasters International on YouTube.

BOARD DIPLOMA EXAMINATION (C-21)
MID SEMESTER EXAMINATION – I
HU-101-BASIC ENGLISH

Time: 1 Hour

Total Marks: 20

PART - A

1 X 4 = 4

Instructions: Answer all the questions. Each question carries one mark.

1. Choose the correct guide words for the following words.

1. Pool:

- | | |
|------------------|-------------------|
| a. Play, Portico | b. Poem, Poet |
| c. Prosper, Pull | d. Porpoise, Pout |

2. Monkey:

- | | |
|----------------|----------------|
| a. Money, Monk | b. Mole, Mount |
| c. Moon, Most | d. More, move |

2. _____ is the Unit of Electric Current in SI Units named after Andre Marie Ampere.

3. Read the following passage and answer the question.

There once was a Bald Man who sat down after work on a hot summer's day. A Fly came up and kept buzzing about his bald pate, stinging him from time to time. The Man aimed a blow at his little enemy, but his palm came on his head instead; and again the Fly tormented him. But this time the Man was wiser, and said: "You will only injure yourself if you take notice of despicable enemies."

- i) How can you say that the man has become wiser?

4. Read the following passage and answer the question.

An Eagle was soaring through the air when suddenly it heard the whizz of an Arrow, and felt itself wounded to death. Slowly it fluttered down to the earth, with its life- blood pouring out of it. Looking down upon the Arrow with which it had been pierced, it found that the shaft of the Arrow had been feathered with one of its own plumes. "Alas!" it cried, as it died. "We often give our enemies the means for our own destruction."

- i) What did the eagle discover before its death?

PART - B

3 X 2 = 6

Instructions: Answer the following questions. Each question carries three marks

5. a) Read the following and use correct words in the blanks.

I went to _____ (meat/ meet) the _____ (Principle / Principal) but he was on _____ (live/ leave) for a _____ (weak / week). I had to _____ (weight / wait) in the room before I was _____ (allowed / aloud) to go out.

(OR)

b) Use the following set of words in sentences of your own to express the difference in the meaning.

- i) break - brake ii) stationery - stationary iii) waste - waist

6. a) Read the passage and answer the questions.

When I woke up it was broad daylight and the weather had cleared. The storm abated. The Ship was lifted off at night from the sand where she lay by the tie and was driven up almost as far as the rock where I have been bruised by the dashing. As the ship was upright and within a mile, I wish to board it to save necessary things for my use.

- (i) How was the weather in the morning?
- (ii) What had happened to the ship at night?
- (iii) Why did he wish to board the ship?

(OR)

b) Read the passage and answer the questions.

O. Henry's original name was William Sidney Porter, he was born on 11th September, in 1862, Greensboro, North Carolina, U.S. He died on 5th June, 1910, New York. He was an American short story writer whose tales romanticized the commonplace - in particular the life of ordinary people in New York City. His stories expressed the effect of coincidence on character through humour, grim or ironic, and often had surprise endings, a device that became identified with his name and cost him critical favour when its vogue had passed.

- (i) Who was William Sidney Porter?
- (ii) What did his stories deal with?
- (iii) What was the name he took up to write stories?

PART-C

5 X 2 = 10

Instructions: Answer the following questions. Each question carries five marks

7. a) Write the basic uses of a dictionary.

(OR)

b) How will you look up the word, “Travel”, in the dictionary.

8. a) Read the passage and answer the questions.

An owl is a bird. There are two basic types of owls: typical owls and bam owls. Owls live in almost every country of the world. Owls are mostly nocturnal, meaning they are awake at night. Owls are predators – they hunt the food that they eat. Owls hunt for mince and other small mammals, insects and even fish. Owls are well adapted for hunting. Their soft, fluffy feathers make their flight nearly silent. They have very good hearing which helps them to hunt well in the darkness. The sharp hooked beaks and claws of the owl makes it very easy to tear apart their prey quickly, although owls also eat some prey whole.

Owl’s eyes are unusual. Like most predators, both the eyes of the owl face front. The owl cannot move its eyes. Owls are far – sighted, which means they can see very well far away.... But they can’t see dose very well at all. Fortunately, their distant vision is what they use for hunting and they see far away even in low light. Owls have facial disks around their eyes, tufts of feathers in a circle around each eye. These facial disks are thought to help the Owl’s hearing. Owls can turn their heads 180 degrees is all the owl needs to see what’s going on all around it. Perhaps because of the Owl’s mysterious appearance, especially its round eyes and flexible neck, there are a lot of myths and superstitions about Owls. Many cultures believe that Owls are unusually wise. Because owls are nocturnal, some cultures associate owls with bad omens. The screech of the bam owl is considered by many to sound early human, like a person screaming. However, owls probably do not interact with fates of human at all. In fact, some owl species may become extinct because of humans.

- (i) How can you say that an owl is a predator? List a few special features present in predators.
- (ii) What helps owls in hunting?
- (iii) Why are myths and superstitions associated with an owl?
- (iv) Pick out the words from the passage which means:
 - a) A sign of something that will happen in the future.
 - b) In a strange frightening mysterious way.
- (v) What will you do if you see an owl with owlets in your college premises?

(OR)

b) Read the passage and answer the questions.

Marie Curie was born in Poland in 1867. She was the youngest of five children. Her father was a professor. Marie won a gold medal when she graduated from high school. She and her sister did private tutoring to earn money. At Sorbonne University she studied

Mathematics and Physics. She earned a master's degree in Physics and with the help of a scholarship earned a master's in Mathematics. Later she received a doctorate in Physics. She met Pierre Curie and married him in 1895. Together they discovered two new radioactive elements. They named them Polonium and Radium. They received the Nobel Prize in the year 1903 for the discovery of Radioactivity along with Hennery Becquerel. In 1911 she received another Nobel Prize for the discovery of Polonium and Radium. In 1923 the French government gave her a pension of forty thousand Francs a year in recognition of her lifetime work in France. Many people have benefited from the discoveries made by Pierre and Marie Curie.

- (i) When and where was Marie Curie born?
- (ii) Why were they awarded the Nobel Prize?
- (iii) Write the antonyms for the following words:
 - a) Benefit
 - b) Youngest
- (iv) Why did the French government give her a pension?
- (v) How can you say many people have benefitted from discoveries made by Pierre and Marie Curie?

BOARD DIPLOMA EXAMINATION (C-21)
MID SEMESTER EXAMINATION – I
HU-101- BASIC ENGLISH

Time: 1 Hour

Total Marks: 20

PART - A

1 X 4 = 4

Instructions: Answer all the questions. Each question carries one mark.

1. Write a sentence to express the trait you like in your friend.
2. Rewrite the sentence using a word of obligation.
 - a) The teacher advised the students to work hard in order to get good marks.
3. Read the following sentence and write the sentence pattern.
 - a) I teach students.
 - b) Farmers are hard working.
4. Fill in the blank with the appropriate form of the verb.
 - a) He _____ (live) in that house since 2015.

PART - B

3 X 2 = 6

Instructions: Answer the following questions. Each question carries three marks.

5.
 - a) Write one expression used by the teacher.
 - (i) When the Class is noisy.
 - (ii) When a student is distracted.
 - (iii) When a student is permitted to leave early.
- OR**
- b) Write the feelings you express in the following situations.
 - (i) The train you have been waiting for hours has been cancelled.
 - (ii) Your mother says she is proud of you.
 - (iii) You forgot that a holiday was declared and went to college.
6.
 - a) Change the voice of the following sentences.
 - (i) He eats only vegetarian food.
 - (ii) Ethical hacking has been learnt by Gaurav.
 - (iii) Submit your application.

OR

- b) Fill in the blanks with simple past and past continuous forms of the verbs given in the brackets.

When the children ____i____ (Play) in the park, they ____ii____ (hear) the whimper of a small puppy. The friends ____iii____ (search) under the bushes and

____iv____ (find) a white puppy. When they ____v____ (try) to pacify it a big dog suddenly ____vi____ (appear).

PART-C

5 X 2 = 10

Instructions: Answer the following questions. Each question carries five marks.

7.

- a) Write three difficulties faced by students while learning English. Give suggestion to overcome these difficulties.

OR

- b) Write your introduction in a formal situation (You are Anish studying in class XII)

8.

- a) Write a sentence using each of the given sentence patterns.

a) S V b) S V O c) S V S C d) S V O OC

e) SVIODO

OR

- b) Write your routine using ten verbs.

BOARD DIPLOMA EXAMINATION (C-21)
END SEMESTER EXAMINATION
HU-101- BASIC ENGLISH

Time: 2 Hours

Total Marks: 40

PART – A

8 X 1 = 8

Instructions: 1. Answer all the questions.

2. Each question carries one mark.

1. Read the sentence and capitalize the words which represent the name of a country, month:
 - a. He bought a jersey in jersey.
 - b. They may come in may.

2. Rewrite the following sentence in the form of a request: to a friend, to your teacher.
Lend me your pen.

3. Frame “Yes” or “No” question for the following statement.
I have understood the problem.

4. Write the feeling you undergo in the following situation.
You see a small child working in a hotel at mid night while returning from a party.

5. Fill in the blanks with suitable prepositions.
Sreeni was angry _____ her mother _____ not permitting her to go to a late-night party.

6. Write a sentence about your teacher using two adjectives.

7. Write the salutation written to your friend while writing a letter.

8. Read the given paragraph and write the topic sentence.

The white Rhino is the largest mammal weighing around 300 Kgs. It has become endangered as humans hunt it for its horns. It has a wide mouth used for grazing and is the most social of all rhino species. White rhinoceroses are found in grassland and savannah habitat. [Herbivore grazers](#) that eat grass, preferring the shortest grains, the white rhinoceros is one of the largest pure grazers. It drinks twice a day if water is available, but if conditions are dry it can live four or five days without water. It spends about half of the day eating, one third resting, and the rest of the day doing various other things.

PART- B

4 X 3 = 12

Instructions: 1. Answer the following questions.

2. Each question carries three marks.

9.
 - a) Read the following passage and answer the questions.

During the summer holidays, I lost my phone. And for the week that I was phoneless, it felt like a disaster. I love my phone. It gives me quick access to information and allows me to constantly be looped in with my friends, to know exactly what is going on in their lives. So, when I didn't have my phone for a week, I felt a slightly sense of FOMO, or if you are not up to speed with the lingo, fear of missing out. By the end of the week, I would have got used to not having a phone and I would have enjoyed the break from social media. But there was still a lingering sense of sadness at the back of my mind that there would be conversations I had missed, messages that there would be conversations I had missed, messages that had been sent, funny videos shared and night time chats that I would probably never get to see.

- i. What felt like a disaster to the writer?
- ii. Why does the writer love his phone?
- iii. How did the writer feel without the phone?

OR

- b) Read the following passage and frame two "Wh" questions and one "Yes No" questions:

Dr Seuss was born on March second 1904. He was an American cartoonist and writer. His real name was Theodor Seuss Geisel. He was born in Springfield, Massachusetts. Dr Seuss liked draw and write even as child. The first book that Dr Seuss wrote was titled "And to think that I saw it on Mulberry Street". He wrote it while on a ocean voyage, returning from a trip to Europe. The rhythm of the ship's engine gave him the feeling for the poetry rhythm in the story. Dr Seuss was not a real doctor. He added the "Dr" to his name to honour his dad, who wanted Theodor to become a doctor. Even though he never became a real doctor, he did write books that helped millions of kids to read. Dr Seuss had also used other names, pen names to write books. These names include Theophrastus Seuss, Theo Le Sieg which is his real name spelled backwards, and Rosetta stone. Dr Seuss wrote more than sixty children's books including some which have been made into movies such as "The Lorax", "The Cat in the Hat", "Horton Hears a Who", and "How the Grinch Stole Christmas". He wrote lots of books for children, even though he and his wife never had children of their own. He died at age 87 in San Diego California, USA.

10.

- a) Write as directed.
 - a) Write a sentence expressing what you like about the rainy season.
 - b) Rewrite the sentence using a word of obligation:
The Doctor told the patient to reduce the intake of salt, if he wants the healthy life.
- c) Write two hobbies you would express while giving your introduction.

OR

- b) Write a paragraph in 100 words about a festival you like.

11.

- a) Fill in the blanks with the proper order of adjectives given in brackets
- a) He ate _____ (green/ English / round / some) apples.
- b) She has _____ (lot of / old / interesting) books.
- c) My grandmother had always been _____ (slightly bend / fat / short).

OR

- b) Fill in the blank with adjectives or prepositions.
- Tiger is a _____ animal that lives _____ forests. It is _____ animal as it feeds _____ other animals. Tigers are very _____. The body _____ tigers is red or orange with black stripes.

12.

- a) Write a letter to your friend asking him to write about his college.

OR

- b) Write a paragraph on the importance of physical exercise.

PART-C

4 X 5 = 20

*Instructions: 1. Answer the following questions.
2. Each question carries five marks.*

13.

- a) Write about five different kinds of dictionaries.

OR

- b) Read the following passage and write three “Wh” questions and two “yes No” questions.

One of the results of Technology and population growth is increase of pollution throughout the world. According to United Nation’s report the future of all life on earth will be endangered. If man does not control contamination of the environment, It is time, we learn the full extent of the dangers that face mankind.

For instance, here in Egypt, look at River Nile. It is strange to see how everything is thrown into it as if it were litter basket. Instead of keeping it clean and pure, we pollute it. We our-selves, not our enemies, dirty it with our own hands. Some farmers wash themselves, their clothes, their animals, their pots and pans in its water. They even throw away their dead animals, and birds into it. Some people living in cities and towns throw their old tyres and broken bottles and rusty tins into it. Factories throw their waste chemicals and garbage. In this way the Nile water gets poisoned, kills fish, poisons land, weakens crops and destroys health.

So, it would be foolish to shut our eyes to the dangers of the pollution that man causes to the very thing on which his life depends. Please keep Nile clean.

14.

- a) Write five problems faced by students while learning English. Write your suggestions to overcome these problems.

OR

b) Write a paragraph about Covid-19 pandemic in 150 words.

15.

a) Describe your favourite place using ten adjectives.

OR

b) Fill in the blanks with suitable prepositions.

He lives _____ (in / on) a beautiful cottage _____ (beside / besides) the river. There is a pathway _____ (between / among) the two flower beds leading _____ (to / from) the cottage. He has been living there _____ (since / for) his childhood.

16.

a) Write a letter to your friend advising him to work hard to get good marks.

(OR)

b) Write a letter to the editor of The Times of India about the problems faced by the students during the recent monsoon.

CCP-102 - BOOK KEEPING

Course Title	Book-Keeping	Course Code	CCP-102
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	4:1:0	Credits	3
Methodology	Lecture + Assignments	Total Contact Hours	75
CIE	60 Marks	SEE	40 Marks

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

COURSE OUTCOME

CO1	Able to Classify different types of accounts and analyse the transactions and able to write journal entries by applying the rules of accounts by following Accounting Standards of India
CO2	Able to Prepare and maintain various types of Ledger Accounts and tally them.
CO3	Identify various Subsidiary Books of Accounts and choose appropriate Book to post the credit transactions into relevant subsidiary books.
CO4	Able to Prepare all types of Cash Books, and prepare final accounts with all adjustments and tally the Balance Sheet.

Course Contents

Unit-I : Journal

Duration:15 Hr

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

Unit-II : Ledger

Duration:10 Hr

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

Unit-III : Subsidiary Books

Duration:6 Hr

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

Unit-IV : Cash Book - Single / Double / Triple Column/Petty Cash Book

Duration:15 Hr

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

Unit-V : Trial Balance & Rectification of Errors

Duration:10 Hr

- Trial Balance – Liquidity method and balances method – Errors disclosed by Trial balance – Errors not disclosed by Trial Balance and Rectification of Errors.

