



GOVERNMENT OF ANDHRA PRADESH

**STATE BOARD OF TECHNICAL EDUCATION AND
TRAINING**

Andhra Pradesh :: AMARAVATI



Globally Competitive

CURRICULUM (C-20)

**For Polytechnic Diploma Courses
in Andhra Pradesh**

3 YEAR

DIPLOMA IN

COMMERCIAL AND COMPUTER PRACTICE



CURRICULUM -2020

(C-20)

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(C-20)
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PREAMBLE

The proposed programme intends to develop a skilled technician to support the industries both nationally or globally. It also helps to kindle the spirit of entrepreneurship with necessary skills and theoretical inputs aligning with the National policy of 'Make in India'. The programme also provides for accomplishing higher education goals for those who wish to enrich their theoretical concepts further.

The State Board of Technical Education and Training, (SBTET) AP, has been offering Diploma programmes to meet the above said aspirations of the stake holders: industries, students, academia, parents and the society at large. As such, it has been the practice of SBTET, A.P., to keep the curriculum abreast with the advances in technology through systematic and scientific analysis of current curriculum and bring out an updated revised version at regular intervals. Accordingly the SBTET, AP under the aegis of the Department of Technical Education, Andhra Pradesh in its 57th Board Meeting held on 05-02-2019 (vide item no: 18) resolved to update the Polytechnic Curriculum C-16 with the guidance of National Institute of Technical Teachers Training & Research (NITTTR), Extension Centre, Vijayawada (ECV), to be implemented with effect from the academic year '20-21.

Analysis of Curriculum C-16 (SWOT analysis) started in the month of June-2019. Feedback was collected from all stake holders: Students, Lecturers, Senior Lecturers, Head of Sections and Principals for all programmes for this purpose. A series of workshops with subject experts followed in the subsequent weeks and the draft curricula were prepared for every programme. Finally, an interactive session with representatives from industries, academia and subject experts was held on 04.01.2020 for thorough perusal and critique of draft curricula; and the suggestions received thus received from Industrialists and academia have been recorded , validated by another set of experienced subject teachers from the Department of Technical education for incorporation into the Curriculum C-20.

The design of new Curricula for the different diploma programmes has thus been finalised with the active participation of the members of the faculty teaching in the Polytechnics of Andhra Pradesh, and duly reviewed by Expert Committee constituted of academicians and representatives from industries. Thus, the primary objective of the curriculum change is to produce employable technicians in the country by correlating the growing needs of the industries with relevant academic input.

The outcome based approach as given by NBA guidelines has been followed throughout the design of this curriculum is designed to meet the requirements of NBA Accreditation, too.

The revised New Curriculum i.e., Curriculum–2020 (C-20) is approved by BoG of SBTET for its implementation with effect from 2020-21.

Highlights of Curriculum C-20:

1. Duration of course for regular Diploma and for sandwich Diploma is 3 years and 3½ years respectively.
2. The Curriculum is prepared in Semester Pattern. However, First Year is maintained as Year-wise pattern.
3. 6 Months Industrial training has been introduced for 3 years Diploma Courses and 1 year Industrial Training is introduced for 3 ½ years Sandwich Diploma courses.
4. Updated subjects relevant to the industry are introduced in all the Diploma courses.
5. CISCO course content has been incorporated into the ECE and CME programmes for certification from CISCO in lieu of industrial training when students are unable to get Industrial Training placement in any industry.
6. The policy decisions taken at the State and Central level with regard to environmental science are implemented by including relevant topics in Chemistry. This is also in accordance with the Supreme Court guidelines issued in Sri Mehta's case.
7. Keeping in view the increased need of communication skills which is playing a major role in the success of Diploma Level students in the Industries, emphasis is given for learning and acquiring listening, speaking, reading and writing skills in English. Further as emphasized in the meetings, Communication Skills lab and Life Skills lab are continuing for all the branches.
8. CAD specific to the branch has been given emphasis in the curriculum. Preparing drawings using CAD software has been given more importance.
9. Upon reviewing the existing C-16 curriculum, it is found that the theory content is found to have more weightage than the Practical content. In C-20 curriculum, more emphasis is given to the practical content in Laboratories and Workshops, thus strengthening the practical skills.
10. With increased emphasis for the student to acquire Practical skills, the course content in all the subjects is thoroughly reviewed and structured as outcome based than the conventional procedure based.
11. Curricula of Laboratory and Workshops have been thoroughly revised based on the suggestions received from the industry and faculty, for better utilization of the equipment available in the Polytechnics. The experiments /exercises that are chosen for the practical sessions are identified to confirm to the field requirements of industry.
12. An exclusive section for assessing Higher order Thinking skills (HOTS) has been introduced in summative evaluation.

Acknowledgements:

It is pertinent to acknowledge the support of the following in the making of Curriculum C-20. A series of workshops in three phases were conducted by NITTTR, AP Extension Centre, Vijayawada involving faculty from Polytechnics, Premier Engineering Colleges & Industries to analyze the Previous C-16 Curriculum and to design C-20 Curriculum under the guidance of Dr. C. R. Nagendra Rao, Professor & Head, NITTTR-ECV. The efforts & support extended by NITTTR to bring out final Curriculum C-20 by incorporating needs, aspiration & expectations of all stake holders is highly appreciated and gratefully acknowledged.

The Members of the working group are grateful to Sri M.M. Nayak, I.A.S., Special Commissioner of Technical Education & Chairman of SBTET, AP. and Sri. G. Anantha Ramu, I.A.S., Principal Secretary, Department of Skill Development and Training for their guidance and valuable inputs during process of revising, modifying and updating the Curriculum C-20. The Members acknowledge with thanks the guidance & inspiration provided by Sri. V.S. Dutt, Secretary, SBTET, Andhra Pradesh and other officials of Directorate of Technical Education and the State Board of Technical Education, Andhra Pradesh, experts from industry, academia from the universities and higher learning institutions and all teaching fraternity from the Polytechnics who are directly or indirectly involved in preparation of the curricula.

RULES AND REGULATIONS OF C-20 CURRICULUM

1 DURATION AND PATTERN OF THE COURSES

All the Diploma programs run at various institutions are of AICTE approved 3 years or 3½ years duration of academic instruction.

All the Diploma courses are run on year wise pattern in the first year, and the remaining two or two & half years are run in the semester pattern. In respect of few courses like Diploma in Bio-Medical course, the training will be in the seventh semester. Run-through system is adopted for all the Diploma Courses, subject to eligibility conditions.

2 PROCEDURE FOR ADMISSION INTO THE DIPLOMA COURSES:

Selection of candidates is governed by the Rules and Regulations laid down in this regard from time to time.

- a) **Candidates who wish to seek admission in any of the Diploma courses will have to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET) conducted by the State Board of Technical Education and Training, Andhra Pradesh, Vijayawada.**

| |
|---|
| <p>Only the candidates satisfying the following requirements will be eligible to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET).</p> |
|---|

- b) **The candidates seeking admission should have appeared for S.S.C examination, conducted by the Board of Secondary Education, Andhra Pradesh or equivalent examination thereto, at the time of applying for the Common Entrance Test for admissions into Polytechnics (POLYCET). In case of candidates whose results of their Qualifying Examinations is pending, their selection shall be subject to production of proof of their passing the qualifying examination in one attempt or compartmentally at the time of admission.**
- c) **Admissions are made based on the merit obtained in the Common Entrance Test (POLYCET) and the reservation rules stipulated by the Government of Andhra Pradesh from time to time.**
- d) **For admission into the following Diploma Courses for which entry qualification is 10+2, candidates need not appear for POLYCET. A separate notification will be issued for admission into these courses.**
- i). D.HMCT ii).D. Pharmacy

3 MEDIUM OF INSTRUCTION

The medium of instruction and examination shall be English.

4 PERMANENT IDENTIFICATION NUMBER (PIN)

A cumulative / academic record is to be maintained of the Marks secured in sessional work and end examination of each year for determining the eligibility for promotion etc., A Permanent Identification Number (PIN) will be allotted to each admitted candidate to maintain academic records.

5 NUMBER OF WORKING DAYS PER SEMESTER / YEAR:

- a) The Academic year for all the Courses shall be in accordance with the Academic Calendar.
- b) The Working days in a week shall be from Monday to Saturday
- c) There shall be 7 periods of 50 minutes duration each on all working days.
- d) The minimum number of working days for each semester / year shall be 90 / 180 days excluding examination days. If this prescribed minimum is not achieved due to any reason, special arrangements shall be made to conduct classes to complete the syllabus.

6 ELIGIBILITY (ATTENDANCE TO APPEAR FOR THE END EXAMINATION)

- a) A candidate shall be permitted to appear for the end examination in all subjects, if he or she has attended a minimum of 75% of working days during the year/Semester.
- b) Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester or 1st year may be granted on medical grounds.
- c) A stipulated fee shall be payable towards condonation for shortage of attendance.
- d) Candidates having less than 65% attendance shall be detained.
- e) Students whose shortage of attendance is not condoned in any semester / 1st year and not paid the condonation fee in time are not eligible to take their end examination of that class and their admissions shall stand cancelled. They may seek re-admission for that semester / 1st year when offered in the next subsequent academic semester/year.
- f) For INDUSTRIAL TRAINING:
 - i) During Industrial Training the candidate shall put in a minimum of 90% attendance.
 - ii) If the student fails to secure 90% attendance during industrial training, the student shall reappear for 6 months industrial training at his own expenses.

7 READMISSION

Readmission shall be granted to eligible candidates by the respective Principal/ Regional Joint Director.

- a) (i) Within 15 days after commencement of class work in any semester (Except Industrial Training).
(ii) For Industrial Training: before commencement of the Industrial training.
- b) Within 30 days after commencement of class work in any year (including D. Pharmacy course or first year course in Engineering and Non Engineering Diploma streams). Otherwise such cases shall not be considered for readmission for that semester / year and are advised to seek readmission in the next subsequent eligible academic year.

The percentage of attendance of the readmitted candidates shall be calculated from the first day of beginning of the regular class work for that year / Semester, as officially announced by CTE/SBTET but not from the day on which he/she has actually reported to the class work.

8 SCHEME OF Evaluation

a) First Year

THEORY Courses: Each Course carries Maximum marks of 80 with examination of 3 hours duration, along with internal assessment for Maximum of 20 marks. (Sessional marks). However, there are no minimum marks prescribed for sessionals.

Laboratory Courses: There shall be 40 Marks for internal assessment i.e. sessional marks for each practical Course with an end examination of 3 hours duration carrying 60 marks. However, there are no minimum marks prescribed for sessionals.

b) III, IV, V, VI and VII Semesters:

THEORY Courses: End semester evaluation shall be of 3 hours duration and for a maximum of 80 marks.

Laboratory Courses: Each Course carry 60/30 marks of 3hours duration 40/20 sessional marks.

9 INTERNAL ASSESSMENT SCHEME

a) Theory Courses: Internal assessment shall be conducted for awarding sessional marks on the dates specified. **Three unit tests shall be conducted for I year students and two Unit Tests for semesters.**

Internal Assessment shall be of 90 minutes duration and for a maximum of 40 marks. For each test

The average of marks of all the test, reduced to 20 shall be taken as final sessional in any case.

b) Practical Courses:

(i) Drawing Courses:

The award of sessional marks for internal Assessment shall be as given in the following table

| Distribution of Marks for the Internal Assessment Marks | | | |
|---|---|-------------------------------------|---|
| First Year (Total:40 Marks) | | Semesters (Total:40 Marks) | |
| Max:20 Marks | Max:20 Marks | Max:20 Marks | Max:20 Marks |
| From the Average of THREE Unit Tests. | From the Average of Regular Class work Exercises. | From the Average of TWO Unit Tests. | From the Average of Regular Class work Exercises. |

All Drawing exercises are to be filed in **serial order** and secured for further scrutiny by a competent authority

(ii) Laboratory Courses:

Student's performance in Laboratories / Workshop shall be assessed during the year/ semester of study for 40 marks in each practical Course.

Evaluation for Laboratory Courses, other than Drawing courses:

- i. Instruction (teaching) in laboratory courses (except for the course on Drawing) here after shall be task/competency based as delineated in the Laboratory sheets, prepared by SBTET, AP & NITTTR- ECV and posted in SBTET website.
 - ii. Internal assessment for Laboratory shall be done on the basis of task/s performed by the student as delineated in the laboratory sheets, prepared by SBTET, AP & NITTTR- ECV and posted in AP, SBTET website.
 - iii. Question paper for End semester Evaluation shall also be task/s based and shall be prepared and distributed by SBTET as done in case of theory courses be prepared as per SBTET rules in vogue.
- c) Internal assessment in Labs / workshops / Survey field work etc., during the course of study shall be done and sessional marks shall be awarded by the concerned Teacher.
- d) For practical examinations, except in drawing, there shall be two examiners. External examiner shall be appointed by the Principal in consultation with respective Head of Section preferably choosing a qualified person from in the order of preference.
- i) Nearby Industry
 - ii) Govt. / Semi Govt organization like R & B, PWD, PR, Railways, BSNL, APSRTC, APSEB etc.,
 - iii) Govt. / University Engg. College.
 - iv) HoDs from Govt. Polytechnic
- Internal examiner shall be the person concerned with internal assessment as in (c) above. The end examination shall be held along with all theory papers in respect of drawing.
- e) Question Paper for Practicals: Question paper should cover (the experiments / exercise prescribed to test various) skills like handling, manipulating, testing, trouble shooting, repair, assembling and dismantling etc., from more than one experiment / exercise
- f) Records pertaining to internal assessment marks of both theory and practical Courses are to be maintained for official inspection.

- g) **In case of Diploma programs having Industrial Training, Internal Assessment and Summative Evaluation**, shall be done as illustrated in the following table:

| Assessment no | Upon completion of | By | Based on | Max Marks |
|------------------------------|--------------------|---|---|------------|
| 1 | 12 weeks | 1. The faculty concerned and 2. Training Mentor of the industry | Learning outcomes as given in the scheme of assessment ,for Industrial Training | 120 |
| 2 | 20-22 weeks | | | 120 |
| 3.Final summative Evaluation | 23 week | 1. The faculty member concerned, 2. HoD concerned and 3. An external examiner | 1. Demonstration of any one of the skills listed in learning outcomes | 30 |
| | | | 2. Training Report | 20 |
| | | | 3. Viva Voce | 10 |
| TOTAL | | | | 300 |

**10 MINIMUM PASS MARKS
THEORY EXAMINATION:**

For passing a theory Course, a candidate has to secure a minimum of 35% in end examination and a combined minimum of 35% of both Sessional and end examination marks put together.

PRACTICAL EXAMINATION:

For passing a practical Course, a candidate has to secure a minimum of 50% in end examination and a combined minimum of 50% of both sessional and practical end examination marks put together. In case of D.C.C.P., the pass mark for typewriting and short hand is 45% in the end examination. There are no sessional marks for typewriting and Shorthand Courses of D.C.C.P course.

INDUSTRIAL ASSESSMENT:

Pass marks is 50% in assessment at Industry (I and II assessments put together) and also 50% in final summative assessment at institution level

11. PROVISION FOR IMPROVEMENT

Improvement is allowed only after he / she has completed all the Courses from First Year to Final semester of the Diploma.

- Improvement is allowed in any 4 (Four) Courses of the Diploma.
- The student can avail of this improvement chance **ONLY ONCE**, that too within the succeeding two examinations after the completion of Diploma. However, the duration including Improvement examination shall not exceed **FIVE** years from the year of first admission.
- No improvement is allowed in Practical / Lab Courses or Project work or Industrial Training assessment. However, improvement in drawing Course(s) is allowed.
- If improvement is not achieved, the marks obtained in previous Examinations hold good.
- Improvement is not allowed in respect of the candidates who are punished under Mal-practice in any Examination.

