

**C21\_ Curriculum**  
**DIPLoma IN COMMERCIAL AND COMPUTER**  
**PRACTICE**



**OFFERED BY**  
**STATE BOARD OF TECHNICAL EDUCATION & TRAINING,**  
**TELANGANA: HYDERABAD**

## II 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-201	Advanced English	3	2	0	75	3	20	20	20	40	14	100	35	
2	CCP-202	Accountancy	4	1	0	75	3	20	20	20	40	14	100	35	
3	CCP-203	Advanced Phonography	4	1	0	75	3	20	20	20	40	14	100	35	
4	CCP-204	Spread Sheets & Database	4	1	0	75	3	20	20	20	40	14	100	35	
5	CS-205	Programing In C	3	2	0	75	3	20	20	20	40	14	100	35	
6	CCP-206	Computer Based Typewriting @ 30 Wpm Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
7	CCP-207	Computer Based Typewriting Manuscript @ 30 Wpm Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
8	HU-208	Basic Communication Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
9	CCP-209	Spreadsheets & Database Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
10	CS-210	Programing In C Lab	1	0	2	45	1.5	20	20	20	40	20	100	50	
11	CCP-211	Skill Upgradation	0	0	8	120	2.5	0	0	Rubrics		--	--	-	
Activities: student performance is to be assessed through Rubrics															

### HU-201\_Advanced English

Course Title	Advanced English	Course Code	HU-201
Semester	II	Course Group	Foundation
Teaching Scheme in Minutes (L:T)	4:1:0	Credits	3
Methodology	Communicative Language Teaching + Assignments	Total Contact Hours	75
CIE	60 Marks	SEE	40 Marks

**Prerequisites:** Basic knowledge of English Language and Listening, Speaking, Reading and Writing skills.

### COURSE CONTENTS

#### MODULE 1: VOCABULARY

**Periods: 12 (L-9 T-3)**

1. How to Learn a New Word
  - a) Spelling, pronunciation, syllabification, word class, inflections and the other forms of the word,
  - b) Meanings, usage, derivatives, idiomatic expressions, context for using the word and compound words.
  - c) Phrasal verbs, etymology, word families, collocations.
2. Synonyms, Antonyms and One Word Substitutes
3. Prefixes, Suffixes and Roots

#### MODULE 2: READING

**Periods: 12 (L-8 T-4)**

##### Unit 1:

Innovation, Science and Technology: Process, Cause and Effect, Problem Solution, Evaluation of ideas, reasons and conclusion. (Focus on One-word Substitutes / Scientific terms/ Analyses/ Application/ meanings/ synonyms)

##### Unit 2:

Descriptive: Biography, Travel Writing, Nature Writing and Journal (Focus on Analysis/ Vocabulary/ Noun / Verbs/ Adjectives / Chronological order).

##### Unit 3:

Reading for Pleasure: Story / Fable / Drama (Focus on factual, main idea, sequencing, inferring, morals and values).

*NOTE: Each reading unit should contain the following word limit.*

- a) Paragraph should contain minimum 50 words for answering one mark question.
- b) Paragraph should contain minimum 100 words for answering three one-mark questions.
- c) Paragraph should contain minimum 150 words for answering five one-mark questions.

### **MODULE 3: SPEAKING**

**Periods: 12 (L-8 T-4)**

1. Fixing, Cancelling and Rescheduling the Appointments.  
(Focus on using expressions to fix, cancel and reschedule an appointment)
2. Extending, Accepting and Declining Invitations.  
(Focus on using expressions in conversations)
3. Giving Instructions.
4. Asking for and Giving Directions.
5. Describing Objects.
  - a) Use adjectives (Size, shape, colour, weight/ quantity, feel or touch, material, taste, state, purpose/uses)
6. Talking about the Past.
  - a) Events, Incidents and Situations using past tense and passive voice.
7. Offering Help, Opinions and Suggestions.

### **MODULE 4: WRITING-I**

**Periods: 13 (L- 8 T-5)**

1. Mechanics of Writing
  - a) Spelling, punctuation, capitalization and special symbols.
  - b) Fonts type, font size, bold, italics, underline, superscript, subscript, alignment, margins.
2. Data Interpretation -I
  - a) Understand the information and analyze the flow charts and stating the main idea.
  - b) Describe the process (events or chronological order) interpret flow chart.
  - c) Use connectives and sequence markers, writing a meaningful paragraph.
3. Data Interpretation -II
  - a) Understand the information in a tree diagram and analyze the data.
  - b) State the main idea and describe the process from key word.
  - c) Explain one branch completely and move to the branches down words and write horizontal direction.
  - d) Use linkers and sequence markers.
4. Data Interpretation –III
  - a) Understand the data given in a table and pie charts.
  - b) Analyze and state the main idea of the table and pie charts.
  - c) Identify the similarities, differences and mention figures.
  - d) Use linkers.

### **MODULE 5: GRAMMAR**

**Periods: 14 (L-9 T-5)**

- a. Reported Speech.
- b. Conversion from Direct to Indirect speech but not vice versa.
- c. Error Analysis on nouns, pronouns and verbs.
- d. Error Analysis on articles, adjectives, adverbs, nouns, Prepositions, Spellings, Concord and Connectives.
- e. Error Analysis on Questions, Vocabulary, Homophones and other kinds of errors.

### **MODULE6: WRITING-II**

**Periods: 12 (L-8 T-4)**

1. Writing a Resume
  - a) Different formats of a resume.
  - b) Analyze strengths and weaknesses.
2. Writing a Cover Letter
  - a) Importance of cover letter.
  - b) Format of cover letter.
  - c) Write a Cover letter as per given direction.
3. Note Making
  - a) Understand the Benefits of Note-Making.
  - b) Cue Method.
  - c) Mind – Mapping or Pattern Note-Making.
  - d) Cornell Method.
  - e) Exercises should be given on how to make notes to practice in the classroom.
4. Writing a Report
  - a) Understand the concept of report writing and formats of various reports.
  - b) Report on an incident.
  - c) Technical reports.
  - d) Report on an industrial visit.
  - e) General reports.
  - f) Report on events.
  - g) Revising and editing reports (features of good report writing).
5. Writing an Email
  - a) Structure of personal e-mail.
  - b) Composition and structure of professional e-mail (subject line, greetings, e-mail text, closing).
  - c) Proof reading email.
  - d) Strategies to write Email text.
  - e) Do's and don'ts of e-mail writing.

### COURSE OUTCOMES

<b>CO NO</b>	At the end of the course the students will have the ability to
<b>201.1</b>	Learn vocabulary and use them in professional and social interactions.
<b>201.2</b>	Comprehend the main idea and minute details related to engineering courses.
<b>201.3</b>	Communicate effectively in English in terms of basic sciences, mathematics and engineering fundamentals.
<b>201.4</b>	Learn English grammar to speak and write flawlessly so as to interpret the data.
<b>201.5</b>	Learn the mechanics of writing to make the technical writing practical and meaningful.
<b>201.6</b>	Make notes, write resumes, prepare cover letters, write technical emails and draft reports.

### CO-PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	Mapping POs
201.1	-	-	-	-	3		3	5,7
201.2	-	-	-	-	3	2	3	5,6,7
201.3	-	-	-	-	3	3	3	5,6,7
201.4	-	-	-	-	2	2	3	5,6,7
201.5	-	-	-	-	2	2	3	5,6,7
201.6		-	--	--	2		3	5,7

Test	Units	Marks	Pattern
<b>Mid Sem- I</b>	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

<b>Mid Sem - II</b>	1. Speaking 2. Writing-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
<b>Slip Test 1</b>	1. Vocabulary 2. Reading	5	2 questions out of 3 questions
<b>Slip Test 2</b>	1. Speaking 2. Writing-1	5	2 questions out of 3 questions
<b>Assignment</b>	One assignment per one semester	5	Different group assignments of higher order questions that develop problem solving skills and critical thinking should be given
<b>Seminars</b>	One seminar per one semester	5	Oral presentations using audio –visual equipment, charts, etc.
	<b>Total</b>	<b>60</b>	

<b>MID SEM - I EXAM</b>					
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	
<b>MID SEM - II EXAM</b>					
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	

<b>SEMESTER END EXAM</b>						
Sl. NO.	Unit No.	Question to be set for SEE				Remarks
		R		U	A	
1	I	4	1		9 (a)	13 (a)
2	II					
3	III		2		10 (a)	14 (a)
4	IV					

5	V	3	5, 6	9 (b)	13 (b)
				11 (a)	15 (a)
				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	8

**Legend:**

**Remembering: one mark**

**Understanding: three marks**

**Application: five marks**

**Suggested Learning Outcomes:**

**On completion of the course the students will be able to:**

- Enhance their vocabulary.
- Learn synonyms, antonyms and use one-word substitutes.
- Read and understand main ideas and answer the questions.
- Communicate effectively in various situations.
- Fix, cancel and reschedule appointments.
- Extend, accept and decline invitations.
- Give instructions and directions.
- Describe objects.
- Talk about past incidents/experiences.
- Offer help, opinions and suggestions.
- Write in reported speech.
- Identify and correct common errors.
- Interpret data and write a paragraph.
- Learn to prepare cover letter and resume.
- Make notes, write reports and write emails.
- Confidently take diploma based competitive exams in terms of General English.

**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.
- Interview with 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](http://www.duolingo.com)
2. [www.bbc.co.uk](http://www.bbc.co.uk)
3. [www.babbel.com](http://www.babbel.com)
4. [www.merriam-webster.com](http://www.merriam-webster.com)
5. [www.ello.org](http://www.ello.org)
6. [www.lang-8.com](http://www.lang-8.com)
7. [youtube.com](http://youtube.com)
8. Hello English (app)
9. [mooc.org](http://mooc.org)
10. <https://onlinecourses.nptel.ac.in>
11. <https://www.indeed.com/career-advice/>
12. [Dictionary.com](http://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)**  
**II SEMESTER – MID EXAMINATION - I**  
**HU-201 - ADVANCED ENGLISH**

**Time: 1 Hour**

**Total Marks: 20 Marks**

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**PART-A**

**4 X 1 = 4**

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

1. Write the other forms of the word for the following words.
  - a) Impress
  - b) Create
2. Write two examples of the root word “Tele” which means “far”.
3. Read the following paragraph and answer the question that follows.

Each one of us must realize that the only future for India and her people is one of tolerance and co-operation which has been the basis of our culture from ages past. We have laid down in our constitution that India is secular state. This does not mean we are irreligious. It means equal respect for all faiths and equal opportunities for those profess faith.

- a) What is the basis of our culture?
4. Read the following paragraph and answer the question that follows.

The sun rises and sets at different times in different places. As the earth rotates from west to east, places in the east see the sun earlier than those in the west. If the earth were flat, the whole world would have sunrise and sunset at the same time. But we know this is not so.

- a) Why the places in the east see the sunrise earlier than the places in the west?

**PART-B**

**2 X 3 = 6**

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

5. i) Use the following idioms in your own sentences.
- once in a blue moon
  - beyond wildest dreams
  - turn a deaf ear

**(OR)**

- ii) Form antonyms for the given words using prefixes.
- Loyal
  - Legal
  - necessary

6. i) Read the following paragraph and answer the questions that follow.

Punctuality helps us to plan our work in advance and also enables us to do a lot of work. On the other hand, if we are unpunctual or the others are not punctual, everything gets upset and we are not able to do much of a work in a day. Our mood is upset. When others are unpunctual, we curse them and vice versa. If we are punctual, we make things smooth for ourselves and others and so we earn the appreciation and respect of others. So, punctuality is a quality that should be cultivated by every Indian. The derisive expression “Indian Punctuality” should go, once and for all, from usage.

- How does punctuality help us?
- Write the antonym of the word ‘curse’.
- When do we earn the appreciation and respect of others?

**(Or)**

- ii) Read the following passage and answer the questions that follow.

Incredible innovations in robotics are taking place in Japan, in attempt to make the lives of the aged more comfortable. One company is developing a bed that transforms into a wheelchair. The bed splits in half, with one half folding into a chair and removing the need to lift someone out of the bed and into a wheelchair. Another company has developed Robear, a high-tech robot which uses ‘paws’ to help elderly people to get up or lift them out of bed into a wheelchair. These robots are prohibitively expensive at present, but the costs are expected to decrease over the years.

- What is the synonym of the word incredible?
- How does Robear help elderly people?
- What is the antonym of the word expensive?

**PART-C**

**2x5 = 10**

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

7. i) Write five things you learn from a word with suitable examples.

**(OR)**

- ii) Write one- word substitutes of the following definitions.
- A study of some one’s life written by another person.

- b. People who work in the same organization or office.
- c. Confinement to one place to prevent the spread of infection.
- d. One who looks at bright side of things.
- e. A person who fits and repairs water pipes.

8. i) Read the following passage and answer the questions that follow.

Stephen Hawking was born in Oxford on 8<sup>th</sup> Jan 1942. He joined the University College, Oxford where he studied Physics, as a subject of his first choice, Mathematics was unavailable. He pursued his Ph.D., despite being diagnosed with amyotrophic lateral sclerosis (ALS), a rapid progressive disease that cripples all nerves and muscles, in 1985, he became ill with pneumonia and since then he was required 24-hour nursing care. Through his incredible determination and with the help of his family and associates, he continued to pursue research, write books, give lectures, travel widely and inspired millions of persons. His research on black holes, and his books like “A brief History of Time”, “Black Holes”, “Baby Universe “, bear testimony to the fact that he is a unique person with extraordinary mind.

- a. What did Stephen Hawking study in Oxford?
- b. What did Hawking want to study actually?
- c. Name the disease Hawking was diagnosed with when he was just a student.
- d. What happened because of his illness in 1985?
- e. Name two of Hawking’s books and the area of his research.

**Or**

ii) Read the following passage and answer the questions that follow.

Nelson Mandela was born on 18<sup>th</sup> July 1918 in South Africa. He had thirteen siblings by the same father but different mothers. His father died when he was nine. He was the first member of his family who was sent to school. In 1941 he was expelled from university because he led a group of students on a political strike.

Mandela was sent to prison for life in 1962 for protesting the poverty, in equality and racism against black people in South Africa during apartheid. The apartheid was when people were divided by their race and forced to live separately. Black people could not do the same things as white people, such as going to certain places or voting. Mandela stayed in Prison for 27 years of his life until 1990, when there was greater political freedom in South Africa, and he was set free. He received the Noble Peace Prize in 1993 and in 1994 he was elected as the first black South African president. He lived a simple life, donated lots of money to charity. He retired from public life in 2004. He passed away on 5<sup>th</sup> December 2013. He will be remembered as a man who encouraged people to live more loving lives and who took a stand against injustice.