Unit-VI :Final Accounts

Duration:20 Hr

- Final Accounts - Trading Account, Profit and Loss Account, Balance Sheet with Adjustments related to Expenses & Incomes and Losses & Profits.

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

- 1.0 Understand the principles of Journalising transactions
 - 1.1 Define Journal and types of accounts.
 - 1.2 Explain rules of Debit and Credit for each type of account.
 - 1.3 Prepare Journal Entries for cash and credit transactions.
 - 1.4 Pass Journal Entries involving Personal, Real and nominal types of accounts.
 - 1.5 Explain compound journal entry and prepare Journal entries when the creditor allowed discount and when the debtor received discount.
 - 1.6 Distinguish between Trade Discount and Cash Discount.
- 2.0 Understand how to post Journal Entries into LEDGER
 - 4.1 Define Ledger with its pro forma.
 - 4.2 Post the journal entries into the ledger accounts.
 - 4.3 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).
 - 4.4 Distinguish between the Purchase of Goods, Purchase of Fixed Assets and Sale of

Goods and Sale of Fixed Assets.

3.0 Understand the procedure/practices while using SUBSIDIARY BOOKS

- 3.1 Mention / List different types of Subsidiary Books.
- 3.2 Explain Purchase Book with their formats.
- 3.3 Explain the terms Inward/Outward Invoices with format.
- 3.4 Prepare Purchase Returns books with formats.
- 3.5 Explain Debit Notes with formats.
- 3.6 Prepare Purchases Book, Purchase Returns Book with transactions.
- 3.7 Explain Sales Books with their formats.
- 3.8 Prepare Sales Returns books with formats.
- 3.9 Explain Credit Notes with formats.
- 3.10 Prepare Sales Book and Sales Returns Book with transactions.

4.0 Understand the procedures/practices to maintain CASH BOOK

- 4.5 State the need for preparing Cash Book.
- 4.6 Prepare Simple cash book, Double column and Triple column Cash Book.
- 4.7 Define the terms Cheque, Demand Draft, Discount allowed/received and CONTRA entry.
- 4.8 Prepare Petty Cash Book
- 4.9 Prepare Imprest system of Petty Cash Book.
- 4.10 Mention the items appearing in Journal Proper - Opening entries, Closing entries,
- 4.11 Adjustment entries, Rectification entries and their respective entries in journal

5.0 Understand the procedure to prepare Trial Balance and Rectification of Errors.

- 5.1 Define 'Trial Balance' with proforma.
- 5.2 Explain the need for Trial Balance.
- 5.3 Explain 2 methods of preparing Trial Balance (1.Liquidity Method and 2. Balances Method)
- 5.4 List the errors disclosed by Trial Balance
- 5.5 List the errors not disclosed by the Trial Balance.
- 5.6 Define Suspense Account
- 5.7 Explain the significance of suspense account.
- 5.8 Pass journal entries to correct errors without suspense account.
- 5.9 Pass journal entries to correct errors with suspense account.

6.0 Understand the procedure to prepare Final Accounts.

- 6.1 Explain the need for preparation of Final Accounts.
- 6.2 Explain contents of Trading account, Profit and Loss account and Balance Sheet (without adjustments) with formats.
- 6.3 Prepare Trading Account.
- 6.4 Prepare Profit and Loss Account.
- 6.5 Prepare Balance Sheet.
- 6.6 Distinguish between direct expenses and indirect expenses.

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

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Visit nearby Industry to familiarize with accounting techniques
3. Analyze the connections in the UPS available in the Institution facility
4. Quiz
5. Group discussion
6. Surprise test
7. Debates
8. Problem solving through discussions
9. Learning Tally related to this subject
10. Seminar
11. Verify Book of Accounts in their respective institutions

Suggested E-Learning references

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

CO / PO MAPPING MATRIX

	COURSE OUTCOME	Linked PO
CO1	Able to Classify different types of accounts and analyse the transactions and able to write journal entries by applying the rules of accounts by following Accounting Standards of India	1,2,3,4,5,7
CO2	Able to Prepare and maintain various types of Ledger Accounts and tally them.	1,2,3,4,5,7
CO3	Identify various Subsidiary Books of Accounts and choose appropriate Book to post the credit transactions into relevant subsidiary books.	1,2,3,4,5,7
CO4	Able to Prepare all types of Cash Books, and prepare final accounts with all adjustments and tally the Balance Sheet.	1,2,3,4,5,7

MID SEM-I EXAM

S.No	Unit Name	R	U	A	Remarks
1	Unit-I (Journal)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-II (Ledger)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	
MID SEM –II EXAM					
S.No	Unit Name	R	U	A	Remarks
1	Unit-III (Subsidiary Books)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-IV (Cash Book)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	

Semester End Examination

Sl No	Unit No.	Questions to be set for SEE			Remarks		
		R	U	A			
1	I (Journal)	4	1	9(a)	13(a)		
2	II (Ledger)						
3	III (Subsidiary Books)		2	10(a)	14(a)		
4	IV (Cash Books)						
5	V (Trial Balance & Rectification of Errors)		3	5, 6	9(b)		13(b)
					11(a)		15(a)
11(b)	15(b)						
6	VI (Final Accounts)	7,8	10(b)	14(b)			
			12(a)	16(a)			
Total Questions		8	8	8			
Legend:	Remembering (R)	1 Mark					
	Understanding (U)	3 Marks					
	Application (A)	5 Marks					

MODEL PAPERS

CCP-102 BOOK-KEEPING

MID SEM 1

TIME: ONE HOUR

MARKS: 20

PART A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than ¼ th page.

1. Define Journal.
2. State the rule of Personal Account with one example.
3. Define Ledger
4. Draw the ruling proforma of Ledger

PART B

1 x 3 = 6 MARKS

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

5. a) Prepare Journal from the following:
2021 Jan
10 Goods purchased for Cash Rs. 1,000
17 Sold goods to Mr Anand Rs. 2,000

OR

- b) Journalise the following transactions.
2021 Jan

1 Started business with a Capital of Rs. 1,20,000
18 Sold goods to Priya Rs.1,500

- 6 a) Post the transaction in the concerned Ledger account “Purchased goods for cash Rs. 5,000”

OR

- b) Post the transaction in the concerned ledger account “Sold goods Rs. 1,000”.

PART C

1 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks.
Answers should not be more than two pages.

- 7.a) Journalise the following transactions in the books of Mr. Anand:
2020

Jan 1 Anand started business with a capital of Rs. 1,00,000
7 Received cash from Anil Rs.7,500

12 Purchased goods from Naveen Rs. 5,000

25 Purchased goods for cash Rs. 3,000

OR

b) Journalise the following transactions in the books of Mr. Bharath

2020

Jan 1 Bharath started business with a capital of Rs. 1,50,000

7 Received cash from Amar Rs.5,500

18 Sold goods to Naisha Rs.2,500

25 Purchased goods for cash Rs. 4,000

8. a) Prepare Ledger Account of Mr. Ganesh and balance the same

2021

Jul 3 Balance due from Ganesh Rs. 11,000

8 Purchased goods on credit from Ganesh Rs. 6,000

12 Cash paid to Ganesh Rs, 3,000

31 Ganesh's account settled with 10% discount

OR

b) Prepare Ledger Account of Mr. Harish and balance the same

2021

Jul 3 Balance due to Harish Rs. 22,000

10 Sold goods to Harish Rs. 12,000

18 Sold goods to Harish for cash Rs, 5,000

31 Received Cheque from Harish 10,000

MID II MODEL PAPER

CCP-102 BOOK-KEEPING
MID SEM II

TIME: ONE HOUR

MARKS:20

PART A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark.

Answers should not be more than ¼ th page.

1. List the Subsidiary Books.
2. Draw the proforma of Sales Book.
3. List any 2 types of Cash books.
4. State the meaning of Contra entry.

PART B

2 X 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks.

Answers should not be more than one page.

5. a) Post the following in Purchases books:

2019 April 1 Purchased goods from Raju	Rs. 10,000
5 Purchased goods from Ravi	Rs. 5,000
8 Purchased goods from Rajesh	Rs. 1,500

OR

b) Post the following transactions in Sales book:

2021 April 1 Sold goods to Kamal	Rs. 5,000
6 Sold goods to Kamesh	Rs. 1,500
10 Sold goods to Kiran	Rs. 1,500

6. a) Prepare a Single column cash book from the following information:

2020

Jan 1 Balance of cash in hand	Rs. 25,000
4 Sold goods for cash	Rs. 5,000
14 Drawn cash for personal use	Rs. 2,000

b) Record the following transactions in an Analytical Petty cash book under Imprest system.

2020

Jan 1	Cash received from Head Cashier	Rs. 250
3	Bus fare paid	Rs. 30
14	Telegram charges	Rs. 35
26	Stationery charges	Rs. 25

PART C

2 X 5 = 10

MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks.
Answers should not be more than two pages.

7. a) From the following particulars prepare subsidiary Journals:

2021 March 1 Purchased goods from Srinivasa & Co.,	Rs. 7,500
5 sold goods to Ravi and Sons	Rs. 5,000
8 Purchased goods from Raghu	Rs. 5,000
12. Sold goods to Krishna	Rs. 1,500
23 Returned goods to Raghu	Rs. 500

OR

b) Prepare necessary subsidiary books the following transactions:

2021 May 1 Purchased goods from Rakesh	Rs. 10,000
5 Sold goods to Ramu	Rs. 5,000
13 returned goods to rakesh	Rs. 100
24 Received goods returned by Ramu	Rs. 100
28 Purchased goods from Srinivas	Rs.10,000

8. a) Prepare Double Column Cash Book

2021

Jun 1 Bank balance Rs. 30,000

16 Issued cheque to Raju Rs. 10,700 and discount received Rs. 300.

29 Received Cheque from Bhaskar Rs. 6,600 and discount allowed to him Rs. 400

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

2020

Feb 1 Cash Balance	40,000
Bank Balance	15,000
7 Paid by cheque to Sireesha Rs.7,450 and discount allowed by him Rs.50	
22 Paid into Bank	6,000

BOARD DIPLOMA EXAMINATIONS (C-21)
DCCP – FIRST SEMESTER END EXAMINATION
BOOK KEEPING

Time : 2 hours.

Total

Marks: 40

PART – A

Note : Answer all questions. Each question carries ONE mark.

The length of the answer shall not exceed $\frac{1}{4}$ of page.

8 X 1=8M

1. Define Journal.
2. List any two types of Cash Books.
3. List Final Accounts.
4. Draw the proforma of Sales Book.
5. Define Trial Balance.
6. List any 2 errors disclosed by Trial Balance.
7. Draw the ruling proforma of Profit and Loss Account.
8. State the meaning of Prepaid Expenses.

PART – B

Note : Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page.

4 X 3 = 12 M

9. (a) From the following transactions of Krishna write Journal Entries with narration:
- | | |
|---|--------------|
| 2021 April 1 st Krishna started business with cash | Rs. 1,00,000 |
| 3 rd Deposited cash into Bank | Rs. 60,000 |
| 5 th Purchased goods from Naresh | Rs. 15,000 |
| 7 th Returned goods to Naresh | Rs. 1,500 |

(OR)

- (b) From the following particulars of Abhinava, prepare a Trial Balance as on 31.12.2020:

Particulars	Rs.	Particulars	Rs.
Purchases	50000	capital	100000
Buildings	50000	Debtors	65000
Sales	90000	Creditors	35000
Plant and Machinery	60000		

10. a) Enter the following transactions in cash book with cash and discount columns:

Date	Particulars	Amount
1018 April 1st	Balance of cash in hand	10,000
3rd	Received cash from Vaarun	5,000
5 th	Paid cash to Suresh in full settlement of his account (Discount received Rs.15)	1,500
8 th	Paid to Rajesh (Discount received Rs.50)	1,450
10 th	Paid Stationery	150

OR

b) From the following particulars of M/s. Lavanya Traders, Prepare Trading account for the year ended 31st March, 2021.

Particulars	Amount	Particulars	Amount
Opening stock	20,000	Rent	2,000
Wages	5,000	Purchases	18,000
Factory insurance	1,500	Sales	49,000
Purchase Returns	1,200	Octroi	500
Sales Returns	1,000	Salaries	3,000

11.a) Prepare Trial Balance of Jennifer from the following balances as on 31.12.2019:

Particulars	Rs.	Particulars	Rs.
Salaries	12000	Furniture	25000
Bank	10000	Cash	18000
Capital	50000	Prepaid insurance	500
Insurance	2000	Outstanding rent	1000
Goodwill	15000	Plant and Machinery	20000
Bank loan	40000	Sundry creditors	28000
Discount received	500	Commission received	1000
Sundry debtors	18000		

OR

b) Rectify the error "Credit sales worth Rs. 12,000 to Aneesh has been entered in Purchases book"

12. a) From the following balances, Prepare Balance Sheet of M/s. Mahendra Enterprises as on 31-03-2020.

Loan from bank	25,000	Bills receivable	2,000
Bills payable	2,500	Cash at bank	24,500
Net profit	36,000	Debtors	35,000

Capital	90,000	Goodwill	15,000
Creditors	6,600	Closing Stock	23,600
Premises	60,000		

OR

b) From the following balances, Prepare Balance Sheet of M/s. Bhargavi Traders as on 31-03-2012.

Capital	80,000	Bank Loan	28,000
Creditors	18,000	Cash at Bank	10,000
Debtors	26,000	Net Profit	20,000
Sales	69,000	Furniture	35,000
Machinery	30,000	Closing Stock	30,000
Goodwill	15,000		
Purchases	20,000		

PART – C

Note : Answer the following questions. Each question carries 5 marks.

The length of the answer shall not exceed 1 pages. 4 X 5 = 10

13. (a) Prepare Pavan account from the following particulars:

2021 Jan	1	Balance due from Pavan	5,000
	5	Cash sales to Pavan	500
	10	Bought Furniture from Pavan	1,150
	15	Sarita returned Goods to us	500
	18	Bought goods from Pavan on credit	1,000
	31	Pavan settled his account and received discount of Rs. 100	

(OR)

(b) Prepare Trial Balance of Savitri from the following balances:

Particulars	Rs.	Particulars	Rs.
Opening Stock	20000	Furniture	6000
Purchases	85000	Machinery	62000
Purchase Returns	5000	Debtors	36000
Sales	160000	Creditors	12750
Sales Returns	6200	Bills Receivable	4600
Rent	1200	Bills Payable	2500
Salaries	5700	Cash in hand	5220
Advertisement	880	Bank Overdraft	10000
Commission Received	1440	Interest on Overdraft	1800
Discount Cr.	710	Capital	50000
		Drawings	7800

14. (a) Enter the following transactions in proper subsidiary books:

2021 March	1	Bought goods from Saritha Rs.	6,000	
	5	Sold good on credit to Krish (Trade discount 5%)	7,000	
	7	Sold goods to Rakesh	1,500	
	11	Cash sales to Rakesh	4,000	
	15	Bought goods from Varun	1,500	
	14	Purchased goods from Satish (Trade discount 10%)		7,000
	30	Sumitra purchased goods from us	5,000	
	31	Sold goods to Manimala	6,000	

(OR)

(b) Prepare Final Accounts from the following.