- f) Examination fee for improvement shall be paid as per the notification issued by State Board of Technical Education and Training from time to time.
- g) All the candidates who wish to appear for improvement of performance shall deposit the original Marks Memos of all the years / Semesters and also original Diploma Certificate to the Board. If there is improvement in performance of the current examination, the revised Memorandum of marks and Original Diploma Certificate will be issued, else the submitted originals will be returned.

12. RULES OF PROMOTION FROM 1ST YEAR TO 3RD, 4TH, 5TH, 6TH and 7TH SEMESTERS:

A) For Diploma Courses of 3 Years duration

- i. A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
- ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training, AP from time to time before commencement of 3rd semester.
- iii. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate, who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training AP from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester examination if he/she

- a) Puts the required percentage of attendance in the 4th semester
- b) Should not have failed in more than four Courses in 1st year

For IVC & ITI Lateral Entry Students:

- a) A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester
- b) A candidate is eligible to appear for the 4th semester examination if he/she clears at least two Courses in third semester.
- iv) A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester examination if he/she

- a) Puts the required percentage of attendance in the 5th semester
- b) Should get eligibility to appear for 4th Semester examination.

The first backlog exam in 5th semester will be conducted only in instant/supplementary diploma examination.

For IVC& ITI Lateral Entry students:

a) Puts the required percentage of attendance in the 5th semester

v) A candidate shall be sent to Industrial training provided he/she puts in the required percentage of attendance in the 4th semester and pay the examination fee/ promotion fee as prescribed by SBTET.

A candidate is eligible to appear for Industrial Training assessment (Seminar/Viva- voce)

a) Puts the required percentage of attendance, ie., 90% in 6th semester Industrial Training

For IVC & ITI Lateral Entry students:

a) Puts the required percentage of attendance, ie., 90% in 6th semester Industrial Training.

b) should get eligibility to appear for 5th Semester Examination.

B) For Diploma Courses of 3 ½ Years duration (MET/ CH/ CHPP/ CHPC/ CHOT/ TT):

- i. A candidate shall be permitted to appear for 1st year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
- ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the 1st year and pays the examination fee. A candidate who could not pay the 1st year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
- iii. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate, who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester exam if he/she a). Puts the required percentage of attendance in the 4th semester

b). Should not have failed in more than Four backlog Courses of 1st year.

For IVC & ITI Lateral Entry students:

- iv. a) Puts the required percentage of attendance in the 4th semester
- iv. A candidate shall be promoted to 5th semester industrial training provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could

not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

- v. Promotion from 5th to 6th semester is automatic (i.e., from 1st spell of Industrial Training to 2nd spell) provided he/she puts the required percentage of attendance, which in this case i.e., 90 % of attendance and attends for the VIVA-VOCE examination at the end of training.
- vi. A candidate shall be promoted to 7th semester provided he / she puts the required percentage of attendance in the 6th semester and pays the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 7th semester.
- vii. A candidate shall be promoted to 7th semester of the course provided he/she has successfully completed both the spells of Industrial Training.

A candidate is eligible to appear for 7th semester examination if he/she

- a) Puts in the required percentage of attendance in the 7th semester
- b) Should get eligibility to appear for 4th semester Examination.

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in the 7th semester
- b) Should not have failed more than four backlog Courses of 3rd Semester

C) For Diploma Courses of 3 ½ Years duration (BM):

The same rules which are applicable for conventional courses also apply for this course. The industrial training in respect of this course is restricted to one semester (6 months) after the 6th semester (3 years) of the course.

- i. A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%)
i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
- ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
- iii. A candidate shall be promoted to 4th semester provided he/she

puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate who could not pay the 3rd semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester examination if he/she a) Puts in the required percentage of attendance in the 4th semester

b) Should not have failed in more than Four backlog Courses of 1st year

For IVC & ITI Lateral Entry Students:

A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester

- iv. A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester exam if he/she

- a) Puts in the required percentage of attendance in the 5th semester.
b) Should get eligibility to appear for 4th Semester examination.

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in the 5th semester.
b) Should not have failed in more than Four backlog Courses of 3rd Semester.

- v. A candidate shall be promoted to 6th semester provided he/she puts in the required percentage of attendance in the 5th semester and pays the examination fee.

A candidate who could not pay the 5th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 6th semester.

A candidate is eligible to appear for 6th semester examination

- a) Puts in the required percentage of attendance in 6th semester and
b) should get eligibility to appear for 4th Semester Examination.

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in 6th semester.

- b) Should get eligibility to appear for 5th Semester Examination.
- vi. A candidate shall be promoted to 7th semester provided he/she puts in the required percentage of attendance in 6th semester and pay the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee prescribed by SBTET from time to time before commencement of the 7th semester (Industrial Training).
A candidate is eligible to appear for 7th semester Industrial Training assessment (Seminar/Viva-voce) if he/she
 - a) Puts in the required percentage of attendance, ie., 90% in 7th semester Industrial Training
 - b) Should get eligibility to appear for 4th Semester Examination.

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance, ie., 90% in 7th semester Industrial Training.
- b) Should get eligibility to appear for 5th Semester Examination.

Important Note:

Seminar/Viva-voce should not be conducted for Not-Eligible Candidates, till the candidate gets eligibility. However, the record of internal Assessment for Industrial Training for 260 marks shall be maintained at Institution Level for all candidates and the data is to be uploaded only for eligible candidates. For not eligible candidates the data is to be uploaded as and when the candidate gets eligibility.

OTHER DETAILS

- a) In case a candidate does not successfully complete the Industrial training, he / she will have to repeat the training at his / her own cost.
- b) The First spell of Industrial training shall commence 10 days after the completion of the last theory examination of 4th Semester.
- c) The Second spell of Industrial training shall commence within 10 days after the completion of first spell of Industrial training.

13. STUDENTS PERFORMANCE EVALUATION

Successful candidates shall be awarded the Diploma under the following divisions of pass.

- a) First Class with Distinction shall be awarded to the candidates who secure an overall aggregate of 75% marks and above.
- b) First Class shall be awarded to candidates who secure overall aggregate of 60% marks and above and below 75% marks.

- c) Second Class shall be awarded to candidates who secure a pass with an overall aggregate of below 60%.
 - i. The Weightage of marks for various year/Semesters which are taken for computing overall aggregate shall be 25% of I year marks + 100% of 3rd and subsequent Semesters.
 - ii. In respect IVC & ITI Lateral Entry candidates who are admitted directly into diploma course at the 3rd semester (i.e., second year) level the aggregate of (100%) marks secured at the 3rd and subsequent semesters of study shall be taken into consideration for determining the overall percentage of marks secured by the candidates for award of class/division.
- d) Second Class shall be awarded to all students, who fail to complete the Diploma in theregular 3 years/ 3 ½ years and four subsequent examinations, from the year of first admission.

14. EXAMINATION FEE SCHEDULE:

The examination fee should be as per the notification issued by State Board of Technical Education and Training, AP from time to time.

15. STRUCTURE OF EXAMINATION QUESTION PAPER:

I. Formative assessment (Internal examination)

a) For theory Courses:

Three unit tests for first year and two unit tests for semesters shall be conducted with a duration of 90 minutes for each test for maximum marks of 40. It consists of part A and Part B.

Part A contains five questions and carries 16 marks. Among these five questions first question consists of four objective items like one word or phrase answer/filling-in the blanks/true or false etc with one mark for each question. The other four questions are short answer questions and carry three marks each.

Part B carries 24 marks and consists of three questions with internal choice ie., Either/Or type , and each question carries 8 marks.

The sum of marks of 3 tests for I year and 2 tests for semesters shall be reduced to 20 marks in each Course for arriving at final sessional marks.

b) For drawing Courses:For I year:

Three unit tests with duration of 90 minutes and for maximum marks of 40 marks shall be conducted for first year. It consists of part A and Part B.

Part A consists four questions for maximum marks of 16 and each question carries four marks (4×4 marks=16 marks).

Part B carries maximum marks of 24 and consists of five questions while the student shall answer any three questions out of these five

questions. Each question in this part carries a maximum marks of 8, (3×8 marks=24 marks).

The sum of marks obtained in 3 unit test marks shall be reduced to 20 marks for arriving at final sessional marks. Remaining 20 marks are awarded by the Course teacher based on the student's performance during regular class exercise.

For semester: Two unit tests with duration of 90 minutes and for maximum marks of 40 marks shall be conducted. The sum of marks obtained in 2 unit test marks shall be reduced to 20 marks for arriving at final sessional marks. Remaining 20 marks are awarded by the Course teacher based on the student's performance during regular class exercise

- c) For Laboratory /workshop:** 50% of total marks for the Course shall be awarded based on continuous assessment of the student in laboratory/workshop classes and the remaining 50% shall be based on the sum of the marks obtained by the students in two tests.

II. Summative assessment (End examination)

The question paper for theory examination is patterned in such a manner that the Weightage of periods/marks allotted for each of the topics for a particular Course be considered. End Examination paper is of 3 hours duration.

- a) **Each theory paper consists of Section 'A', 'B' and 'C'.**

Section 'A' with Max marks of 30, contains 10 short answer questions. All questions are to be answered and each carries 3 marks, i.e., $10 \times 3 = 30$.

Section 'B' with Max marks of 40 contains 5 essay type questions including Numerical questions (without any divisions in the question), with internal choice (Either/or type), each carrying 8 marks, i.e., Max. Marks: $5 \times 8 = 40$.

Section 'C' with Max marks of 10 contains single essay type, Higher order Thinking skills question (HoTs) including Numerical questions, without choice (without any divisions in the question),

Thus the total marks for theory examination shall be: 80.

- b) **For Engineering Drawing Course (107) consist of section 'A' and section 'B'.**

Section 'A' with max marks of 20, contains four (4) questions. All questions in section 'A' are to be answered to the scale and each carries 5 marks, ie. $4 \times 5 = 20$.

Section 'B' with max marks of 40, contains six (6) questions. The student shall answer any four (4) questions out of the above six questions and each question carries 10 Marks, ie.

$$4 \times 10 = 40.$$

c) Practical Examinations

For Workshop practice and Laboratory Examinations, Each student has to pick up a question paper distributed by Lottery System.

Max. Marks for an experiment
/ exercise : 50

Max. Marks for VIVA-VOCE : 10

Total Max. Marks : 60

In case of practical examinations with 50 marks, the marks shall be distributed as

Max. Marks for an experiment /
exercise : 25

Max. Marks for VIVA-VOCE : 05

Total Max. Marks : 30

In case of any change in the pattern of question paper, the same shall be informed sufficiently in advance to the candidates.

d) Note: Evaluation for Laboratory Courses, other than Drawing courses:

- I. Instruction (teaching) in laboratory courses (except for the course on Drawing) hereafter shall be task/competency based as delineated in the Laboratory sheets, prepared by SBTET, AP and posted in its website.
- II. Internal assessment for Laboratory shall be done on basis of task/s performed by the student as delineated in the laboratory sheets, prepared by SBTET, AP and posted in its website.
- III. Question paper for End semester Evaluation shall be prepared as per SBTET rules in vogue.

16. ISSUE OF MEMORANDUM OF MARKS

All candidates who appear for the end examination will be issued memorandum of marks without any payment of fee. However candidates who lose the original memorandum of marks have to pay the prescribed fee to the Secretary, State Board of Technical Education and Training, A.P. for each duplicate memo from time to time.

17. MAXIMUM PERIOD FOR COMPLETION OF DIPLOMA Programmes:

Maximum period for completion of the diploma courses is twice the duration of the course from the date of First admission (includes the period of detention and discontinuation of studies by student etc) failing

which they will have to forfeit the claim for qualifying for the award of Diploma (They will not be permitted to appear for examinations after that date). This rule applies for all Diploma courses of 3 years and 3 ½ years of engineering and non- engineering courses.

18. ELIGIBILITY FOR AWARD OF DIPLOMA

A candidate is eligible for award of Diploma Certificate if he / she fulfil the following academic regulations.

- i. He / She pursued a course of study for not less than 3 / 3 ½ academic years & not more than 6 / 7 academic years.
- ii. He / she have completed all the Courses.
Students who fail to fulfil all the academic requirements for the award of the Diploma within 6 / 7 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

For IVC & ITI Lateral Entry students:

- i. He / She pursued a course of study for not less than 2 / 2 ½ academic years & not more than 4 / 5 academic years.
- ii. He / she has completed all the Courses.
Students who fail to fulfill all the academic requirements for the award of the Diploma within 4 / 5 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

19. ISSUE OF PHOTO COPY OF VALUED ANSWER SCRIPT, RECOUNTING & REVERIFICATION:

A) FOR ISSUE OF PHOTO COPIES OF VALUED ANSWER SCRIPTS

- I. A candidate desirous of applying for Photo copy of valued answer script/s should apply within prescribed date from the date of the declaration of the result.
- II. Photo copies of valued answer scripts will be issued to all theory Courses and Drawing Course(s).
- III. The Photo copy of valued answer script will be dispatched to the concerned candidate's address as mentioned in the application form by post.
- IV. No application can be entertained from third parties.

B) FOR RE-COUNTING(RC) and RE-VERIFICATION(RV) OF THE VALUED ANSWER SCRIPT

- i. A candidate desirous of applying for Re-verification of valued answer script should apply within prescribed date from the

- date of the declaration of the result.
- ii. Re-verification of valued answer script shall be done for all theory Courses' and Drawing Course(s).
 - iii. The Re-verification committee constituted by the Secretary, SBTETAP with Course experts shall re-verify the answer scripts.

I. RE-COUNTING

The Officer of SBTET will verify the marks posted and recount them in the already valued answer script. The variations if any will be recorded separately, without making any changes on the already valued answer script. The marks awarded in the original answer script are maintained (hidden).

II. RE-VERIFICATION

- (i) The Committee has to verify the intactness and genuineness of the Answer script(s) placed for Re-verification.
- (ii) Initially single member shall carry out the re-verification.
- (iii) On re-verification by single member, if the variation is less than 12% of maximum marks, and if there is no change in the STATUS in the result of the candidate, such cases will not be referred to the next level i.e., for 2-Tier evaluation.
- (iv) On re-verification by a single member, if the variation is more than 12% of maximum marks, it will be referred to 2-Tier evaluation.
- (v) If the 2-Tier evaluation confirms variation in marks as more than 12% of maximum marks, the variation is considered as follows:
 - a) If the candidate has already passed and obtains more than 12% of the maximum marks on Re-verification, then the variation is considered.
 - b) If the candidate is failed and obtains more than 12% of the maximum marks on Re-verification and secured pass marks on re-verification, then the status of the candidate changes to PASS.
 - c) If a candidate is failed and obtains more than 12% of the maximum marks on Re-verification and if the marks secured on re-verification are still less than the minimum pass marks, the status of the candidate remain FAIL only.
- (vi) After Re-verification of valued answer script the same or change if any therein on Re-verification, will be communicated to the candidate.
- (vii) On Re-verification of Valued Answer Script if the candidate's marks are revised, the fee paid by the candidate will be refunded or else the candidate has to forfeit the fee amount.

Note: No request for Photo copies/ Recounting /Re-verification of valued answer script would be entertained from a candidate

who is reported to have resorted to Malpractice in that examination.

20. MAL PRACTICE CASES:

If any candidate resorts to Mal Practice during examinations, he / she shall be booked and the Punishment shall be awarded as per SBTETAP rules and regulations invogue.

21. DISCREPANCIES/ PLEAS:

Any Discrepancy /Pleas regarding results etc., shall be represented to the SBTETAP within one month from the date of issue of results. Thereafter, no such cases shall be entertained in any manner.