- a. Why was Nelson Mandela expelled from university?
- b. Why was he sent to prison for life?
- c. How many years did he stay in the prison?
- d. How is he remembered by the people?
- e. Select the word from the passage that gives the meaning “a person’s brothers or sisters”.

**BOARD DIPLOMA EXAMINATION (C-21)**  
**II SEMESTER – MID EXAMINATION - II**  
**HU-201- ADVANCED ENGLISH**

**Time: 1 Hour**

**Total Marks: 20 Marks**

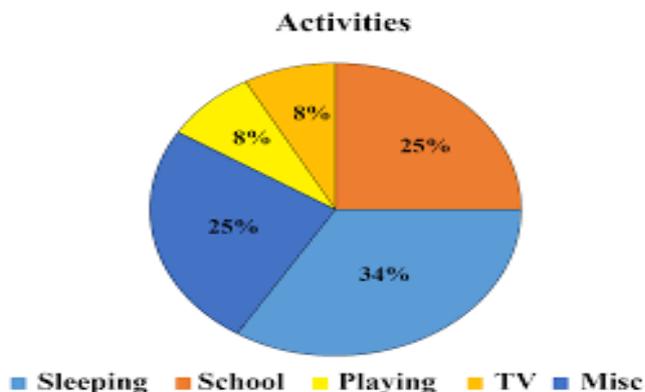
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**PART-A**

**4 X 1=4**

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

1. How do you fix an appointment with a doctor on phone? Write in a sentence.
2. How do you invite your friend to your sister's marriage? Write in a sentence.
3. Write a short paragraph based on the pie chart given below.



4. Rewrite the following sentence using appropriate punctuation marks and capital letters.  
(i) he said to rohit did you buy english textbook

**PART-B**

**2X3=6**

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

5. a) Write a short paragraph on a memorable incident or event of your school days.

(OR)

b) Describe desk top computer using appropriate words.

6. a) Rewrite the following sentences using appropriate punctuation marks and capital letters.

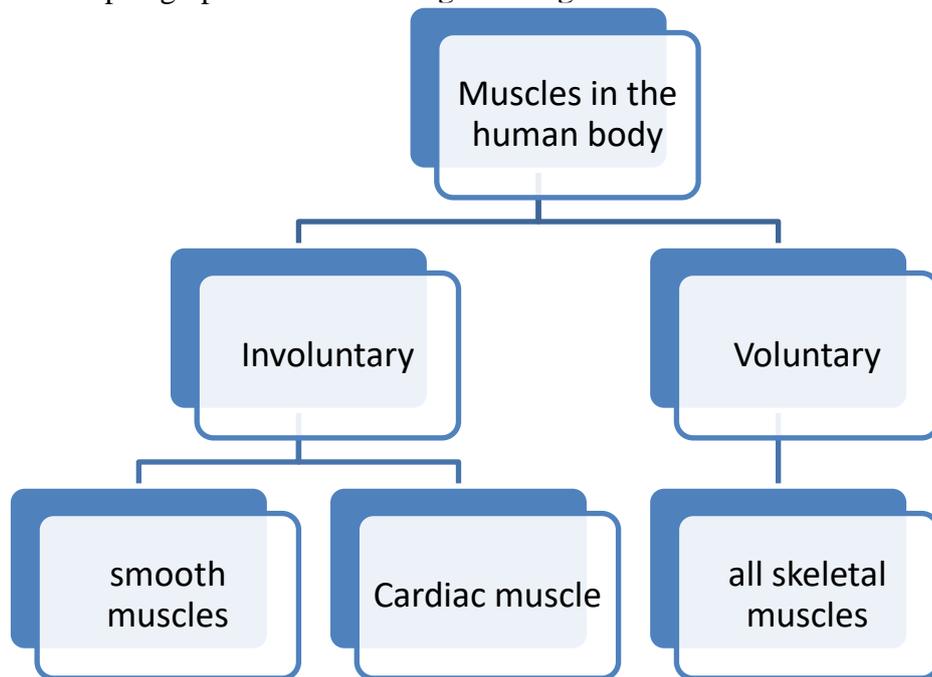
(ii) this is my cousins phone.

(iii) i have an xmas tree.

(iv) Do you believe in god.

(OR)

b) Write a short paragraph on the following tree diagram.



**PART-C**

**2x5 = 10**

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

7. a) Write instructions for opening an account in a bank.

(OR)

b) Give suggestions to your brother on how to improve English communication skills.

8. a) Write a paragraph using the information in the following table.

**Human Teeth**

<b>Incisors</b>	<b>Canine</b>	<b>Premolars</b>	<b>Molars</b>
Cut and bite food	Hold and tear food	Crush and grind food	Grind food

(OR)

b) Draw a flow chart of sending an e-mail and write a paragraph on it.

**BOARD DIPLOMA EXAMINATION (C-21)**  
**II SEMESTER - SEMESTER END EXAMINATION**  
**HU-201- ADVANCED ENGLISH**

**Time: 2 Hours**

**Total Marks: 40 Marks**

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**PART-A**

**8 X 1 = 8**

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

1. Write one- word substitutes of the following definition
  - a) Great lover of books.
  - b) Something cannot be read.
2. You saw that your friend was suffering from fever and unable to go to hospital. (Offer help)
3. Subha said, "I can sing songs". ( Change it into indirect speech)
4. Write the correct spelling of the following words.
  - a) Enthuciastic
  - b) Challenje
5. Correct the following sentences.
  - a) I bought seven goldfishes.
  - b) Ramana prefers coffee than tea.
6. Correct the following sentences.
  - a) When did she visit her grandmother?
  - b) It is very hot.
7. What will you write under skills/tools section in your resume?
8. What do you write under closing section in a professional email?

**PART-B**

**4x3 = 12**

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

9. a) Explain the following features of any word and give one example to each feature.
  - (i) Meanings
  - (ii) Inflections
  - (iii) Compound words

**(OR)**

- b) Correct the following sentences.
  - (i) Pavani is a cleverest girl in our institute.
  - (ii) Latha has bought books three days ago.
  - (iii) He works hardly.

10. a) Describe your smart phone using six describing words.

(OR)

b) Write your strengths and limitations.

11. a) Change the following sentences into indirect speech.

(i) Vimala said, “the sun rises in the East”.

(ii) Robert said to Ajay, “When will you pay the examination fee?”

(iii) Hari said, “I have seen Charminar”.

(OR)

b) Correct the following sentences.

(i) We discuss about tenses.

(ii) He is awaiting for the orders.

(iii) Mount Everest is the most highest peak in the world.

12. a) Read the following paragraph and make notes using Cue Method.

We all knew that “we are what we eat”. So, a healthy diet may improve optimal health. In nutrition, diet is the sum of food consumed by a person or other organism. The word diet often implies the use of specific intake of nutrition for health or weight-management reasons. Complete nutrition requires ingestion and absorption of vitamins, minerals, essential amino acids from protein and essential fatty acids from fat-containing food, also for energy in the form of carbohydrate, protein and fat. Dietary habits and choices play a significant role in the quality of life, health and longevity. Many surveys recommend that people maintain a normal weight by limiting consumption of energy-dense foods and sugary drinks, eating plant-based food, red meat and alcohol intake. A particular diet may be chosen to promote weight loss or weight gain. If a person is overweight or obese, changing to a diet and lifestyle that allows them to burn more calories than they consume may improve their overall health by preventing diseases.

(OR)

b) Write an e-mail to your friend requesting him or her to help you in completing your project work.

### Part-C

**5 X 4 = 20M**

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

13. a) Read the following paragraph and answer the questions that follow.

Florence Nightingale rendered a unique service when the call came to her from the government to help the wounded and the suffering in the hospital at Scutari during the Crimean War. The conditions in the hospital were horrible. There was dust, indifference and inefficiency. There was hospitality to a woman who was assuming such a great public responsibility. It was an insult to the vanity of men. They raised all possible obstacles in the way. But she was an autocrat. She bore down and swept away all opposition.

The hospital became an ideal place and the wounded soldiers worshipped her like an angel. The ‘lady with the lamp’, as the soldiers lovingly called her, became a national heroine. The nation showed its gratitude to her by raising a huge sum for her benefit, but Florence showed herself to be greater by contributing that sum for the setting up of an institution for the training of nurses. Her ambition was not merely to build a profession of nurses but an entire nation of nurses. And she succeeded admirably in her mission.

**Questions:**

- (i) Why did government call Florence Nightingale?
- (ii) How were the conditions in the hospital?
- (iii) What was her ambition?
- (iv) Write the synonym of the word 'unique'.
- (v) Write one word substitute for the following definition:  
A ruler who has absolute power.

**(OR)**

b) Correct the following sentences:

- (i) The book is belonging to him.
- (ii) The price of gold is more expensive than silver.
- (iii) When you are coming?
- (iv) Kamala sat besides Vinaya.
- (v) I requested the clerk to refund back my deposit.

14. a) Read the table and write a paragraph based on the details.

Year	Female Literacy	Male Literacy	Literacy rate
1961	15.35%	40.45%	28.30%
1971	21.97%	45.96%	34.45%
1981	29.76%	56.38%	43.57%
1991	39.29%	63.13%	52.21%
2001	54.67%	75.26%	64.84%
2011	65.46%	82.14%	74.04%

**(OR)**

(b) Write a resume to apply for the post of Sub-Engineer in TSGENCO.

15. a) Change the following into indirect speech.

- (i) Ganesh says, "I am coming".
- (ii) Madhu said to Sahasra, "I prefer Science fiction".
- (iii) Hari said, "I shall learn English language".
- (iv) Ravi said to Srikara, "Why did you go to Hyderabad yesterday?"
- (v) Hanuma said to Bhoomika, "Are you a teacher?"

**(OR)**

b) Read the following paragraph and make necessary corrections.

Myself is Abhay. My age is 16 years old. Every day I am getting up in the morning at 6.00 a.m. I am eaten breakfast at 7:30 a.m. I go to Polytechnic by walk. Umesh is my cousin brother. Umesh and me play cricket in the evening. We both drinks coffee at 6:30 p. m. He taught physics every day at 7:00p.m. I see television for an hour in the night.

16. a) Write a cover letter to the Managing Director, Nagarjuna Cements, Karimnagar, applying for the post of Assistant Executive Engineer.

**(OR)**

b) Write a report to your Head of the section on an industry you visited

## CCP-202 - ACCOUNTANCY

Course Title	Accountancy	Course Code	CCP-202
Semester	II	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 General Mathematics

### COURSE OUTCOME

CO1	Identifying the transactions in Cash Book and Pass Book and reconcile the Bank Reconciliation Statement
CO2	Journalise the transactions of Honor of the Bill, Dishonor of the Bill and Endorsement of the Bill.
CO3	Calculation of Depreciation in various methods.
CO4	Meaning, need and calculation of average due date. Meaning, need and calculation of account current
CO5	Preparation of Receipts and Payments Account and Income and Expenditure Account of Non-trading concerns.
CO6	Preparation of Balance-sheet of Non-trading concerns with the help of Receipts and Payments Account and Adjustments.

### Course Contents

#### UNIT-I : Bank Reconciliation Statement

**Duration: 10 Hrs**

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

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

#### Unit-II : Bills of Exchange

**Duration:15 Hrs**

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

#### Unit-III: Depreciation

**Duration: 10 Hrs**

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

**Unit-IV: Average Due Date and Account Current :**

**Duration: 15 Hrs**

Meaning, need and calculation of average due date  
Meaning, need and calculation of account current

**Unit-V: Final Accounts of Non-Trading Concerns-I**

**Duration:15 Hrs**

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

**Unit-VI :Final Accounts of Non-Trading Concerns-II**

**Duration:10 Hrs**

Preparation of Balance Sheet of a Non-Trading Organisation

**Suggested Learning Outcomes:**

**1.0 Prepare BANK RECONCILIATION STATEMENT**

**Duration: 10 hrs**

- 1.1 Explain Bank Reconciliation Statement and its purpose.
- 1.2 List the transactions when Cash book shows higher balance, when lesser balance and vice-versa transactions in Pass-book.
- 1.3 Prepare Bank Reconciliation Statement with ordinary balance.
- 1.4 Prepare Bank Reconciliation Statement with overdraft balance.
- 1.5 Check the bank pass book with reference to the transactions
- 1.6 Check the bank pass book with reference to the transactions

**UNIT-II : Bills of Exchange**

**Duration: 15hrs**

**2.0 Understand Bills of Exchange**

- 2.1 Meaning of Negotiable Instruments
- 2.2 Define Bill of exchange. Give its proforma.
- 2.3 Explain the terms – Drawer, Drawee, Payer, Payee, Endorsement, Endorser, Endorsee,
- 2.4 Holder, Holder in due course, Noting charges
- 2.5 Prepare journal entries for (a) honour of bill (b) dishonour of bill (c) endorsement of bill (d) discounting of bill (e) sending bill to bank for collection in the books of drawer and drawee.
- 2.6 Meaning of retirement of bill

- 2.7 Meaning of renewal of bill
- 2.8 Meaning of an accommodation bill and prepare journal entries
- 2.9 Distinguish between trade bill and accommodation bill

### **UNIT-III: Depreciation**

**Duration: 10 hrs**

- 3.1 Define “Depreciation”
- 3.2 Explain the need for depreciation
- 3.3 List and state the meaning of different methods of calculating depreciation.
- 3.4 Compute depreciation under Straight Line method and Diminishing Balance Method.

### **UNIT-IV : Average Due Date and Account Current**

**Duration: 15 hrs**

- 4.1 Meaning of Average Due Date
- 4.2 List and explain the advantages of Average Due Date
- 4.3 Explain the procedure for calculation of Average Due date
- 4.4 Calculation of Average Due Date
- 4.5 Calculation of the interest from the due date to the date of payment.
- 4.6 Definition of Account Current
- 4.7 List the important points in calculating the number of days.
- 4.8 Explain the different methods of calculating interest
- 4.9 Prepare the account current in different methods.
- 4.10 State the significance of Red Ink Interest in account current.

### **UNIT-V : Accounts of Non-trading Concerns**

**Duration: 15 hrs**

- 5.1 Distinguish between trading and non-trading concerns.
- 5.2 Explain the terms capital and revenue expenditures and capital and revenue receipts.
- 5.3 Differentiate between capital/revenue receipt and expenditure.
- 5.4 Explain the term ‘deferred revenue expenditure’.
- 5.5 Explain the terms used in non-trading concern’s final accounts.
- 5.6 Draw the proforma of Receipts and Payments account.
- 5.7 Explain the features of Receipts and Payments Account.
- 5.8 Draw the proforma of Income and Expenditure account.
- 5.9 Explain the features of Income and Expenditure Account.
- 5.10 Compare the Income and Expenditure Account with the Profit and Loss Account.
- 5.11 Compare the Receipts and Payments Account with the Cash book.