Particulars	Amount	Particulars	Amount
Opening Stock	12,000	Sales	35,000
Purchases	20,500	Discount	200
Rent	8,500	Capital	32,200
Insurance	3,200	Creditors	3,300
Commission	500		
Debtors	10,000		
Cash in hand	16,000		
	70,700		70,700

Adjustments: 1. Closing stock is Rs. 10,500

15. (a) Prepare Trial Balance of Mishra from the following balances:

Particulars	Rs.	Particulars	Rs.
Purchases	41400	Commission Paid	150
Buildings	15000	Sundry Debtors	9500
Wages	34000	Bad Debts	400
Fuel	1000	Salaries	12500
Creditors	9000	Carriage	2800
Bills Payable	350	Printing	1000
Discount Received	35	Postage and Stationery	1500
Sales	96500	Trade Expenses	200
Insurance	400	Bills Receivable	3450
Freight	250	Cash in Hand	500
Opening Stock	1850	Cash at Bank	6000
Interest Received	15	Capital	35000
Drawings	9000		

(OR)

(b) Rectify the following errors:

1. Computer Purchased worth Rs. 35,000 was passed through Purchases Book.
2. Printing and Stationery paid Rs. 190 was posted as Rs.910.
3. Rs. 1,500 paid to Naveen is debited to Nitya.

4. The total of Purchases book was overcast by Rs. 500
 5. Cash taken by the proprietor Rs. 1,000 for his personal use has not been entered in the books at all.
16. (a) From the following Trial balance Prepare Final Accounts

Particulars	Amount	Particulars	Amount
Opening Stock	12,000	Sales	20,000
Purchases	5,000	Purchase returns	500
Plant and Machinery	20,600	Discount	500
Rent	1,000	Commission	800
Insurance	3,000	Bank Loan	10,000
Cash in hand	10,000	Capital	40,000
Cash at Bank	20,200		
	71,800		71,800

Adjustments:

Closing stock valued Rs. 12,000

Depreciation on Plant and Machinery Rs. 2,000 Prepaid Insurance Rs. 200

(OR)

- (b) From the following Trial balance Prepare Final Accounts

Particulars	Amount	Particulars	Amount
Opening Stock	15,000	Sales	46,000
Purchases	20,000	Interest received	500
Salaries	10,500	Capital	25,000
Advertisements	1,000	Bills payable	5,000
Land and Buildings	30,000	Bank overdraft	10,000
Stock	6,000		
Cash in hand	4,000		
	86,500		86,500

Adjustments : 1. Closing Stock Rs. 18,000

2. Outstanding Salaries Rs. 500.

3. Depreciation on Land and Buildings at 10%

CCP-103 -- BASICS OF PHONOGRAPHY

Course Title	Basics of Phonography	Course Code	CCP-103
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	4:1:0	Credits	3
Methodology	Lecture + Assignments	Total Contact Hours	75
CIE	60 Marks	SEE	40 Marks

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

COURSE OUTCOME

CO1	Able to acquaint with basic principles of Phonography (Sound writing) and learn different Consonants, Shorthand Strokes.
CO2	Understand different vowels sounds and rules of Alternative forms of R and H
CO3	Able to know the rules for writing Diphthongs and Phraseography
CO4	Identify various shorthand outlines with Circle S and Zee, Stroke S and Zee Large circles, Loop ST and STR
C05	Able to Identify and understand various principles of Hooks & Alternative Forms and Circles and Loops to Hooks

Course Contents:

Unit-I: Introduction & Consonants

Duration: 11 periods (L:7.5 T:3.5)

State the need and importance for Shorthand in Modern business and Government offices - State the three advantages of Phonography system in Shorthand - Define Consonant – General and scientific - Classify 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, Alternative forms for R and H

Duration: 12 periods (L:9.0 T:3.0)

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 vowels position writing of shorthand characters - Practice writing of words under 3 position - writing rules - Define Grammalogue and Logogram - Practice grammalogues and punctuation marks – State the principles of using the two forms R & H - Practice the exercise covering R & H.

Unit-III: Diphthongs and Phraseography

Duration: 10 periods (L:7.5 T:2.5)

Define Diphthong and Triphone - Identify the four diphthongs and their places - Practice words with diphthongs, joined diphthongs and triphones - State the principles for usage of right semi-circle representing initial 'W' sound - Practice the exercises covering Diphthongs - Define Phraseography - State the qualities of a good Phraseography - Practice the exercises covering Phraseography.

Unit-IV: Circle S or Z & Stroke S or Z, Large Circles and Loops ST & STR,

Duration: 12 periods (L:9.0 T:3.0)

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

Unit-V: Initial Hooks, Final hooks & Alternative forms

Duration: 14 periods (L:10.5T:3.5)

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

Unit-VI: Circles and Loops to Hooks

Duration: 16 periods (L:12T:4)

Identify the Circles and Loops to straight strokes hooked for R - Identify the Circles and Loops to straight strokes hooked for L - Explain how the Circles or Loops are added to Straight and Curved strokes with initial hooks - Identify the Circles and Loops to straight strokes hooked for N, F/V - Identify the Circles and Loops to curved strokes hooked for N - Explain how Circles or Loops are added to straight and curved strokes with Final Hooks.

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 advantages of Phonography system in Shorthand.
- 1.3 Define Consonant – general and scientific.
- 1.4 Classify Consonants as per articulation.
- 1.5 Identify the signs to the Consonants.
- 1.6 Practice of Explodents, Continuants.
- 1.7 Practice of Nasals, Liquids.

- 1.8 Practice of Coalescents and Apirate.
- 1.9 Revisionary Practice of above Consonants.
- 1.10 Explain the principles of joined strokes and practice joined strokes.

2.0 Understand Vowels, Intervening vowels and Alternative forms for R and Hay

- 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 covering 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.
- 2.8 Understand the alternative forms of R and H.
- 2.9 State the principle of using the two forms of R & H.
- 2.10 Practice the exercises covering R & H.

3.0 Use Diphthongs and Phraseography

- 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 usage of right semi-circle representing initial ‘Way’ sound.
- 3.5 Practice the exercises covering Diphthongs.
- 3.6 Define Phraseography.
- 3.7 State the qualities of a good Phraseography.
- 3.8 Practice the exercises covering Phraseography

4.0 Understand circle S and Zee, Practise exercises using strokes S and Zee, Large circles SW, SS and SZ, ST and STR loops

- 4.1 Explain the small circle as abbreviated form for S and Zee.
- 4.2 Identify the circles initially, medially and finally.
- 4.3 Explain the exercises covering circles S and Zee.
- 4.4 Explain the principles of using stroke S or Zee.
- 4.5 Explain the principles of using circle SW, SS or SZ.
- 4.6 State the use of circles in Phraseography.
- 4.7 Practice the usage of Large circle initially, medially and finally.
- 4.8 Practise exercises using loops ST and STR.
- 4.9 State the use of loops as abbreviated forms initially, medially and finally.

5.0 Initial and Final Hooks to Straight and Curved Strokes and Alternative Forms

- 5.1 Define Double Consonant.
- 5.2 Categorise R and L hooks to straight strokes and curves.
- 5.3 State the advantages of using alternative forms.
- 5.4 Explain the principles of using alternative forms.
- 5.5 Categorise N and F/V hooks to straight and curved stroke.
- 5.6 Explain how N hook is indicated to Straight Strokes & Curves.
- 5.7 Explain how F/V hook is indicated to Straight Strokes & Curves.

6.0 Practise exercises using Circles & Loops to Straight Strokes and curved strokes with initial and final hooks.

- 6.1 Identify the circles and loops to straight strokes hooked for R.
- 6.2 Identify the circles and loops to straight strokes hooked for L.
- 6.3 Explain how the circles are added to curved strokes with initial hooks.
- 6.4 Identify the circles and loops to straight strokes hooked for N.
- 6.5 Identify the circles and loops to straight strokes hooked for F/V.
- 6.6 Explain how Circles are added to curved strokes with final hooks.

Suggested Student Activities

- 1. Student visits Library to refer to Manual for the specifications
- 2. Quiz
- 3. Group discussion
- 4. Surprise test
- 5. Debate

Suggested E-Learning references

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

RECOMMENDED BOOKS:

- 1. Shorthand Instructor and Key (Pitman).
- 2. Shorthand dictionary.
- 3. New course in Pitman's Shorthand

CO / PO MAPPING MATRIX

CO1	Able to acquaint with basic principles of Phonography (Sound writing) and learn different Consonants, Shorthand Strokes.	1,2,3,6,7
CO2	Understand different vowels sounds, Intervening vowels and rules of Alternative forms of R and H	1,2,3,6,7
CO3	Able to know the rules for writing Diphtongs and Phraseography	1,2,3,6,7
CO4	Identify various shorthand outlines with Circle S and Zee, Stroke S and Zee Large circles, Loop ST and STR	1,2,3,6,7
C05	Able to Identify and understand various principles of Hooks & Alternative Forms and Circles and Loops to Hooks	1,2,3,6,7

MID SEM-I EXAM

S.No	Unit Name	R	U	A	Remarks
1	I (Introduction and Consonants)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	II (Vowels, Intervening Vowels and Alternative Forms for R and Hay)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	

MID SEM –II EXAM

S.No	Unit Name	R	U	A	Remarks
1	III (Diphthongs and Phraseography)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	IV (Circle S or Zee, Stroke S or Zee, Large Circles Sw and Ss or Sz and Loops St and Str)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	

Semester End Examination

Sl. No	Unit No.	Questions to be set for SEE			Remarks	
		R	U	A		
1	I (Introduction and Consonants)	4	1	9(a)	13(a)	
2	II (Vowels, Intervening Vowels and Alternative Forms for R and Hay)					
3	III (Diphthongs and Phraseography)		2	10(a)	14(a)	
4	IV (Circle S or Zee, Stroke S or Zee, Large Circles Sw and Ss or Sz and Loops St and Str)					
5	V (Initial and final Hooks and Alternative forms)		3	5, 6	9(b)	13(b)
					11(a)	15(a)
		11(b)			15(b)	
6	VI (Circles or Loop to Initial and Final Hooks)	7,8	7,8	10(b)	14(b)	
				12(a)	16(a)	
				12(b)	16(b)	
Total Questions		8	8	8		

Legend:

Remembering (R)	1 Mark
Understanding (U)	3 Marks
Application (A)	5 Marks

MODEL QUESTION PAPERS

CCP-103

MID SEM 1

Basics of Phonography

TIME: ONE HOUR

MARKS: 20

PART A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than ¼ th page.

1. Define Consonants.
2. Define Nasals
3. Define Vowels.
4. State the meaning of Intervening Vowels.

PART B

2 x 3 = 6 MARKS

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

5. A) List the classification of Consonants.
OR
b) State the Importance of Shorthand.
6. A) Define Grammalogue with examples.
OR
b) List the long and Short vowel sounds.

PART C

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

7. A) Define Consonants, Explodents, Continuants and Nasals
OR
b) Define Consonants, Liquids, Coalescent and Aspirate
8. A) Write the rules for writing Upward and Downward R

OR

- B) Write the rules for writing Upward and Downward Hay

PART A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than ¼ th page.

1. Define Diphthong.
2. Define Phraseography.
3. List the sounds of large circles.
4. Write how small circle is added to curved strokes.

PART B

2 x 3 = 6 MARKS

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

5 A) Define Phraseography and list the qualities of a good phraseogram.

OR

B) List the sounds and symbols of Diphtongs.

6. A) State two cases where 'ST' loop is not employed.

OR

B) State the case where Right semi-circle is used as an abbreviated form for initial 'Way'.

PART C

2 X 5 = 10

MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

7. A) Explain the usage of Diphthongs in Shorthand.

OR

B) Write the usage of any five phrases.

8. A) Explain the principles of writing circle S or Zee

OR

b) Explain the usage of Large circles giving examples.

BOARD DIPLOMA EXAMINATIONS (C-21)
DCCP – FIRST SEMESTER END EXAMINATION
BASICS OF PHONOGRAPHY

Time : 2 hours.

Total Marks: 40

PART – A

Note : Answer all questions. Each question carries ONE mark.

The length of the answer shall not exceed $\frac{1}{4}$ of page. 8 X 1=8M

1. Define Consonants.
2. Write outline for word 'Ripe'
3. State how 'R' hook is added to straight strokes
4. State how 'L' hook is added to curved strokes
5. Write the outline for the following
 - i. Flake ii. shovel
6. Write shorthand outline for 'Pronounce'
7. Write Shorthand outline for 'Spray'
8. Write Shorthand outline for 'Dunster'

PART – B

Note: Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page. 4 X 3 = 12M

9. A) List the classification of Consonants.

OR

B) Write how intervening vowels are placed to hooked strokes.

10. A) List the qualities of Phraseography.

OR

B) Write how circle or loop is added to straight strokes with R hook

11. A) Write shorthand outlines for a) Verbal b) Rifle c) Deeply

OR

B) State the principle for writing N and F hooks in phraseography.

- 12.A) Write outline and principle for 'dances'.

OR

B) Write outline and principle for 'chancel'.

PART – C

Note: Answer the following questions. Each question carries 5 marks.

The length of the answer shall not exceed 2 pages. 4 X 5 = 20

13.a) Explain how vowels are indicated in Shorthand

OR

b) Explain the principles of writing alternative forms for 'fr' 'vr' 'thr', 'Thr', 'fl', 'vl' .

14.a) Explain Principles of writing Phraseography.

OR

b) Explain how circles or loop preceding initial hooks are written in Shorthand.

15a) Explain the principles for writing F/V hook.

OR

b) Write shorthand outlines for a) Graphic b) Gallon c) Reviewer d) Winner e) Puff

16a) Write Shorthand outlines for a) Dunster b) Pens c) Suffer d) Loans e) Behalf

OR

b) Explain how Circles and Loops are added to Final Hooks.

CCP-104 - BUSINESS ORGANISATION

Course Title	Business Organisation	Course Code	CCP-104
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	4:1:0	Credits	3
Methodology	Lecture + Assignments	Total Contact Hours	75
CIE	60 Marks	SEE	40 Marks

Pre-requisites: This course requires the basic knowledge of English at Secondary school level.

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 & Sole trade	10	2	1	1	19	17
2	Partnership & Cooperative Societies	10	2	1	1	17	16
3	Introduction to Joint Stock Companies	15	1	1	1	17	16
4.	Capital Structure of Joint Stock Companies	15	2	1	0	09	08
5	Allotment of Shares	15	2	1	2	29	26
6	Meetings and Resolutions	10	1	1	1	19	17
	Total	75	10	06	06	110	100

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

Course Outcomes: COs

At the end of the course, the student will have the ability to:

CO 1	Able to know the basic concepts of Business Organisation, Trade, Commerce and Industry, various forms of Business organisations – Sole Trader, Merits and Demerits.
CO 2	Understand Partnership and Cooperative Societies.
CO 3	Able to know the concept of Joint Sock Companies, Characteristics, Memorandum of Association, Articles of Association, Prospectus.
CO 4	Understand the types of Shares and Debentures
CO 5	Understand the procedure of allotment of shares relating to Joint Stock Company.
CO 6	Understand the various types of Meetings and Resolutions.

COURSE CONTENTS

Unit-I: Understand Business Organisation and Sole Trader

Duration: 10 hrs

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

Unit-II: Understand Partnership & Cooperative Societies

Duration: 10 hrs

Understand the Concept of Partnership – Types - Characteristics - Merits – Demerits - Rights – Partnership Deed - Concept of Cooperative society - Characteristic - Advantages.

Unit- III: Understand Joint Stock Companies, its formation, Characteristics and types

Duration: 10 hrs

Understand the types of Companies – Memorandum of Association - Articles of Association – Prospectus.

Unit-IV: Understand the capital structure of Joint Stock Companies

Duration: 15 hrs

Understand the Capital Structure – Types of Shares – Debentures.