22. ISSUE OF DUPLICATE DIPLOMA

If a candidate loses his/her original Diploma Certificate and desires a duplicate to be issued he/she should produce written evidence to this effect. He / she may obtain a duplicate from the Secretary, State Board of Technical Education and Training, A.P., on payment of prescribed fee and on production of an affidavit signed before a First Class Magistrate (Judicial) and non-traceable certificate from the Department of Police. In case of damage of original Diploma Certificate, he / she may obtain a duplicate certificate by surrendering the original damaged certificate on payment of prescribed fee to the State Board of Technical Education and Training, A.P.

In case the candidate cannot collect the original Diploma within 1 year from the date of issue of the certificate, the candidate has to pay the penalty prescribed by the SBTET AP from time to time.

23. ISSUE OF MIGRATION CERTIFICATE AND TRANSCRIPTS:

The Board on payment of prescribed fee will issue these certificates for the candidates who intend to prosecute Higher Studies in India or Abroad.

24. The following specific changes are discussed and incorporated:

25. GENERAL

- i. The Board may change or amend the academic rules and regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students, for whom it is intended, with effect from the dates notified by the competent authority.
- ii. All legal matters pertaining to the State Board of Technical Education and Training, AP are within the jurisdiction of Vijayawada.
- iii. In case of any ambiguity in the interpretation of the above

rules, the decision of the Secretary, SBTET, A.P is final.

I YEAR

**DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE
SCHEME OF INSTRUCTIONS AND EXAMINATIONS
I YEAR**

| Course Code | Name of the Course | Instruction period / week | | Total Period / year | Scheme of Examination | | | |
|------------------|-----------------------|---------------------------|---------------------|---------------------|-----------------------|-----------------|----------------|-------------|
| | | Theory | Practical/ Tutorial | | Duration (hours) | Sessional Marks | End Exam Marks | Total Marks |
| THEORY | | | | | | | | |
| CCP-101 | English-I | 6 | - | 180 | 3 | 20 | 80 | 100 |
| CCP-102 | Accountancy-I | 6 | - | 180 | 3 | 20 | 80 | 100 |
| CCP-103 | English Shorthand | 6 | - | 180 | 3 | 20 | 80 | 100 |
| CCP-104 | Business Organization | 5 | - | 150 | 3 | 20 | 80 | 100 |
| PRACTICAL | | | | | | | | |

| | | | | | | | | |
|---------|---|----|----|---------|------------|-----|-----|-----|
| CCP-105 | Information and Communication Technology (Practicals) | - | 7 | 210 | 3 | 40 | 60 | 100 |
| CCP-106 | English Typewriting-I | - | 6 | 180 | 10 minutes | 0 | 100 | 100 |
| CCP-107 | English Typewriting-II | - | 6 | 180 | 45 minutes | 0 | 100 | 100 |
| TOTAL: | | 23 | 19 | 690+570 | - | 120 | 580 | 700 |

NOTE:

- I) FOR CCP-101 ENGLISH-I, THE TEXT BOOK PRESCRIBED BY BOARD OF INTERMEDIATE EDUCATION (BOIE), AP, VIJAYAWADA SHALL BE FOLLOWED. AS AND WHEN THE BOARD OF INTERMEDIATE EDUCATION CHANGES ITS TEXT BOOK, THE SAME NEW TEXT BOOK SHALL BE FOLLOWED FOR CCP-101 TOO.
- II) A PASS IN CCP-106 AND CCP-107 ENGLISH TYPEWRITING-I AND ENGLISH TYPEWRITING – II WITH 45% IN THE END EXAMINATION SHALL BE TREATED AS EQUIVALENT TO ENGLISH TYPEWRITING LOWER GRADE OF TECHNICAL EXAMINATIONS CONDUCTED BY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH. THE QUESTION PAPER IS TO BE ISSUED BY THE SBTET.
- III) The passing minimum for CCP-103 English Shorthand, being theory subject, is retained as 35% on par with the other theory subjects. However, for the purpose of equivalency with SEL, he/she should get 45% in the end examination, excluding Sessional marks.

DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE
SCHEME OF INSTRUCTIONS AND EXAMINATIONS
III Semester

| Course Code | Name of the Course | Instruction period / week | | Total Periods | Scheme of Examination | | | |
|-------------------|---------------------------------|---------------------------|------------------------|---------------|-----------------------|-----------------|----------------|-------------|
| | | Theory | Practical/ Tutorial | | Duration (hours) | Sessional Marks | End Exam Marks | Total Marks |
| THEORY: | | | | | | | | |
| CCP-301 | English-II | 6 | - | 90 | 3 | 20 | 80 | 100 |
| CCP-302 | Accountancy-II | 5 | - | 90 | 3 | 20 | 80 | 100 |
| CCP-303 | Modern Office Management | 4 | - | 60 | 3 | 20 | 80 | 100 |
| CCP304 | Business Communication | 4 | - | 60 | 3 | 20 | 80 | 100 |
| PRACTICAL: | | | | | | | | |
| CCP-305 | English Shorthand 60 WPM | - | 7 | 120 | 3 | 40 | 60 | 100 |
| CCP-306 | English Typewriting-I (45 WPM) | - | 4 | 60 | 10 minutes | 0 | 100 | 100 |
| CCP-307 | English Typewriting-II (45 WPM) | - | 4* | 75 | 60 minutes | 0 | 100 | 100 |
| CCP-308 | Desktop Publishing | - | 3 | 75 | 3 | 40 | 60 | 100 |
| CCP-309 | Computer Packages | - | 5 | 75 | 3 | 40 | 60 | 100 |
| Total: | | 19 | 23 | 630 | - | 200 | 700 | 900 |

*Includes one hour practice on computers

NOTE:

1. FOR CCP-301 ENGLISH, THE ENGLISH TEXT BOOK PRESCRIBED BY BOARD OF INTERMEDIATE, AP VIJAYAWADA FOR INTER 2ND YEAR FROM TIME TO TIME SHALL BE FOLLOWED.
2. CCP-305 ENGLISH SHORTHAND 60 WPM IS A PRACTICAL EXAMINATION AND THE QUESTION PAPER IS TO BE SET AT THE INSTITUTION LEVEL. THE MANUAL PREPARED FOR CCP-406 MAY BE USED FOR THIS SUBJECT ALSO.
3. A PASS IN CCP-306 AND CCP-307 WITH 45% MARKS IN THE END EXAMINATION SHALL BE CONSIDERED AS EQUIVALENT TO TYPEWRITING ENGLISH HIGHER GRADE OF TECHNICAL EXAMINATIONS CONDUCTED BY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH. AS AND WHEN THE EXAMINATION IS CONDUCTED ON COMPUTERS, AS PER THE ORDERS OF THE GOVERNMENT, IT IS EQUIVALENT TO "CERTIFICATE COURSE IN PROFICIENCY IN COMPUTERS" PRESCRIBED AS REPLACEMENT FOR TYPEWRITING. THE QUESTION PAPER IS TO BE ISSUED BY THE SBTET.

**DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE
SCHEME OF INSTRUCTIONS AND EXAMINATIONS**

IV Semester

| Course Code | Name of the Course | Instruction period / week | | Total Periods | Scheme of Examination | | | |
|-------------------|------------------------------|---------------------------|------------------------|---------------|-----------------------|-----------------|----------------|-------------|
| | | Theory | Practical/ Tutorial | | Duration (hours) | Sessional Marks | End Exam Marks | Total Marks |
| THEORY: | | | | | | | | |
| CCP-401 | English-III | 5 | - | 75 | 3 | 20 | 80 | 100 |
| CCP-402 | Accountancy-III | 6 | - | 90 | 3 | 20 | 80 | 100 |
| CCP-403 | Quantitative Techniques – I | 5 | - | 75 | 3 | 20 | 80 | 100 |
| CCP-404 | Business Laws | 4 | - | 60 | 3 | 20 | 80 | 100 |
| CCP-405 | 'C' Programming | 3 | - | 45 | 3 | 20 | 80 | 100 |
| PRACTICAL: | | | | | | | | |
| CCP-406 | English Shorthand 80 WPM | - | 7 | 105 | 3 | 0 | 100 | 100 |
| CCP-407 | 'C' Programming (Practicals) | - | 4 | 60 | 3 | 40 | 60 | 100 |
| CCP-408 | Communication Skills | - | 3 | 45 | 3 | 40 | 60 | 100 |
| CCP-409 | Tally | - | 5 | 75 | 3 | 40 | 60 | 100 |
| Total: | | 23 | 19 | 630 | - | 220 | 680 | 900 |

NOTE:

- FOR CCP-401 ENGLISH -III, THE ENGLISH TEXT BOOK PRESCRIBED FOR INTERMEDIATE 2ND YEAR FROM TIME TO TIME SHALL BE FOLLOWED.
- A PASS IN CCP-406 ENGLISH SHORTHAND (80 WPM) ALONG WITH CCP-103 ENGLISH SHORTHAND WITH 45% IN THE END EXAMINATION SHALL BE TREATED AS EQUIVALENT TO ENGLISH SHORTHAND LOWER GRADE OF TECHNICAL EXAMINATIONS CONDUCTED BY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING (SBTET), ANDHRA PRADESH.
- THE STUDENTS HAVE TO FOLLOW SHORTHAND MANUAL IN CCP-406. A FRESH AND NEW QUESTION PAPER SHOULD BE SET BROADLY BASING ON THE MANUAL. MERE REPRODUCTION OF THE PASSAGE IS SUBJECT TO REJECTION DURING MODERATION.

**DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE
SCHEME OF INSTRUCTIONS AND EXAMINATIONS**

V Semester

| Course Code | Name of the Course | Instruction period / week | | Total Periods | Scheme of Examination | | | |
|------------------|------------------------------|---------------------------|------------------------|---------------|-----------------------|-----------------|----------------|-------------|
| | | Theory | Practical/ Tutorial | | Duration (hours) | Sessional Marks | End Exam Marks | Total Marks |
| THEORY | | | | | | | | |
| CCP-501 | Banking | 4 | - | 60 | 3 | 20 | 80 | 100 |
| CCP-502 | Business Economics | 6 | - | 90 | 3 | 20 | 80 | 100 |
| CCP-503 | Quantitative Techniques – II | 5 | - | 75 | 3 | 20 | 80 | 100 |
| CCP-504 | Principles of Marketing | 5 | - | 75 | 3 | 20 | 80 | 100 |
| PRACTICAL | | | | | | | | |
| CCP-505 | Life Skills | - | 3 | 45 | 3 | 40 | 60 | 100 |
| CCP-506 | E-Commerce (Practicals) | - | 4 | 60 | 3 | 40 | 60 | 100 |
| CCP-507 | Banking (Practicals) | - | 3 | 45 | 3 | 40 | 60 | 100 |
| CCP-508 | Analytical skills | - | 5 | 75 | 3 | 40 | 60 | 100 |
| CCP-509 | Field Practices | - | 7 | 105 | 3 | 40 | 60 | 100 |
| TOTAL: | | 20 | 22 | 630 | - | 260 | 640 | 900 |

DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE

SCHEME OF INSTRUCTIONS AND EXAMINATIONS

VI Semester

CCP-601 INDUSTRIAL TRAINING

DCCP Final Yr

| Course Code | Course title | No of periods/week | Duration | Marks for FA | Marks for SA |
|-------------|---|--------------------|----------|--------------|--------------|
| CCP-601 | INDUSTRIAL TRAINING (In Industry only) | 42 | 6 months | 240 | 60 |

| Sl. No. | Subject | Duration | Scheme of evaluation | | |
|--------------------|---------------------|----------|---|---|------------|
| | | | Item | Nature | Max. Marks |
| 1 | Industrial training | 6 months | 1.First Assessment at Industry (After 12 Weeks) | Assessment of learning outcomes by both the faculty and training mentor of the industry | 120 |
| | | | 2.Second Assessment at the Industry (After 20 weeks)) | Assessment of learning outcomes by both the faculty and training mentor of the industry | 120 |
| | | | Final Summative assessment at institution level | Training Report | 20 |
| | | | | Demonstration of any one of the skills listed in learning outcomes | 30 |
| | | | Viva Voce | 10 | |
| TOTAL MARKS | | | | | 300 |

CCP -101 ENGLISH
SYLLABUS OF INERMEDIATE I Year

| Course Code | Course Title | No. Of Period/Week | Total No. Of Periods | Marks for FA | Marks for SA |
|-------------|--------------|--------------------|----------------------|--------------|--------------|
| CCP 101 | English – I | 6 | 180 | 20 | 80 |

Introduction:

Curriculum C-20 aims at imparting the students the much needed communicative competence to enable them to be effective communicators in the use of English both in the academic sphere and the chosen vocation. Further it attempts to realise this by both imparting theoretical input in terms of lesson structure and grammar besides supplementing it with speech practice, debates and seminars.

Time Schedule

| SL No | Major Topic | No. of Periods | Weightage of Marks | No. of Short Questions | No. of Essay Questions |
|-------|--|----------------|--|------------------------|------------------------|
| | 1. POETRY | 25 | 1 X3=3 3X8=24 Total =27 (Including choice) | 1 Annotati on | 3 Essay Questions |
| 1 | Common Wealth of Bees - William Shakespeare | 5 | | | |
| 2 | This is My Prayer to Thee, My Lord - Rabindranath Tagore | 5 | | | |
| 3 | As I grew older - Langston Hughes | 5 | | | |
| 4 | Body - K. Siva Reddy | 5 | | | |
| 5 | To a Student - Kamala Wijeratne | 5 | | | |

| SL.No | Major Topic | No. of Periods | Weightage of Marks | No. of Short Question | No. of Essay Question |
|--------|--|----------------|---|------------------------|-----------------------|
| | 2. PROSE | 30 | 2X3=6 3X8=24 Total= 30 Including choice) | 2 Short questions | 3 Essay Questions |
| 1 | Letter to his Son's Teacher -Abraham Lincoln | 6 | | | |
| 2 | She Conquered the Everest - Dr. B.Sowjanya | 6 | | | |
| 3 | Digital Technologies - A.P.J. Abdul Kalam | 6 | | | |
| 4 | Disaster Management - Dr.A. Madhavi Latha | 6 | | | |
| 5 | What makes a Nation - Rajagopalachari | 6 | | | |
| SL. No | Major Topic | No. of Periods | Weightage of Marks | No. of Short Questions | No. of Essay Question |
| | 3. NON DETAILED TEXT | 25 | 2X8=16 Total= 16 (including | NIL | 2 Essay Questions |
| 1 | Engine Trouble - R.K. Narayan | 5 | | | |
| 2 | The Last Leaf- O.Henry | 5 | | | |
| 3 | The Immaculate Child - Munshi Premchand | 5 | | | |
| 4 | Will He Come Home?- P. Sathyavathi | 5 | | | |
| 5 | The Informer - One Act Play- by Bertolt Brecht | 5 | | | |

| SL.No | 4. Study of Language | No. of Periods | Weightage of Marks | No. of Short Questions | No. of Essay Questions |
|---|---|----------------|--|------------------------|------------------------|
| | Grammar, Study Skills & Communication | 100 | 7X3= 21 2X8= 16 1 X 10=10 Total= 47 (including choice) | | |
| | Major Topic | | | | |
| 1 | Parts of Speech- Synonyms & antonyms | 10 | 3 | | |
| 2 | Prepositions & Articles | 10 | 3 | | |
| 3 | Tenses | 12 | 3 | | |
| 4 | Voice | 6 | 3 | | |
| 5 | Words and Phrases | 10 | 3 | | |
| 6 | Degrees of comparison & Framing Questions | 10 | 3 | | |
| 7 | Direct, Indirect Speech | 12 | 3 | | |
| 8 | Phonetic Transcription | 10 | 5 | | |
| 9 | Dialogue Writing | 10 | 5 | | |
| 10 | Reading Comprehension | 10 | 8 | | |
| | TOTAL | 180 | 120 | | |
| <ul style="list-style-type: none"> • Total Periods of the Course =180 Periods • Total weightage of Marks including choice in the End Exam question Paper = 120 Marks • Actual weightage of Marks excluding choice that the student should answer for full marks in the End Exam = 80 Marks | | | | | |

| | | | | | |
|--|--|--|------------|---------------------------------------|------------------------------|
| | <ul style="list-style-type: none"> • 3 Unit Tests should be conducted @ 40 Marks each that will be averaged for total 20 Marks by SBTET • Please follow the Blue prints and Model question papers attached | | | | |
| The End Exam Question Paper contains 3 Parts as follows | | | | | |
| | PART-A | 10 short questions | @ 3 Marks | 30 Marks | No Choice |
| | PART-B | 5 Essay questions+ 5 Internal choice | @ 8 marks | 40 Marks (+ Internal choice 40 Marks) | Internal Choice- 5 questions |
| | PART-C | 1 Higher Order Thinking Essay Question | @ 10 Marks | 10 Marks | No choice |

| Bifurcation of Syllabus/ Topics for Unit Tests | | | | |
|---|---|--|--|--|
| Unit Test | Poetry | Prose | Non Detailed | Language Study |
| U.T-1- | 1. Commonwealth of Bees 2. This is My Prayer to Thee, My | 1. Letter to His Son's Teacher 2. She conquered the Everest | 1. Engine Trouble 2. The Last Leaf | Synonyms & antonyms Prepositions & Articles Tenses Voice |
| U.T-2 | 3. As I Grew Older 4. Body | 3. Digital Technologies 4. Disaster Management | 3. The Immaculate Child | Words and Phrases Degrees of comparison Framing Questions |
| U.T-3 | 5. To A Student | 5. What Makes A Nation | 4. Will He Come Home? 5. The Informer | Direct, Indirect Speech Phonetic Transcription Dialogue Writing Reading Comprehension |

OBJECTIVES:

1. Poetry

1.1 To appreciate the theme and distinct expressions of poems.

1.2 To inculcate human values and sensitivity.

1.3 To paraphrase the poems / summarizing.

2. Prose

2.1 To develop English Language Skills.

2.2 To enrich vocabulary

2.3 To answer long and short questions based on the lessons.

- 2.4 To use words of & phrases in sentences
- 2.5 To comprehend passages from the lesson.