5.12 Compare the Receipts and Payments account with the Income and Expenditure account.

5.13 Prepare Receipts and Payments Account from the list of balances.

5.14 Prepare Income and expenditure account from the receipts and payments account or list of balances.

**UNIT-VI: Accounts of Non-trading Concerns**

**Duration: 10hrs**

6.1 Draw the proforma of Balance Sheet of Non-Trading concerns

6.2 Explain the features of Balance Sheet of Non-trading concerns

6.3 Prepare current year's balance sheet with the given Adjustments.

**RECOMMENDED BOOKS:**

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

**CO / PO MAPPING MATRIX**

	<b>COURSE OUTCOME</b>	<b>CL</b>	<b>Linked PO</b>	<b>Teaching Hrs</b>
CO1	Posses the complete knowledge of the transactions in Cash Book and Pass Book and reconcile the Bank Reconciliation Statement	R/U/ A	1,2,3,4,5,6,7	10
CO2	Preparation of Journal entries in the books of Drawer and Drawee - Bills of Exchange	R/U/ A	1,2,3,4,5,6,7	15
CO3	Depreciation	R/U/ A	1,2,3,4,5,6,7	10
CO4	Calculation of Average Due Date – Interest and account current	R/U/ A	1,2,3,4,5,6,7	20
CO5	Preparation of Receipts and Payments account and Income and Expenditure account.	R/U/ A	1,2,3,4,5,6,7	10
CO6	Preparation of Balance sheet.	R/U/ A	1,2,3,4,5,6,7	10

**MID SEM-I EXAM**

S.No	Unit Name	R	U	A	Remarks
1	Unit-I (BRS)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-II (Bills of Exchange)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	
<b>MID SEM –II EXAM</b>					
S.No	Unit Name	R	U	A	Remarks
1	Unit-III (Depreciation)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-IV (Average Due Date and Account Current)	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 (BRS)	4	1	9(a)	13(a)		
2	II (Bills of Exchange)						
3	III (Depreciation)		2	10(a)	14(a)		
4	IV (Average Due Date and Account current)						
5	V (Non-Trading Concerns-I)		3	5, 6	9(b)	13(b)	
					11(a)	15(a)	
			11(b)	15(b)			
6	VI (non-Trading concerns –II)	7,8	10(b)	14(b)	16(a)		
				12(a)			16(b)
Total Questions		8		8	8		
Legend:	Remembering (R)	1 Mark					
	Understanding (U)	3 Marks					
	Application (A)	5 Marks					

**MODEL QUESTION PAPERS**

**MID SEM -1**  
CCP-202 Accountancy

Time: 1 hour

Marks: 40

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PART A

4 X 1 = 4 marks

1. Define Bank Reconciliation Statement.
2. Write the need of Bank Reconciliation Statement.
3. Define 'Bill of Exchange'.
4. State the parties in a bill of exchange.

PART B

2 X 3 = 6 marks

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

5 (a) Prepare Bank Reconciliation Statement as on 31-03-2018.

- (i) Balance as per cash book Rs. 12,000
- (ii) Cheques issued, but not presented for payment Rs. 7,000
- (iii) Cheques deposited into bank, but not yet collected. Rs. 3,000.

OR

(b) Prepare Bank Reconciliation Statement as on 31-03-2019.

- (i) Balance as per cash book Rs. 10,000
- (ii) Cheques issued, but not presented for payment Rs. 6,000
- (iii) Cheques deposited into bank, but not yet collected. Rs. 2,000.

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

(OR)

b. Manoj bought goods costing Rs.14000 from Murari on 5<sup>th</sup> September, 2008. Manoj accepts the bill drawn on him by Murari for the same amount for 4 months. On the due date, the bill was dishonoured and Murari paid noting charges of Rs.120. Journalise the transactions in the books of Murari .

PART C

2 X 5 = 10 marks

Instructions: Answer all questions and each question carries five marks.

Answers should not be more than one page.

7 (a) Prepare Bank Reconciliation Statement

- (i) Balance as per Cash book is Rs. 10,000
- (ii) cheques deposited but not yet collected Rs. 5,000
- (iii) Bank has collected and credited interest on securities Rs. 800
- (iv) Bank charges recorded in pass book only Rs. 250.

OR

(b) Prepare Bank Reconciliation Statement

- (i) Bank balance as per Pass book is Rs. 12,000
- (ii) cheques deposited but not yet collected Rs. 6,000
- (iii) Bank has collected and credited interest on deposits Rs. 1,000
- (iv) Bank charges entered only in Pass Book Rs. 250.

8 a. On 31<sup>st</sup> May, 2011 Phanindra bought goods on credit from Prasad for Rs. 24,000. On 6<sup>th</sup> June, 2011 he accepted the bill drawn upon him by Prasad for 2 months for the same amount. Prasad sent the bill immediately to his Banker for collection. On due date the banker informed him that the bill was dishonoured. Journalise the above transactions in the books of both the parties.

(OR)

b. Girija sold goods to Pushpa for Rs. 5,000 and drew a bill of exchange for the same amount on the same day for 3 months. Pushpa accepts the bill and returned it to Girija. Girija discounted the bill with her Bank @ 6% p.a. on the same day. On the due date, the bill was honoured. Pass necessary Journal entries in the books of both the parties.

# MODEL QUESTION PAPERS

CCP-202

MID SEM -2

Accountancy

Time: 1 hour

Marks: 40

## PART A

4 X 1 = 4 marks

1. State the meaning of Depreciation.
2. State any one reason for calculating depreciation
3. State any two advantages of Average Due Date.
4. State the meaning of Account Current.

## PART B

2 X 3 = 6 marks

Instructions: Answer all questions and each question carries three marks.

Answers should not be more than one page.

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

(OR)

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

6 a. Find out the Average Due Date from the following for the year 2003:

DUE DATE	AMOUNT Rs.
January 7 <sup>th</sup>	2,500
February 20 <sup>th</sup>	1,500
April 4 <sup>th</sup>	2,000

(OR)

b. From the following transactions prepare an Account to be rendered by Bhajanlal to Ramlal as on 30<sup>th</sup> June 2006. Calculate interest @ 5% p.a.

2006		Rs.
January 10 <sup>th</sup>	Sold goods to Ramlal	500
February 8 <sup>th</sup>	Received cash from Ramlal	200
March 10 <sup>th</sup>	Bought goods from Ramlal	1,400

## PART C

2 X 5 = 10 marks

Instructions: Answer all questions and each question carries five marks.

Answers should not be more than one page.

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

(OR)

b. On 1<sup>st</sup> April, 2004 Vishnu purchased a second hand machine for Rs.126000 and spent Rs.24000 for installation charges. Depreciation is charged at 5% p.a under diminishing balance method. On October,2007 the machine was sold for Rs.70000 because it was not useful to the firm. Show the machine account assuming that the books are closed on 31<sup>st</sup> March every year.

8 a. Raju purchased goods and the dates of payment are as follows:

DUE DATE	AMOUNT Rs.
January 6 <sup>th</sup>	2,000
February 16 <sup>th</sup>	3,000
March 15 <sup>th</sup>	4,000
April 1 <sup>st</sup>	5,000
April 14 <sup>th</sup>	6,000

He intends to give one bill for the total amount payable on the average due date. Find out the Average Due Date.

(OR)

b. Srinivas is in Account Current with Sunder. The following transactions have taken place between 1-1-2009 to 30-4-2009. Prepare account current to be rendered by Sunder to Srinivas as at 30<sup>th</sup> April, 2009. The rate of interest is 5% p.a.

2009	Rs.
January 1 <sup>st</sup> Balance due by Srinivas	800
January 15 <sup>th</sup> Sold goods to Srinivas	1,500
January 25 <sup>th</sup> Received cash from Srinivas	500
February 12 <sup>th</sup> Received Bills Receivable from Srinivas	800
February 20 <sup>th</sup> Sold goods to Srinivas	2,500
March 15 <sup>th</sup> Purchased goods from Srinivas	1,000
March 31 <sup>st</sup> Received cash from Srinivas	1,000

**END EXAM MODEL PAPER**

CCP-202 Accountancy

Time : 2 Hours

Max Marks : 40

PART – A

Answer all questions. Each question carries ONE Mark.

8x1 = 8 Marks

1. Define Bank Reconciliation Statement.
2. State any two advantages of Average Due Date.
3. State the meaning of Non-Trading Concerns
4. State the meaning of Depreciation.
5. State the meaning of Capital Revenue
6. State the meaning of Differed Revenue Income
7. State the meaning of Capital Fund
8. State any two assets which will be shown on the Balance Sheet of Non-trading Concerns

**PART – B**

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

**4x3=12 Marks**

9(a) Prepare Bank Reconciliation Statement as on 31-03-2019.

- (i) Balance as per cash book Rs. 10,000
- (ii) Cheques issued, but not presented for payment Rs. 6,000
- (iii) Cheques deposited into bank, but not yet collected. Rs. 2,000.

OR

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

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

(OR)

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

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

**ADJUSTMENTS:**

- 1) Donations are to be capitalized.
- 2) Outstanding Salaries Rs.2,000

11(a) From the following Receipts and payments a/c prepare Income & Expenditure a/c.

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

Adjustments:

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

(OR)

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

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

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

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

Adjustments:

1. Donations are to be capitalized.

(OR)

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

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

**ADJUSTMENTS:**

1) Donations are to be capitalized.

2) Outstanding Salaries Rs.2,000.

**PART – C**

ANSWER EITHER (a) OR (b) IN EACH QUESTION  
EACH QUESTION CARRIES FIVE MARKS.

**4X5=20 M**

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

OR

(b). From the following particulars Prepare a Receipts and Payments account of a Sports association:

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

14(a). Srinivas is in Account Current with Sunder. The following transactions have taken place between 1-1-2009 to 30-4-2009. Prepare account current to be rendered by Sunder to Srinivas as at 30<sup>th</sup> April, 2009. The rate of interest is 5% p.a.

2009	Rs.
January 1 <sup>st</sup> Balance due by Srinivas	800
January 15 <sup>th</sup> Sold goods to Srinivas	1,500
January 25 <sup>th</sup> Received cash from Srinivas	500
February 12 <sup>th</sup> Received Bills Receivable from Srinivas	800
February 20 <sup>th</sup> Sold goods to Srinivas	2,500
March 15 <sup>th</sup> Purchased goods from Srinivas	1,000
March 31 <sup>st</sup> Received cash from Srinivas	1,000

OR

14(b) From the following Receipts and Payments account for the year 2009 prepare Balance sheet of WELLNESS SPORTS CLUB for the year 2009.

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

Additional Information:

- 1) Salaries unpaid Rs.170
- 2) Entrance fees are to be capitalized
- 3) Subscriptions receivable for the year 2009 Rs.300
- 4) Capital Fund Rs.58,000

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

01-04-2005 :

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

(OR)

b. Prepare Income and Expenditure account of HEALING HOSPITALS for the year ended 31<sup>st</sup> March, 2008.

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

Adjustments:

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

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

Receipts	Rs.	Payments	Rs.
To Donations	43000	By Tournament expenses	3900
To Entrance fees	5000	By Salaries	2300
To Subscriptions: (includes Rs.100 for 2010)	4200	By Investments	13000
To Tournament Fund	10000	By Cricket expenses	1240
To Miscellaneous expenses received	1200	By Furniture	3000
		By Buildings	35000
		By Gardening	600
		By Insurance	360
		By balance c/d	4000
	<u>63,400</u>		<u>63,400</u>

Additional Information:

- 1) Salaries unpaid Rs.170
- 2) 2 Entrance fees are to be capitalized
- 3) Subscriptions receivable for the year 2009 Rs.300
- 4) Capital Fund Rs.58,000

**(OR)**

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

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

ADJUSTMENTS:

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

## CCP-203 - ADVANCED PHONOGRAPHY

Course Title	Advanced Phonography	Course Code	CCP-203
Semester	II	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	Identifying and understand Shun Hook ,Aspirates and vowel Indication
CO2	Identifying and understanding Upward and downward R, L and Sh and Compound consonants
CO3	Identifying and understanding the rules for Halving and Diphones
CO4	Identifying and understanding the rules for Doubling Principle , Medial Semi Circles and Figures
CO5	Identifying and understanding the rules for Prefixes, Essential Vowels and Précis Writing
CO6	Identifying and understanding the rules for Suffixes, General Contraction and Special contractions

### Unit-I: Shun Hook, Aspirate and Vowel Indication

**Duration: 13Hrs**

Explain the principles covering SHUN hook - Define Aspirate - Categorise the various forms for representing Aspirate - State the principles of writing Aspirate - Identify the implications of consonants and vowels initially and finally.

### Unit-II: Upward and Downward R , L and Sh and Compound Consonants

**Duration: 12Hrs**

Explain the principles of writing 'R' upward and downward - Explain the principles of writing 'L' and 'SH' upward and downward - Define Compound Consonant - Categorise the various types of Compound Consonants - Explain the principles of writing Compound Consonants

### **Unit-III: Halving Principle and Diphones**

**Duration: 12 hrs**

Explain the principles of Halving - State the limitations of Halving - Usage of Halving principle in Phraseography - Define Diphone - Categorise various diphonic signs and their placing.

Explain the principles usage of Diphones.

### **Unit-IV: Doubling Principle, Medial semi-Circle and Figures**

**Duration: 12Hrs**

Explain the Doubling principle. State the limitations of Doubling principle. Usage of Doubling principle in Phraseography. Explain the principles of usage of Medial Semi-circle r - Categorise the insertion of initial, medial and final vowels with consonant 'way'. Categorise the various principles in figures and special monetary symbols. Practise exercises covering figures and special symbols.

### **Unit-V: Prefixes, Essential Vowels and Précis Writing**

**Duration: 12Hrs**

State the meaning of prefix. Explain the principles of usage of various prefixes. Explain the cases where vowels should be placed essentially. Practise the exercises covering Essential Vowels. Explain the rules of Précis writing. Practise condensation of passages.

### **Unit-VI: Suffixes, General Contractions and Special Contractions (Section-1)**

**Duration: 14Hrs**

State the meaning of Suffix. Explain the principles of usage of various suffixes. Practise exercises covering suffixes. Explain the General contractions. Categorise the use of General Contractions – Practise the General Contractions – Practise the exercises covering General Contractions. Explain the usage of Special Contractions. Practise the Special Contractions (Section – I) - Practise the exercises on special contractions (Section – I)

## **Suggested Learning Outcomes:**

### **Unit - I Shun Hook, Aspirate and Vowel Indication**

**Duration: 13 Hrs**

- 1.1 Explain the principles of usage of SHUN hook.
- 1.2 Define Aspirate.
- 1.3 Categorise the various forms representing Aspirate.
- 1.4 State the principles of writing Aspirate.
- 1.5 Identify the implications of consonants and vowels initially and finally.