Unit-V: Understand the Procedure for Allotment of Shares

Duration: 15 hrs

Understand the Procedure for Allotment of Shares.

Unit-VI: Understand the types of Meetings, Resolutions and their Procedure

Duration: 15 hrs

Understand the various types of Meetings – Resolutions.

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 Sole Trader

- 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 Define Commerce.
- 1.8 Define Industry
- 1.9 List the different types of industries.
- 1.10 Explain each type of industry
- 1.11 List different forms of Business Organisation.
- 1.12 State the meaning of Sole trader
- 1.13 List the characteristics of Sole trader
- 1.14 Explain the merits of Sole trader
- 1.15 Explain the Demerits of Sole trader

2.0 Understand Partnership & Cooperative Societies

- 2.1 Define the terms Partnership.
- 2.2 List and Explain the characteristics of a Partnership Organization.
- 2.3 List and Explain the merits and demerits of partnership Organization..
- 2.4 List the demerits of un-registered partnership.
- 2.5 Define partnership deed
- 2.6 Explain the contents of Partnership Deed
- 2.7 List the different types of partners.
- 2.8 Explain different types of partners.
- 2.9 List the rights of the partners.
- 2.10 List the duties of partners.
- 2.11 State the responsibilities of partners.
- 2.12 Define the meaning of Co-operative society.
- 2.13 List the Characteristics and Functions of Co-operative society
- 2.14 Explain advantages and disadvantages of Co-operative society.

3.0 Understand Joint Stock Companies, its formation, Characteristics and types.

- 3.1 Define a Joint Stock Company
- 3.2 List the characteristics of Joint Stock Company
- 3.3 Explain the characteristics of Joint Stock Company
- 3.4 Explain the merits and demerits of Joint Stock Company
- 3.5 List and explain the different types of companies - Chartered Companies and Registered Companies.
- 3.6 Explain the features of Private Limited and Public Limited Companies.
- 3.7 State the meaning of Memorandum of Association and explain its clauses.
- 3.8 State the Meaning of Articles of Association and explain its contents.
- 3.9 State the meaning of prospectus.
- 3.10 List the contents of Prospectus.
- 3.11 Explain the contents of Prospectus.

4.0 Understand the capital structure of Joint Stock Companies

- 4.1 Explain the capital structure of a joint stock company – Long, Medium and Short term
- 4.2 State the various forms of capital raising – Shares, Debentures and Public Deposits by showing examples.
- 4.3 Define Share.
- 4.4 List and explain the various types of shares – Preference and Equity Shares.
- 4.5 Define Debenture.
- 4.6 List and explain the various types of debentures–Secured and Unsecured, Convertible and Non-convertible, Redeemable and Irredeemable debentures.

5.0 Understand the Procedure for Allotment of Shares

- 5.1 Meaning of Share allotment, Notice of Allotment.
- 5.2 Explain the rules regarding Allotment of Shares - General Rules and Legal Rules.
- 5.3 Explain the procedures for allotment of shares.
- 5.4 Explain issue of shares at par, at premium and at discount.
- 5.5 Describe the Share Certificate.
- 5.6 Explain purpose of issue of share certificate..
- 5.7 Explain the procedure for forfeiture of shares.
- 5.8 Explain the procedure for re-allotment shares.
- 5.9 Restrictions on Allotment of Shares.

6.0 Understand the types of Meetings, Resolutions and their Procedure.

6.1 Explain the various of types of meetings - Directors Meetings and Shareholders meetings.

6.2 Explain Agenda, Chairman, Meeting Notice, Quorum, Proxy, Minutes and Resolutions.

6.3 Describe the procedure for conduct of Annual General Meeting.

6.4 Explain the types of resolutions -Ordinary, Special and Resolution requiring special notice

6.5 Distinguish between Ordinary Resolution and Special Resolution.

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. Conduct of Mock Annual General Meetings involving Resolutions etc.
5. Preparation of Meeting Agenda and Notice
6. Quiz
7. Group discussion
8. Surprise test

CO/PO MAPPING

CO	PO1	PO2	PO3	PO4	PO7	PO10	Mapped POs
CO1	3	2	2	1	1	3	1,2,3,4,7,10
CO2	3	2	2	1	1	3	1,2,3,4,7,10
CO3	3	2	2	1	1	3	1,2,3,4,7,10
CO4	3	2	2	1	1	3	1,2,3,4,7,10
CO5	3	2	2	1	1	3	1,2,3,4,7,10
CO6	3	2	2	1	1	3	1,2,3,4,7,10

MID SEM-I EXAM

S.No.	Unit Name	R	U	A	Remarks
1	Unit – I Introduction & Sole trade	1,2	5(a) 5(b)	7(a) 7(b)	
2	Unit - II Partnership & Cooperative Societies	3,4	6(a) 6(b)	8(a) 8(b)	
	Total Questions	4	4	4	
MID SEM - II EXAM					
S.No.	Unit Name	R	U	A	Remarks
1	Unit - III Introduction to Joint Stock Companies	1,2	5(a) 5(b)	7(a) 7(b)	
2	Unit - IV Capital Structure of Joint Stock Companies	3,4	6(a) 6(b)	8(a) 8(b)	
	Total Questions	4	4	4	

Semester End Examination

S.No.	Unit No.	Questions to be set for SEE			Remarks
		R	U	A	
1	Unit – I Introduction & Sole trade	4	1	9(a) 13(a)	
2	Unit – II Partnership & Cooperative Societies				
3	Unit – III Introduction to Joint Stock Companies		2	10(a) 14(a)	
4	Unit – IV Capital Structure of Joint Stock Companies				
5	Unit – V Allotment of Shares	3	5,6	9(b) 11(a) 11(b) 15(a) 15(b)	
6	Unit - Unit – VI Meetings and Resolutions				
	Total Questions	8	8	8	

STATE BOAD OF TECHNICAL EDUCATION & TRAINING , TELANGANA
BOARD DIPLOMA EXMINATIONS
MID SEM-II , MODEL PAPER, I SEMESTER
BUSINESS ORGANISATION

Time: 1 Hr.
marks:20

Total

Instructions: 1. Answer **ALL** Questions
2. Each question carries **ONE** marks. 4 X 1 = 4 marks

1. Define the term Joint Stock Company
2. List the types of Companies
3. State the meaning Share.
4. List any two types of shares

PART B

Instructions: 1. Answer any **TWO** Questions
2. Each question carries **THREE** marks. 2 X 3 = 6 marks

5(a) Write any three Characteristics of Joint Stock Company.

OR

5(b) Write any three contents of Prospectus.

6(a) State the various types of Shares.

OR

6(b) Write about Long Term Capital.

PART C

Instructions: 1. Answer any **TWO** Questions
2. Each question carries **FIVE** marks. 2 X 5 = 10 marks

7(a) Explain the Characterises of Joint Stock Company.

OR

7(b) Explain the features of Private Limited Companies

8(a) Explain the Capital Structure of a Joint Stock Company.

OR

8(b) Explain the Various types of Shares.

-x-x-x-

STATE BOARD OF TECHNICAL EDUCATION & TRAINING , TELANGANA
BOARD DIPLOMA EXMINATIONS(C-21)
I SEMESTER END EXAMINATION
BUSINESS ORGANISATION

[Time: 2 Hours.
marks: 40]

Total

PART - A

Instructions: 1. Answer **ALL** Questions.
marks

8 X 1 = 8

2. Each question carries **ONE** mark.

1. Mention meaning of Economic Activity
2. Define a Joint Stock Company.
3. Define the term Share Allotment.
4. State the meaning of Sole trader
5. Define the term Share Certificate.
6. List the issue of Shares.
7. Define the term Agenda.
8. List the types of resolutions.

PART B

Instructions: 1. Answer any **FOUR** Questions.
=12 marks

4 X 3

2. Each question carries **THREE** marks.

9(a) Explain the different type of industries.

OR

9(b) Write about Calls on Shares.

10(a) Explain the clauses of Memorandum of Association.

OR

10(b) Write about the following terms:

(a) Notice (b) Quorum

11(a) Explain purpose of issue of Share Certificate.

OR

11(b) Explain the general rules regarding Allotment of Shares.

12(a) Write about Ordinary Resolutions.

OR

12(b) Write about Statutory Meetings.

PART C

Instructions: 1. Answer any **FOUR** Questions.
=20 marks

4 X 5

2. Each question carries **FIVE** marks.

13(a) Explain the Merits of Sole trader.

OR

13(b) Explain the procedure for Allotment of Shares.

14(a) Explain the contents of Articles of Association.

OR

14(b) Explain the procedure for conduct of Annual General Meeting.

15(a) Explain the procedure for Allotment of Shares.

OR

15(b) Explain the procedure for forfeiture of Shares.

16(a) Define Meetings. Explain the “Shares Holders Meetings”.

OR

16(b) Distinguish between Ordinary Resolutions and Special Resolutions.

**CCP-105 - COMPUTER IN BUSINESS APPLICATIONS-WORD PROCESSOR,
PRESENTATIONS**

Course Title	Computer in Business Applications-Word Processor, Presentations	Course Code	CCP-105
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	4:1:0	Credits	3
Methodology	Lecture + Assignments	Total Contact Hours	75
CIE	60 Marks	SEE	40 Marks

Pre requisites:

This course requires the basic knowledge of Computers.

Course Outcomes: COs

At the end of the course, the student will have the ability to:

CO 1	Introduction to Computers
CO 2	Structure, Organization of Computer, I/O Devices and Dos
CO 3	Windows Operating System
CO 4	Internet and its features
CO 5	MS-WORD Word Processor
CO 6	MS-POWER POINT Presentation Software

Course Content:

Unit-I

Duration: 03 Periods (L: 2.0 – T: 1.0)

Introduction to Computers

History and importance of computers – Definition of Computer - Capabilities of computers - Applications of computers in various fields –Applications of computers – Various Data Processing operations.

Unit – II

Duration: 12 Periods (L: 10.0 – T: 2.0)

Structure, Organization of Computer, Input/output Devices and Dos

Structure and Organization 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, Hard disk drive, tape drive, CD-ROM disk drive – types of memories – Primary memory(RAM & ROM) and Secondary memory.

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

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 Internal commands and external commands

Unit-III

Duration: 15 Periods (L: 12.0 – T: 3.0)

Windows Operating System

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 – 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 – IV

Duration: 05 Periods (L: 4.0 – T: 1.0)

Internet and its features

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

Unit – V

Duration: 25 Periods (L: 20.0 – T: 5.0)

MS-Word Word Processor

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

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

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

MS – WORD:- Formatting Features in Word – various options for Character formatting – Various options for Paragraph formatting – Various options for page formatting – Searching and proof reading tools – procedure for Finding text and Replacing text in a document – Meaning of Bookmarks - Searching for bookmarks .

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

Unit – VI

Duration: 15 Periods (L: 12.0 – T: 3.0)

MS- Power Point Presentation

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

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

References

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 E-Learning references

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

Suggested Learning Outcomes

Unit-I:

1.0 Introduction 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 List different data processing operations.

Unit: II:

2.0 Understand the Structure, Organization of Computer, Input/output Devices

- 2.1 Draw the block diagram of a computer.
- 2.2 Explain the functions of each unit.
- 2.3 Define Hardware, Software and Firm ware.
- 2.4 List the various Hardware 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.
- 2.7 List different types of input and output units.
- 2.8 Explain the layout of a keyboard.
- 2.9 List the functions of keyboard.

- 2.10 List the functions of Mouse.
- 2.11 List the functions of Scanner.
- 2.12 List the functions of printer.
- 2.13 State the use of OCR and MICR
- 2.14 Explain the various types of printers - dot matrix, inkjet and laser printers.
- 2.15 Explain the different generations of computers.
- 2.16 Compare micro, mini and mainframe computers..
- 2.17 Know the configuration of computers-Processor, speed, Hard Disk capacity, RAM size.
- 2.18 Knowing concepts and functions of operating system (O.S).
 - 2.18.1 Define O.S.
 - 2.18.2 Know the need for O.S.
 - 2.18.3 List the functions of O.S.
- 2.19 Know about Internal and External DOS commands.

Unit-III:

3.0 Understand the Windows as O.S.

- 3.1 Know about windows versions
 - 3.1.1 Differentiate the character based O.S. with graphic based O.S.
 - 3.1.2** List the various versions of Windows O.S. – Windows 2000, XP, Vista, Windows 7, Windows 8, Windows 10 and Windows 13
- 3.2 Understand the Opening Operations of Windows.
 - 3.2.1 List options of start menu.
 - 3.2.2 Explain the functions of each option of the Start Menu
- 3.3 Explain procedure for changing different display properties.
- 3.4 Explain the features of Recycle Bin
- 3.5 Explain procedure for sending files/folders to the recycle bin.
- 3.6 Explain retrieving deleted files.
- 3.7 Define Window or file explorer
- 3.8 List out various tools and buttons of explorer window of file
- 3.9 Explain procedure for exploring a folder/file.
- 3.10 Understand managing files and folders

- 3.10.1 Explain the procedure for creating and naming folders
- 3.10.2 Explain the procedure for selecting files and folders
- 3.10.3 Narrate copying and deleting files and folders
- 3.10.4 Explain the procedure to format CD/DVD.
- 3.10.5 Explain the procedure to copy the files/folders to CD/DVD.
- 3.11 Understand making and using shortcuts.
 - 3.11.1 Define a short cut
 - 3.11.2 Explain procedure for creating and naming short cuts.
- 3.12 Understand editors in Windows.
 - 3.12.1 Explain procedure for file creation using Notepad/WordPad
 - 3.12.2 Explain procedure for formatting and printing of text created with Notepad/WordPad.
 - 3.12.3 Explain the use of MS-Paint
 - 3.12.4 Explain the use of calculator
- 3.13 Appreciate the functional aspects of control panel.
 - 3.13.1 Explain adding and removing programs
 - 3.13.2 Explain installing and uninstalling hardware.
 - 3.13.3 Explain the procedure for changing the mouse settings.
 - 3.13.4 Explain the procedure to change the date and time

Unit-IV:

4.0 Understand the features of Internet.

- 4.1 Define Computer Network.
- 4.2 Explain the uses of Computer Network.
- 4.3 Know the difference between LAN and WAN.
- 4.4 List the network components.
- 4.5 Know the need of browser software.
- 4.6 Know the method to search the Net.
- 4.7 Define Search Engine, Protocol, I/P address.
- 4.8 State the meaning of a Web page, Web site.
- 4.9 Explain the uses of Email.
- 4.10 Explain the procedure to send and receive E-mail, attach files to a mail.
- 4.11 Explain uses of internet like E-mail and Web searching

Unit-V:

5.0 Know about MS Word - Word Processor

- 5.1 Understand the layout of the MS WORD Screen.
 - 5.1.1 Explain various methods for starting of MS Word
 - 5.1.2 Describe the layout of MS Word window.
 - 5.1.3 Demonstrate the tool bars in MS Word.
 - 5.1.4 Describe the functional aspects of each Component of the Window.
 - 5.1.5 Describe the Ribbon layout, Tabs and groups in each tab.
 - 5.1.6 Describe the Scroll bars and operations of it.
- 5.2 Understand the creation of a document.
 - 5.2.1 Narrate the creation of text, and saving of text.
 - 5.2.2 Explain the process of insertion of text in the document.
 - 5.2.3 Explain the process of selecting text with mouse, moving, copying of text using clipboard
 - 5.2.4 Explain deletion of character, word, line, block of text and undo the process.
 - 5.2.5 Explain copying vs. moving.
- 5.3 Understand formatting features and searching and proof reading tools in MS-Word
 - 5.3.1 Understand formatting features of MS Word.
 - 5.3.2 Explain procedure for the Character formatting.
 - 5.3.3 Explain procedure for paragraph formatting.
 - 5.3.4 Explain procedure for page formatting.
 - 5.3.5 Explain searching and proof reading tools in MS Word.
 - 5.3.6 Explain procedure for finding and replacing of text in document.
 - 5.3.7 Explain the term bookmarks and searching for a bookmark.
 - 5.3.8 Explain procedure for checking spelling and grammar automatically.
 - 5.3.9 Explain procedure for checking spelling and grammar using dictionaries.