3. Non-Detailed Text :

- 3.1 To summarise the lessons.
- 3.2 To develop narrative skills

4. THE STUDY OF LANGUAGE: The following topics facilitate the proper usage of the language.

A. Grammar

- 4.1 Parts of speech
- 4.2 Articles
- 4.3 Prepositions
- 4.4 Tenses (verb forms)
- 4.5 Modals
- 4.6 Concord
- 4.7 Voice
- 4.8 Direct-Indirect speech 4.9
- Degrees of Comparison 4.10
- Conditional clauses
- 4.11 Types of Questions (Wh “ Yes-No , Question Tags)
- 4.12 Correction of sentences 4.13
- Synonyms, Antonyms

B. The below Study Skills help the students in effective self-learning.

- 4.14 Use of dictionary : Spelling & Pronunciation
- 4.15 Use of dictionary : Grammar & Usage
- 4.16 Use of dictionary : Meanings of words (as different parts of speech)
- 4.17 Text and Diagram
- 4.18 Giving Directions

C. The following Communication Skills will enable the students for effective communication in all social contexts.

- 4.19 Pronunciation,
- 4.20 Vowels & Consonants (Phonetic script)
- 4.21 Greeting / Introduction
- 4.22 Requests for help / seeking information, suggestions etc..
- 4.23 Dialogue writing (for a given situation)
- 4.24 Role play (Filling in gaps in a dialogue)

Course Contents: (Same as for Intermediate First year -Intermediate English Text Book- First Year Prepared by BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH in June/July 2018 : published by EMESCO BOOKS Pvt. Ltd)

- . As and when Intermediate I year English Text Book changes, it is to be followed for the DCCP I year course, invariably as per the guidelines from the State Board of Technical Education and Training. A.P
- . To improve the standard of communication skills of students, every weekend, one period may be utilised for speech practice, presentations, seminars and debates.

Blue print for unit test question papers

UNIT TEST – 1

C20-CCP-101- ENGLISH-1

Time : 90 mnts

Marks: 40

PART-A

16 Marks

Instructions: Answer all the questions. Questions 1 to 4 carry THREE marks each while question 5 carries FOUR marks

1. Annotation from poetry - 3 M
2. Short answer question from Prose - 3M
3. A) Synonyms i) ii) iii) $\frac{1}{2} \times 6 = 3M$
B) Antonyms i) ii) iii)
4. Prepositions & Articles - $\frac{1}{2} \times 6 = 3M$
 - a) Articles
i) ii) iii)
 - b) Prepositions
i) ii) iii)
5. (A) Tenses i) ii)
(B) Voice i) ii) 1X4= 4 M

PART- B

8X3 = 24 Marks

Answer all questions. Each question carries 8Marks

6. a) Essay question from Prose
OR
b) Essay Question from Prose
7. a) Essay question from Poetry
OR
b) Essay Question from Poetry
8. a) Essay question from Non-Detailed Text
OR
b) Essay Question from Non-Detailed Text

UNIT TEST – II
CCP-CCP-101- ENGLISH-1

Time : 90 mnts

Marks: 40

PART-A

16 Marks

Instructions: Answer all the questions. Questions 1 to 4 carry THREE marks each while question 5 carries FOUR marks

1. Annotation from poetry - 3 M
2. Short answer question from Prose - 3M
3. Rewrite the following sentences as directed -Degrees of Comparison: - 3M
a) b) c)
4. Frame the questions for the following as directed : - 3M
a) (Frame Wh- Question)
b) (Yes-No question)
c) (Question Tag)
5. Use the following words and Phrases in sentences of your own (two words & Two Phraes):- 4M
i) ii) iii) iv)

PART- B

8X3 = 24 Marks

Answer all questions. Each question carries 8Marks

6. a) Essay question from Prose
OR
b) Essay Question from Prose
7. a) Essay question from Poetry
OR
b) Essay Question from Poetry
8. a) Essay question from Non-Detailed Text
OR
a) Essay Question from Non-Detailed Text

UNIT TEST – III
C20-CCP-101- ENGLISH-1

Time : 90 mnts

Marks: 40

PART-A

16 Marks

Instructions: Answer all the questions. Questions 1 to 4 carry THREE marks each while question 5 carries FOUR marks

1. Annotation from poetry - 3 M
2. Short answer question from Prose - 3M
3. Rewrite the following sentences as directed: $1 \frac{1}{2} \times 2 = 3M$
 - a) (Direct to Indirect)
 - b) (Indirect to Direct)
4. Give Phonetic transcription to the following words:- 3M
 - i)
 - li)
 - iii)
5. Write a dialogue on the given situation at least in four turns – 4 M

PART- B

8X3 = 24 Marks

Answer all questions. Each question carries 8Marks

6. a) Essay question from Poetry
OR
b) Essay Question from Prose
7. a) Essay question from Non Detailed Text
OR
b) Essay Question from Non Detailed Text
8. a) Reading comprehension-a short POEM
OR
b) Reading Comprehension PROSE piece

PRINT CODE

BOARD DIPLOMA EXAMINATIONS

MONTH- YEAR

CCP-I YEAR

ENGLISH

Time: 3Hrs

Total Marks:80

PART – A

3X10=30

Instructions: 1. Answer all questions.
2. Each question carries Three Marks.
3. Answer should be brief and straight to the point and should not exceed five simple sentences wherever required.

1. Annotation from poetry
2. Short answer question from Prose
3. Short answer question from Prose
4. Synonyms& Antonyms
5. Articles& Prepositions
6. Tenses
7. Voice
8. Words and Phrases – using in sentences of own
9. Degrees of comparison& Framing Questions
10. Direct and Indirect Speech

PART-B

8X5=40

Instructions: 1. Answer all questions.
2. Each question carries Eight Marks.
3. Answer should be comprehensive and criteria for valuation is the content but not the length of the answer.

11. A) Essay question from Poetry
Or

B) Essay question from Poetry

12. A) Essay question from Prose

Or

B) Essay question from Prose

13. A) Essay question from Non-Detailed Text

Or

B) Essay question from Non-Detailed Text

14. A) Essay question from Poetry

Or

B) Essay question from Prose

15. A) Reading Comprehension- a general poem (out of text)

Or

B) Reading Comprehension – a general paragraph (out of text)

PART-C

1X10 - 10Marks

Instructions: 1. Answer the following question. Both A & B are compulsory to get full 10 marks.

16. (A) Make phonetic Transcription of the following words: 1X5=5 M

i)

ii)

iii)

iv)

v)

(B) Write a dialogue based on the given situation in about five turns each. 5M

PRINT CODE
BOARD DIPLOMA EXAMINATIONS
MONTH- YEAR
CCP-I YEAR
ENGLISH

Time: 3Hrs

Total Marks:80

PART – A

3X10=30M

Instructions: 1. Answer all questions.

2. Each question carries Three Marks.

3. Answer should be brief and straight to the point and should not exceed five simple sentences wherever required.

1. Annotate the following:

"Give me the strength to raise my mind high above daily trifles".

2. How could the teacher instil faith, love and courage in Lincoln's son?

3. What is cultural or Knowledge oriented tourism?

4. (a) Write Synonyms for the following words:

3X1/2= 1^{1/2}M

i) Gentle ii) Character iii) rapid

(b) Write antonyms for the following words.

3X1/2= 1^{1/2}M

i) polite ii) kind iii) fertile

5. (a) Fill in the blanks with suitable Articles:

3X1/2= 1^{1/2}M

i) Hockey is ____ interesting game.

ii) Vijayawada is on _____banks of the river Krishna.

iii) I told him ____ thousand times not to repeat the mistake.

(b) Fill in the blanks with suitable prepositions:

3X1/2= 1^{1/2}M

i) Mr. Venkat has been working _____morning.

ii) Sneha is mad _____ ice cream.

iii) She is very good _____ English.

6. Fill in the blanks with appropriate verb forms:

3X1=3M

i) Shreya _____ (drink) milk every morning.

ii) My father _____ (go) to office just now.

iii) Mohit came to my house when I _____(play) chess.

7. Change the voice of the following as directed:

3X1=3M

i) Rakesh is writing a story. (change into passive voice)

ii) Shobha wears mask. (Change into passive voice)

iii) Online classes are conducted by our teachers. (Change into active voice).

8. Rewrite the following as directed: 3X1=3M
- i) No other city is as big as Mumbai. (Change into superlative degree)
 - ii) Rani went to the shop to buy a dress (Frame 'wh' question)
 - iii) Swathi likes music. (Frame 'yes' or 'No' question)
9. Use the given words/Phrases in sentences of your own. 3X1=3M
- i) mitigate
 - ii) mystery
 - iii) turn off
10. Rewrite the following as directed: 2X1^{1/2}=3M
- i) She said to me, "I am so excited to see you after many years".
(change into Indirect speech)
 - ii) My mother told me not to go out without wearing a mask.
(Change into direct speech)

PART-B

8X5=40

Instructions: 1. Answer all questions.

2. Each question carries Eight Marks.

3. Answer should be comprehensive and criteria for valuation is the content but not the length of the answer.

11. a) What is the theme of the poem 'As I Grew Older'?
- Or
- b) According to Shakespeare, what are the lessons that human beings must learn from honey bees?
12. a) What are the difficulties faced by Arunima Sinha while climbing the Mount Everest?
- Or
- b) Illustrate the difference between natural disasters and man-made disasters with examples.
13. a) Justify the title of the story 'The Immaculate Child'.
- Or
- b) Give an account of the series of troubles the narrator experienced in the wake of winning a road engine in the lesson 'The Engine Trouble'.
14. a) Explain the power of words according to the poet in the poem 'Body'.
- Or
- b) What is Rajaji's advice to the students of Higher learning?
15. a) Read the given poem and answer the questions that follows: 4x2=8M

Oh! Defenders of borders

You are great sons of my land
When we are all asleep
You still hold on to your deed.
Windy season or snowy days
Or scorching sun's sweltering rays
You are there guarding all the time awake
Treading the lonely expanses as Yogis.
Climbing the heights or striding the valleys
Defending the deserts and guarding the marshes

Surveillance in seas and by securing the air
Prime of your youth given to the nation!!
Wind chimes of my land vibrate your feat
We pray for you brave men!!
May the Lord bless you all!!

-Dr. APJ Abdul Kalam

- a) Whom did the poet address in his poem?
- b) What are the difficult weather conditions mentioned?
- c) What do they sacrifice for the nation?
- d) Pick out the word from the poem which means 'watching or observing continuously over a person or place'.

Or

- b) Read the passage give below and answer the questions that follows:

8X1=8M

A hare was very popular with the other beasts who all claimed to be her friend. But one day she heard the hounds approaching and hoped to escape them with the help of her many friends. "What are friends for," she asked herself, "if not to help out in time of need?" Furthermore, most of her friends were big and brave, so at least one should be able to help. First she went to the horse, and asked him to carry her away from the hounds on his back. But he declined, stating that he had important work to do for his master. "I feel sure," he said, "that all your other friends will come to your assistance." She then applied to the bull, and hoped that he would repel the hounds with his horns. The bull replied: "I am very sorry, but I have an appointment with a lady. However, I feel sure that our friend the goat will do what you want." The goat, however, feared that his back might be harmed if he took her upon it. The ram, he felt sure, was the proper friend to apply to. So she went to the ram and told him the case. The ram replied: "Another time, my dear friend. I do not like to interfere on the present occasion, as hounds have been known to eat sheep as well as hares." The hare then applied, as a last hope, to the calf, who regretted that he was unable to help her. He did not like to take the responsibility upon himself, as so many older persons had declined the task. By this time the hounds were quite near, so the hare had to take to her heels. Luckily, she escaped.

- a) What threat did the hare sense at the beginning of the story?
- b) Why did the hare think that her friends could easily save her ?
- c) What is the hare's idea of friendship?
- d) What is the fear of the goat if it helps the hare?
- e) Why didn't the last animal, the calf help the hare?
- f) How was the hare saved finally?
- g) What is the theme or moral of the story?
- h) "The hare hoped that the bull would repel the hounds with his horns": What is the contextual meaning of the word 'repel' here?

PART-C

Instructions: I. Answer the following question. 1X10=10M

2. Both A and B are compulsory to get full 10marks.

16. (A) Make phonetic Transcription of the following words 5x1=5M

- i) Master
- ii) Child
- iii) Book
- iv) About
- v) Faith

(B) Write a dialogue based on the given situation in about five turns each. 5M

You went to a mobile shop to buy a mobile. Construct a dialogue between you and the shop keeper.

CCP-102 ACCOUNTANCY - I

| Course Code | Course Title | No. of periods per week | Total periods / year | Marks for FA | Marks for SA |
|-------------|---------------|-------------------------|----------------------|--------------|--------------|
| CCP-102 | ACCOUNTANCY-I | 06 | 180 | 20 | 80 |

| S.No. | Chapter/Unit Title | No. of Periods | CO's Mapped |
|-------|---|----------------|-------------|
| 1 | Introduction to Accountancy, Journal and Ledger | 45 | CO1 |
| 2 | Subsidiary Books | 25 | CO2 |
| 3 | Cash Book, Petty Cash Book | 35 | CO3 |
| 4 | Bank Reconciliation Statement | 25 | CO4 |
| 5 | Trial Balance and Final Accounts of Sole Trading concerns | 50 | CO5 |
| | Total | 180 | |

| | |
|-------------------|--|
| Course Objectives | 1. To familiarise with different Accounting Concepts, Conventions and Preparation of Final Accounts of Sole Trading Concerns |
|-------------------|--|

| The student shall be able to | | |
|------------------------------|-----|--|
| Course Outcomes | CO1 | Understand different Accounting Concepts, Conventions, Standards and Prepare Journal Entries and Ledger Accounts |
| | CO2 | Prepare various Subsidiary Books of Accounts |
| | CO3 | Prepare Cash Book and Petty Cash Book |
| | CO4 | Reconcile the differences between Cash book and Pass book balances |
| | CO5 | Prepare the Trial Balance and Final Accounts of Sole Trading Concerns |

LEARNING OUTCOMES

1.0 Accounting Concepts, Journalising and Ledger Posting

- 1.1 Define Accountancy and Book-Keeping and List and Explain Systems of Book-Keeping - Single entry and Double entry methods
- 1.2 State the objectives, merits and demerits of Book Keeping.
- 1.3 List different branches of Accounting.
- 1.4 Explain various Accounting Concepts, Conventions, Standards and terminology.
- 1.5 State the meaning of account, types of accounts and rules of Debit and Credit for each type of account.
- 1.6 Prepare Journal Entries for cash and credit transactions.
- 1.7 Pass Journal Entries involving Personal, Real and nominal types of accounts.