### **Unit-II Upward and Downward R, L and Sh and Compound Consonants**

**Duration: 12Hrs**

- 2.1 Explain the principles of writing 'R' upward and downward.
- 2.2 Explain the principles of writing 'L' and 'SH' upward and downward.
- 2.3 State the meaning of Compound Consonant.
- 2.4 Categorise the various Compound Consonants.
- 2.5 Explain the principles of usage of Compound Consonants.

### **Unit-III Halving Principle and Diphones**

**Duration: 12Hrs**

- 3.1 Explain the principles of Halving.
- 3.2 State the limitations of Halving.
- 3.3 Usage of Halving Principle in Phraseography.
- 3.4 Define Diphone.
- 3.5 Categorise various diphonic signs and their placing.
- 3.6 Explain the principles of usage of Diphones.

### **Unit-IV Doubling Principle, Medial Semi Circles and Figures**

**Duration: 12Hrs**

- 4.1 Explain the Doubling principle.
- 4.2 State the limitations of Doubling Principle.
- 4.3 Usage of Doubling Principle in Phraseography
- 4.4 Explain the principles of usage of medial semi-circle.
- 4.5 Categorise the insertion of first, second and third place vowels with consonant 'way'
- 4.6 Categorise the various principles in figures and special monetary symbols
- 4.7 Practice exercises covering figures and special symbols.

## **Unit-V Prefixes, Essential vowels and Précis Writing**

**Duration: 12Hrs**

- 5.1 State the meaning of prefix.
- 5.2 Explain the principles of usage of various prefixes.
- 5.3 Explain the cases where vowels should be placed essentially.
- 5.4 Explain the rules of Précis writing
- 5.5 Practise condensation of passages

## **Unit-VI Suffixes, General Contractions and Special Contractions (Section-1)**

**Duration: 14Hrs**

- 6.1 State the meaning of suffix.
- 6.2 Explain the principles of usage of various suffixes.
- 6.3 Practice exercises covering suffixes.
- 6.4 Explain the rules for forming General contractions.
- 6.5 Categorise the use of general contractions.
- 6.6 Explain the rules for forming special contractions.
- 6.7 Practice the special contractions (Section-I)
- 6.8 Practice the exercises on special contractions (Section-I)

### **Student Activities:**

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

**RECOMMENDED BOOKS:**

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

**CO / PO MAPPING MATRIX**

	<b>COURSE OUTCOME</b>	<b>CL</b>	<b>Linked PO</b>	<b>Teaching Hrs</b>
CO1	Shun Hook, Aspirates and Vowel Indication	R/U/A	1,2,3,4,5,6,7	13
CO2	Upward and Downward R, L and Sh and compound Consonants	R/U/A	1,2,3,4,5,6,7	12
CO3	Halving Principle and Diphones	R/U/A	1,2,3,4,5,6,7	12
CO4	Doubling Principle, Medial Semi circles and figures	R/U/A	1,2,3,4,5,6,7	12
CO5	Prefixes, Essential vowels and Précis Writing	R/U/A	1,2,3,4,5,6,7	12
CO6	Suffixes, General Contractions and Special Contractions(Section-1)	R/U/A	1,2,3,4,5,6,7	14

**MID SEM-I EXAM**

S.No	Unit Name	R	U	A	Remarks
1	Unit-I (Shun Hook, Aspirate and Vowel Indication)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-II (Upward and Downward R, L, Sh and compound Consonants)	3, 4	6(a) 6(b)	8(a) 8(b)	
Total Questions		4	4	4	
<b>MID SEM –II EXAM</b>					
S.No	Unit Name	R	U	A	Remarks
1	Unit-III (Halving Principle and Diphones)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-IV (Doubling Principle, Medial Semi-Circles and Figures)	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 (Shun Hook, Aspirates and Vowel Indication)	4	1	9(a)	13(a)		
2	II (Upward and Downward R, L, Sh and compound Consonants)						
3	III (Halving and Diphones)		2	10(a)	14(a)		
4	IV Unit-IV (Doubling principle, Medial Semi-Circles and Figures)						
5	V (Prefixes, Essential vowels and Précis Writing)		3	5, 6	9(b)		13(b)
6	VI (Suffixes, General Contractions and Special Contractions(Section-1))				11(a)		15(a)
		11(b)			15(b)		
Total Questions		8		8	8		
Legend:	Remembering (R)	1 Mark					
	Understanding (U)	3 Marks					
	Application (A)	5 Marks					

**Mid Sem – I**

CCP-203  
PHONOGRAPHY

ADVANCED

TIME: ONE HOUR

MARKS: 20

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**PART A**

4 x 1 =

4 MARKS

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

1. Write how shun hook is represented in Shorthand
2. List the different forms through which Aspirate is represented
3. Write any one point where the consonants 'R' is written with Downward form
4. Write any one point where the consonants 'Sh' is written with Upward form

**PART B**  
6 MARKS

2 x 3 =

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

5.a) State any two points how 'Shun' hook is added to straight strokes

OR

b) Write how 'Dot Hay' is represented in shorthand

6.a) Write any two points where the consonant 'R' is written Upward.

OR

b) Write the principles of usage of any two compound consonants.

**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 shun hook in Shorthand

OR

b) Write how Tick Hay and Dot Hay are represented in Shorthand

8.a) Explain the cases where the consonant 'L' is written upward and where downward.

OR

b) Write the usage of any five compound consonants.

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**MID SEM - II**

CCP-203  
PHONOGRAPHY

ADVANCED

TIME: ONE HOUR

MARKS: 20

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**PART A**

4 x 1 =

4 MARKS

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

1. What is meant by halving.
2. Define Diphone
3. List the medial semicircles used in Shorthand
4. Write how following is written in shorthand  
15,000Pounds.

**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) Write the general principle of Halving

OR

b) Write the usage of upward diphone

6.a) State the cases where doubling principle is not used in Shorthand

OR

b) Write the usage of left medial semicircle

**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 how the halved and thickened forms of 'M', 'N', 'L', 'R' are used in Shorthand.

OR

b) Write outlines for the following words

a. Rabbit b. Proud c. Pity d. Treated e. Part

8a) Explain the usage of doubling principle in Shorthand

OR

b) Write outlines for the following words

a. 9 Hundred Million b. Importer c. Lambswool d. 8 Percent per annum e. Chamber  
@ @ @

CCP –203

BOARD DIPLOMA EXAMINATIONS (C-21)  
DCCP – SECOND SEMESTER **END EXAMINATION**  
ADVANCED PHONOGRAPHY

Time: 2 hours.

Total Marks: 40

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**PART – A**

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

The length of the answer shall not exceed ¼ of page. 8 X 1=8M

1. List the different forms through which Aspirate is represented
2. Define Diphone
3. Write how the prefix 'self' is represented in shorthand.
4. Write the outline for the word Height.
5. What is meant by essential vowel?
6. Write how Accom/Accommo is represented in Shorthand.
7. Write how the suffix 'ing' is represented in Shorthand.
8. Write outline for the word Stranger

**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) Write any two points where the consonant 'L' is written Upward

OR

b) Write the advantages of précis Writing

10.a) State the cases where doubling principle is not used

OR

b) Write the usage of any two suffixes in shorthand

11.a) Write the outlines for the following words

a) Magnetize

b) Apposite

c) Self-control

OR

(b).Write the outlines for the following words

a) Accommodation

b) Mixies

c) Selfdefence

**Contd...2**

12.a) Write the usage of any 3 cases where Dot 'Ing' is used

OR

b) Write any two principles for forming general contractions.

**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 the cases where the consonant 'R' is written upward and where downward.

OR

b) Write the cases where vowels should be placed essentially

14.a) Write usage of Halving principle in Shorthand

OR

b) Write rules for forming special Contractions.

15.a) Condense the following passage

In every country people imagine that they are the best and the cleverest and the others are not so good as are not so good as they are. The Englishman thinks that he and his country are the best; the Frenchman is very proud of France and everything French. The Germans and Italians think no less of their countries and many Indians imagine that India is in many ways the greatest country in the world. This is wrong. Everybody wants to think well of himself and his country. But really there is no person who has not got some good and some bad qualities. In the same way, there is no country which is not partly good and partly bad. We must take the good wherever we find it and try to remove the bad wherever it may be. We are, of course, most concerned with our own country, India. Unfortunately, it is in a bad way today. Many of our people are poor and unhappy. They have no joy in their lives. We have to find out how we can make them happier. We have to see what is good in our ways and customs and try to keep it, and whatever is bad we have to throw away. If we find anything good in other countries, we should certainly take it.

OR

b) Condense the following passage

Over eating is one of the most wonderful practices among those who think that they can afford it. In fact, authorities say that nearly all who can get as much as they desire, over eat to their disadvantage. This class of people could save a great more food than they can save by missing one meal per week and at the same time they could improve their health.

A heavy meal at night, the so called DINNER, is the fashion with many and often it is taken shortly before retiring. It is unnecessary and could be forgone, not only once a week but daily without loss of strength. From three to five hours are needed to digest food. While sleeping, this food not being required to give energy for work is in many cases converted into excess fat, giving rise to over weight. The evening meal should be light, taken three or four hours before retiring. This prevents over eating, conserves energy and reduces the cost of food.

16.a) Write the following passage in shorthand

We are much obliged for your letter and estimate for the elastic web. But surely there must be some mistakes in your figures.

OR

b) Write the following passage in shorthand

I am conscious of no selfishness in communicating with you on the matter, because it is quite immaterial to me whether the membership is large or small.

@ @ @

## CCP-204 - SPREADSHEETS & DATABASE

Course Title	Spread Sheets & Database	Course Code	CCP-204
Semester	II	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 and perfect knowledge of Computers

COURSE OUTCOME	
CO1	Excel Basics
CO2	Building Up Spread Sheet – Formating Worksheet
CO3	Building Up Charts and Database in Excel and Printing of a Worksheet
CO4	Data Base Concepts and Management in Access
CO5	Create forms and queries in MS-Access
CO6	Filters and Reports in MS-Access

### Course Contents

#### Unit-1 Excel Basics

**Duration: 10 hrs**

Introduction to MS-EXCEL- History of spreadsheet software- features of spreadsheet software - features of MS EXCEL - Applications used with Ms-Excel - window description - options in office button- customizing the quick access tool bar. How to open and create workbook and worksheet-tabs and groups of ribbon - layout and their functionality.

#### Unit-2 Building up Spread Sheet and Formatting Worksheet

**Duration: 15hrs**

Building up Spread Sheet- EXCEL - Define the term Cell, Current Cell, Cell pointer, Range. Edit the contents of the cell - Format the number, text in the cells- Change the width and height of the cells-Definition of the formula- operators used in the formula- different types of function- Enter formulae with functions.

#### Unit-3 Building up Charts and Database in EXCEL

**Duration: 13hrs**

Different types of charts - Create chart - Formatting features of charts- printing chart -features of data management - definition of Criteria range- criteria and extract the data- features of Forms in

EXCEL- creation of a Form. -Define printing- procedure for printing of a worksheet- options of print window

#### **Unit-4 Data base concepts and Management in ACCESS**

**Duration: 7hrs**

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

#### **Unit-5 understand Forms and Queries in MS-ACCESS**

**Duration: 15 hrs**

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

#### **Unit-6 Filters and Reports in MS-ACCESS**

**Duration: 15 hrs**

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

### **Specific Learning Outcomes**

#### **1.0 EXCEL BASICS**

- 1.1 Explain the history of spreadsheet software..
- 1.2 Explain the features of spreadsheet software.
- 1.3 Features of MS-Excel.
- 1.4 List the applications used with MSEXCEL.
- 1.5 Describe the EXCEL window.
- 1.6 List the options in office button.
- 1.7 Create a work book and save a workbook.
- 1.8 Adding Header and footer to workbook.
- 1.9 Insert and Rename a worksheet
- 1.10 Copy a worksheet to another workbook
- 1.11 Change the order of worksheets in a workbook

- 1.12 Hide a worksheet and To unhide a worksheet
- 1.13 Deletion of a worksheet
- 1.14 Explain procedure to jump to different work books.
- 1.15 Describe tabs and groups of ribbon layout and their functionality.

## **2.0 FORMATING WORKSHEET**

- 2.1 Define the term Cell, Current Cell,
- 2.2 Define Cell pointer, Range.
- 2.3 Change a row's height or column's width
- 2.4 Insert a column or row, To delete columns or rows
- 2.5 Explain how to insert a cell and how to delete cells
- 2.6 To move a group of cells to a new location
- 2.7 Explain procedure to Edit the contents of the cell
- 2.8 Explain procedure to format the numbers in the cells
- 2.9 Explain procedure to Format the text in the cells
- 2.10 Rotating the cell from home tab.
- 2.11 Merge cells.
- 2.12 Explain procedure to Change the width of the cells
- 2.13 Explain procedure to Change the height of the cells
- 2.14 To add a button to the Quick Access Toolbar
- 2.15 To hide and display the Ribbon
- 2.16 To hide the formula bar
- 2.17 Define a formula.
- 2.18 List the operators used in the formula
- 2.19 List the different types of functions
- 2.20 Explain procedure to Enter formulae with functions

## **3.0 Building up Charts and Graphics**

- 3.1 Explain the procedure to create a graph
- 3.2 Resizing Graphics.
- 3.3 Drawing lines and shapes.
- 3.4 List the different types of charts
- 3.5 Editing charts :-Resizing, moving, Deleting, Adding chart notes.
- 3.6 Explain the formatting features of chart.

- 3.7 Explain the procedure for printing a chart
- 3.8 Explain the features of data management
- 3.9 Define Criteria range
- 3.10 Explain the features of Forms in EXCEL
- 3.11 Explain the procedure for creating a Data Form
- 3.12 Viewing records through Data form
- 3.13 Search option in Data form
- 3.14 Delete record in Data form
- 3.15 Define printing
- 3.16 Explain the procedure for printing of a worksheet
- 3.17 List and explain the options of print window
- 3.18 Explain the procedures to choosing a print area
- 3.19 Explain the procedure to print active sheet
- 3.20 Explain the features of print preview
- 3.21 Explain the procedure to print a selection

#### **4.0 Database Concepts and management in MS Access.**

- 4.1 Define Data, information, Database.
- 4.2 Explain the terms Entity, Attribute, Record, Table, Field, and Row.
- 4.3 Define RDBMS.
- 4.4 Practice loading Ms Access from the start menu.
- 4.5 List the objects/components of MS ACCESS.
- 4.6 Explain the features of the objects/components of MS ACCESS.
- 4.7 Explain the procedure to create a database
- 4.8 Explain the procedure to create a table using design view / data sheet view
- 4.9 List the data types in Ms-Access
- 4.10 Define primary key.
- 4.11 Explain entering of data into the table.
- 4.12 Explain viewing of data from the table.
- 4.13 Explain the procedure for Printing of table

#### **5.0 Understand Access forms and queries.**

- 5.1 Define form
- 5.2 List the different options to create form
- 5.3 Explain the procedure to create forms using Access form tool
- 5.4 Explain procedure for creating a Form using Forms Wizard.