- 5.4 Understand the process of table creation and Mail merging in MS-Word
 - 5.4.1 Understand the process of table creation in MS-Word
 - 5.4.2 Explain procedure for creating tables in different methods.
 - 5.4.3 Explain procedure for adding rows and columns to the existing table.
 - 5.4.4 Explain procedure for changing column width and row height.
 - 5.4.5 Explain procedure for formatting cells and rows in the table.
 - 5.4.6 Explain the procedure for creating main document and data source file
 - 5.4.7 Explain procedure for creating form letters using mail merge.
 - 5.4.8 Explain procedure for creating envelopes using mail merge.
- 5.5 Understand printing of text document.
 - 5.5.1 Explain procedure for loading a text file for printing
 - 5.5.2 Explain procedure for selecting printer for printing
 - 5.5.3 Explain procedure for changing the settings of printer options

Unit-VI:

6.0 Know about MS Power point - presentation software

- 6.1 Understand the features of presentation software MS-Power point
 - 6.1.1 Explain procedure for starting of MS Power Point.
 - 6.1.2 Describe the layout of opening screen in Power Point.
 - 6.1.3 Explain the functional aspects of each component of MS-Power Point Window.
 - 6.1.4 Describe the Ribbon Layout, various tabs and groups.
- 6.2 Understand the creation of a blank presentation.
 - 6.2.1 Explain the methods of creating a new blank presentation.
 - 6.2.2 Explain the process of insertion and editing of text in the presentation using text boxes.
 - 6.2.3 Explain the process of inserting pictures into slides.
 - 6.2.4 Explain the different views of slides.
 - 6.2.5 Describe changing the background of the slide.
 - 6.2.6 Explain the process of slide transition.
 - 6.2.7 Explain the methods of animation.

6.2.8 Explain the process of setting sounds, order, timing and effects of animation in a presentation

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

CO / PO - MAPPING

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	Mapped POs
CO1	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO2	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO3	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO4	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO5	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO6	1	2	3	4	5	6	7	1,2,3,4,5,6,7

MID SEM- I EXAM

S.No	Unit Name	R	U	A	Remarks
1	Unit-1 (Introduction of Computers)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-II(Structure, Organization of Computer, Input/output Devices and Dos)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	

MID SEM - II EXAM

Sl.No	Unit No	R	U	A	Remarks
1	Unit-III (Windows Operating System)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-IV(Internet and its features)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	

SEMESTER END EXAMINATION

Sl.No	Unit No	Questions to be set for SEE			Remarks		
		R		U		A	
1	I (Introduction of Computers)	4	1		9(a)	13(a)	
2	II (Structure, Organization of Computer, Input/output Devices & Dos)						
3	III (Windows Operating System)		10(a)		14(a)		
4	IV (Internet and its features)						
5	V (MS-Word Word Processor)	3	5, 6	9(b) 11(a) 11(b)	13(a) 15(a) 15(b)		
6	VI (MS-Word Power Point Presentation)		7,8	10(a) 12(a) 12(b)	14(b) 16(a) 16(b)		
Total Questions		8		8	8		

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

TIME: 1 hr

MARKS: 20

PART-A

4 x 1 = 4

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. Define the term computer.
2. Define retrieving
3. Define hardware components
4. Define memory

PART – B

2 x 3 = 6

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

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

(or)

5(b) List any three data processing operations

6(a) List any three need of operating system.

(or)

6(b) List any three input/output units.

PART – C

2 x 5 = 10

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS.

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

(or)

7(b) Write in detail about any five areas in business where the computers are used.

8(a) Draw the block diagram of a computer and explain the functions of any two units.

(or)

8(b) Explain the functions of keyboard.

MODEL PAPER OF MID SEM- II EXAM

TIME: 1 hr

MARKS: 20

PART-A

4 x 1 = 4

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. Define task bar.
2. Define file explorer
3. Define computer network
4. State the types of browsers.

PART – B

2 x 3 = 6

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

5(a) List any three versions of Windows O.S

(or)

5(b) Explain adding and removing programs

6(a) List any three uses of Computer Network.

(or)

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

PART – C

2 x 5 = 10

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS.

7(a) Explain the features of Recycle Bin

(or)

7(b) Explain installing and uninstalling hardware.

8(a) Explain any five difference between LAN and WAN.

(or)

8(b) Explain the procedure to send and receive E-mail

MODEL PAPER OF SEMESTER END EXAM

TIME: 2 hr

MARKS: 40

PART-A

8 x 1 = 8

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. Define the term computer.
2. List any two computer networks.
3. Define the MS-Power point Presentation
4. Define Windows explorer
5. State the shortcut key of “copy” and “cut”
6. Write state for save the document.
7. State the uses of MS-Power point
8. List ant two tool bars in MS-Power Point

PART – B

4 x 3 = 12

ANSWER ANY FOUR QUESTIONS. EACH QUESTION CARRIES THREE MARKS.

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

(or)

9 (b) Explain undo and redo

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

(or)

10 (b) Explain the different views of slides.

11 (a) Explain the process of insertion of text in the document.

(or)

11 (b) Explain the procedure for finding and replacing of text in document

12(a) Describe changing the background of the slide.

(or)

12(b) Explain the functional aspects of any three components of MS-Power Point Window.

ANSWER ANY FOUR QUESTIONS. EACH QUESTION CARRIES FIVE MARKS.

13(a) Explain the different generations of computers.

(or)

13(b) Explain procedure for checking spelling and grammar automatically.

14 (a) Explain the procedure to send and receive E-mail attach files to a mail.

(or)

14(b) Explain the process of insertion and editing of text in the presentation using text boxes.

15(a) Explain procedure for paragraph formatting.

(or)

15(b) Explain procedure for mailing labels using mail merge

16(a) Explain the methods of animation.

(or)

16(b) Explain the sounds, order, timing and effects of animation.

CCP-106-PHONOGRAPHY LAB

Course Title	Phonography Lab	Course Code	CCP-106
Semester	I	Course Group	Practical
Teaching Scheme in Hrs(L:T:P)	1:0:2	Credits	1.5
Methodology	Lecture + Assignments	Total Contact Hours	45
CIE	60 Marks	SEE	40 Marks

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

COURSE OUTCOME	
CO1	Recognising the consonants, vowels, position writing of words.
CO2	Writing shorthand outlines of the words
CO3	Reading, writing and transcription of dictated exercises

Course Contents:

Unit-I: Introduction & Consonants

Duration: 8 periods

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, Principles for writing R and H

Duration: 07 Periods

Locate the placing of 12 Vowel sounds - Practice the exercises containing vowel chapter - Categorise position – Writing of shorthand characters - Practice writing of words under 3 position-writing rules - Define Grammalogue and Logogram - Practice Grammalogues and punctuation.

Unit-III: Diphthongs & Phraseography

Duration: 07 periods

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 and Stroke S/Z, Large Circles and Loops ST & STR

Duration: 07 periods

Identify the Circles initially, medially and finally - Practice the exercises covering circles S and Z- Practice the exercises using stroke S or Z- Practice the exercises covering large circles and loops as abbreviated forms initially, medially and finally.

Unit-V: Initial Hooks, Final hooks & Alternative forms

Duration: 08 periods

Practice Double Consonant - Categorise R and L hooks to straight strokes and curves - Explain the principles of using Alternative forms - Categorise N and F/V hooks to straight and curved stroke - Explain how N hook is indicated to Straight Strokes & Curves - Explain how F/V hook is indicated to Straight Strokes & Curves.

Unit-VI: Circles and Loops to Hooks

Duration: 08 periods

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

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 advantages of Phonography system in Shorthand.
- 1.3 Define Consonant – general and scientific.
- 1.4 Classify Consonants as per articulation.
- 1.5 Identify the signs to the Consonants.
- 1.6 Practice of Explodents, Continuants.
- 1.7 Practice of Nasals, Liquids.
- 1.8 Practice of Coalescent and Aspirate.
- 1.9 Revisionary Practice of above Consonants.
- 1.10 Explain the principles of joined strokes and practice joined strokes.

2.0 Understand Vowels, Intervening vowels and Alternative forms for R and Hay

- 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 covering 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.
- 2.8 Understand the alternative forms of R and H.
- 2.9 State the principle of using the two forms of R & H.
- 2.10 Practice the exercises covering R & H.

3.0 Use of Diphthongs and Phraseography

- 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 usage of right semi-circle representing initial 'Way' sound.
- 3.5 Practice the exercises covering Diphthongs.
- 3.6 Define Phraseography.
- 3.7 State the qualities of a good Phraseography.
- 3.8 Practice the exercises covering Phraseography

4.0 Understand circle S and Zee, Practise exercises using strokes S and Zee, Large circles SW, SS and SZ, ST and STR loops

- 4.1 Explain the small circle as abbreviated form for S and Zee.
- 4.2 Identify the circles initially, medially and finally.
- 4.3 Practice the exercises covering circles S and Zee.
- 4.4 Explain the principles of using stroke S or Zee.
- 4.5 Explain the principles of using circle SW, SS or SZ.
- 4.6 State the use of circles in Phraseography.
- 4.7 Practice the usage of Large circle initially, medially and finally.
- 4.8 Practise exercises using loops ST and STR.
- 4.9 State the use of loops as abbreviated forms initially, medially and finally.

5.0 Initial and Final Hooks to Straight and Curved Strokes and Alternative Forms

- 5.1 Define Double Consonant.
- 5.2 Categorise R and L hooks to straight strokes and curves.
- 5.3 State the advantages of using alternative forms.
- 5.4 Explain the principles of using alternative forms.
- 5.5 Categorise N and F/V hooks to straight and curved stroke.

5.6 Explain how N hook is indicated to Straight Strokes & Curves.

5.7 Explain how F/V hook is indicated to Straight Strokes & Curves.

6.0 Circles & Loops to Straight Strokes and curved strokes with initial and final hooks.

6.1 Identify the circles and loops to straight strokes hooked for R.

6.2 Identify the circles and loops to straight strokes hooked for L.

6.3 Explain how the circles are added to curved strokes with initial hooks.

6.4 Identify the circles and loops to straight strokes hooked for N.

6.5 Identify the circles and loops to straight strokes hooked for F/V.

6.6 Explain how Circles are added to curved strokes with final hooks.

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Attending video lectures and webinars
3. Analyze the different advanced phonographic signs
4. Quiz
5. Group discussion
6. Surprise test
7. Taking dictations among themselves
8. Reading different scripts written by students
9. Oral presentation skills

Student E-Learning references

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

RECOMMENDED BOOKS:

1. Shorthand Instructor and Key (Pitman).
2. Shorthand dictionary.
3. New course in Pitman's Shorthand

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO
CO1	Recognising the consonants, vowels, position writing of words.	R/U/A	1,,4,5,7
CO2	Writing shorthand outlines of the words	R/U/A	1,4,5,7
CO3	Reading, writing and transcription of dictated exercises	R/U/A	1,4,5,6,7

MID SEM-I EXAM						
Unit Name	R	U	A	Remarks		
Unit-I (Introduction & Consonants)	1, 2	5(a) 5(b)	7(a) 7(b)			
Unit-II(Vowels, Intervening Vowels, Principles for writing R and H)	3, 4	6(a) 6(b)	8(a) 8(b)			
Total Questions	4	4	4			
MID SEM –II EXAM						
Unit Name	R	U	A	Remarks		
Unit-III(Diphthongs & Phraseography)	1, 2	5(a) 5(b)	7(a) 7(b)			
Unit-IV(use of small, and large circles and loops to consonants)	3, 4	6(a) 6(b)	8(a) 8(b)			
Total Questions	4	4	4			
Semester End Examination						
Unit No.	Questions to be set for SEE					
	R	U	A			
I(Introduction & Consonants)	4	1	9(a)	13(a)		
II(Vowels, Intervening Vowels, Principles for writing R and H)						
III(Diphthongs & Phraseography)		2	10(a)	14(a)		
IV((use of small, and large circles and loops to consonants)						
V(Initial and final hooks, alternative forms)		3	5, 6	9(b)		13(b)
				11(a)		15(a)
	11(b)			15(b)		
VI(Circles and loops to initial and final hooks)	7,8	7,8	10(b)	14(b)		
			12(a)	16(a)		
			12(b)	16(b)		
Total Questions		8		8	8	
Legend:	Remembering (R)	1 Mark				
	Understanding (U)	3 Marks				
	Application (A)	5 Marks				

MODEL QUESTION PAPERS
MID I Examination - CCP-106 - PHONOGRAPHY LAB

Time: 1 Hour

Marks: 20

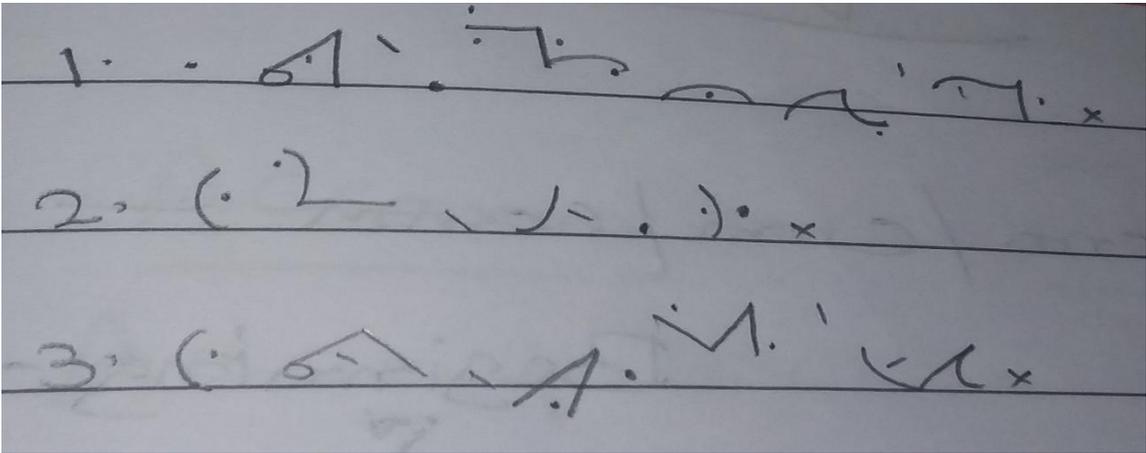
1. Write the Shorthand outlines for the following:

08

- a) Navy
- b) Shoddy
- c) Enough
- d) Money
- e) Academy
- f) Arrow
- g) Ashore
- h) Anatomy

2. Transcribe the following in English.

06 marks



3. Write the following in shorthand.

06 marks

- a) They should ask the Head of the Academy to change the date.
- b) Who took the padlock off the gate of the paddock?
- c) The head of the bank may leave on Monday.