- 1.8 State the meaning of Trade Discount and Cash Discount.
 - 1.9 Explain Compound Journal Entry and prepare Journal entries when the creditor allowed discount and when the debtor received discount.
 - 1.10 Define Ledger with its proforma.
 - 1.11 Post the journal entries into the ledger accounts.
 - 1.12 Balancing the ledger accounts (when transactions occur only on one side i.e, Debit/Credit side of an account, when only a single transaction occurs in an account and when transactions appear on both sides).
 - 1.13 Distinguish between the Purchase of Goods, Purchase of Fixed Assets and Sale of Goods and Sale of Fixed Assets.
- 2.0 Subsidiary Books**
- 2.1 List eight types of Subsidiary Books and their purpose.
 - 2.2 Explain Purchases Book and Sales Books with their formats.
 - 2.3 State the meaning of Inward/Outward Invoices with format.
 - 2.4 Prepare Purchase Book and Sales book
 - 2.5 State the meaning of Debit and Credit Notes with formats.
 - 2.6 Prepare purchase returns book and sales returns book
 - 2.7 Prepare Purchases, Sales, Purchase Returns and Sales Returns Books with transactions.
 - 2.8 List the items appearing in Journal Proper
- 3.0 Cash Book and Petty Cash Book**
- 3.1 State the need for preparing Cash Book.
 - 3.2 Prepare Simple and Two Column cash books
 - 3.3 State the terms Cheque, Discount allowed/received, CONTRA entry and prepare Three Column Cash Book.
 - 3.4 State the need for petty cash book and prepare a Simple and Imprest system of Petty Cash Book.
- 4.0 Bank Reconciliation Statement**
- 4.1 State the meaning of Bank Reconciliation Statement
 - 4.2 List the reasons for preparation of Bank Reconciliation Statement
 - 4.3 Prepare Bank Reconciliation Statement with ordinary balance.
 - 4.4 Prepare Bank Reconciliation Statement with overdraft balance.
 - 4.5 Check the bank pass book with reference to the transactions.(Give a pass book to the students and ask them whether Cheques issued by you are accounted for with suitable examples).
- 5.0 Trial Balance and Final Accounts of Sole Trading Concerns**
- 5.1 Define 'Trial Balance'.
 - 5.2 Draw the proforma and State the need for Trial Balance.
 - 5.3 State two methods of preparing Trial Balance (1. Totals Method and 2. Balances Method).
 - 5.4 Prepare the Opening and Adjusting Journal Entries in Trial Balance.
 - 5.5 State the need for preparation of Final Accounts.
 - 5.6 Explain contents of Trading account, Profit and Loss account and Balance Sheet (without adjustments) with formats.
 - 5.7 Distinguish between direct expenses and indirect expenses
 - 5.8 Distinguish between direct incomes and indirect incomes.
 - 5.9 Prepare final accounts (with adjustments on Outstanding expenses, prepaid expenses, accrued income, income earned but not received, depreciation on assets, bad debts and provision for bad and doubtful debts).

COURSE CONTENTS

1. Accounting Concepts, Journalising and Ledger Posting

Introduction to Accountancy - Accountancy and Book keeping – Book Keeping - its objectives, merits and demerits – Branches of accounting – Accounting concepts, conventions, standards and terminology - JOURNAL – Types of accounts – Rules of Debit and Credit – Compound Journal Entry -LEDGER - Posting of transactions into Ledger - Balancing the ledger accounts.

2. Subsidiary Books

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

3. Cash Book and Petty Cash Book

CASH BOOK - Simple or Single Column Cash Book, Double Column Cash Book, Triple Column Cash Book - Analytical Petty Cash Book.

4. Bank Reconciliation Statement

Bank Reconciliation Statement: Bank Transactions - Pass Book - Bank Reconciliation Statement (with Cash Balance and Overdraft balance).

5. Trial Balance and Final Accounts of Sole Trading Concerns

Trial Balance –Methods of its preparation - Preparation of Final Accounts of Sole Trading concerns - Significance of the final accounts - preparation of Trading Account, Profit & Loss Account and Balance Sheet with adjustments.

REFERENCE BOOKS:

1. Grewal T S and S.C. Gupta, Introduction of Accountancy'
2. Grewal T S, Double Entry Book-Keeping, 'Volume-II, 2019 Edition, Sultan Chand and Sons
3. Maheswari S.N., Introduction to Accountancy
4. Gupta and Gupta Principles and Practice of Accountancy,,
5. Jain and Narang ,Accounting –Volumes I & II
6. Telugu Academy Text books prescribed for Intermediate course
7. Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2008), Advanced Accountancy (Vol. I & II), : S Chand & Co New Delhi
8. Advanced Accountancy by Basu & Dasu, Rabindra Library, Kolkotta.

BLUE PRINT

| S.No. | Chapter/Unit Title | No. of Periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Wise Distribution of Weightage | | | | CO's Mapped |
|-------|---|----------------|---------------------|--------------------------------------|----|----|----|---|---|----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1 | Introduction to Accountancy, Journal and Ledger | 45 | 20 | 9 | 3 | 8 | | 3 | 1 | 1 | | CO1 |
| 2 | Subsidiary Books | 25 | 11 | 3 | | 8 | | 1 | | 1 | | CO2 |
| 3 | Cash Book, Petty Cash Book | 35 | 14 | 6 | | 8 | * | 2 | | 1 | | CO3 |
| 4 | Bank Reconciliation Statement | 25 | 11 | 3 | | 8 | | 1 | | 1 | | CO4 |
| 5 | Trial Balance and Final Accounts of Sole Trading Concerns | 50 | 14 | 3 | 3 | 8 | * | 1 | 1 | 1 | * | CO5 |
| | Total | 180 | 70 | 24 | 06 | 40 | 10 | 8 | 2 | 5 | 1 | |

Note 1 : * indicates only problem questions alone shall be given in Part-A and Part-C.

- Part – B contains all problem questions. 8 marks question on Chapter 5 Trial Balance / Final Accounts is confined to giving the student 10 transactions only (covering Personal, Real and Nominal accounts) and asking the student to prepare a simple Trial balance (with no adjustments). (OR) The student may be asked to write the accounting treatment for any 4 transactions given (eg: bad debts given in TB/adjustments, Prepaid expenses, Outstanding liabilities, Incomes accrued but not received. (OR) The student may be asked to write Adjusting Entries for any 4 transactions only.
- Part – C Analysis question will be given only on Final accounts (Trading a/c, Profit & Loss a/c and Balance Sheet) problem with any 5 adjustments.

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|---------------|---------------------------------|
| Unit Test-I | From 1.1 to 1.13 |
| Unit Test-II | From 2.1 to 4.2 |
| Unit Test-III | From 4.3 to 5.9 |

Note: Unit Test 1, 2 and 3 shall be conducted for 40 marks each. Part A consists of 5 questions with Q.No.1 carrying 4 marks and the remaining 4 questions carry 3 marks each. Part B carry 3 questions, with an internal choice (A or B type). Each question carries 8 marks. Q.No.7 (a) shall be framed on Trading account and Profit and Loss a/c of a business concern with 8 transactions, including 4 adjustments. Q.No. 7 (b) shall be asked on "Adjusting Entries" (any 4 only) each entry carrying 2 marks. Q.No. 8 (a) is linked to Q.No. 7 (a), taking the Net Profit / Loss, the Balance Sheet shall be prepared, totally carrying 8 marks. Q.No.8 (b) shall be asked on CLOSING ENTRIES (any 4, each carrying 2 marks). Q.Nos. 7 (b) and 8 (b) need not be LINKED.

BLUE PRINT

| S.No. | Chapter/Unit Title | No. of Periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Wise Distribution of Weightage | | | | CO's Mapped |
|-------|---|----------------|---------------------|--------------------------------------|----|----|----|---|---|----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1 | Introduction to Accountancy, Journal and Ledger | 45 | 20 | 9 | 3 | 8 | | 3 | 1 | 1 | | CO1 |
| 2 | Subsidiary Books | 25 | 11 | 3 | | 8 | | 1 | | 1 | | CO2 |
| 3 | Cash Book, Petty Cash Book | 35 | 14 | 6 | | 8 | * | 2 | | 1 | | CO3 |
| 4 | Bank Reconciliation Statement | 25 | 11 | 3 | | 8 | | 1 | | 1 | | CO4 |
| 5 | Trial Balance and Final Accounts of Sole Trading Concerns | 50 | 14 | 3 | 3 | 8 | * | 1 | 1 | 1 | * | CO5 |
| | Total | 180 | 70 | 24 | 06 | 40 | 10 | 8 | 2 | 5 | 1 | |

Note 1 : * indicates only problem questions alone shall be given in Part-A and Part-C.

- Part – B contains all problem questions. 8 marks question on Chapter 5 Trial Balance / Final Accounts is confined to giving the student 10 transactions only (covering Personal, Real and Nominal accounts) and asking the student to prepare a simple Trial balance (with no adjustments). (OR) The student may be asked to write the accounting treatment for any 4 transactions given (eg: bad debts given in TB/adjustments, Prepaid expenses, Outstanding liabilities, Incomes accrued but not received. (OR) The student may be asked to write Adjusting Entries for any 4 transactions only.
- Part – C Analysis question will be given only on Final accounts (Trading a/c, Profit & Loss a/c and Balance Sheet) problem with any 5 adjustments.

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|---------------|---------------------------------|
| Unit Test-I | From 1.1 to 1.13 |
| Unit Test-II | From 2.1 to 4.2 |
| Unit Test-III | From 4.3 to 5.9 |

MODEL PAPER 1

State Board of Technical Education & Training : AP : Vijayawada

DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)

First Year

Subject Name: ACCOUNTANCY - I

Subject Code: CCP-102

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A*Instructions:* 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1. State "TRUE" or "FALSE" and Fill in the Blanks for the following statements:

a) Journal is a Daily Record (T/F) (CO1)

b) Accounting is the language of _____. (CO1)

c) _____ Concept recognises two aspects of accounting. (CO1)

d) Goodwill comes under the category of Nominal Account. (CO1)

2. Mention different systems of Accounting. (CO1)

3. Draw the proforma of Journal with two imaginary transactions. (CO1)

4. State the rules for Personal, Real and Nominal Accounts. (CO1)

5. Define Ledger. (CO1)

PART-B*Instructions:* 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6. (a) Explain any Four Accounting Concepts. (CO1)

(OR)

(b) From the following transactions find out the accounts to be debited and credited: (CO1)

i. Bought Office Furniture for Cash

ii. Paid Wages

iii. Cash withdrawn by Chandra (Proprietor) for personal expenses

iv. Furniture depreciated by 2.5

7. (a) Journalise the following transactions: (CO1)

i. On April 01, 2019 Anil started business with Rs. 100,000 and other transactions for the month are:

ii. April 02, 2019 Purchase Furniture for Cash Rs. 7,000.

- iii. April 03, 2019 Purchase Goods for Cash Rs. 2,000 and for Credit Rs. 1,000 from Kalyan Retail Store.
- iv. April 14, 2019 Sold Goods to Khan Brothers Rs. 12,000 and Cash Sales Rs. 5,000.
- v. April 18, 2019 Owner withdrew of worth Rs. 2,000 for personal use.
- vi. April 22, 2019 Paid Kalyan Retail Store Rs. 500.
- vii. April 26, 2019 Received Rs. 10,000 from Khan Brothers.
- viii. April 30, 2019 Paid Salaries Expense Rs. 2,000

(OR)

- (b) Pass Journal Entries for the following transactions : 2019 (CO1)
- i. March 1 Srithaja started business with cash 1,00,000 furniture 50,000 goods 30,000
 - ii. " 4 Bought goods from Teja 20,000
 - iii. " 6 Purchased furniture and paid by cheque 5,000
 - iv. " 8 Goods returned to Teja 2,000
 - v. " 10 Goods sold to Reddy for cash 30,000
 - vi. " 15 Commission received 2,000
 - vii. " 25 Rent paid 1,000
 - viii. " 30 Paid salaries 10,000

8. (a) From the following information prepare the account of Mr. Dhanaraj as it would appear in the books of Mr. Partha for the year 2019: (CO1)

- i. July 1 Balance due from Dhanaraj Rs. 1,350
- ii. " 8 Sold goods to Dhanaraj Rs. 1,500
- iii. " 15 Dhanaraj returned defective goods Rs. 200
- iv. " 21 Received from Dhanaraj the balance due on 1st July
- v. " 27 Sold further goods to Dhanaraj Rs. 3,000
- vi. Balance the account on 31st July, 2019

(OR)

- (b) From the following data prepare Bharat Ledger Account: (CO1)

- i. Feb 1 Amount due to Bharat 16,980
- ii. " 3 Sold goods to Bharat 13,500
- iii. " 5 Purchased goods from Bharat 26,700
- iv. " 7 Bought furniture from Kishore 21,000
- v. " 10 Goods returned to Bharat 2,400
- vi. " 14 Received cash from Bharat 5,400
- vii. " 15 Cash sales 10,500
- viii. " 18 Settled Bharat's Account by cheque.