- 5.5 Explain the procedure for creating a using Design view.
- 5.6 Explain procedure for adding new records through Form.
- 5.7 Explain procedure for navigating and searching using Form.
- 5.8 Explain the procedure for Printing of form
- 5.9 Define a query.
- 5.10 List the different option to create a Query
- 5.11 Explain procedure for creation of query using design view.
- 5.12 Explain procedure for creation of query using wizard.
- 5.13 Explain the procedure for Printing of query

## **6.0 Understand Filters and Access Reports.**

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

## Suggested Student Activities

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

## RECOMMENDED BOOKS:

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

## Student E-Learning references

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

## CO / PO - MAPPING

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-I (EXCEL BASICS)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-II (BUILDING UP SPREAD SHEET FORMATING WORKSHEET)	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 (DATABASE IN EXCEL, PRINTING OF A WORKSHEET)	1, 2	5(a) 5(b)	7(a) 7(b)	
2	Unit-IV (DATA BASE CONCEPTS AND MANAGEMENT IN ACCESS)	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 (EXCEL BASICS)	4	1	9(a)	13(a)		
2	II (BUILDING UP SPREAD SHEET FORMATING WORKSHEET)						
3	III (DATABASE IN EXCEL, PRINTING OF A WORKSHEET)		2	10(a)	14(a)		
4	IV (DATA BASE CONCEPTS AND MANAGEMENT IN ACCESS)						
5	V (CREATE FORMS AND QUERIES IN MS-ACCESS)		3	5, 6	9(b)		13(b)
					11(a)		15(a)
6	VI (FILTERS AND REPORTS IN MS-ACCESS)	7,8	10(b)	11(b)	15(b)		
				12(a)	16(a)		
Total Questions		8	8	8			
Legend:	Remembering (R)	1 Mark					
	Understanding (U)	3 Marks					
	Application (A)	5 Marks					

**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. List any two applications of excel
2. List the any two options of office button
3. Define current cell.
4. Define Cell pointer.

PART – B

2 x 3 = 6

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

- 5(a) Explain any three features of ms excel  
(or)  
5(b) List any four applications used with MSEXCEL.
- 6(a) List any four types of functions.  
(or)  
6(b) List any three options in office button.

PART – C

2 x 5 = 10

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS.

- 7(a) Draw the Excel window and label the parts.  
(or)  
7(b) Explain the features of spread sheet.
- 8(a) Explain the procedure to format the text in the cells.  
(or)  
8(b) Explain the procedure for printing of a worksheet.

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

TIME: 1 hr

MARKS : 20

PART-A

4 x 1 = 4

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. List any four types of chart.
2. Define criteria range
3. Define Database.
4. Define RDBMS.

PART – B

2 x 3 = 6

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

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

(or)

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

6(a) Define the following terms :-

i) Table      ii) Field      iii) Row

(or)

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

PART – C

2 x 5 = 10

ANSWER ANY TWO QUESTIONS. EACH CARRIES FIVE MARKS.

7(a) Explain the formatting features of chart.

(or)

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

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

(or)

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

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, TELANGANA**

**C-21- SEMESTER END EXAM(SEE)**

**SPREADSHEETS AND DATABASE**

**TIME: 2 HRS**

**MARKS : 40**

**PART – A**

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

**8 x 1M =8M**

1. Define the spreadsheet?
2. Define Formula?
3. Define Printing?
4. List any two types of charts?
5. List any two options of print window?
6. Define Query?
7. Define a Filter?
8. Define reports?

**PART – B**

**Answer the following questions. Each carries three marks.**

**4 X 3M = 12M**

9(a). Explain the features of spread sheet software?

or

(b). Explain the procedure to print active sheet?

10(a). Explain the procedure to create a graph?

or

(b). Explain filter by selection?

11(a). Explain the procedure to create forms using access forms Wizard?

or

(b). List types of Queries?

12(a). List different types of filters in access?

Or

(b). Explain the procedure to create custom reports?

### **PART – C**

**Answer the following questions. Each carries five marks.**

**4 x 5M = 20M**

13(a). Explain the procedure to enter formula with functions?

Or

(b). Explain the procedure for navigations and searching using forms?

14(a). Explain the procedure to entering of data into the table?

Or

(b). Explain the procedure to create of reports using lables?

15(a). Explain the procedure for adding new records through forms?

Or

(b). Explain the procedure for creation of different types of queries?

16(a). Explain the procedure to creation of reports using blank reports?

Or

(b). Explain the procedure for printing reports?

## CS – 205 - PROGRAMMING IN C

Course Title	Programming in C	Course Code	CS-205
Semester	II	Course Group	Core
Teaching Scheme in Periods (L:T:P)	4:1:0	Credits	3
Methodology	Lecture +Tutorial	Total Contact Periods	75
CIE	60 Marks	SEE	40 Marks

### Prerequisites

Knowledge of basic mathematics and IT skills.

### Course Outcome

*Upon completion of the course the students shall be able to:*

Course Outcome	
CO1	Write Algorithms and draw flow charts for given problems
CO2	Use data types and classify operators
CO3	Develop programs using Decision making and looping statements
CO4	Create arrays and know usage of strings
CO5	Develop programs using different types of functions
CO6	Develop programs using Structures and Files

### COURSE CONTENTS:

#### 1. Programming Methodology and Introduction to C Language

**Duration: 10 Periods**

Steps involved in problem solving - Define Algorithm - Characteristics of algorithm - Steps involved in algorithm development - Algorithms for simple problems - Define flowchart - Symbols used in flowchart - Flowcharts for simple problems - Differentiate algorithm and flowchart - Define Program - Differentiate between algorithm and program - Define High level language and low level language- Define Compiler, Assembler, Linker and Loader - Define source code, assembly code, object code, machine code - importance of C language -- structure of C program – different stages in converting the C program source code into an executable code - steps in executing the C program.

## **2. Understand Constants, Variables and Data Types in C and Understand Operators and Expressions in C**

**Duration: 10 Periods**

Character set - C Tokens - Keywords and Identifiers- Constants and Variables - data types and classification - declaration of a variable - Assigning values to variables - Define operator - Classify operators - List and explain various arithmetic operators with examples -Illustrate the concept of relational operators - List logical operators - various assignment operators - Increment and decrement operators - List bitwise operators - Conditional operator - List various special operators - precedence and associativity of operators - Define expression - Evaluation of Arithmetic expressions - Evaluation of Logical expressions - Evaluation of Relational expressions - type conversion techniques – Know Preprocessor directives – Know Header Files - Reading and writing characters - formatted input and output.

## **3. Decision making and Looping statements**

**Duration: 14 Periods**

Decision making in C programming - simple if statement – *if-else* statement – nested if statement - *else-if* ladder – break and continue statements - Switch statement - Classification of various loop statements- while loop – *do-while* loop - for loop - nesting of loops- Comparisons of different loop statements - Infinite loop and steps to avoid it.

## **4. Arrays and Strings**

**Duration: 14 Periods**

Arrays – definition, declaration and initialization of One Dimensional -Array -Accessing the elements in the Array - ‘accessing array out of bounds’ problem - Reordering an array in ascending order – average of elements in an array – largest element in an array - Declaration and initialization of two Dimensional Arrays - sample programs on matrix addition and matrix multiplication, transpose- Strings – Definition, Declaration and initialization of String variables - Reading of strings from terminal - writing strings to screen - String handling functions with sample programs

## **5. User defined functions**

**Duration: 13 Periods**

Function – Definition - Need for user defined functions - Advantages of functions - elements of function - Return values and their types - function prototype - function call - function definition – Scope, visibility and lifetime of variables in functions- Local and External variables -Global variable-Functions with no arguments and no return values - functions with arguments with no return values - functions with arguments with return values - functions with no arguments with return values - Recursion - sample programs on recursion - passing arrays to functions .

## 6. Structures and Unions and File Management

**Duration: 14 Periods**

Structures and Unions Structure- Definition - Creating a structure - Declaring structure variables - Accessing the structure members - Concept of structure assignment - Find size of a structure - Nested structure - Structure as function arguments - Array of structures - Structure containing arrays - array of structures containing arrays - Union and illustrate usage of a union – difference between Structures and Union.

Files management File – Definition - Declare file pointer to a file - file opening modes - Concept of closing of a file - Input / Output operations on a file - Random access to files.

### REFERENCE BOOKS

1. Let Us C -- Yeshwanth Kanetkar BPB Publications
2. Programming in ANSI C -- E. Balaguruswamy Tata McGrawHill
3. Programming with C -- Gottfried Schaum'outline
4. C The complete Reference -- Schildt Tata McGraw Hill

### Specific Learning Outcomes:

**Upon completion of the course the student shall be able to**

#### 1.0 Programming Methodology and Introduction to C Language

- 1.1. State different steps involved in problem solving
- 1.2. Define algorithm and know its characteristics
- 1.3. State the steps involved in algorithm development
- 1.4. Develop algorithms for simple problems.
- 1.5. Define flowchart and know symbols used in drawing flowcharts
- 1.6. Draw flowchart for simple problems.
- 1.7. Differentiate algorithm and flowchart
- 1.8. Define program and differentiate between program and algorithm
- 1.9. Define High level language and low level language
- 1.10. Define Compiler, Assembler, Linker and Loader
- 1.11. Define source code, assembly code, object code, machine code.
- 1.12. state the importance of C language
- 1.13. Explain the structure of C program
- 1.14. List and Explain different stages in converting the C program source code to executable code.
- 1.15. Explain the steps involved in executing the C program

## **2.0 Constants, Variables , Data Types in C and Operators and Expressions and Input , Output functions in C**

- 2.1 Describe character set, C Tokens-Keywords, Variables, Identifiers, Constants and Variables.
- 2.2 Define Data type. Classify data types and explain with examples
- 2.3 Explain declaration of a variable and assigning values to variables
- 2.4 Define operator.
- 2.5 Classify and Explain operators with examples
- 2.6 Describe precedence and associativity of operators
- 2.7 Define expression
- 2.8 Describe evaluation of Arithmetic, Relational and logical expressions
- 2.9 Illustrate type conversion techniques.
- 2.10 Define and List Pre-processor directives
- 2.11 Discuss #include and #define Pre-processor directives.
- 2.12 Define Header file and discuss stdio.h, conio.h, math.h, string.h Header files.
- 2.13 Illustrate getchar(),putchar(),scanf(),printf() with programs.

## **3.0 Decision making , Looping statements**

- 3.1 Discuss decision making in programming and
- 3.2 Explain decision making statements- if , if-else, nested if, else-if ladder - with syntax and programs
- 3.3 Discuss break and continue statements.
- 3.4 Explain decision making statement- switch statement - with syntax and programs
- 3.5 Define looping and list loop statements
- 3.6 Explain the loop statements – while, do- while, for statement- with syntax and programs
- 3.7 Define nesting of loops and implement it
- 3.8 Compare different loop statements
- 3.9** Know about Infinite loop and steps to avoid it

## **4.0 Arrays and Strings**

- 4.1 Define Array. Describe declaration and initialization of One Dimensional Array with syntax and program
- 4.2 Explain about ‘accessing array out of bounds’ problem
- 4.3 Explain reading elements of an array, accessing the elements and display them with program
- 4.4 Explain sorting elements in an array in ascending order

- 4.5 Explain finding the average of elements in an array and finding the largest element in an array
- 4.6 Explain declaration and initialization of two Dimensional Arrays
- 4.7 Illustrate the concept of two dimensional arrays with sample programs on matrix addition, subtraction, matrix multiplication and transpose of a matrix
- 4.8 Define String and know about declaration and initialization of a String variable.
- 4.9 Know about reading & writing of strings with programs
- 4.10 Explain about various String handling functions with sample programs.

## **5.0 User defined functions and Applications**

- 5.1 Define function, state the need for user defined functions, advantages of functions
- 5.2 Know the elements of function and return values.
- 5.3 Define and discuss function prototype, function call, and function definition with syntax and program.
- 5.4 Discuss the scope, visibility and lifetime of variables in functions
- 5.5 Differentiate Local and Global variables
- 5.6 Illustrate functions with no arguments and no return values with programs
- 5.7 Illustrate functions with no arguments and with return values with programs
- 5.8 Illustrate functions with arguments and with no return values with programs
- 5.9 Illustrate functions with arguments and with return values with programs
- 5.10 Illustrate passing arrays to functions with programs
- 5.11 Define recursion and Illustrate recursion with programs

## **6.0 Structures and Unions and File Management**

### **Structures and Unions**

- 6.1 Define structure
- 6.2 Illustrate creating a structure tag and declaring structure variables,
- 6.3 Explain accessing structure members and structure assignment
- 6.4 Know size of a structure.
- 6.5 Discuss nested structure concept.
- 6.6 Illustrate array of structures, structures containing arrays, arrays of structures containing arrays.
- 6.7 Illustrate structure as function arguments and returning of structure variables as function values.
- 6.8 Define Union and illustrate usage of a union.
- 6.9 Know the differences between Structure and Union

### **Files management**

- 6.10 Define file
- 6.11 Know how to declare file pointer to a file

- 6.12 Illustrate the concept of file opening in various modes
- 6.13 Illustrate the concept of closing of a file
- 6.14 Illustrate the concept of Input / Output operations on a file
- 6.15 Illustrate the concept of random access to files

### **Suggested Student Activities:**

Student activity like mini-project, surveys, quizzes, etc. should be done in group of 5-10 students.