MID II Examination

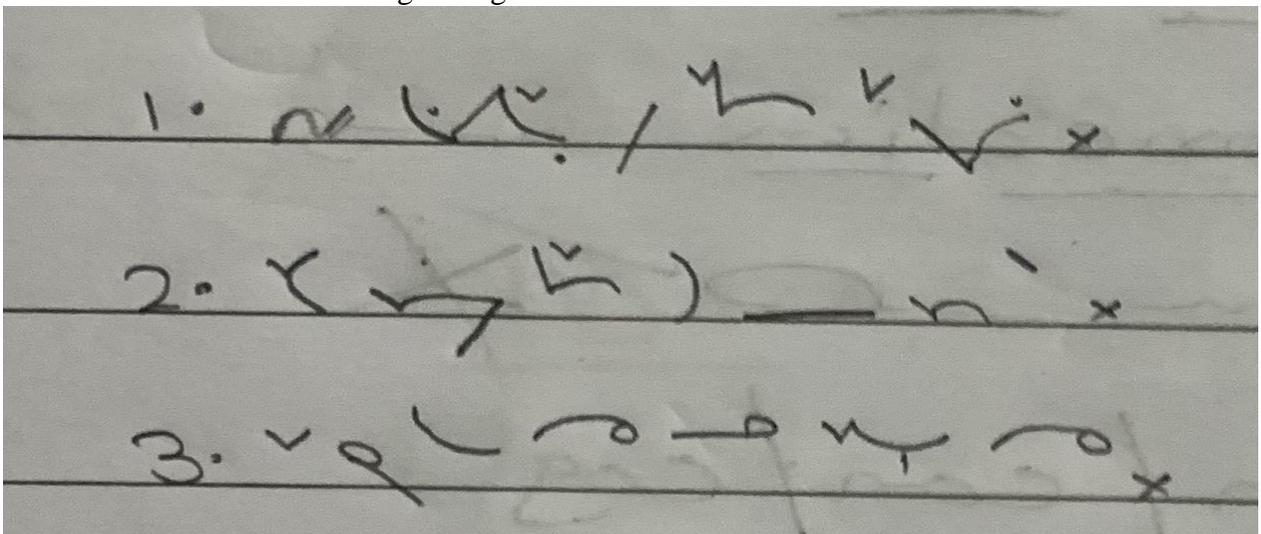
CCP-106

PHONOGRAPHY LAB

Time: 1 Hour

Marks: 20

1. Write the Shorthand outlines for the following: 08
 - a) Arguing
 - b) Muscle
 - c) Razor
 - d) Excusing
 - e) Assailed
 - f) Tortuous
 - g) sinuous
 - h) Oscar
2. Transcribe the following in English. 06 marks



3. Write the following in shorthand. 06 marks

For several special reasons I should like you to come to see me on Wednesday as early as you can. I specially desire you to write out the names of all the firms with which you have had business dealings since you came to us.

END EXAMINATION-MODEL PAPER

CCP-106

PHONOGRAPHY LAB

Time: 1 Hour

Marks: 40

Note:-Answer all questions.

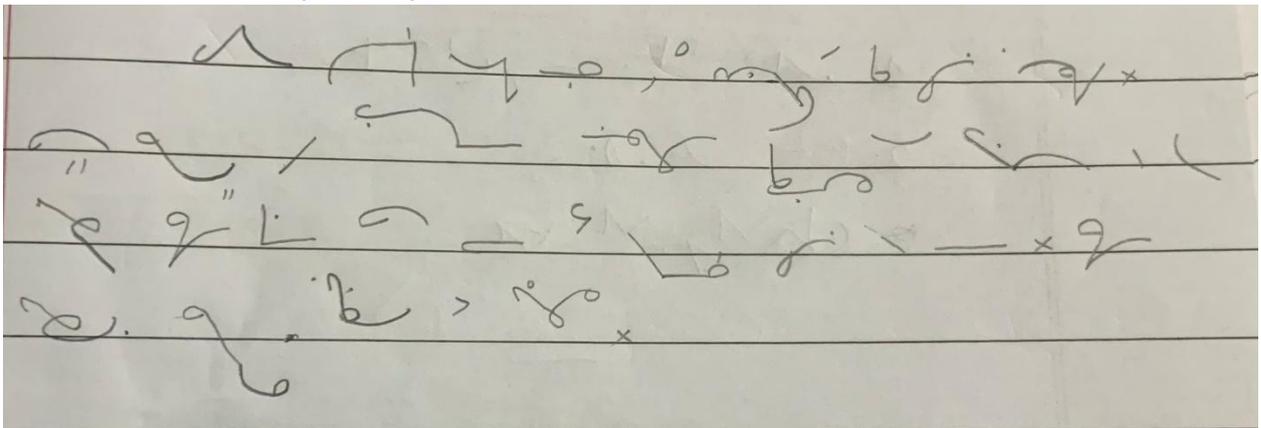
1. Write the Shorthand outlines for the following:

10

1. Hockey
2. Arabic
3. Timely
4. Awake
5. I thank you
6. Sales
7. Assume
8. Exercise
9. Runner
10. Spinster

2. Transcribe the following into English.

15



3. Transcribe the following passage:

15

Local authorities, as borough and urban councils, generally derive their main revenue from the rates they levy. They may of course, receive profits from any business carried on by them within the borough. Over and above all this they receive allowances from the state. Either men or women may appeal to the authorities, and they very often do, if they think they have been unfairly assessed. Not so two; be difficult for them to obtain relief unless they are able to prove their case, and satisfy the authorities as to a supposed overcharge.

CCP-107 - COMPUTER BASED TYPEWRITING @ 25 WPM LAB

Course Title	Computer Based Typewriting @ 25 WPM Lab	Course Code	CCP-107
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	1:0:2	Credits	1.5
Methodology	Lecture + Assignments	Total Contact Hours	45
CIE	60 Marks	SEE	40 Marks

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

COURSE OUTCOME	
CO1	Identifying the basic components of a Computer
CO2	Possess the knowledge of First, Second and Third rows words practice, practice of how to place fingers on keys 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 touch

Duration: 10 hrs

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

Unit-II: Keyboard Operations of Guide keys and Home keys

Duration: 10 hrs

Shift key operation – Words – Sentences – of home keys.

Unit-III: Key board operations– different rows practice

Duration: 10 hrs

Practice of different rows with their words.

Unit-IV: Punctuation marks

Duration: 10 hrs

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

Unit-V: Paragraphs - Margin settings Practice

Duration: 20 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. on computer. End Exam at 25 w.p.m.

Unit-VI: Heading – Speed practice

Duration: 20 hrs

Centering the heading - 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. on computer. 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 Understand the key board and how to practice typewriting on Computers .

- 1.1 Know the acquaintance with computer keyboard.
- 1.2 Describe the important parts of the Computer like keyboard, space bar, typeset, type bars etc
- 1.3 Demonstrate the functions of the important parts of the Computer.

2.0 Demonstrate the key board of the Computer(Guide keys and Home keys)

- 2.1 Distinguish between touch method and sight method.
- 2.2 Describe the arrangement of alphabets in the keyboard.
- 2.3 Point out the guide keys in the keyboard.
- 2.4 Practice home keys.
- 2.5 Repeat letters and words for accurate typing of home keys.
- 2.6 Practice words from home keys.

3.0 Demonstrate the key board of the Computer(Each row of keys)

- 3.1 Practice the second row qwertr poiuyu
- 3.2 Practice second row words.
- 3.3 Practice the third row zxcvc .,mnbv.
- 3.4 Practice third row words.
- 3.5 Practice typing 2nd and 3rd rows letters and words.
- 3.6 Practice typing numbers 0 to 9.

3.7 Practice typing words.

3.8 Practice typing of sentences of rows and numbers.

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 on the computer.

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 Understand the beauty of the centring the heading on given place computer.

6.1 Calculate the letters and spaces in a given sentence.

6.2 Design the given sentence in a beautiful way using centring rules.

6.3 Speed passages practice with 15, 20 and 25 WPM.

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

Suggested Student Activities

1. Student visits Library to refer to Manual for getting speed
2. Student learn the mechanism of a typewriter
3. Quiz
4. Group discussion
5. Surprise test
6. To improve reading skills
7. Spellings correction and drilling exercises
8. Take dictation in shorthand and transcribe the same on Computer
9. Learn typing in computer software.
10. Speed practices

Student E-Learning references

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

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Practice hours
CO1	Identifying the basic components of a Computer	R/U	1,2,3,4,5,7	05
CO2	Fingers practice on three rows and its importance.	R/U/A	1,2,3,4,5,7	10
CO3	Identify the various key board operations and typing skills with accuracy	R/U/A	1.2.3.4.5,7	10
CO4	Mastering the typing skills with various speed rates	R/U/A	1,2,3,4,5,7	10
CO5	Test the typing Skills on Computer using word document in a customized software	R/U/A	1,2,3,4,5,7	10

MODEL PAPERS
MID –I EXAMINATION
CCP-107 COMPUTER BASED TYPEWRITING @25 WPM LAB

Duration: 1 Hour
20

Max Marks:

- | | |
|-----------------------------------|----------|
| 1. asdfgf ;lkjhj | 02 Marks |
| 2. qwertr poiuyu | 02 Marks |
| 3. zxcvc .,mnb | 02 Marks |
| 4. Type the following words: | |
| a) Cite b)define c) draw d) index | 10 Marks |
| b) Type the following in 4 lines | 04 |
| Marks | |

1234567890 0987654321 1234567890 0987654321

Model Question Paper
MID –II EXAMINATION
CCP-107 COMPUTER BASED TYPEWRITING @25 WPM LAB

Duration: 1 Hour

Max Marks: 20

1. Type the following the words each in two lines

Marks:10

- a. Beautiful
- b. Character
- c. Identification
- d. enjoying
- e. Parameters

2. Type the following in Ten lines

Marks:10

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.

Model Question Paper

END EXAMINATION

CCP-107 COMPUTER BASED TYPEWRITING @25 WPM LAB

Duration: 10 Minutes

Max Marks: 40

In olden days, people considered the role of police as only the administrator of law and order and in that connection we are afraid of approaching us. In spite of the fact that we are here only to serve them. And our methods of investigation. But with the change in the attitude of the police, it is changed. Now, people realize that I am also a human being and not an enemy and I always work for the good of the people. I am glad that the opinion of the public towards the police as well as of the police towards the public has changed. We too want to be models for others. When we analyse the reasons for the people's fear, the two important factors are the dress and the address. While the khaki dress we wear does not appeal to those who approach us for help, the address by some of our colleagues is not liked by many.

I agree that whenever there is some difficulty for any one, he needs proper and soothing words from a friend and guide. This is the very purpose with which people come to us. But, it appears that the colour of dress causes lot of worry and anxiety. It almost prevents the needy to approach me for help. Keeping all these in view, the Government has decided to change the colour of the dress for the policemen so that they appear to be more friendly.

CCP-108 - COMPUTER BASED TYPEWRITING MANUSCRIPT @25 WPM LAB

Course Title	Computer Based Typewriting Manuscript @ 25 WPM Lab	Course Code	CCP-108
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	1:0:2	Credits	1.5
Methodology	Lecture + Assignments	Total Contact Hours	45
CIE	60 Marks	SEE	40 Marks

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

COURSE OUTCOME	
CO1	Identifying Types of Circular and notices in Ms-Word with accuracy
CO2	Identifying and preparing different Statistical tables using Spread Sheet
CO3	Able to correct spelling mistakes and correcting traps in manuscript
CO4	Able to type given manuscript in competitive exams and as well in job work.

COURSE CONTENTS

Unit-I: Circular letters

Duration: 10 hrs

Practice of Circular letters.

Unit-II : Notices

Duration: 10 hrs

Practice of Notices

Unit-III : Statistical Table

Duration: 20 hrs

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

Unit-IV Manuscript practice

Duration: 05 hrs

Manuscript practice with traps.

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 Understand typing of Circular

- 1.1 Interpret the abbreviations in a given script.
- 1.2 Correct the mistakes in a given script.
- 1.3 Practice typing circulars with utmost neatness and accuracy.

2.0 Understand typing of Notices

- 2.0 Interpret the abbreviations in a given script.
- 2.1 Correct the mistakes in a given script.
- 2.2 Practice typing Notice with utmost neatness and accuracy.

3.0 Understand the Statistical tables.

- 3.1 Interpret the abbreviations in a given script.
- 3.2 Correct the mistakes in a given script.
- 3.3 Practice typing Notice with utmost neatness and accuracy.
- 3.4 Practice Statement with heading and required 4 columns and 5 rows.
- 3.5 Select the appropriate spacing of the statement columns
- 3.6 Practice Account sales
- 3.7 Practice Invoice.
- 3.8 Practice Debit note.
- 3.9 Practice Credit note.

4.0 Understand the practice of Manuscript

- 4.1 Interpret the abbreviation in a given script.
- 4.2 Correct the mistakes in a given script.
- 4.3 Proper correction of traps.
- 4.5 Demonstrate Speed and Accuracy in given matter.
- 4.6 Demonstrate 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 typing of manuscripts.
2. Students prepare charts for different types of communication letters and Govt. orders
3. Surprise test
4. To improve reading skills
5. Spellings correction and drilling exercises
6. Learn typing in computer software.
7. Reading of different manuscripts
8. Prepare posters for knowing different abbreviations

Student E-Learning references

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

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO
CO1	Identifying Types of Circular and notices in Ms-Word with accuracy	R/U	1,2,3,4,5,7
CO2	Identifying and preparing different Statistical tables using Spread Sheet	R/U/A	1,2,3,4,5,7
CO3	Able to correct spelling mistakes and correcting traps in manuscript	R/U/A	1,2,3,5,7
CO4	Able to type given manuscript in competitive exams and as well in Job work.	R/U/A	1,2,3,4,5,7

Model Question Paper
MID I EXAMINATION
CCP-108 COMPUTER BASED TYPEWRITING MANUSCRIPT @25 WPM LAB

Time: 1 Hour

Marks: 20

1. Type the following Notice in proper form.

Nestle India Limited
Connaught Circus, New Delhi - 110001

NOTICE

Notice is hereby given that the Fifty Sixth Annual General Meeting of Nestle India Ltd., will be held at Air Force Auditorium, New Delhi - 110010 on Friday, 15-05-2015^{del} 15th May, 2015 at 10.00 a.m. to consider and adopt the financial ^{stat} Statements of the company.

Date: 26th March, 2015

Place: Gurgaon

By Order of the Board
B. Murali
Company Secretary

Model Question Paper
MID II EXAMINATION

CCP-108 COMPUTER BASED TYPEWRITING MANUSCRIPT @25 WPM LAB

Time: 1 Hour

Marks: 20

1. Type the following in proper form

Utilisation of Land in Mahabubnagar District.

Category	2001-02	2002-03	2003-04
Forests	4,51,345	4,51,345 4	4,51,222
Grazing lands	25,291	36,527	36,000
Miscellaneous Crops	36,537	25,197	25,173
Net area sown	4,18,771	3,24,243	3,51,697

A 4,51,300

Model Question Paper
END EXAMINATION

CCP-108 COMPUTER BASED TYPEWRITING MANUSCRIPT @25 WPM LAB

Time: 1 Hour

Marks: 40

1. Type the following in Proper form

Marks: 20

Nestle India Limited
Connaught Circus, New Delhi - 110001

NOTICE

Notice is hereby given that the Fifty Sixth Annual General Meeting of Nestle India Ltd., will be held at Air Force Auditorium, New Delhi - 110010 on Friday, 15-05-2015^{del} 15th May, 2015 at 10.00 a.m. to consider and adopt the financial statements of the company.

Date: 26th March, 2015

Place: Gurgaon

By Order of the Board
B. Murali
Company Secretary

2. Type the following in Proper form
Marks: 20

Utilisation of Land in Mahabubnagar District.