BOARD DIPLOMA EXAMINATIONS
C-20, CCP-102 ACCOUNTANCY-I
FIRST YEAR

MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS : 80

Part-A 10 x 3 = 30

Instructions: (1) Answer all Questions
(2) Each question carries three marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

- | | | |
|----|---|-----|
| 1 | List the two systems of Book-Keeping. | CO1 |
| 2 | Define Ledger with its proforma. | CO1 |
| 3 | Mention the various types of accounts. | CO1 |
| | Write the journal entries for the following transactions. | |
| 4 | 1. Business commenced with cash Rs. 72,000/- | CO1 |
| | 2. Purchased machinery from Kiran for Rs. 43,800/- | |
| 5 | List the various types of Subsidiary Books. | CO2 |
| 6 | What is a Contra Entry? | CO3 |
| | Identify the transactions to be posted in Petty Cash Book | |
| | a. Stationery purchased Rs. 270/- | |
| 7 | b. Taxi fare paid Rs. 540/- | CO3 |
| | c. Purchased Machinery Rs. 23,900/- | |
| | d. Tea Expenses Rs. 250/- | |
| 8 | State any three reasons for preparation of Bank Reconciliation Statement. | CO4 |
| 9 | Define 'Trial Balance'. | CO5 |
| 10 | List any six types of Assets posted in Balance Sheet. | CO5 |

Part-B

3x8=24

Instructions: (1) Answer all Questions
(2) Each question carries eight marks

11 _____ CO1

(a) Write Journal Entries with narration of the following : 2014

| Particulars | Amount | |
|-----------------------------|--------|-----|
| | Rs. | |
| May 1 Salaries paid | 5,750 | |
| 10 Cash deposited into bank | 5,280 | |
| 20 Cash sales | 25,140 | |
| 31 Cash withdrawn from bank | 2,800 | CO1 |

OR

(b) Prepare Madhav A/c from the following transactions : 2014

| Particulars | Amount | |
|-------------|--------|--|
| | Rs. | |

| | | |
|-----------|------------------------------------|-------|
| October 1 | Balance due to Madhav | 5,000 |
| 6 | Purchased goods from Madhav | 1,000 |
| 10 | Bought goods from Madhav | 2,000 |
| 15 | Cash paid to Madhav | 500 |
| 24 | Credit purchases from Madhav | 1,000 |
| 31 | Settled Madhav account with cheque | |

12 (a) Record the transactions in proper subsidiary books CO2

| 2014 | Particulars | Amount | |
|----------|--------------------------|--------|-----|
| | | Rs | |
| August 1 | Purchased from Srikar | 15,000 | |
| 2 | Sold goods to Sankar | 40,000 | |
| 10 | Bought goods from Ashok | 15,000 | |
| 15 | Returned goods to Srikar | 1,000 | |
| 24 | Goods returned by Srikar | 2,000 | |
| 31 | Sold goods to Lakshmi | 2,000 | CO2 |

OR

(b) Record the transactions in proper subsidiary books

| 2012 | Particulars | Amount | Rs |
|-----------|--------------------------------|--------|----|
| October 1 | Sold goods to Raju Traders | 3,000 | |
| 2 | Sold goods to Chandu & Co. | 2,500 | |
| 5 | Sold goods to Kranthi | 3,600 | |
| 8 | Goods returned by Raju Traders | 100 | |
| 9 | Chandu & Co. returned goods | 500 | |
| 12 | Sold goods to Ajay | 1,000 | |
| 25 | Goods returned by Ajay | 600 | |
| 27 | Sold goods to Meena for cash | 400 | |

13 (a) Prepare 3-column Cashbook of Mr. Madhavan from the following : CO3

| 2011 | | Rs. | |
|-----------|--|--------|-----|
| January 1 | Cash in Hand | 28,000 | |
| | Cash at Bank | 30,000 | |
| 5 | Cash Sales | 5,000 | |
| 7 | Paid into Bank | 25,000 | |
| 8 | Drew for Office Use | 2,000 | |
| 9 | Bought Machinery and paid by cheque | 1,000 | |
| 19 | Received commission | 800 | |
| 23 | Cash purchases from Krishna and paid By Cheque | 3,000 | CO3 |
| 30 | Paid to Rajasekhar by cheque for 7,900 in full settlement of his account | 8,000 | |

OR

(b) Prepare an analytical Petty Cashbook from the following on imprest system :

| 2014 | Particulars | Amount | Rs |
|------|-------------|--------|----|
|------|-------------|--------|----|

| | |
|-----------------------------------|-------|
| January 1 Opening balance of cash | 1,000 |
| 6 Postal stamps purchased | 50 |
| 12 Bought stationery | 75 |
| 18 Postal stamps | 200 |
| 24 Conveyance | 250 |
| 31 Stationery | 200 |
| 31 Advertisement | 125 |

- 14 (a) Prepare Bank Reconciliation Statement as on 31st December, 2018 CO4

| Particulars | Amount Rs | |
|--|-----------|-----|
| January 1 Cash balance as per passbook | 15,000 | |
| 6 Cheques issued but not cashed | 5,000 | |
| 15 Amount collected by bank directly | 500 | |
| 18 Cheques deposited but not collected before 31st December | 5,000 | |
| 31 Annual premium paid by the bank, but not recorded in the cashbook | 500 | CO4 |

OR

- (b) Prepare Bank Reconciliation Statement as on 31st March, 2018 and find out the balance as per Pass Book :

- (a) Balance as per Cash Book — Rs.10,000
- (b) Cheques issued but not cashed — Rs.1,800
- (c) Cheques deposited into bank but not collected— Rs. 500
- (d) Interest credited in Pass Book only — Rs 150
- (e) Bank charges debited — Rs 100

- 15 (a) Write Adjusting entries for the following transactions in the books of Smitha as on 31st March, 2020 : CO3

Outstanding Salaries Rs.5,000
Income received in advance Rs.17,500
Bad debts recovered Rs.2,500
Machinery purchased on 1st April 2019 for Rs.2,32,000 is re-valued at Rs.2,00,000

(OR)

- (b) Prepare the Trial Balance from the following transactions for the year ended on 31st March, 2019 of Sri Sanjay :

| Balances | Amount |
|----------------|--------|
| Capital | 37,000 |
| Cash in hand | 4,000 |
| Purchases | 45,000 |
| Returns | 500 |
| Wages | 8,500 |
| Power and fuel | 3,500 |

| | |
|-----------------------|--------|
| Salaries | 6,500 |
| Carriage on purchases | 1,800 |
| Opening stock | 7,200 |
| Buildings | 25,000 |
| Machinery | 15,000 |
| Furniture | 5,000 |
| Debtors | 12,000 |
| General expenses | 2,600 |
| Drawings | 5,000 |
| sales | 95,000 |
| Returns (Cr.) | 600 |
| creditors | 9,000 |

CO3

Part-C

Instructions: (1) Answer the question below. It carries 10 marks

1x10=10

(2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

CO5

Prepare Trading and Profit & Loss A/cs from the following Trial Balance of Mr. Raghavendra & Co. as on 31.03.2020 :

16

| Debit | Rs. | Credit | Rs. |
|------------------------|----------|-----------------------|----------|
| Drawings | 5,000 | Capital A/c | 30,000 |
| Furniture | 2,600 | Bank Overdraft | 4,327 |
| Business Premises | 20,000 | Creditors | 7,345 |
| Stock (01.04.2019) | 33,117 | Returns Outward | 1,326 |
| Debtors | 17,300 | Rents from Tenants | 320 |
| Purchases | 1,00,000 | Sales | 1,39,204 |
| Returns Inward | 1,905 | | |
| Discount | 1,600 | | |
| Taxes and Insurance | 1,000 | | |
| | 1,82,522 | | 1,82,522 |

Adjustments :

- (i) Stock at end Rs.20,904
- (ii) Write of Depreciation on Businesses premises @ 4% and Furniture at 5%
- (iii) Allow Interest on Capital at 5%
- (iv) Carry forward unexpired Insurance—Rs. 200
- (v) Make a Reserve of 5% on Debtors

CCP-103 ENGLISH SHORTHAND

| Course Code | Course title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|-------------------|---------------------|----------------------|--------------|--------------|
| CCP-103 | English Shorthand | 06 | 180 | 20 | 80 |

| S. No | Major Topics | No. of Periods | CO's Mapped |
|-------|--|----------------|-------------|
| 1 | Introduction | 02 | CO1 |
| 2 | Consonants, Vowels, Intervening vowels | 13 | CO2 |
| 3 | Alternative forms for R & H | 07 | |
| 4 | Diphthongs, Phraseography | 10 | |
| 5 | Circle S or Z, Stroke S/Z, Large Circles | 10 | CO3 |
| 6 | Loops ST & STR | 10 | |
| 7 | Initial Hooks, Alternative Forms | 10 | |
| 8 | Final Hooks | 07 | |
| 9 | Circles & Loops to Initial & Final Hooks | 10 | CO4 |
| 10 | Shun Hook | 05 | CO5 |
| 11 | Aspirate, R, L & SH | 10 | |
| 12 | Compound Consonants, Vowel Indication | 07 | CO6 |
| 13 | Halving Principle | 15 | |
| 14 | Doubling Principle | 10 | CO7 |
| 15 | Diphones, Medial Semicircle | 05 | |
| 16 | Prefixes, Suffixes & Terminations | 10 | CO8 |
| 17 | General Contractions & Essential Vowels | 10 | |
| 18 | Special Contractions | 20 | |
| 19 | Précis Writing | 09 | |
| Total | | 180 | |

| Course Objectives | (i) To familiarize with the rules of writing English Shorthand (ii) To enhance the précis writingskills in English | |
|-------------------|---|---|
| Course outcomes | The student will be able to | |
| | CO1 | State the need for Shorthand in Modern Business organizations and Government Offices. |
| | CO2 | Write Consonants, Vowels, Grammalogues, Punctuation Marks, alternative forms for Consonants R and H, Diphthongs, Phrases. |
| | CO3 | Use of circle S or Z, Stroke S/Z, Large Circles, Loops ST &STR , Initial Hooks, Alternative forms and Final Hooks |
| | CO4 | Apply Circles and Loops to hooked strokes and use |

| | | |
|--|-----|--|
| | | Large Hook. |
| | CO5 | State rules for writing Aspirate, L and SH, Compound Consonants and Vowel Indication |
| | CO6 | Apply Halving Principle and Doubling Principle |
| | CO7 | Use Diphones, Medial Semi-circle, Prefixes, Suffixes and terminations and representation of Essential Vowels to outlines |
| | CO8 | Write Contractions, Special Contractions and make Précis of a passage. |

LEARNING OUTCOMES

1.0 Phonography System.

- 1.1 State the need for shorthand in Modern business organizations and Government Offices.
- 1.2 State the importance and advantages of Phonography.

2.0 Consonants and Vowels

- 2.1 Define the term consonant – general and scientific.
- 2.2 Categorize consonants as per articulation.
- 2.3 Identify the signs to the consonants.
- 2.4 Practice the Exercises on consonant signs.
- 2.5 Explain the principles of joined strokes and practice joined strokes.
- 2.6 Define the term Vowel.
- 2.7 List out the 6 dot vowels and 6 dash vowels.
- 2.8 Locate the placing of 12 vowel sounds.
- 2.9 Practice the exercises in vowels chapter.
- 2.10 Categorize threepositions.
- 2.11 Practice writing of words under 3 position-writing rules.
- 2.12 Define the term grammalogues and logograms.
- 2.13 Identify the punctuation marks used in Shorthand.
- 2.14 Practice the use of punctuation marks.

3.0 Alternative forms of R and H

- 3.1 State the principles of using the two forms of R & H.
- 3.2 Practice the exercises covering R & H.

4.0 Diphthongs

- 4.1 Define the terms - Diphthong and Triphone.
- 4.2 List the four Diphthongs and their places.
- 4.3 Practice words with Diphthongs, Joined Diphthongs and Triphones
- 4.4 State the principle for use of Initial 'W' sound.
- 4.5 Practice the exercises covering Initial 'W' Sound.
- 4.6 Define the term Phraseography.
- 4.7 State the qualities of a good Phraseogram.
- 4.8 Practice the exercises covering Phraseography.

5.0 Circle S and Z, Stroke S and Z and Large Circles

- 5.1 State the use of small circle as abbreviated form for S and Z.
- 5.2 Identify the words with circles initially, medially and finally.
- 5.3 State the use of circles in Phraseography.
- 5.4 Practice the words covering circles S and Z.
- 5.5 Explain the principles of using stroke S or Z.
- 5.6 Practice the words covering Stroke S and Z.
- 5.7 Explain the principles for using large circle initially, medially and finally.
- 5.8 Practice the exercises covering large circles.

6.0 Loops ST and STR

- 6.1 State the use of loops as abbreviated forms initially, medially and finally.
- 6.2 Identify ST and STR in words.
- 6.3 Practice the exercises covering the loops ST and STR.

7.0 Initial hooks and Alternative forms

- 7.1 State the meaning of double consonant.
- 7.2 Categorize R and L hooks to straight strokes and curves.
- 7.3 State the advantages of using alternative forms.
- 7.4 Explain the principles of using alternative forms.
- 7.5 Practice the exercises covering Initial hooks and Alternative forms.

8.0 Final Hooks

- 8.1 Categorize N and F/V hooks to straight and curved stroke
- 8.2 Explain how N hook is indicated to Straight Strokes & Curves.
- 8.3 Explain how F/V hook is indicated to Straight Strokes & Curves.
- 8.4 Practice the exercise covering Final hooks

9.0 Circles & Loops to Straight Strokes and hooked strokes

- 9.1 Identify the words with circles and loops to straight strokes hooked for R
- 9.2 Identify the words with circles and loops to straight strokes hooked for L
- 9.3 State how the Circles are added to Curve strokes with initial hooks.
- 9.4 State how Circles are added to curve strokes with final hooks.
- 9.5 Practice the exercises covering Circles and Loops to Straight Strokes and hooked Strokes.

10.0 SHUN hook

- 10.1 Explain the principles for using SHUN hook.
- 10.2 Practice the exercises covering SHUN hook.

11.0 Aspirate, Upward and Downward R and L and SH

- 11.1 Define the term Aspirate.
- 11.2 List the four types of aspirate.
- 11.3 State the principles of using aspirate.
- 11.4 Practice exercises covering aspirate.
- 11.5 Explain the principles of writing 'R' upward and downward.
- 11.6 Practice the exercises covering 'R'.
- 11.7 Explain the principles of writing 'L' and 'SH' upward and downward.
- 11.8 Practice exercise covering 'L' and 'SH'.

12.0 Compound Consonants and Vowel Indication

- 12.1 Define the term Compound Consonant.
- 12.2 Categorize the various types of Compound Consonants.
- 12.3 Explain the principles of Compound Consonants.
- 12.4 Practice the exercises covering Compound Consonants.
- 12.5 Identify the implications of consonants and vowels initially and finally.
- 12.6 Practice the exercises covering vowel indication.

13.0 Halving Principle

- 13.1 Explain the principles of halving.
- 13.2 State the limitations of halving.
- 13.3 State the use of halving principle in Phraseography.
- 13.4 Practice the exercises covering halving principle.

14.0 Doubling principle.

- 14.1 Explain the doubling principle.
- 14.2 State the limitations of doubling principle.
- 14.3 State the use of doubling principle in Phraseography.
- 14.4 Practice exercises covering doubling principle.

15.0 Diphones and Medial Semicircle

- 15.1 Define the term diphone.
- 15.2 Categorize various diphonic signs and the placing.
- 15.3 Explain the principles of Diphones.
- 15.4 Practice the exercises covering Diphones.
- 15.5 Define the term medial semi-circle 'w'.
- 15.6 Explain the rules to use medial semi-circle.
- 15.7 Practice the exercise covering medial 'w'.

16.0 Prefixes, suffixes and terminations

- 16.1 State the meaning of prefix.
- 16.2 Explain the principles in writing various prefixes.
- 16.3 Practice exercises covering prefixes.
- 16.4 State the meaning of suffix.
- 16.5 Explain the principles in writing various suffixes.
- 16.6 Practice exercises covering suffixes.

17.0 Essential vowels, Figures and contractions.

- 17.1 Categorize the insertion of initial, medial and final vowels
- 17.2 Practice the exercises covering essential vowels.
- 17.3 Categorize the various principles in writing figures and special monetary symbols.
- 17.4 Practice exercises covering figures and special symbols.
- 17.5 Explain the General Contractions.
- 17.6 Categorize the use of general contractions.
- 17.7 Practice the exercises covering the contractions.

18.0 Special Contractions

- 18.1 Explain the use of special contractions.