1. Each group should do any one of the following type of activity or any other similar activity related to the course with prior approval from the course coordinator and programme coordinator concerned.
2. Each group should conduct different activity and no repetition should occur.
3. Explore and analyse topics to improve the level of creativity and analytical skill by taking Quiz/ tests/ assignments. Documents have to be maintained as a record.
4. Create a power point presentation on the topic relevant to course or advanced topic as an extension to the course to improve the communication skills. Documents have to be maintained as a record.
5. Visit different sites relevant to topics. Listen to the lectures and submit a handwritten report
6. Coding competitions

### **Suggested E-learning links:**

1. <http://www.tutorialspoint.com/cprogramming/>
2. <http://www.indiabix.com/online-test/c-programming-test/>
3. <https://www.w3schools.in/c-tutorial/>
4. <https://nptel.ac.in/courses/106/104/106104128/>
5. [https://onlinecourses.nptel.ac.in/noc19\\_cs42/preview](https://onlinecourses.nptel.ac.in/noc19_cs42/preview)

**CO-PO Mapping Matrix:**

<b>Course Outcome</b>		<b>CL</b>	<b>Linked PO</b>	<b>Teaching Hours</b>
<b>CO1</b>	Write Algorithms and draw flow charts for given problems	<b>R, U, A</b>	<b>1,2,3,4,7</b>	<b>10</b>
<b>CO2</b>	Use data types and classify operators	<b>R, U, A</b>	<b>1,2,3,4,7</b>	<b>10</b>
<b>CO3</b>	Develop programs using Decision making and looping statements	<b>U, A</b>	<b>1,2,3,4,7</b>	<b>14</b>
<b>CO4</b>	Create arrays and know usage of strings	<b>U, A</b>	<b>1,2,3,4,7</b>	<b>14</b>
<b>CO5</b>	Develop programs using different types of functions	<b>U, A</b>	<b>1,2,3,4,7</b>	<b>13</b>
<b>CO6</b>	Develop programs using Structures and Files	<b>R, U, A</b>	<b>1,2,3,4,7</b>	<b>14</b>
		<b>Total Sessions</b>		<b>75</b>

### 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 Examination

S.No	Unit Name	R		U	A	Remarks
1	Unit-I	4	1	9(a)	13(a)	
2	Unit-II					
3	Unit-III		2	10(a)	14(a)	
4	Unit-IV					
5	Unit-V	3	5,6	9(b) 11(a) 11(b)	13(b) 15(a) 15(b)	
6	Unit-VI			7,8	10(b) 11(a) 11(b)	14(b) 16(a) 16(b)
Total Questions		8		8	8	

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

**MODEL QUESTION PAPER**  
**BOARD DIPLOMA MID-SEM-1 EXAMINATION (C-21)**  
**CS-205– PROGRAMMING IN C**

**TIME: 1 HOUR**

**MAXIMUM MARKS:**

**20**

**PART-A**

**MARKS: 4 X 1=4**

**NOTE: 1. Answer all questions.**

**2. Each question carries one mark.**

1. List any two differences between algorithm and flowchart.
2. Define Low level language
3. List various types of constants.
4. Define an expression.

**PART-B**

**MARKS: 2 X**

**3=6**

**NOTE: 1. Answer any one question from 5 and 6.**

**2. Each question carries three marks.**

- 5.a) Write any three differences between algorithm and flowchart  
(OR)
- b) Write any three differences between high level language and low level language
- 6.a) How to declare variable in C ? Give examples.  
(OR)
- b) Evaluate an expression  $(2+5)*(10-4)\%10$ .

**PART-C**

**MARKS: 2 X**

**5=10**

**NOTE: 1. Answer any one question from 7 and 8.**

**2. Each question carries five marks.**

7. a) Draw a flowchart to find factorial of given number N.  
(OR)
- b) Draw a flowchart to find biggest of three numbers.
8. a) Explain different data types in C with examples.  
(OR)
- b) Explain operators in C with examples.

**MODEL QUESTION PAPER**  
**BOARD DIPLOMA MID-SEM-2 EXAMINATION (C-21)**  
**CS-205– PROGRAMMING IN C**

**PART-A****MARKS: 4***X1=4***NOTE: 1. Answer all questions.****2. Each question carries one mark.**

1. Give the syntax of if statement in C.
2. Give the syntax of while statement in C.
3. Define an array.
4. Give the syntax for declaring and initializing of one dimensional array.

**PART-B****MARKS: 2 X3=6****NOTE: 1. Answer any one question from 5 and 6.****2. Each question carries three marks.**

5. a) Write any three differences between break and continue statements.  
(OR)
5. b) Write any three differences between while and do-while statements.
6. a) Write a C program to find largest number in array.  
(OR)
6. b) Explain any three String handling functions .

**PART-C****MARKS: 2 X***5=10***NOTE: 1. Answer any one question from 7 and 8.****2. Each question carries five marks.**

7. a) Explain do-while statement with syntax and sample program  
(OR)
7. b) Explain switch statement with syntax and sample program .
8. a) Write a C program to find the multiplication of two matrices.  
(OR)
8. b) Write a C program to find the addition of two matrices.

**MODEL QUESTION PAPER**  
**BOARD DIPLOMA END SEMESTER EXAMINATION (C-21)**  
**CS-205– PROGRAMMING IN C**

**PART-A**

**MARKS: 8 X 1=8**

**NOTE: 1. Answer all questions.**

**2. Each question carries one mark.**

1. List any two differences between algorithm and flowchart..
2. Give the syntax of if statement in C.
3. List any two advantages of functions.
4. Give the syntax for declaring and initializing of one dimensional array.
5. Define function.
6. Define recursion.
7. What is a structure?
8. What is a file?

**PART-B**

**NOTE: 1. Answer any one question from 9, 10, 11 and 12.**

**MARKS: 4 X 3=12**

**2. Each question carries three marks.**

9. a) Write any three differences between algorithm and flowchart.  
(OR)
9. b) Write a C program to find factorial of a number using recursion.
10. a) Write any three differences between break and continue statements.  
(OR)
10. b) Write any three differences between structure and union statements.
11. a) Explain elements of function in C.  
(OR)
11. b) Write any three differences between local variable and global variable statements.
12. a) Explain various modes to open a file.  
(OR)
12. b) Explain how to access structure members.

**PART-C**

**NOTE: 1. Answer any one question from 13, 14, 15 and 16**

**MARKS: 4 X 5=20**

**2. Each question carries five marks.**

13. a) Draw a flowchart to find biggest of three numbers.  
(OR)
13. b) Write a C program to illustrate functions without arguments and without return values.
14. a) Write a C program to find the multiplication of two matrices.  
(OR)
14. b) Explain random handling functions.
15. a) Write a C program to illustrate functions with arguments and without return values.  
(OR)
15. b) Write a C program to illustrate functions with arguments and with return values.
16. a) Write a C program to implement nested structures.  
(OR)
16. b) Write a C program to implement array of structures

## CCP-206-COMPUTER BASED TYPEWRITING @ 30 WPM LAB

Course Title	Computer Based Typewriting @ 30 WPM Lab	Course Code	CCP-206
Semester	II	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	Able to type various speed passages of prescribed SBTET speed books @ 30 WPM
CO2	Able to work on Ms word to type different kinds of letters and Statements
CO3	Test the typing skills with various unknown speed tests on computer
CO4	Able to attend Computerised Type skill tests for any competitive examinations for Job purpose

### COURSE CONTENTS

#### Unit-I: Speed Practice @ 20 WPM

**Duration: 15 hrs**

Alphabets practice ( A to Z and Z to A) Regular practice of speeds with accuracy and practice of passages @ 20 w.p.m. – Practice of speed test at various rates on typewriter as well as computer.

#### Unit-II: Speed Practice @ 25 W.P.M

**Duration: 15 hrs**

Regular practice of speeds with accuracy and practice of passages @ 25 w.p.m. – Practice of speed test at various rates on typewriter as well as computer.

#### Unit-III: Speed Practice @ 30 W.P.M

**Duration: 15 hrs**

Regular practice of speeds with accuracy and practice of passages @ 30 w.p.m. – Practice of speed test at various rates on typewriter as well as computer. End Exam at 30 w.p.m.

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

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

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

### Suggested Learning Outcome

### 1.0 Practice of Speed passages @ 20 W.P.M

- 1.1 Alphabets practice (A to Z and Z to A).
- 1.2 Practice of speed passages from SBTET Prescribed books.
- 1.3 Practice of previous years model question papers.

### 2.0 Practice of Speed passages @ 25 W.P.M

- 2.1 Practice of speed passages from SBTET Prescribed books.
- 2.2 Practice of previous years model question papers.
- 2.3 Practice of Speed passages on Computer based test.

### 3.0 Practice of Speed passages @ 30 W.P.M

- 3.1 Practice of speed passages from SBTET Prescribed books.
- 3.2 Practice of previous years model question papers.
- 3.3 Practice of Speed passages on Computer based test.
- 3.4 Attend mock speed tests on CBT web portal.

### **RECOMMENDED BOOKS:**

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

### **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. Surprise test

### **Student E-Learning reference**

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

**CO / PO MAPPING MATRIX**

	<b>COURSE OUTCOME</b>	<b>CL</b>	<b>Linked PO</b>	<b>Teaching Hours</b>
CO1	Able to type various speed passages of prescribed SBTET speed books @ 30 WPM	R/U	1,5,7	15
CO2	Able to work on Ms word to type different kinds of letters and Statements	R/U/A	1,5,7	15
CO3	Test the typing skills with various unknown speed tests on computer	R/U/A	1,5,7	15
CO4	Able to attend Computerised Type skill tests for any competitive examinations for Job purpose	R/U/A	1,5,7	00

## MODEL PAPERS

MID I – C21 CCP-206

### COMPUTER BASED TYPEWRITING @ 30 WPM LAB

Time: 10 Minutes  
20

Total Marks:

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Instructions:

1. Leave sufficient margin at the top and at the bottom of the paper.
2. Type in double-line space with margin of ten degrees on the left.
3. The instructions given on the answer book should be followed scrupulously.
4. The time allowed should in no case be exceeded.

The **mobile phone** first appeared in India sometime in the nineties. It was a bulky box quite similar to the landlines we still use today. It had an equally big antenna and was heavy and cumbersome to carry. That was just the beginning. Very soon they were all over the place. With the alarming speed at which they shrunk in size, these pocket sized wonders, sure packed a punch. The mobiles of today are gizmos that can do multiple functions. They can send text messages, they can send and receive video messages and they have a host of facilities that somehow make the talk on the move function seem redundant.

As is the case with every invention, with time the prices crashed and today these little things are available for as less as five hundred Indian rupees. In India almost every one, everywhere, seems to have one. The vegetable vendor, the bus conductor, students, almost everybody irrespective of economic status has a cell phone. Thanks to the cell phone everybody is available almost all of the time. Also in cases of emergency, like you are stuck in a road jam or in some catastrophe, all you have to do is whip out your phone and call for help or call your family to put their minds at ease. Through your cell you can go online and check your email.

**COMPUTER BASED TYPEWRITING @ 30 WPM LAB**

Time: 10 Minutes  
20

Total Marks:

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Instructions:

1. Leave sufficient margin at the top and at the bottom of the paper.
2. Type in double-line space with margin of ten degrees on the left.
3. The instructions given on the answer book should be followed scrupulously.
4. The time allowed should in no case be exceeded.

It is our duty to obey our parents. All that we have given to us is by our parents. The food, clothing and education. They tend us when we are too young to do anything for ourselves. They watch over us in times of sickness, provide for our amusement, teach us the principles of their religion and guard us from evil influences. Obedience is a very simple way of showing gratitude for these benefits. It is a way that is well within the reach of the young infant as well as the full grown son. Parents are not only the providers of benefits, but are the guides of their children in all the relations of life. It is usually found that parents are solicitors for their children's welfare as their own. Being adults and having experience of the world, they are in a position to form better judgements than their children. Therefore, not only it is the duty of a child to obey his parents, but in doing so he is consulting his best interests. Just as the boy who would learn to read must attend to the instructions of his teacher, so those who wish to grow up into honest and useful men must follow their parents.

Our parents are our pilots. We sail in strange waters, and our safety depends on the directions of those who are more experienced. We are not always well advised, in all our choices. When the time comes for us to decide what trade or profession we are to follow, then our parents say that this thing or that thing should be done, and it is our duty to obey to their advice.

**END EXAMINATION  
C-21 CCP-206**

**COMPUTER BASED TYPEWRITING @ 30 WPM LAB**

Time: 10 Minutes

Total Marks: 40

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Instructions:

1. Leave sufficient margin at the top and at the bottom of the paper.
2. Type in double-line space with margin of ten degrees on the left.
3. The instructions given on the answer book should be followed scrupulously.
4. The time allowed should in no case be exceeded.

The on going global health crisis and the biggest challenge that humanity has faced since the days of World War II is the coronavirus pandemic. Starting from Wuhan in China, it spread like wildfire to every nook and corner of the world except Antarctica. With more than one million deaths and counting, the human race is shattered by the mounting death tolls. It brought in a global economic crisis and deprived basic living conditions to many.

Over the past few months, newspapers and tabloids have been overcome with articles containing information about the spread and surge of coronavirus. Coronavirus, also referred to as COVID-19, originated in a meat market in Wuhan China in December last year. The virus spread quickly across the world and has claimed millions of lives. Soon, the World Health Organization declared the deadly disease a pandemic. All economic, social, cultural and political activities came to a standstill. Governments advised citizens to remain indoors and practice social distancing.

However, scientists, doctors, healthcare workers and providers of essential services continued to work hard and have emerged as heroes. In India, the first case of the coronavirus was detected in February. In March, our Prime Minister announced a nation-wide lockdown. Citizens were required to wear masks and gloves if they ventured outdoors and use sanitizers. Public transport shut down and non-essential companies, industries and services have been advised to remain closed till further notice.

### CCP-207-Computer Based Typewriting Manuscript @ 30 WPM Lab

Course Title	Computer Based Typewriting Manuscript @ 30 WPM Lab	Course Code	CCP-207
Semester	II	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 be perfect in typing letters given any format

#### **Course Content and Blue Print of Marks for SEE**

S. No	Major Topics
1	Practice from typing manuscripts with Simple abbreviations Statement/Invoice/Debit Note/Credit Note/Account Sales)
2	Practice of Professional Letter/Business Letter/Application Letter
3	Government Order/Memorandum

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

<b>COURSE OUTCOME</b>	
CO1	Able to prepare manuscripts with Simple abbreviations Statement/Invoice/Debit Note/Credit Note/Account Sales by using spread sheet and formula
CO2	Able to prepare Professional Letter/Business Letter/Application Letter
CO3	Able to prepare Government Order/Memorandum if they are in Government service.
CO4	Able to appear competitive tests for Computer Operator posts in various Government Departments.

## **COURSE CONTENTS**

### **Unit-I: Statement**

**Duration: 10 hrs**

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

### **Unit-II: Letters**

**Duration: 15 hrs**

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

### **Unit-III: Government Orders**

**Duration: 20 hrs**

Practice Government Correspondence like Government Order and Government Memorandum. (FIVE depressions of key is to be taken as one word).

Note : \* The question paper is to be issued by the SBTET, TS.

\* The question paper for Mid Semester 1 and 2, one question either in Business letter or Government order and the duration of exam is 45 minutes.

## **RECOMMENDED BOOKS:**

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

## **Suggested Learning Outcomes:**

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

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

- 1.10 Correct traps in a given manuscript.
- 1.11 Demonstrate speed and accuracy in a given matter.
- 1.12 Demonstrate accuracy in typing manuscript according to the layout.