Category	2001-02	2002-03	2003-04
Forests	4,51,345	4,51,345 A	4,51,222
Grazing lands	25,291	36,527	36,000
Miscellaneous Crops	36,537	25,197	25,173
Net area sown	4,18,771	3,24,243	3,51,697

A 4,51,300

CCP-109-COMPUTER IN BUSINESS APPLICATIONS LAB

Course Title	Computer in Business Applications Lab	Course Code	CCP-109
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	1:0:2	Credits	1.5
Methodology	Lecture + Practice	Total Contact Hours	45
CIE	60 Marks	SEE	40 Marks

Pre requisites:

This course requires the basic knowledge of Computers.

Course Outcomes: COs

At the end of the course, the student will have the ability to:

CO 1	Understand the various basic components of a Computer
CO 2	Acquaint with Windows Operating system
CO 3	Internet and its applications
CO 4	Creation of document in Ms-Word and Formatting
CO 5	Spell Check, Mail merge, Printing of documents in Ms-Word
CO 6	Creating Presentation in Ms-Power Point, Slide transitions and Animations

Course Content:

Unit-I

Duration: 03 Periods (L: 2.0 – P: 1.0)

Hardware Components

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

Unit – II

Duration: 13 Periods (L: 4.0 – P: 9.0)

Windows operating system

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, - 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 MS Paint - Working with calculator.

Unit-III

Duration: 05 Periods (L: 2.0 – P: 3.0)

INTERNET Concepts

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

Unit – IV

Duration: 06 Periods (L: 2.0 – P: 4.0)

Creating and Saving a document, Formatting of text in MS-WORD

MS-WORD - Creating and saving a document, Formatting of text

Unit – V

Duration: 08 Periods (L: 3.0 – P: 5.0)

Spell checking, Mail merging and Printing of Documents in MS-WORD

MS-WORD - Spell Checking - Mail merging - Printing of Documents

Unit – VI

Duration: 10 Periods (L: 2.0 – P: 8.0)

Creating a presentation, Slide transition and Animation effects in MS PowerPoint

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

References

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 E-Learning references

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

Suggested Learning Outcomes

1.0 Unit-1: Hardware Components

- 1.1 Motherboard, RAM, Hard disk, Processor, Battery,
- 1.2 Input devices & Output Devices, DOS commands

2.0 Unit-II: Practice Windows Features.

- 2.1 Demonstrate use of start button.
- 2.2 Demonstrate loading of control panel and understand selecting the items.
- 2.3 Demonstrate changing Date and time, screen settings, printer settings.
- 2.4 Demonstrate changing of settings of mouse.
- 2.5 Demonstrate creating of folders, deleting of files/ folders, restoring of files /folders.
- 2.6 Demonstrate creation of shortcuts
- 2.7 Create text file using WordPad or notepad
- 2.8 Format the text document with all the features available in WordPad, Notepad.
- 2.9 Print the document created using WordPad, Notepad.
- 2.10 Demonstrate the MS Paint application
- 2.11 Demonstrate installing/uninstalling software/hardware using control panel.

3.0 Unit-III: Practice with the Internet

- 3.1 Identify the H/W and S/W components involved in Networks
- 3.2 Connect and disconnect to the Internet.
- 3.3 Browse the Net using Browser software
- 3.4 Search the Web using Search Engines
- 3.5 Create and operate E-mail
- 3.6 Identify the E-commerce transactions

4.0 Unit-IV: Practice the Operation of MS-Word

- 4.1 Demonstrate starting MS word & identify the word screen elements

- 4.2 Demonstrate loading different tool bars for their functionality.
- 4.3 Identify the drop down menus of the main menu and their functionality.
- 4.4 Demonstrate creating a sample text.
- 4.5 Demonstrate text formatting.
- 4.6 Demonstrate page formatting.
- 4.7 Demonstrate selecting, deselecting the text from menu and Copying.
- 4.8 Demonstrate importing text from other package

5.0 Unit-V: Spell checking, Mail merging and Printing of Documents in MS-WORD

- 5.1 Demonstrate search and replace of text.
- 5.2 Demonstrate spell checking.
- 5.3 Demonstrate mail merging of documents.
- 5.4 Demonstrate creating tables.
- 5.5 Demonstrate printing documents, merge printing of documents.
- 5.6 Demonstrate word procedure for importing figures, charts from other installed software.

6.0 Unit-VI: Practice operation of MS-Power Point, Slide transition and Animation effects in MS PowerPoint

- 6.1 Demonstrate starting MS Power Point& Identify the opening screen elements
- 6.2 Identify the tool bars in the opening screen.
- 6.3 Demonstrate the selection of the methods of creating a new presentation.
- 6.4 Identify the different Auto Layouts of a slide.
- 6.5 Demonstrate creating a new slide & inserting a new slide
- 6.6 Demonstrate slide transition effects.
- 6.7 Demonstrate a slide show.
- 6.8 Demonstrate animation effects.
- 6.9 Demonstrate creating an organization chart.
- 6.10 Demonstrate the different slide views

Suggested Student Activities

1. Student prepare Ms-Word documents
2. Assignment on creating Presentations
3. Seminar
4. Slip test / Surprise Test
5. Practice on Printing the tables, forms and reports

6. Quiz and. Group discussion

Student should concentrate on the following:

1. Move and adjust task bar.
2. Configure and use the Recycle bin.
3. Create new folders and files using different methods.
4. Explore a folder using Windows Explorer.
5. Move, copy and delete files and folders
6. Copy and format floppies/CD/DVD.
7. Make, move, rename and change shortcut settings.
8. Change the appearance, Video resolution and other settings of your display.
9. Install and uninstall a hard ware device.
10. Add and remove programs using control panel.
11. Create document with WordPad and Notepad.
12. Create a picture using MS Paint.
13. Create and save a document using MS WORD.
14. Format the Text document.
15. Change the page set-up and Insert Header/Footer.
16. Spell checking in the document and print the document
17. Create main document and data file for mail merging.
18. Create a table in the document and add row, column to a table
19. Create and save a new presentation using MS Power Point.
20. Choose Auto Layout for a new slide.
21. Inserting text and pictures into a blank slide.
22. Applying slide transition effects.
23. Demonstrate a slide show.
24. Set animation to text and pictures in a slide.
25. Set the sounds, order and timing for animation

Students have to practice the following experiments:

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	Practice on Internal & External commands.	To use internal commands To use External commands	Use any given command
4	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
5	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
6	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 Organize files in different folders
7	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
8	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 My computer correctly or not Check whether able to access files in other drives using My computer correctly or not Check whether able use CD/DVD drive using My computer
9	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 My	Check Whether able to organize files and folders in My documents Check Whether able to organize files in My

		documents so that Organizing files in My Music, My Pictures, My Videos iii) Able to create short cut for my document on desktop properly	music, My pictures, My videos in My documents Check able to create short cut for my document on desktop properly
10	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 d
11	Exercise using Paint	Able to create .jpeg, .bmp Files using MS Paint	Check whether can able to create .jpeg, .bmp Files using MS Paint
12	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
13	Exercise using Notepad/Word pad	i)Able to use Notepad ii)Able to use Word pad	Observe creation, formatting and printing of file using Notepad Observe Creation, formation and printing of file using Word pad
14	Exercise on using Control Panel	Able to Installation / Un installation of Software using control panel Able to Installation of Hardware using control panel Able to Changing Date and Time using control panel	Check Installation / Un installation of Software using control panel Check Installation of Hardware using control panel Check Changing Date and Time using control panel
15	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
16	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
17	Open MS-word and Identify the components on the screen.	Able to Open MS-Word and Identify the components on the screen.	Check whether able to Identify the components on the screen. Check whether able to

			Identify all components on the screen of MSWORD are identified and learnt thoroughly.
18	Create a document using MS-word and save it in .docx or .doc format.	Able to create document using MS-word. Able to save document in .docx or .doc format.	Observe whether created document using MS-word. Observe whether saved document is in .docx or .doc format.
19	Create a table using MS-Word and save it.	Able to Create a table using MS -Word and save it. Able to create table properly with required rows and columns. Able to Create a table using Insert table method. Able to Create a table using draw table method. Able to Create a table using quick table method.	Verify a table is created using MS-Word and save it. Check whether table is properly created with required rows and columns. Verify a table is created using Insert table method. Verify a table is created using draw table method. Verify a table is created using quick table method.
20	Insertion of new rows and columns in the existing table.	Able to Insert new rows and columns in the existing table.	Check whether able to Insert new rows and columns in the existing table. Check whether able to Insert new rows and columns as per requirement
21	Merging and splitting of cells in a Table.	Able to Merge and split cells in a Table using right click method.	Check whether able to Merge and split cells in a Table using right click method.
22	Changing the formatting of font.	Able to Change the formatting of font using right click menu. Able to Change the formatting of font using	Check whether able to change the formatting of font using right click menu. Check whether able to change the formatting of

		menu options.	font using menu options.
23	Create mailing letters using mail merge tool of MS-Word.	Able to use mail merge tool of MS-Word using start mail merge option in mail menu.	Check whether able to use mail merge tool of MS-Word in creating letter using mail merge option in mail menu.
24	Create a simple Power Point presentation for a small topic and saving in .ppt or .pptx format.	Able to create a simple Power point presentation for a given topic. Able to Save the presentation in both .ppt or .pptx format.	Check able to create a simple Power point presentation for a given topic. Check able to Save the presentation in both .ppt or .pptx format.
25	Inserting chart or image in a Power Point slide.	Able to Insert chart in a power point slide using Insert menu option. Able to Insert image in a power point slide using insert menu option.	Check able to Insert chart in a power point slide. Check able to Insert image in a power point slide.
26	Exercise with animation and sound features in Power Point.	Able to work with animation and sound features in power point using custom animation option in Animations menu. Able to work with Media clip options in insert menu.	Check able to work with animation and sound features in power point using custom animation option in Animations menu. Check able to work with Media clip options in insert menu.
27	Exercise with Rehearse Timings feature in Power Point.	Able to work with Rehearse Timings feature in Power Point using slide show menu rehearse option.	Check able to work with rehearse timings features.

CO / PO - MAPPING

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	Mapped POs
CO 1	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO 2	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO 3	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO 4	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO 5	1	2	3	4	5	6	7	1,2,3,4,5,6,7
CO 6	1	2	3	4	5	6	7	1,2,3,4,5,6,7

Exam	Units	Question Paper Pattern	No. Of Questions	Marks
Mid-1 Exam (20 Marks)	Unit –I & II	1 st Unit – 05 Questions 2 nd Unit—05 Questions	10 Questions	One question in random (20 Marks)
Mid-2 Exam (20 Marks)	Unit-III & IV	3 rd Unit – 05 Questions 4 th Unit—05 Questions	10 Questions	One question in random (20 Marks)
Semester End Exam (40 Marks)	Unit-I to VI	1 st & 2 nd Units—02 Questions 3 rd & 4 th Units – 02 Questions 5 th & 6 th Units – 06 Questions	10 Questions	One question in random (20 Marks)
			Viva Voce	10 Marks
			Record	10 Marks

MODEL PAPER OF MID SEM- II EXAM

TIME: 1 hour

MARKS: 20

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS.

20 X 1 = 20

1. Demonstrate creating and operating E-mails
2. Demonstrate Search the Web using Search Engines
3. Demonstrate Browse the Net using Browser software
4. Demonstrate sending and receiving of e-mails.
5. Demonstrate Starting MS word and identify the word screen elements.
6. Draw and explain the groups and commands in Home tab under ribbon in Ms word.
7. Demonstrate text formatting in Ms Word.
8. Demonstrate procedure for checking of spelling and grammar using dictionaries.
9. Demonstrate paragraph formatting in Ms Word.
10. Demonstrate page formatting in Ms Word.

MODEL PAPER OF SEMESTER END EXAM

TIME: 2hour

MARKS:

40

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS.

20 X 1 =

20

1. Demonstrate procedure for creating Mail merging process in Ms Word.
2. Demonstrate creating of table and adding rows and columns to the existing table in Ms Word.
3. Demonstrate finding and replacing of text & searching for a bookmark
4. Demonstrate starting of MS Power Point and identify the opening screen elements
5. Draw and explain the groups and commands in Home tab under ribbon in MS Power Point.
6. Demonstrate the selection of the methods of creating a new presentation.
7. Demonstrate different Auto Layouts of a Slide in MS Power Point.

8. Demonstrate Slide Transition effects in Ms Power Point.
9. Demonstrate different Animation effects in Ms Power Point.
10. Write procedure for applying sounds, order, timing and effects of animation in a presentation.

Record book: - 10 marks

Viva-voce: - 10 marks

CCP-110 - BASICS OF ACCOUNTING PACKAGES & TALLY ACCOUNTING LAB

Course Title	Basics of Accounting Packages & Tally Accounting Lab	Course Code	CCP-110
Semester	I	Course Group	Core
Teaching Scheme in Hrs(L:T:P)	1:0:2	Credits	1.5
Methodology	Lecture + Assignments	Total Contact Hours	45
CIE	60 Marks	SEE	40 Marks

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

COURSE OUTCOME

CO1	Know the Accounting Concepts
CO2	Know and demonstrate different Functions of Tally
CO3	Know and demonstrate the Recording of transactions
CO4	Know and & demonstrate the Display and Reports
CO5	Know & Demonstrate The preparation of Accounts with Inventory
CO6	Know Goods and Services Tax

Course Contents

Unit-1 Understand the Accounting Packages

Duration 5 hours

- 1.1 Define Accounting Packages
- 1.2 Explain the Features like
 - 1.2.1 Accounting
 - 1.2.2 Multi-lingual capability
 - 1.2.3 Data migration capability
- 1.3 Explain the Advantages of Computerized Accounting

Unit-2 Create Company and different functions of Tally

Duration 10 hours

- 2.1 Creation of a Company
- 2.2 F11: Features
- 2.3 Alteration of a Company
- 2.4 F12: Configure
 - 2.4..1 Master Configuration
 - 2.4..2 Creation of Groups
 - 2.4..3 Grouping of Ledger Accounts
 - 2.4..4 Voucher Configuration

Unit-3 Recording of transactions

Duration 05 hours

- 3.1 Recording Transactions of Sample Data; Transactions for April
- 3.1.1 Transactions on starting of a company
- 3.1.2 Transactions for May
- 3.1.3 Transactions for June
- 3.1.4 Transactions for July
- 3.1.5 Bank Reconciliation
- 3.1.6 Transactions for August
- 3.1.7 Transactions for September
- 3.1.8 Transactions for October
- 3.1.9 Transactions for November
- 3.1.10 Transactions for December
- 3.1.11 Transactions for January
- 3.1.12 Transactions for February
- 3.1.13 Transactions for March
- 3.1.14 Provision Entries
- 3.1.15 Depreciation Entries
- 3.1.16 Adjustment Entries for Prepaid Expenses
- 3.1.17 Other Adjustment Entries

Unit-4 Display and Reports

Duration 10 hours

- 4.1 Accounting Reports in Tally
- 4.2 Accounting Reports
 - a. Balance Sheet
 - b. Profit and Loss Account
 - 4.2.3. Account Books
 - c. 4.2.4. Statement of Accounts
 - d. Statutory Masters
 - e. Statutory Reports
 - f. Day Book
 - g. Exception Reports

Unit-5 To prepare Accounts with Inventory

Duration 10 hours

- 5.1**
 - i) Introduction
 - ii) Creation of a company
 - iii) F11: Features
 - iv) Recording Transactions of Sample Data
 - v) Reports
 - vi) Age-wise Analysis
- 5.2 To prepare Point of Sale**
 - a. Point of Sale (POS) Features in Tally 9
 - b. Creating Voucher Type
 - c. Recording Transactions

- d. POS Reports
- 5.3 To practice Printing Reports
 - e. Types of Print Configuration Options
 - f. Print Format
 - g. Cheque Printing
- 5.4 To prepare Manufacturing Company Entries
 - a. Creating Bills of Materials
 - b. Passing journal entries for manufacturing Company using raw materials to Semi-finished / finished goods.
- 5.5 To prepare Payrolls.
 - a. Prepare bills with Basic + DA + HRA and Deductions like GPF, APGLI and Group Insurance.