18.2 Practice the special contractions.

18.3 Practice the exercises in special contractions.

19.0 Practice Précis Writing

19.1 Explain the rules of Précis writing

19.2 Practice Précis Writing

COURSE CONTENTS

1. Introduction of phonographic system – Consonants - joined strokes – vowels – sound places – Intervening vowels – Position writing – Grammalogues – Punctuation.
2. Alternative form of R and H – diphthongs - joined diphthongs – triphones - abbreviated W - Phraseography.
3. Circles S – stroke S, Z – large circles, loops, initial hooks, alternative forms, circles and loops to initial hooks – Final hooks N and F.
4. Circles and loops to Final hooks – Shun hook – Aspirate - upward and down ward R - L & Sh - Compound Consonants and vowel indication.
5. Halving principle – Doubling principle – Diphones - Medial Semi-circle – Prefixes - Suffixes and terminations – Contractions – General & Special contractions – Figures and Essential Vowels
6. Précis writing

REFERENCE BOOKS:

1. Shorthand Instructor and Key (Sir Isaac Pitman's).
2. Shorthand Theory Guide, by late Sri G.V.R. Kameswararao C/o Sri P. Raghunath, Flat No.102, H.No.2-4-279 Rajarajeswari Nivas, Road No.5, Snehapuri Colony, Hyderabad
3. Shorthand dictionary.
4. New course in Pitman's Shorthand

| S. No | Major Topics | No. of Periods | Short Questions |
|-------|--|----------------|-----------------|
| 1 | Introduction | 02 | 2 |
| 2 | Consonants, Vowels, Intervening vowels | 13 | |
| 3 | Alternative forms for R & H | 07 | |
| 4 | Diphthongs, Phraseography | 10 | |
| 5 | Circle S or Z, Stroke S/Z, large circles | 10 | 1 |
| 6 | Loops ST & STR | 10 | |
| 7 | Initial Hook, Alternative Forms | 10 | 1 |
| 8 | Final Hooks | 07 | |
| 9 | Circles & Loops to Initial & Final Hooks | 10 | 2 |
| 10 | Shun Hook | 05 | |
| 11 | Aspirate, R, L & SH | 10 | |
| 12 | Compound Consonants, Vowel Indication | 07 | 2 |
| 13 | Halving Principle | 15 | |
| 14 | Doubling Principle | 10 | 1 |
| 15 | Diphones, Medial Semicircle | 05 | |
| 16 | Prefixes, Suffixes & Terminations | 10 | 2 |
| 17 | General Contractions & Essential Vowels | 10 | 1 |

| | | | |
|----|--|-----|--------|
| 18 | Special Contractions | 20 | |
| 19 | 8 Shorthand Outlines (each outline carries one mark) | 0 | 1 |
| 20 | Précis Writing | 09 | 1 |
| | Total | 180 | 12+1+1 |

BLUE PRINT:

The Question Paper consists of 12 Theory Questions up to S.No.18 having 4 marks each. 8 Outlines of 1 mark each and the Précis Writing question shall have 24 marks.

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|---------------|---------------------------------|
| Unit Test-I | From 1.1 to 5.8 |
| Unit Test-II | From 6.1 to 12.6 |
| Unit Test-III | From 13.1 to 19.2 |

MODEL PAPER

State Board of Technical Education & Training: AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
I YEAR

Subject Name: ENGLISH SHORTHAND
Subject Code: CCP-103

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: Answer ALL questions and each carries 4 marks. 8 x 4 = 32 Marks

- 1 Define consonant and write the various classes of consonants.
- 2 What is a grammalogue and a logogram? Give examples.
- 3 State the principles of using downward R with examples.
- 4 Define diphthong and how many diphthongs are there and how are they indicated.
- 5 Define Phraseography and state the qualities of a good phraseogram.
- 6 State the rules for using small circle as abbreviated form for S and Z with examples.
- 7 Explain any three rules for using the large circle initially, medially and finally.
- 8 Define vowel and how many vowels are there in shorthand.

9. Write the outlines for the following words. 8 x 1 = 8 Marks

1. calm 2. Read 3. Towel 4. I shall be
5. Lays 6. Swim 7. Risk 8. Risk

BOARD DIPLOMA EXAMINATION, (C–20)
DCCP—FIRST YEAR EXAMINATION
CCP-103 ENGLISH SHORTHAND

Time: 3 hours

Total Marks : 80

Instructions: (1) Answer all questions.

(2) Question Nos. 1 to 12 carries **four** marks.

(3) Question No. 13 carries **eight** marks.

(4) Question No. 14 carries **twenty-four** marks.

1. What is an intervening vowel and how is it represented?
2. Define a phraseogram. What are the qualities of a good phraseogram?
3. How are the large circles represented in Shorthand?
4. State the use of N and F/V hooks in shorthand.
5. Explain how the Circles or Loops to Final hooks are represented.
6. Write any four rules of how Shun Hook used for Straight strokes.
7. State the cases when the downward L is used. Give examples.
8. How the Halving Principle is employed in Phraseography? Give at least two examples in each case.
9. What is a Diphone? How are the diphonic signs used in shorthand?
10. Write any two rules of formation of Special Contractions.
11. How are the following prefixes represented in shorthand?
 - (a) Self-
 - (b) Accommo-
12. Explain with examples how the following suffixes are represented :
 - (a) –ing
 - (b) -ship
13. Write shorthand outlines for the following words : 8 x 1=8
 - (a) Magician
 - (b) Home
 - (c) Dash
 - (d) Perform
 - (e) Question
 - (f) Right
 - (g) Friendship
 - (h) Fuller
14. Write a brief summary of the following passage in about 150 words. Indicate the number of words at the end. 24

Advertising creates and sustains an ideology of consumption and it is a social force affecting Indian homes today. If advertisements merely sold products, it would cause less critical concern than it does, but it sells images, dreams and ideal ways of life. It sells, and then reinforces time and again, values—those of consumerism and class consciousness; and it trades in stereotypes. Advertising is a social institution and a necessary social evil. Advertising is a social institution and its cost and benefit should be evaluated to determine the total impact of advertising on our social welfare. Advertising is one of the functions of mass communication. All productivity relies on this medium of mass communication.

Advertising diffuses information about commodities, markets them and persuades the common man of their place in his life. In fact advertising does more than this. It plays a role in social change. It celebrates change and internalizes change for those who become better by using a certain product/service. In short, advertising is the voice of technology; because of that it represents the intention to affect life. Advertising, though originally used to market products, now, unfortunately, it seems to market feelings, sensations and styles of life; an astounding 'revolution in manners and morals'. All this has been possible through an efficient communication network which has revolutionized changes. The first impact that one gets from the advertisement is that the viewers have no choice of their own in making preference for the consumer goods they want to use in daily life. The advertisement imposes choices and preferences on the public mind through language, conversation, jingles, etc. This kind of aggression on the minds of the people, coming from different sections of the society, can create disturbances on traditional way of life of some category of people. In the long run, it is likely that social and cultural transformations of revolutionary nature are created in the society through such programmes. On the credit side, advertising has speeded the introduction of useful inventions. It has spread markets, reduced the price of goods, accelerated turnover and kept people in employment. The relentless propaganda on behalf of goods in general is considered by many a dangerous mode of brain washing in that advertising's central function appears to create desires that previously did not exist, or rather anxieties which respond to the advertisements (by going out and buying the advertised product or service) helps to assuage but only temporarily. Advertising in India has created an incredible awareness among the people in the past decade growing into big industry. It was grown along with the press and today it has found its way into the other media, i.e., print and electronic media.

CCP-104 BUSINESS ORGANISATION

| Course Code | Course title | No. of Periods/Week | Total no. of periods | Marks for Formative Assessment | Marks for Summative Assessment |
|-------------|-----------------------|---------------------|----------------------|--------------------------------|--------------------------------|
| CCP-104 | Business Organisation | 05 | 150 | 20 | 80 |

| S. No. | Chapter/ Unit title | No. of Periods | CO's mapped |
|--------|---|----------------|-------------|
| 1. | Nature and Scope of Business - Forms of Business Organisation – Sole Proprietorship, Partnership | 40 | CO1 |
| 2. | Joint Stock Company – Types of Companies, Incorporation of Joint Stock Companies, Raising of Capital – Management of Company (Indian Companies Act, 2013) | 50 | CO2 |
| 3. | Distribution Network | 15 | CO3 |
| 4. | Foreign Trade | 20 | CO4 |
| 5. | Insurance | 25 | CO5 |
| | TOTAL | 150 | |

| | |
|-------------------|--|
| Course objectives | To know the various forms of businesses and their formation. |
|-------------------|--|

| | | |
|------------------------|------------------------------|---|
| Course Outcomes | The Student shall be able to | |
| | CO1 | explain the various terms related to trade and forms of businesses |
| | CO2 | explain the procedure for formation and management of Joint Stock Company |
| | CO3 | observe the components in Home trade and various channels of distribution |
| | CO4 | explain the procedure for foreign Trade. |
| | CO5 | explain the various types of insurance |

LEARNING OUTCOMES

1.0 Business Organization and its scope

- 1.1 State the different types of activities – Economic & Non-economic and occupations – Business, Profession, Industry
- 1.2 State the meaning of business and its importance
- 1.3 Define Trade, Aids to Trade, Commerce and Industry
- 1.4 State the significance and components of Aids to Trade and importance of commerce in promotion of business
- 1.5 List the different types of industries with examples
- 1.6 Differentiate between Commerce and Industry, Trade and Commerce
- 1.7 Define sole trader and List its characteristics
- 1.8 Explain the merits and demerits of sole trading business
- 1.9 Define Partnership and list its characteristics and types of Partnership firms

- 1.10 Explain the merits and demerits of partnership firm (both registered and unregistered)
- 1.11 Distinguish between sole trader and partnership
- 1.12 State the meaning of partnership deed and List out its contents
- 1.13 List and explain the different types of partners
- 1.14 Explain the rights, duties and liabilities of the partners
- 1.15 List out the methods of dissolution of partnership

2.0 Joint Stock Companies and their functioning (Indian Companies Act, 2013)

- 2.1 Define the terms: Joint Stock Company, Company limited by guarantee, Company limited by shares, Government Company, Holding company, Subsidiary company, Listed company, Chartered company, Registered company, One person company
- 2.2 Explain the merits and demerits of joint stock companies.
- 2.3 Distinguish between a Private Limited company and Public Limited Company
- 2.4 Explain the procedure for incorporation of Joint Stock Company
- 2.5 State the meaning of Memorandum of Association and explain its clauses
- 2.6 State the Meaning of Articles of Association and explain its contents
- 2.7 Explain the capital structure of a joint stock company – Long, Medium and Short term.
- 2.8 State the various forms of capital rising – Shares, Debentures and Public Deposits by showing examples.
- 2.9 Define Share - List and explain the various types of shares – Preference and Equity Shares.
- 2.10 Define Debenture. List and explain the various types of debentures–Secured and Unsecured, Convertible and Non-convertible, Redeemable and Irredeemable debentures.
- 2.11 State the meaning of prospectus, Red-herring prospectus and Statement in lieu of prospectus
- 2.12 List the contents of Prospectus
- 2.13 Explain the procedures for allotment of shares- forfeiture of shares – re-allotment shares
- 2.14 Explain the various of types of meetings - Directors Meetings and Shareholders meetings
- 2.15 State the meaning of the terms – Agenda, Chairman, Meeting Notice, Quorum, Proxy, Minutes and Resolutions.
- 2.16 Describe the procedure for conduct of Annual General Meeting
- 2.17 List the types of resolutions -ordinary, special and resolution requiring special notice.
- 2.18 Distinguish between Ordinary Resolution and Special Resolution and Resolution requiring Special Notice.

3.0. Distribution of network

- 3.1 State the Meaning of distribution network, types of distribution network, channels of distribution – Manufacturer, Wholesaler, Retailer and Consumer
- 3.2 List and explain the features of Wholesaler and Retailer
- 3.3 Explain the services of wholesaler to the Manufacturer and Retailer
- 3.4 Explain the services of Retailer to the Wholesaler
- 3.5 Explain the services of Retailer to the Consumers.
- 3.6 Explain the meaning and advantages and disadvantages of direct marketing and online marketing.

4.0. Foreign trade

- 4.1 Define Foreign Trade and the components of foreign trade – Import, Export and Entrepot Trade
- 4.2 List and explain the documents required for Import Trade
- 4.3 List and explain the documents required for Export trade
- 4.4 Explain the procedure for import trade
- 4.5 Explain the procedure for Export Trade
- 4.6 Explain the term Entrepot Trade and its significance.

5.0. Insurance

- 5.1 Define the term insurance and explain its importance
- 5.2 Explain the terms -Insurance Contract, Insurer, Insurance Company, Insured, Insurable Interest, Premium, Claim, Compensation
- 5.3 Explain the procedure for taking insurance policy
- 5.4 List out different types of insurance - Fire, Marine, Life and General.
- 5.5 State the features of Fire Insurance and various types of Fire Insurance policies.
- 5.6 List the features of Marine Insurance.
- 5.7 List the various types of Marine insurance policies
- 5.8 List the features of Life Insurance.
- 5.9 List and explain the life insurance policies – Endowment, Whole Life, With Bonus and Without Bonus, With or Without Accident, Janatha Policy
- 5.10 State the different types of General Insurance Policies - Motor Vehicle Insurance, Medical Insurance, Consequential Loss Policy, Unit Linked Insurance Policy (ULIP)
- 5.11 Define IRDA and list the functions of IRDA

COURSE CONTENTS:

1. Business Organisation and its Scope - Business Organisation and Its Scope – Understand the various forms of Business Organization.
2. Joint Stock Companies and their functioning (Indian Companies Act, 2013) - Understand the various definitions laid down in Indian Companies Act, 2013 – Characteristics of Joint Stock Companies- Types of Companies - Procedure for incorporation of Joint Stock Companies - Capital Structure of Joint Stock Companies - Management of Companies.
3. Distribution of network - Distribution network in the business organization – Channels of distribution – Services of Wholesaler and Retailer.
4. Foreign trade - Procedure for foreign trade – Import, Export and Entrepot Trade –
5. Insurance : Understand the importance of Insurance – Procedure for taking Insurance Policy – Features of Insurance Contract – Features of Fire, Marine and Life Insurance – Various Insurance Policies – Insurance Regulatory Development Authority (IRDA) and its functions.

REFERENCE BOOKS:

1. Y.K. Bhushan& Others Fundamentals of Commerce, Y.K. Bhushan&Others,Sultan Chand & Sons
2. M.C. Shukla, Business Organisation, S Chand & Co.
3. S. Davar, Elements of Commerce
4. M Malpani, Elements of Commerce.
5. Companies Act, 2013 and Rules and Forms Published by CCH India Ltd., Gurgaon.

BLUE PRINT:

| S.No | Chapter/Unit Title | No. of periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Distribution Weightage | | | | CO's Mapped |
|------|---|----------------|---------------------|--------------------------------------|-----------|----------|-----------|---------------------------------|----------|----------|----------|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1. | Nature and Scope of Business Forms of Business Organisation – Sole Proprietorship, Partnership | 40 | 17 | 3+3 | 3+8 | - | - | 2 | 2 | - | | CO1 |
| 2. | Joint Stock Company – Types of Companies, Incorporation of Joint Stock Companies, Raising of Capital – Management of Company (Indian Companies Act, 2013) | 50 | 20 | 3+3+3 | 8+3 | - | * | 3 | 2 | - | -* | CO2 |
| 3. | Distribution Network | 15 | 11 | 3 | 8 | | | 1 | 1 | | | CO3 |
| 4. | Foreign Trade | 20 | 11 | 3 | 8 | - | | 1 | 1 | - | | CO4 |
| 5. | Insurance | 25 | 11 | 3 | 8 | | * | 1 | 1 | | * | CO5 |
| | TOTAL | 150 | 70 | 24 | 46 | - | 10 | 8 | 7 | - | 1 | |

*NOTE: PART- C Analysis Question may come from Chapter 2*or 5*

UNIT TEST SYLLABUS DIVISION TABLE FOR C-20 CCP-104 BUSINESS ORGANISATION

| Unit Test | Learning outcomes to be covered |
|---------------|---------------------------------|
| Unit Test-I | From 1.1 to 3.12 |
| Unit Test-II | From 2.5 to 3.5 |
| Unit Test-III | From 3.6 to 5.12 |

MODEL PAPER
State Board of Technical Education & Training: AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
I YEAR

Subject Name: BUSINESS ORGANISATION
Subject Code: CCP-104

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1) State "TRUE" or "FALSE" for the following statement and Fill up the blanks :

- a. "Teaching in a school for a salary", is an economic activity (T/F)
- b. Business run by a single person is called _____
- c. Joint Stock Company is _____ person created by Law
- d. Minimum number of persons to form a Private Limited Company

2) What is Aids to Trade? List the components of Aids to Trade

3) Mention the different types of Partners.

4) State any three merits of Joint Stock Company.

5) What are the demerits of an unregistered partnership firm.

PART-B

Instructions: 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6. (a) Define Industry and list the different types of Industries with examples .