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

- 2.1 Define the terms business letter, professional letter and application.
- 2.2 Outline the format of a business letter
- 2.3 Identify the abbreviations in a script letter.
- 2.4 Amplify the abbreviations while typing the matter.
- 2.5 Practice the business letter with neatness and good display.
- 2.6 Outline the format of a professional letter
- 2.7 Practice how to prepare professional letter
- 2.8 Practice the professional letter with neatness and good display.
- 2.9 Outline the format of an application.
- 2.10 Practice how to prepare application.
- 2.11 Practice the application with neatness and good display.
- 2.12 Correct traps in a given manuscript.
- 2.13 Demonstrate speed and accuracy in a given matter.
- 2.14 Demonstrate accuracy in typing manuscript according to the layout.

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

- 3.1 Understand a Government Order and Government Memorandum.
- 3.2 Distinguish between the G.O and MEMO.
- 3.3 Outline the format of a Government order.
- 3.4 Outline the format of a Government Memorandum.
- 3.5 Practice Government Order and Memorandum.
- 3.6 Prepare a typed Government Order and Memorandum.
- 3.7 Correct traps in a given manuscript.
- 3.8 Demonstrate speed and accuracy in a given matter.
- 3.9 Demonstrate accuracy in typing manuscript according to the layout.

**Suggested Student Activities**

- 1. Student visits Library to refer to Manual for typing of manuscripts.

2. Students prepare charts for different types of communication letters and Govt. orders
3. Surprise test
4. To improve reading skills
5. Spellings correction and drilling exercises
6. Take dictation in shorthand and transcribe the same on typewriter
7. Learn typing in computer software.
8. Reading of different manuscripts
9. Prepare posters for knowing different abbreviations

### Student E-Learning reference

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

### CO / PO MAPPING MATRIX

	<b>COURSE OUTCOME</b>	<b>CL</b>	<b>Linked PO</b>	<b>Teaching Hrs</b>
CO1	Able to prepare manuscripts with Simple abbreviations Statement/Invoice/Debit Note/Credit Note/Account Sales by using spread sheet and formula	R/U	1,5,7	10
CO2	Able to prepare Professional Letter/Business Letter/Application Letter	R/U/A	1,5,7	15
CO3	Able to prepare Government Order/Memorandum if they are in Government service.	R/U/A	1,5,7	20
CO4	Able to appear competitive tests for Computer Operator posts in various Government Departments.	R/U/A	1,5,7	00

Model Question Papers

MID-I

CCP-207 - Computer Based Typewriting Manuscript @ 30 WPM Lab

Duration: 1 Hour

Marks:20

Q) Type the following statement in proper form.  
Statement showing the list of Ingredients (in kilograms)  
to Anganwadi supplied centres in Nalgonda District.

S.No.	Districts	2015	2016	2017
1.	Rice	<del>5,400</del>	6,900	7,200
2.	Usaddal	5,600	6,400	8,900
3.	Tamarind Wheat flour	6,700	6,800	7,200
4.		6,300	5,400	8,500
5.	Jaggery	4,200	4,200	9,100
6.	Onione	5,300	8000	⊕
7.	Tovar dal	3,900	4,010	6,400

⊕ 8,600



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CamScanner

MID-II

## Q. 2. Model Question Papers

Q) Type the following statement in proper form.  
Statement showing the list of Ingredients (in kilograms)  
to Anganwadi supplied centres in Nalgonda District.

S.No.	Districts	2015	2016	2017
1.	Rice	<del>5,400</del>	6,900	7,200
2.	Usaddal	5,600	6,400	8,900
3.	→ Tamarind	6,700	6,800	7,200
4.	← Wheat flour	6,300	5,400	8,500
5.	Jaggery	4,200	4,200	9,100
6.	Onions	5,300	8000	⊕
7.	Tuvar dal	3,900	4,010	6,400
				⊕ 8,600

Q) Type the following Business letter in proper form.

Lr from GAUTAMI TECH SCHOOLS, Patel Rd, Hyd  
Dt: 6th March 2017, Telegrams "GAUTAMI"  
Telephone: 0402636469, Ref. no. 5965/2017,  
addressed to M/s. Manish Traders, D.No: 15,  
SD Road, Secunderabad.

O/S

I am writing this letter to enquire about  
the Computers you are selling that I saw in  
an online advertisement yesterday.

2. On behalf of our school, I am very interested  
in buying computers. I would really appreciate it  
if you can send me a catalog along with price  
list.

3. I look forward to hearing from you.

Thanking you,

Y/F

for - - - - -  
SECUNDERABAD



END EXAMINATION

CCP-207 - Computer Based Typewriting Manuscript @ 30 WPM Lab

Duration: 1 Hour

Marks:10

Q) Type the following statement in proper form.  
Statement showing the list of Ingredients (in kilograms)  
to Anganwadi supplied centres in Nalgonda District.

S.No.	Districts	2015	2016	2017
1.	Rice	<del>5,400</del>	6,900	7,200
2.	Usaddal	5,600	6,400	8,900
3.	→ Tamarind	6,700	6,800	7,200
4.	← Wheat flour	6,300	5,400	8,500
5.	Jaggery	4,200	4,200	9,100
6.	Onione	5,300	8000	(2)
7.	Tuvat dal	3,900	4,010	6,400

(7) 8,600



8) Type the following Government Order in Proper form.

Govt of Telangana // All  
Abstract caps

Establishment - engaging the services of form outsourcing  
Data Entry Operators - Orders - issued.

-----  
Department for women, children, disabled & senior citizens  
4/0/19

G.O.Rt.No. 71 Dated: 24-10-2019 Read the following:

G.O.ms.No. 13, Finance (HRM-I) Dept, dt: 01.07.2019

ORDER:

In pursuance of the orders issued in the references read above, permission was accorded for continuation of the services of (i) Data Entry operators working in this Dept on outsourcing basis, on monthly remuneration of Rs. 15,000/- per month.

2. The dept for women, children, ~~Disabled~~ and senior citizens (OP) shall prepare bill (+)

(By order - - - - -)

(+) every month

Kishore nanda  
Secretary Principal // All  
Caps

TO  
The dept <sup>for</sup> for women, children, Disabled  
and senior citizens.



### HU-208 - Basic Communication Lab

Course Title	Basic Communication Lab	Course Code	HU-208
Semester	II	Course Group	Practical
Teaching Scheme in Hrs(L:T:P)	1:0:2	Credits	1.5
Methodology	Pair Work, Group Work, Activities, Lecture, Self-Learning	Total Contact Hours	45
CIE	60 Marks	SEE	40 Marks

### Course Content and Blue Print of Marks

Unit No	Unit name	Periods	Questions for SEE		
			R	U	A
1.	Self-Introduction, Introduction of Others. (Formal and Informal Situations)	9			1
2	Listening Comprehension	6			1
3	Talking about daily routine, past events and future plans.	6			3
4.	Presentation Skills and JAM	9			1
5.	Attitude and Positive Thinking	9			2
6.	Interpersonal Skills and Teamwork	6			2
	Total	45			10

#### Pre requisites

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

#### Course Outcomes

CO1	Introduce oneself and introduce others in formal and informal situations.
CO2	Listen to audio files and answer related questions.
CO3	Talk about daily routine, past events and plans for future.
CO4	Give effective presentations.
CO5	Develop positive attitude, let go negative attitude and cultivate the habit of positive thinking.
CO6	Improve interpersonal skills and become better team players.

#### Course Content

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

**Duration: 9 (L: 2 – P: 7)**

Introducing oneself in formal situations like a classroom, on stage, at the office, in interviews and in informal situations like parties, get-togethers, shopping centers etc.

**UNIT-2: Listening Comprehension**

**Duration: 6 (L: 2 – P: 4)**

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

**UNIT-3: Talking about Daily Routine, Past Events and Future Plans**

**Duration: 6 (L: 2 – P: 4)**

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

**UNIT-4: Presentation Skills and JAM**

**Duration: 9 (L: 3 – P: 6)**

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

**UNIT-5: Attitude and Positive Thinking**

**Duration: 9 (L: 3 – P: 6)**

Attitude : Meaning, types-positive attitude and negative attitude, benefits of having positive attitude and effects of having negative attitude, ways to inculcate positive attitude and develop positive thinking.

**UNIT-6: Interpersonal Skills and Teamwork**

**Duration: 6 (L: 3 – P: 3)**

Importance of interpersonal skills and ways to improve interpersonal skills. Team work- its advantages and disadvantages, and qualities of a team player.

**Recommended Books**

- |  |   |
|--|---|
| 1. Effective Technical Communication   | By M. Ashraf Rizvi                                    |
| 2. Business Communication Strategies   | By Mathukutty M Monipally                             |
| 3. A Course in Phonetics and Spoken English  | By J. Sethi and P.V Dhamija                           |
| 4. Soft Skills   | By Dr. K. Alex  |
| 5. Degree 1 <sup>st</sup> year text book- English Made Easy                            | Published by Orient Black Swan.                       |
| 6. Communication Skills and Life Skills Lab Manual for Third Semester Diploma Courses. | Published by Orient Black Swan                        |
| 7. Games for Language Learning   | By Andrew Wright, David Betteridge and Michael Buckby |
| 8. Five Minute Activities  | By Penny Ur   |
| 9. English Dialogues   | By M. Martin  |
| 10. Essential English Grammar  | By Raymond Murphy                                     |

### **Suggested Learning Outcomes**

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

- 1.1 Introduce oneself in the classroom.
- 1.2 Introduce oneself at the party.
- 1.3 Introduce oneself in the interview.
- 1.4 Introduce oneself on the dais.
- 1.5 Introduce others at formal situations.
- 1.6 Introduce others at informal situations.

#### **2.0 Listening Comprehension**

- 2.1 Listen to different audio files from audio aids and answer questions.
- 2.2 Listen to a text read aloud by the teacher and answer questions.

#### **3.0 Talking about daily routine, past events and future plans.**

- 3.1 Talk about daily routine.
- 3.2 Talk about friend's/father's/mother's/sister's/brother's daily routine.
- 3.3 Talk about what he/she did yesterday.
- 3.4 Talk about what he/she did last week.
- 3.5 Talk about what he/she last month.
- 3.6 Talk about what their friend/father/mother/brother/sister did in the past.
- 3.7 Talk about what they are going to do tomorrow/in future. Talk about what others will do tomorrow/in future.

#### **4.0 Presentation Skills and JAM**

- 4.1 Know qualities of a good presentation.
- 4.2 Give presentations on different topics. (Extempore and prepared presentations)
- 4.3 Participate in JAM.
- 4.4 Learn how to generate points on any given topic.

#### **5.0 Attitude and Positive Thinking**

- 5.1 Understand the meaning of attitude.
- 5.2 Overcome negativity
- 5.3 Learn to react to people and situations in a positive way.
- 5.4 Think positively.

#### **6.0 Interpersonal Skills and Teamwork**

- 6.1 Build interpersonal skills.

- 6.2 Understand the concept of teamwork.
- 6.3 Understand the advantages and the problems of working in a team.
- 6.4 Understand the responsibilities of a team player.

**Suggested Student Activities/ Skill Upgradation Activities**

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

**Suggested E-Learning references**

**E-learning:**

1. [www.duolingo.com](http://www.duolingo.com)
2. [www.bbc.co.uk](http://www.bbc.co.uk)
3. [www.babbel.com](http://www.babbel.com)
4. [www.ello.org](http://www.ello.org)
5. [www.lang-8.com](http://www.lang-8.com)
6. Hello English(app)
7. <https://onlinecourses.nptel.ac.in>

### Internal evaluation

Test	Units	Marks
Mid Sem-1	1 and 2	20
Mid Sem-2	3 and 4	20
Assignment and Lab Records		10
Seminars/ Participation in class activities	1	10
	Total	60

### SEMESTER END EXAMINATION MARKS DISTRIBUTION:

Listening skills	10 M
Speaking skills and writing skills	10 M
Life skills	20 M

### MID – SEM EXAMINATION MARKS DISTRIBUTION:

PART-A	1/2	10M
PART-B	1/2	10M

### CO-PO Mapping Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	Mapping Pos
210.1	2	-	-	-	1	2	2	1, 5, 6, 7
210.2	1	-	-	-	1	2	2	1, 5, 6, 7
210.3	2	-	-	-	-	1	2	1, 6, 7
210.4	2	-	-	-	-	2	2	1, 6, 7
210.5	2	-	-	-	1	2	2	1, 5, 6, 7
210.6	1	-	-	-	1	2	2	1, 5, 6, 7

**BOARD DIPLOMA EXAMINATION (C-21)**

**MID SEMESTER EXAMINATION**

**HU-208 Basic Communication Lab**

**Time-1 hour**

**Max. Marks: 20**

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**PART - A.**

1 x 10 = 10

*Instructions:*

(a) *Answer any one.*

(b) *Each question carries ten marks.*

1. Imagine that you are going to attend an interview for the post of the Chartered Accountant. Write your self-introduction.
2. How do you introduce yourself to your classmates on the first day of college?

**PART - B**

3. *Listen to the following paragraph and answer the questions that follow.* 5 x 2 = 10

In ancient times, a King had a boulder placed on a roadway and hid himself behind a tree and watched to see if anyone would remove the huge rock. Some of the king's wealthiest merchants and courtiers came by and simply walked around it. Many loudly blamed the King for not keeping the roads clear, but none did anything about getting the stone out of the way. Then a peasant came along carrying a load of vegetables. Upon approaching the boulder, the peasant laid down his burden and tried to move the stone to the side of the road. After much pushing and straining, he finally succeeded. After the peasant picked up his load of vegetables, he noticed a purse lying on the road where the boulder had been. The purse contained many gold coins and a note from the King indicating that the gold was for the person who removed the boulder from the roadway. The peasant learned what many of us never understand - "Every obstacle presents an opportunity to improve our condition."

- a) Why did the King place a boulder on a roadway?
- b) Where did the King hide himself?
- c) What was the reaction of the many people who walked on the way?
- d) How did the farmer get benefitted after removing the boulder?
- e) What do we learn from the story?