Unit-6 Good and Services Tax

Duration 5 hours

- 6.1 Introduction to GST
- 6.2 Goods and Services Tax (GST)
- 6.3 Purchase Voucher with GST
- 6.4 Sales Voucher with GST
- 6.5 GST Returns and Payment

RECOMMENDED BOOKS:

1. Tally Manual by Tally Solutions Pvt.Ltd
2. Tally by Dr. K.Kiran Kumar, Sri Laasya Publications, Hyderabad
3. Tally published by BPB Publications
4. Tally by Vishnu Priya Singh, Computech Publishers, New Delhi.

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Know the Accounting Concepts	R/U/A	1,2,3,4,5,6,7	05
CO2	Know and demonstrate different Functions of Tally	R/U/A	1,2,3,4,5,6,7	10
CO3	Know and demonstrate the Recording of transactions	R/U/A	1,2,3,4,5,6,7	05
CO4	Know and & demonstrate the Display and Reports	R/U/A	1,2,3,4,5,6,7	10
CO5	Know & Demonstrate The preparation of Accounts with Inventory	R/U/A	1,2,3,4,5,6,7	10
CO6	Know Goods and Services Tax	R/U/A	1,2,3,4,5,6,7	05

BOARD DIPLOMA EXAMINATION (C-21)

I SEMESTER

MID SEM - I PRACTICAL EXAMINATION

[Time Duration: 01 Hour]

[Total Marks: 20]

SUB. NAME: Basics Of Accounting Packages &
Tally Accounting Lab.

SUB. CODE: CCP-110

Answer any ONE question from the following.

1 X 20 = 20

1. Create the company from the following details.
Name of the company : Name of your college

Address : Your College address

Financial Year : Your Academic year
2. Demonstrate the procedure for displaying and alterations of a company.
3. Explain the F11 features of Tally
4. Explain any three features of F12 of Tally
5. Demonstrate the procedure for creating ledgers.
6. **Create a company called M/s. Govind enterprises for the financial year 2005-06 and record the following transaction in tally.**
 1. Started business with cash Rs. 8, 00,000
 2. Deposited into ICICI bank Rs. 75,000
 3. Bought furniture with cash Rs. 15,000
 4. Purchase goods for cash Rs. 30,000
 5. Sold goods for cash Rs. 26,000
 6. Bought type writer on credit from Ravi & co. Rs. 18,000
 7. Credit sales to M/S. Anand & co. Rs. 20,000
 8. Credit purchase from Mahindra & sons Rs. 30,000
 9. Cheque receive from M/S. Anand & co. Rs. 9,000
 10. Cash sales Rs. 18,000
 11. Paid to Mahindra & sons by cheque Rs. 25,000
 12. Rent paid through cheque Rs. 8,000
 13. Cash withdrawn from bank Rs. 5,000
 14. Wages paid trough cheque Rs. 1,800.
 15. Bought motor Car on credit from TATA Motors Rs. 3, 00,000
 16. Paid to TATA Motors by cheque Rs. 20,000
7. **Create a company called “Sahadev Enterprises” for the financial year 2006-07. Record the transactions in tally.**

1. Started business with cash Rs. 2, 00,000 SBI Bank Rs. 80,000.
 2. Issued cheque for goods purchased Rs. 1,000.
 3. Bought goods for cash Rs. 8,000.
 4. Bought furniture from Anil Traders for cash Rs.100.
 5. Bought goods from Chandan Enterprises on credit Rs. 5,800.
 6. Returned damaged goods to Chandan Enterprises Rs.800.
 7. Bought goods from Naveen Traders and paid by cheque immediately Rs.400.
 8. Sold goods to Guptha Services Rs. 1,000.
 9. Received a cheque from Guptha Services Rs.1, 000 for goods sold.
 10. Paid commission Rs.2, 000.
 11. Paid wages by cheque Rs.4, 000.
 12. Drawn cash for personal use from bank Rs.3, 000.
8. **Create a Company called “M/s. Mohana Krishna Services Pvt. Ltd for the F.Y. 2006-07 and pass the following entries.**
1. Prepaid insurance 3,000.
 2. Depreciation on machinery 2,000.
 3. Provide interest on capital 2,000.
 4. Commission received from customer in advance 2,000.
 5. Outstanding salary 6,000.
 6. Interest accrued on security bonds 1,000.
 7. Interest on drawing 500.
 8. Bad debts 1,000
 9. Prepaid rent 1,200
 10. Outstanding wages 1,000.
 11. Create provision for bad and doubtful debts for 5,000
 12. Depreciation on Furniture 2,000
9. **Create a Company called “M/s. Suchira Traders Pvt. Ltd for the F.Y. 2007-08 and pass the following entries.**
1. Outstanding insurance Rs. 3,600
 2. Outstanding salaries Rs.2,500
 3. Prepaid rent Rs.6,000
 4. Depreciation on building Rs.23,000
 5. Depreciation on Plant & Machinery Rs. 25,000
 6. Bad debts Rs. 5,400
 7. Outstanding interest Rs.12,000
 8. Provide reserve on profit of Rs.50,000
 9. Outstanding interest on capital Rs.5,500
 10. Prepaid wages Rs.6,300

10. Create company called M/s. Bhuvana Enterprises for the financial year 2006-07 and show Trading, Profit/ Loss Account and the Balance Sheet.A/c

Debit balance	Amount	Credit Balance	Amount
Salaries	6,000-00	Capital	25,000-00
Purchases	26,000-00	Sales	47,000-00
Trade expenses	1,000-00	Discount	200-00
Wages	7,800-00	Creditors	21,000-00
Carriage	400-00	Bills payable	6,800-00
Office expenses	500-00		
Commission	600-00		
Bad debts	1,200-00		
Debtors	30,000-00		
Furniture	3,000-00		
Machinery	10,000-00		
Insurance	400-00		
Bills receivable	2,000-00		
Opening stock	57,000-00		
Cash in hand	500-00		
Cash at bank	3,600-00		
TOTAL	1,00,000	TOTAL	1,00,000

BOARD DIPLOMA EXAMINATION (C-21)

I SEMESTER MID – II PRACTICAL EXAMINATION

[Time Duration: 01 Hour]

[Total Marks: 20]

SUB. NAME: Basics Of Accounting Packages &
Tally Accounting Lab.

SUB. CODE: CCP-110

Answer any ONE question from the following.

1 X 20 = 20

1. Create company called M/s. Kuldeep Electronics for the financial year 2010-11 and journalize the following transaction in Tally and show the VAT computation report.

- a. Anu started Business with cash Rs, 5,00,000
- b. Cash deposit in ICICI Rs, 50,000
- c. Purchased 10 CTVs @ 10,000 each from LG &co
- d. Purchased 20 Audio Systems @ 3,000 each from Intel &co.
- e. Sold 9 C TVs @ 13,500 each to National Electrical
- f. Sold 18 Audio Systems @ 4,000 each for cash
- g. Paid Salaries Rs.12,000
- h. Paid Travelling Exp. Rs. 2,000.
- i. Cash with drawn from bank 15,000.

2. Create company called M/s. Mangal electronics for the financial year 2007-08 and journalise the following transactions in Tally and show the VAT computation report

- a. Ramesh started business with cash 9,00,000
- b. Purchased 25 Colour TVs @ 18,000 each for cash
- c. Paid wages 600
- d. Purchased Furniture by cash 50,000 for office use
- e. Purchased Printer by cash 30,000 for office use
- f. Sold 15 Colour TVs @ 21,000 each for cash
- g. Amount deposited into bank 2,00,000
- h. Paid Salaries 3,500 and Rent 2,000
- i. Amount withdrawn from bank for Personal use 1,00,000 from Bank

3. Create company called M/s. Suraj Computers for the financial year 2003-04 and record the following transactions in tally and show VAT computation report.

- a. Suraj started business with Rs 5, 00,000 and deposited Rs 20, 00,000 into Bank of India.
- b. Purchased 25 computers @ Rs 25,000 each from M/S Jyothi computers and paid by cheque
- c. Purchased 10 monitors @ Rs 5,600 each from M/s Rohan computers and paid cheque.
- d. Purchased 15 fans @ Rs 1,800 each from M/s Seetha Electronics and paid by cash.
- e. Purchased 6 no's of laptops @ Rs 25,000 each and paid by cash.
- f. Sold 18 computers @ 32,000 each to M/s Madhava computers and received cheque.
- g. Sold 10 fans @ Rs 2300 each to M/s Pure Electronics
- h. Carriage on sales Rs 2,800.

- i. Transport expenses Rs 1,700.
- j. Sold 6 monitors @ Rs 8,200 each to M/s Sanjay computers and received cheque.
- k. Purchased 4 laptops @ Rs 26,000 from M/s Neeraj laps and paid by cheque.
- l. Carriage Inward Rs 2,200.
- m. Sold 8 laptops @ Rs 33,500 each to M/s. Sagar laptops and received cheque.
- n. Paid salaries Rs 32,000.
- o. Rent paid Rs 15,000.
- p. Office electricity charges Rs 1,500.

4. Create the company called M/s. Sonu Electronics for the financial year 2016-17 and show VAT computation report.

- a. Sonu started business with cash 9,00,000
- b. Purchased 25 Colour TVs @ 18,000 each for cash, paid input VAT 4%
- c. Purchased Furniture by cash 50,000 for office use and paid by cash
- d. Purchased Printer by cash 30,000 for office use
- e. Sold 15 Colour TVs @ 21,000 each for cash
- f. Purchased 10 Colour TVs @ 10,000 each from LG &co
- g. Purchased 20 Audio Systems @ 3,000 each from Intel &co.
- h. Sold 9 Colour TVs @ 13,500 each to National Electrical
- i. Sold 18 Audio Systems @ 4,200 each for cash
- j. Depreciation on furniture @10%.
- k. Depreciation on Printer @10%
- l. Paid Salaries Rs.12,000
- m. Paid Travelling Expenses Rs. 2,000.
- n. Cash withdrawn from bank Rs. 15,000 for office use
- o. Paid commission Rs.3, 600.

5. Explain the procedure for creating employee in payroll in tally?

6. Explain the procedure for creating employee groups in payroll in tally?

7. Explain the procedure for creating units in payroll in tally?

8. Explain the procedure for creating employee earning pay heads in payroll in Tally?

9. Explain the procedure for creating employee deductions pay heads in payroll in tally?

10. Create the company called M/s. Gopal trading company Ltd. For the financial year 2011-12.

From the following particulars create Pay heads.

Empolyee Name	Suresh	Ramesh	Anand	Rohan	Suraj
Department	Admin.	Sales	Purchase	Sales	R & D
Date of Joining	01-04-2011	04-04-2011	02-04-2011	05-04-2011	01-04-2011
Basic Pay	20,000	16,500	21,000	15,000	36,000
DA	30%	30%	20%	20%	30%
House Rent Alawases	40%	30%	30%	30%	40%
Professional Tax	150	150	150	150	200
Commission	-	1,500	-	-	-
Conveyance Pay	-	-	2,000	-	-
Present days	25	26	26	23	26

MODEL QUESTION PAPER

BOARD DIPLOMA EXAMINATION (C-21)

I SEMESTER END EXAM PRACTICAL EXAMINATION

[Time Duration: 03 Hour]

[Total Marks: 40]

SUB. NAME: BASICS OF ACCOUNTING PACKAGES &
TALLY ACCOUNTING LAB.

SUB. CODE: CCP-110

Answer any ONE question from the following.

1 X 40 = 40 marks

1. Explain the Advantages of Computerized Accounting
2. Demonstrate the procedure for create and alter of a company
3. Demonstrate the procedure for create groups and ledgers
4. Demonstrate the procedure for preparation of vouchers
5. Demonstrate the procedure for setting company F11 features
6. Demonstrate the procedure to Recording Transactions of Sample Data
7. Demonstrate the procedure to display Balance Sheet and Profit and Loss Account
8. Demonstrate the procedure for Creation of a company with inventory
9. Demonstrate the procedure for Passing journal entries for manufacturing Company using raw materials to Semi-finished / finished goods.
10. Demonstrate the procedure for purchase voucher with GST

Note: Marks may be awarded as follows

- | | |
|--------------------------|----------|
| 1. Writing program | 10 Marks |
| 2. Execution of program | 10 Marks |
| 3. Viva | 10 Marks |
| 4. Day to day evaluation | 10 Marks |

CCP-111 -SKILL UPGRADATION

STUDENTS ACTIVITIES FOR SKILL UPGRADATION FOR FIRST SEMESTER

Periods per week	08	Grade Points	2.5
Total periods per semester	120		

I SWATCH BHARATH

METHODOLOGY FOR CONDUCTING SWATCH BHARATH

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

II HARITHA HARAM

METHODOLOGY FOR CONDUCTING SWATCH BHARATH

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

III NSS/NCC ACTIVITIES

METHODOLOGY FOR CONDUCTING NSS/NCC activities

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

IV ROLE PLAY

METHODOLOGY FOR CONDUCTING ROLE PLAY:

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

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

1. E-books or Printed books-What's your choice?
2. Water resources should be nationalized
3. Daughters are more caring than sons
4. India's growth rate is bridging gap between rich and poor
5. Mobile Phones – requirement of the day.

METHODOLOGY FOR CONDUCTING DEBATE

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

VI QUIZ

METHODOLOGY FOR CONDUCTING QUIZ

1. The teacher will conduct quiz programmes dividing the students into groups on concerned subjects.
2. The teacher should give instructions and rules on conduct of quiz.
3. The students should ask to show interest and compete with other groups enthusiastically.
4. The teacher should fix up the time duration for initiating and conducting the activity.

5. The teacher will act as Quiz Master.

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

1. Smaller businesses and start-ups have more scope
2. India should be reorganized into smaller states
3. India should practice “Swadeshi”
4. Indian villages – our strength or our weakness?
5. Examinations – Has it killed education?

METHODOLOGY FOR CONDUCTING GROUP DISCUSSION/TEAM BUILDING/SEMINARS

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

VIII Guest Lecturers:

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

1. Pollution control
2. Fire fighting/ Safety Precautions and First aids
3. Computer opportunities
4. Career opportunities
5. Yoga Meditation
6. Aids awareness and health awareness
7. Office Environment
8. Interview Techniques
9. Environmental pollution and control
10. Total Quality Management

Method for conducting Guest Lectures

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

IX Industrial Visits

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

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

METHODOLOGY FOR CONDUCTING FOR INDUSTRIAL VISITS

1. The subject teacher has liberty to visit nearby Organisation/Industry of local vicinity with prior approval of Higher Authorities.
2. Arrange the nearby visit and prepare a report of the visit including details of observations made, details of visit should be mentioned with date, place etc.

X Individual Assignments

The students will perform ANY ONE of the following activities individually

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

Methodology for conducting Individual Assignments:

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

XI Life skills

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

Methodology for conducting activity

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

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

1. E-Ticketing /Booking
2. Women safety-Legal provisions
3. Import-Export procedure-Documentations
4. Indian currency and Exchange rates
5. Prevention of Ragging-Provisions
6. Collection of data relating to lakes and parks in your city.

Methodology for conducting Graded activities.

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

EVALUATION CRITERIA FOR SKILL UPGRADATION (RUBRICS)

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