**BOARD DIPLOMA EXAMINATION (C-21)**

**MID SEMESTER EXAMINATIONS - II**

**HU-208 - Basic Communication Lab**

**Time: 1 hour**

**Max. Marks: 20**

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**PART - A**

1 x 10 = 10 M

*Instructions:*

*(a) Answer any one.*

*(b) Each question carries ten marks.*

1. Write daily routine of your father/mother.
2. Write your plans for coming summer vacation.

**PART - B**

1 x 10 = 10 M

3. Speak for a minute on any topic like...
  - a. My college
  - b. Intermediate Vs Polytechnic Diploma
  - c. My village
  - d. My hobbies
  - e. Pollution

**BOARD DIPLOMA EXAMINATION (C-21)**  
**END SEMESTER EXAMINATION**  
**HU-208 - Basic Communication Lab**

**Time: 2 hours**

**Max. Marks: 40**

**Part – A**

**5 x 2 = 10 M**

*Instructions: Answer all the questions.*

1. Listen to the following passage and answer the questions that follow.

Finally, Valmiki completed the *Ramayana*. He showed it to Sita and she loved it. He showed it to Indra, Vayu, Agni, Varun, Ganga and Yamuna. Everyone praised it. But a sage called Narada was not impressed. “It is good, but Hanuman’s is better,” he said. Valmiki wondered whose *Ramayana* was better. So he travelled north to the banana orchard where Hanuman resided. There, on seven broad leaves of the banana tree, Valmiki found inscribed Hanuman’s *Ramayana*. He read it and found it to be perfect. It was the most brilliant piece of literature that Valmiki had ever read. Tears rolled down Valmiki’s cheeks. “Why do you cry?” asked Hanuman. “Because your work is so beautiful,” said Valmiki, “and because after reading your work no one will read mine”. Hearing this, Hanuman simply tore up the seven banana leaves on which he had inscribed his *Ramayana*. “What have you done!” screamed Valmiki. “Now no one will ever read Hanuman’s *Ramayana*.”

Hanuman said, “You need your *Ramayana* more than I need mine. You wrote your *Ramayana* so that the world remembers Valmiki; I wrote my *Ramayana* so that I remember Ram.” At the moment, much-humbled Valmiki realized that he had written the tale of Ram, he had not absorbed the spirit of Ram’s life as Hanuman had. His *Ramayana* was a product of ambition; Hanuman’s *Ramayana* was a product of affection. (passage not visible in question paper)

- a. Who praised Valmiki’s *Ramayana*?
- b. According to Narada, whose *Ramayana* is better than Valmiki’s *Ramayana*?
- c. Why did Valmiki cry?
- d. What did Hanuman do after hearing Valmiki’s response? Why?
- e. At the end, what did Valmiki realize?

**PART – B**

**10 M**

2. Write on any topic in 100 words.

- a. My daily routine.
- b. A memorable event in my life.
- c. My plans for next Sunday.
- d. Speak a minute (JAM) on any topic.
- e. Self-Introduction.

**PART – C**

**20 M**

- 3). Viva Voce on Soft Skills. Talk about any two Soft Skills.
- a. Attitude.
  - b. Positive Thinking
  - c. Interpersonal Skills
  - d. Teamwork

## CCP-209-SPREADSHEETS & DATABASE LAB

Course Title	Spreadsheets & Database Lab	Course Code	CCP-209
Semester	II	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 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	Building Worksheets and formatting the cells
CO 2	Entering the formulas in the Worksheet , Building Charts
CO 3	Database Management in Excel- Printing of EXCEL Worksheet
CO 4	Creating Database Tables and Queries
CO 5	Creating Forms , Viewing database and Reports
CO 6	Printing of ACCESS Tables, Forms and Reports

## **Course Content:**

### **Unit-I**

**Duration: 10 Periods (L: 3.0 – P: 7.0)**

Building Worksheets and formatting the cells

### **Unit – II**

**Duration: 07 Periods (L: 3.0 – P: 4.0)**

Entering the formulas in the Worksheet and Building Charts

### **Unit-III**

**Duration: 07 Periods (L: 2.0 – P: 5.0)**

Database Management in Excel- Printing of EXCEL Worksheet

### **Unit – IV**

**Duration: 09 Periods (L: 3.0 – P: 6.0)**

Creating Database, Tables, Queries and Viewing database

### **Unit – V**

**Duration: 07 Periods (L: 3.0 – P: 4.0)**

Creating Forms and Reports

### **Unit – VI**

**Duration: 05 Periods (L: 1.0 – P: 4.0)**

Printing of ACCESS Tables, Forms and Reports

## **References**

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

## **Suggested E-Learning references**

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

## **Suggested Learning Outcomes**

### **Unit-I: Building Worksheets and formatting the cells**

- 1.1 Practice loading Ms Excel from the start menu
- 1.2 Identify the various parts of the window.
- 1.3 Identify the tabs and groups in ribbon layout
- 1.4 Identify and customizing the quick access toolbar
- 1.5 Identify the office button and commands of the drop down menu.
- 1.6 Practice loading of the existing worksheet or create a new worksheet.
- 1.7 Practice entering into the worksheet.
- 1.8 Practice formatting the cells.
- 1.9 Practice formatting the texts in the cells.
- 1.10 Practice changing the height and width of the cells.
- 1.11 Practice freezing the rows, columns.
- 1.12 Practice splitting the screens.

### **Unit-II: Entering the formulas in the Worksheet, Building Charts**

- 2.1 Enter formulas into the cells.
- 2.2 Enter formulas with built in functions.
- 2.3 Create a range name for the cells for group operations.
- 2.4 Create graph for the data in the worksheet.
- 2.5 Practice graph formatting options

### **Unit-III: Database Management in Excel- Printing of EXCEL Worksheet**

- 3.1 Practice on sorting options
- 3.2 Practice on applying filters
- 3.3 Practice database management facilities in the EXCEL.
- 3.4 Create a Data form in Excel
- 3.5 Practice viewing records through Data form
- 3.6 Practice the search options in Data form
- 3.7 Printing worksheet in Ms-Excel

3.8 Practice various print options

#### **Unit-IV: Creating Database, Tables and Queries**

4.1 Practice loading Ms Access from the start menu.

4.2 Create a database table using Database Wizard.

4.3 Enter data into the table.

4.4 Edit data in the table.

4.5 View data from the database.

4.6 Design a query.

4.7 View data using the query.

#### **Unit-V: Creating Forms, Viewing database and Reports**

5.1 Demonstrate creating Forms.

5.2 View the database through Forms.

5.3 Practices on Forms

5.4 Practice navigating through the database through Forms.

5.5 Practice creating Custom Form using Forms Wizard.

#### **Unit-VI: Printing of ACCESS Tables, Forms and Reports**

6.1 Practice creating Reports using the Report Wizard.

6.2 Practice various options in Report Wizard

6.3 Practice creating Labels

6.4 Practice printing the tables

6.5 Practice printing the forms

6.6 Practice printing the reports.

## Suggested Student Activities

1. Student prepare excel worksheets
2. Assignment on creating graphs
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. Create and save a new work book in Excel
2. Operating Mouse to selecting tabs, groups, cells, group of cells
3. Entering Data into Worksheet
4. Editing of Worksheet
5. Formatting the text in the cells
6. Formatting the numbers in the cells.
7. Changing the height and width of cells.
8. Freezing Titles, splitting screen
9. Enter formulae for calculation in the cells.
10. Copying the formula over a range of cells.
11. Inserting built-in functions in to the cells.
12. Create graphs for the data using Chart Wizard.
13. Practice graph formatting options
14. Practice of sorting the data
15. Practice of applying filters
16. Practice Data Forms in Excel.
17. Practice search criteria in Data forms
18. Printing of worksheet
19. Creating Tables using wizard in Access
20. Creating Tables using Design View in Access.
21. Entering Data into tables
22. Viewing the data in table.
23. Practice on applying different filters options
24. Creating a new query using wizard.
25. Creating a new query using design view.
26. Viewing the data using a Select Query.
27. Updating the data in table using Update Query.
28. Linking two Tables on Relational Aspect.
29. Create forms using Form Wizard.
30. Create reports using Report Wizard.
31. Printing the tables
32. Printing the forms
33. Printing the reports

### Students have to practice the following experiments:

S.No	Name of the experiment	Objectives	Key Competencies
------	------------------------	------------	------------------

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

24	Creating a new query using wizard.	Create a new query using wizard.	
25	Updating the data in table using Update Query	Use Update query	Learn about Append query Delete query
26	Creating / Allying filters	Use filters	Learn applying filters
27	Linking two Tables on Relational Aspect.	Link up two or more tables. Use select query to take data from more than one table.	Use primary key
28	Create forms using form/custom form/Form Wizard.	Create Auto form, Form in design view Using form wizard	Different types of forms
29	Create reports using labels/custom report/Report Wizard.	Create using labels, Report in design view Using report wizard	Different types of reports
30	Printing the tables, forms and reports.	Observe options of print menu	

### 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

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

**MODEL PAPER OF MID SEM- I EXAM**  
**CCP-209 SPREAD SHEET AND DATA BASE LAB**

TIME: 1 hour

MARKS: 20

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS.

20 X 1 = 20

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

**MODEL PAPER OF MID SEM- II EXAM**  
**CCP-209 SPREADSHEETS AND DATA BASE LAB**

TIME: 1 hr  
20

MARKS:

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS.

20 x 1 = 20

1. Write procedure to create a Data form in excel.
2. Write the procedure to sort the data
3. Write procedure to print active sheet.
4. Write procedure to apply filters in excel.
5. Write procedure for creating reports using report wizard.
6. Draw and explain the groups and commands in create tab under ribbon in Ms access
7. Write procedure for creating a database in Access.
8. Write the procedure to create a table in Access.
9. Write the procedure to enter the records.
10. Write the procedure for creating a query using query wizard

**MODEL PAPER OF END SEMESTER EXAM**  
**CCP-209 SPREADSHEETS AND DATABASE LAB**

TIME: 2 hours  
40

MARKS:

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS.  
20

20 X 1 =

1. Write procedure to open Excel window and Draw and label the parts in Excel window.
2. Write procedure to enter formulas with built in functions.
3. Write procedure to create a Data form.
4. Write procedure to create a database.
5. Write procedure to create a Form using Form wizard.
6. Write the procedure to navigate the records through forms
7. Write the procedure to create labels.
8. Write procedure for creating a Report.
9. Write the procedure to print a Table.
10. Write the procedure to print a Report.

Record book: - 10 marks

Viva-voce: - 10 marks

## PROGRAMMING IN C LAB

Course Title	Programming in C Lab	Course Code	CS-210
Semester	II	Course Group	Practical
Teaching Scheme in Periods(L:T:P)	1:0:2	Credits	1.5
Methodology	Lecture + Practical	Total Contact Hours :	45
CIE	60 Marks	SEE	40 Marks

### Pre requisites

Basic knowledge of Computer Operation.

### Course Content

Unit Number	Unit Name	Periods
1	Concepts of Algorithm, Flowchart and Program	2
2	Using Variables, Operators, Data-types	4
3	Decision making and Looping statements	10
4	Arrays and String programming	8
5	Concept of Functions.	10
6	Structure, union and Files	11
	<b>Total</b>	<b>45</b>

### Course Objectives

1. Use the concepts of algorithm and flowchart for developing programs in C language.
2. Use variables, constants, data types, operators and Input / Output functions in programs.
3. Apply decision making and looping concepts for developing programs in C language
4. Implement the concepts of arrays and structures for a given problem.
5. Illustrate the use of functions in developing modular programming.
6. Creating and managing Files.

### Course Outcomes

*On successful completion of the course, the students will be able to attain below Course Outcome(CO):*

Course Outcome		Experiment Linked	CL	Linked PO	Lab Sessions
<b>CO1</b>	Use the concepts of algorithm and flowchart for developing programs in C language.	1,2,3	<b>U, A</b>	<b>1,2,3,4,7</b>	<b>3</b>
<b>CO2</b>	Use variables, constants, data types, operators and Input / Output functions in programs	4,5,6,7	<b>U, A</b>	<b>1,2,3,4,7</b>	<b>3</b>
<b>CO3</b>	Apply decision making and looping concepts for developing programs in C language	8,9,10,11,12,13, 14,15	<b>U, A</b>	<b>1,2,3,4,7</b>	<b>10</b>
<b>CO4</b>	Implement the concepts of arrays and structures for a given problem	16,17,18,21	<b>U, A</b>	<b>1,2,3,4,7</b>	<b>14</b>
<b>CO5</b>	Illustrate the use of functions in developing modular programming	19,20	<b>U,A</b>	<b>1,2,3,4,7</b>	<b>10</b>
<b>CO6</b>	Creating and managing Files	22	<b>U,A</b>	<b>1,2,3,4,7</b>	<b>5</b>
					<b>45</b>

**Legends:** R = Remember U= Understand; A= Apply and above levels (Bloom's revised taxonomy)

## Course-PO Attainment Matrix

Course	Program Outcomes						
	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>PROGRAMMING IN C LAB</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>3</b>

### References

1. Let Us C -- Yeshwanth Kanetkar BPB Publications
2. Programming in ANSI C -- E. Balaguruswamy Tata McGraw Hill
3. Programming with C -- Gottfried Schaum's outline
4. C The complete Reference -- Schildt Tata McGraw Hill

### Course Delivery

The course will be delivered through Demonstration and Practices.

### List of Exercises:-

1. Exercise on developing algorithms
2. Exercise on drawing flowcharts
3. Exercise on structure of C program
4. Exercise on Keywords, identifiers, constants, variables
5. Exercise on data types and operators in a simple C program
6. Exercise on input and output of characters
7. Exercise on formatted input and output.
8. Exercise on simple if statement
9. Exercise on if else statement
10. Exercise on else if ladder statement
11. Exercise on switch statement
12. Exercise on conditional operator
13. Exercise on while statement
14. Exercise on for statement
15. Exercise on do...while statement
16. Exercise on one dimensional arrays
17. Exercise on two dimensional arrays

18. Exercise on string handling functions.
19. Exercise on Functions
20. Exercise on Recursion
21. Exercise on structures
22. Exercise on Files.

## CCP-211 SKILL UPGRADATION

### STUDENTS ACTIVITIES FOR SKILL UPGRADATION FOR SECOND 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. Analytically evaluate the solutions to traffic problems
2. Global warming is caused more by developed countries
3. Women are good Managers.
4. Computer viruses are good.
5. E- Learning is good for the education system and society.

### **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. Developing Countries need trade, not Aid?
2. Business and Ethics do not go together.
3. Share Markets and Mutual funds – Is it a good Investment?
4. Cursing the weather is bad farming.
5. The medium of teaching in schools should be in English?

**METHODOLOGY FOR CONDUCTING GROUP DISCUSSION/TEAM BUILDING/SEMINARS**

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

**VIII Guest Lecturers:**

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

1. Pollution control
2. Firefighting/ 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. Company Registration Procedure
2. Registration of Business Organisation
3. E-Business

4. Distribution channels for consumer goods in India
5. Availability of Industrial and Business Finance
6. State of Employment in India

**Methodology for conducting Graded activities.**

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

**EVALUATION CRITERIA FOR SKILL UPGRADATION (RUBRICS)**

Dimension	Excellent	Good	Satisfactor y	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