(OR)

(b) Differentiate between Commerce and Industry

7. (a) Explain any four merits of Sole trading business.

(OR)

(b) List any eight rights of Partners.

8. (a) Distinguish between a Private Limited Company and Public Limited Company

(OR)

(b) Explain the procedure for incorporation of Joint Stock Company

C-20, CCP-104 BUSINESS ORGANISATION
FIRST YEAR

MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS : 80

Part-A

10 x 3 = 30

Instructions: (1) Answer all Questions

(2) Each question carries three marks

(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

1. List the different types of activities and give one example for each activity. (CO1)
2. Define Partnership (CO1)
3. Distinguish between sole trader and partnership. (CO1)
4. Define “company” (CO2)
5. State the meaning of prospectus (CO2)
6. State the meaning of share and mention any two types of shares (CO2)
7. State the meaning of forfeiture of shares. (CO2)
8. List any three features of Wholesaler (CO3)
9. What is meant by Foreign Trade and list two components of foreign trade (CO4)
10. State the importance of insurance. (CO5)

Part-B

Instructions: (1) Answer all Questions

(2) Each question carries eight marks

(3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer

11. a) Explain the merits and demerits of sole trader (CO1)
OR
b) Explain the different types of partners.
12. a) What is Articles of Association and list out its contents (CO2)
OR
b) What is Memorandum of Association and explain its clauses
13. a) Explain the services of wholesaler to the Retailer CO3
OR
b) Explain the services of Retailer to the Consumer
14. a) Explain the procedure for import trade CO4

OR

b) Explain the procedure for Export Trade

15. a) Explain the following terms – CO5
a) Insurance Contract, b) Insurance Company, c) Insurable Interest, d)
Premium

OR

b) Define the term IRDA and List the functions of IRDA

Part-C

1x10=10

Instructions: (1) Answer the question below. It carries 10 marks

(2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

16. Explain the procedure for taking insurance Policy for a person who attained the age of 50 years. CO5

CCP-105 INFORMATION AND COMMUNICATION TECHNOLOGY (PRACTICALS)

| Course code | Course Title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|---|---------------------|----------------------|--------------|--------------|
| CCP-105 | Information and Communication Technology (Practicals) | 7 | 210 | 40 | 60 |

TIME SCHEDULE

| S.No | Chapter/unit title | No.of periods | CO's Mapped |
|------|---------------------|---------------|-------------|
| 1 | Fundamentals of I.T | 60 | C01 |
| 2 | MS-Word | 90 | C02 |
| 3 | MS- Power point | 60 | C03 |
| | Total periods | 210 | |

| | |
|-------------------|--|
| Course Objectives | (i) To use the Computer for day-to-day activities in any office (ii) To work with MS Word and Power Point applications of MS-Office Suit. |
|-------------------|--|

| | | The student will be able to: |
|-----------------|-----|---|
| Course outcomes | C01 | Operate the computer for creating files and retrieve for future use |
| | C02 | Create, edit, format and print documents |
| | C03 | Develop presentations |

Learning Outcomes:

1. Fundamentals of I.T

1. Identify the various hardware components of a Computer system.
2. Identify the various peripherals.
3. State the configuration of a computer system.
4. Exercise on options of start menu.
5. Exercise on changing background and screen saver.
6. Exercise on understanding the use of Taskbar.
7. Exercise on creation of shortcut to files and folders on Desktop.
8. Exercise on use of Recycle Bin.
9. Exercise on use of My Computer.
10. Scanning virus of CD/DVD/Pen drive using anti-virus software.
11. Exercise on use of My Documents.
12. Exercise on Windows Explorer.
13. Exercise on arranging of icons – name wise, size, type, Modified.
14. Exercise on creation of folders and organizing files in different folders using copy/paste.
15. Exercise on searching of files and folders.
16. Exercise on Paint.

17. Exercise on Calculator.
18. Exercise on using Notepad.
19. Exercise on using Wordpad.
20. Exercise on using Control Panel .
21. Change the appearance and other settings of display screen.
22. Configure mouse, change mouse pointers and other settings.
23. Change the date and time.
24. Install and uninstall a hardware device.
25. Add and remove programs using control panel.
26. Exercise on shutdown of computer system.
27. Demonstrate connecting and disconnect with Net.
28. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc).
29. Search the Web using Search Engines.
30. Demonstrate Zip/Unzip files/folders.
31. Create an E-mail account.
32. Send and receive E-mail

2. MS-Word

1. Create and save a document using MS WORD.
2. Deletion of Character, Word, line and block of text.
3. Work with Undo and redo.
4. Moving, Copying and renaming.
5. Perform Character formatting.
6. Perform Paragraph formatting.
7. Perform Page formatting.
8. Finding and Replacing of text.
9. Create Bookmark and go to Bookmark.
10. Checking Spelling and Grammar automatically.
11. Checking Spelling and Grammar using Dictionary.
12. Working with Print Preview.
13. Print a document using page setup and Print Dialog box.
14. Demonstrate mail merge.
15. Create a table in the document
16. Add row, column to a table
17. Changing column width and row height.
18. Merge, split cells of table.
19. Use formulae in tables.
20. Sorting data in a table.
21. Formatting a table.
22. Manipulating Borders and Shading,
23. Insertion of Drop Cap,
24. Insertion of Water mark
25. Creation and editing of Word Art
26. Use of Drawing Tool Bar

3. MS-Power Point

1. Create and save a new presentation using MS Power Point.
2. Layout of opening screen in Power Point.
3. The ribbon tabs in MS Power Point.
4. Choose Auto Layout for a new slide.
5. Insert text and pictures into a blank slide.
6. Insert new slides into the presentation.
7. Apply slide transition effects.
8. Demonstrate a slide show.
9. Set animation to text and pictures in a slide
10. Set the sounds, order and timing for animation.

Objectives and Key Competencies

| Exp. No. | Name of Experiment | Objectives | Key Competencies |
|----------|---|--|---|
| 1 | Identify the various components of a Computer system. | Identify various Components of a System. | Check whether components are identified correctly. |
| 2 | State the functions of each component of a computer system. | To study function of all components on system. | Identify all components inside computer. Observe the functionality of all components like CPU, RAM, HDD , CD/DVD Drive, Motherboard. |
| 3 | State the configuration of a computer system. | Able to observe configuration of given system. | Use System icon in control panel |
| 4 | Exercise on understanding the Start Menu items on Taskbar. | Able to understand the use of Start Menu items by opening some applications. | Use 'Start Menu' items on Taskbar by opening some applications. |
| 5 | Exercise on creation of folders and organizing files in different folders on desktop. | <ul style="list-style-type: none"> • Able to create folder. • Able to organize file in different folders. | <ul style="list-style-type: none"> • Create folder on desktop. • Organise files in different folders. |
| 6 | Exercise on using Recycle Bin | • Able to Use Recycle Bin. | <ul style="list-style-type: none"> • Check Recycle bin whether able to store deleted files. • Observe whether files were properly restored. |
| 7 | Exercise on use of My Computer. | <ul style="list-style-type: none"> • Able to Access files and folders in C: Drive. • Able to Access files and folders in other drives. | <ul style="list-style-type: none"> • Check whether able to access files in C: Drive using My Computer correctly or not. • Check whether able to access files in other drives using My Computer correctly or not. • Check whether able to use CD/DVD drive using My Computer. |
| 8 | Exercise on use of My Documents. | i)Able to use My documents so that organize and access files and folders in it. | • Check whether able to organize files and folders in My Documents. |
| 9 | Exercise on creation of shortcut to files and folders (in other folders) on Desktop. | Able to create shortcut of files and folders on desktop. | Check whether able to create shortcut for any files/folder created on desktop |

| | | | |
|----|---|--|---|
| 10 | Exercise using Paint | Able to create .jpeg, .bmp Files using MS Paint. | Check whether able to create .jpeg, .bmp Files using MS Paint. |
| 11 | Exercise using Calculator. | i) Able to use calculator in Standard as well as scientific mode. | <ul style="list-style-type: none"> • Check calculator in Standard mode • Check calculator in scientific mode. |
| 12 | Exercise using Notepad/Wordpad. | i) Able to use Notepad ii) Able to use Wordpad | <ul style="list-style-type: none"> • Observe creation, formatting and printing of file using Notepad, WordPad. |
| 13 | Exercise on using Control Panel. | Able to Installation / Uninstallation of Software using control panel. Able to Install Hardware using control panel. Able to Change the Date and Time using control panel. | Check Installation / Uninstallation of Software using control panel. Check Installation of Hardware using control panel. Check Changing Date and Time using control panel. |
| 14 | Exercise on using of explorer for accessing of files and folders. | Able to use of explorer for accessing of files and folders. | Check use of explorer for accessing of files and folders. |
| 15 | Exercise on arranging of icons – name wise, size, type, Modified. | Able to arrange the icons – name wise, size, type, Modified on desktop. | Observe whether able to arrange the icons – name wise, size, type, Modified. |
| 16 | Exercise on searching of files and folders. | Able to search the files and folders. | Check searching of files and folders. |
| 17 | Exercise on organizing files / folders using copy and paste of files and folders. | i) Able to organize files / folders using copy and paste of files and folders using explorer. ii) Able to organize files / folders using copy and paste of files and folders using My Computer. | Check organizing files / folders using copy and paste of files and folders. Check organizing files / folders using copy and paste of files and folders using my computer. |
| 18 | Exercise on installation of Anti Virus software. | Able to install Anti Virus software. | <ul style="list-style-type: none"> • Check installation of Anti Virus software. • Check the CD/DVD/Pen Drive using Anti Virus Software like Kaspersky etc., |
| 19 | Exercise on shutdown of computer system. | Able to shutdown computer system. | Check shutdown of computer system. |
| 20 | Exercise on using of Internet Explorer or any other browser. | Able to use Internet Explorer, Mozilla Firefox, Google Chrome and Opera. | Check use of Internet Explorer. Check use of Mozilla Firefox. Check use of Google Chrome/Opera. |
| 21 | Exercise on E-mail. | Able to Create E-mail id. Able to send and receive messages using E-mail. | <ul style="list-style-type: none"> • Create E-mail id. • Send and Receive messages using E-mail. |
| 22 | Exercise on Zip/unzip files/folders. | Able to Zip/Unzip Files/Folders. | <ul style="list-style-type: none"> • Use Winrar software to Zip/Unzip Files/Folders. |
| 23 | Open MS-word and Identify the components on the screen. | Able to Open MS-Word and Identify the components on the screen. | Check whether able to Identify the components on the screen. Check whether able to Identify all |

| | | | |
|----|---|--|---|
| | | | components on the screen of MSWORD are identified and learnt thoroughly. |
| 24 | Create a document using MS-word and save it in .docx or .doc format. | Able to create document using MS-word. Able to save document in .docx or .doc format. | Observe whether created document using MS-word. Observe whether saved document is in .docx or .doc format. |
| 25 | Create a table using MS-Word and save it. | Able to Create a table using MS -Word and save it. Able to Create a table using Insert table method. Able to Create a table using draw table method. Able to Create a table using quick table method. | Verify a table is created using MS-Word and save it. Verify a table is created using Insert table method. Verify a table is created using draw table method. Verify a table is created using quick table method. |
| 26 | Insertion of new rows and columns in the existing table. | Able to Insert new rows and columns in the existing table. | Check whether able to Insert new rows and columns in the existing table. Check whether able to Insert new rows and columns as per requirement. |
| 27 | Changing the background color of the table. | Able to Change the background color of the table. | Check whether able to change the background color of the table. |
| 28 | Merging and splitting of cells in a Table. | Able to Merge and split cells in a Table using different methods. | Check whether able to Merge and split cells in a Table using different methods. |
| 29 | Changing the formatting of font. | Able to Change the formatting of font using right click menu. Able to Change the formatting of font using menu options. | Check whether able to change the formatting of font using right click menu. Check whether able to change the formatting of font using menu options. |
| 30 | Exercise with Headers and Footers. | Able to change Headers and Footers using menu option. Able to change Headers and Footers by clicking top and bottom document. | Check whether able to change Headers and Footers using menu option. Check whether able to change Headers and Footers by clicking top and bottom document. |
| 31 | Create mailing letters using mail merge tool of MS-Word. | Able to use mail merge tool of MS-Word using start mail merge option in mail menu. | Check whether able to use mail merge tool of MS-Word in creating letter using mail merge option in mail menu. |
| 32 | Miscellaneous and advanced concepts: Boarder and Shading, Drop Cap, Water marking, Word Art, Drawing Tool Bar | Able to use Boarder and Shading to a particular word a word / Line / paragraph / page etc., able to use Word art, Water marking, by using Drawing Tool bar to creating different shapes like Rectangle/ | Check whether able to use Drawing tool bar / water making / Boarder shading / Word art etc. |

| | | | |
|----|---|---|---|
| | | Square ect. | |
| 33 | Inserting a new slide in the existing Power Point file. | Able to Insert a new slide in the existing Power Point file using new slide option in home menu. Able to Insert a new slide in the existing Power Point file using slide layout option in home menu. | Check whether able to Insert a new slide in the existing Power Point file using new slide option in home menu. Check whether able to Insert a new slide in the existing Power Point file using slide layout option in home menu. |
| 34 | Create a simple Power Point presentation for a small topic and saving in .ppt or pptx format. | Able to create a simple Power point presentation for a given topic. Able to Save the presentation in both .ppt or pptx format. | Check able to create a simple Power point presentation for a given topic. Check able to Save the presentation in both .ppt or pptx format. |
| 35 | Inserting chart or image in a Power Point slide. | Able to Insert chart in a power point slide using Insert menu option. Able to Insert image in a power point slide using insert menu option. | Check able to Insert chart in a power point slide. Check able to Insert image in a power point slide. |
| 36 | Exercise with animation and sound features in Power Point. | Able to work with animation and sound features in power point using custom animation option in Animations menu. Able to work with Media clip options in insert menu. | Check able to work with animation and sound features in power point using custom animation option in Animations menu. Check able to work with Media clip options in insert menu. |
| 37 | Exercise with Rehearse Timings feature in Power Point. | Able to work with Rehearse Timings feature in Power Point using slide show menu rehearse option. | Work with rehearse timings features. |
| 38 | Exercise with Rehearse Timings feature in Power Point. | Able to work with Rehearse Timings feature in Power Point using slide show menu rehearse option. | able to rehearse slide-transition timing features. |
| 39 | Exercise in printing the PowerPoint file in (a) Slides (b) Handout. | Able to print the PowerPoint file in Slides using File menu Print option. Able to print the PowerPoint file in Handout using file menu print option. | Check able to print the PowerPoint file in Slides using File menu Print option. Check able to print the Power Point file in Handout using file menu print option. |

CCP-106 ENGLISH TYPEWRITING - I

| Course Code | Course title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|---------------------------------|---------------------|----------------------|--------------|--------------|
| CCP-106 | English Typewriting –I (30 WPM) | 6 | 180 | - | 100 |

| S. No. | Major Topics | No. of Periods | CO's Mapped |
|--------|-----------------------------------|----------------|-----------------------|
| 1 | Mastery of the Keyboard etc. | 45 | CO1 |
| 2 | Shift Key operation | 25 | |
| 3 | Practice of speed 15,20,25,30 WPM | 110 | CO2, CO3, CO4 and CO5 |
| | Total | 180 | |

| | |
|-------------------|--|
| Course Objectives | (i) To use the typewriter as a means of business machine for communication. (iii) To reproduce the printed matter@ 30 WPM |
|-------------------|--|

| | | |
|-----------------|------------------------------|--|
| Course outcomes | The student shall be able to | |
| | CO1 | master the key board with blind touch and accuracy |
| | CO2 | practise the speed at 15 WPM |
| | CO3 | practise the speed at 20 WPM |
| | CO4 | practise the speed at 25 WPM |
| | CO5 | practise the speed at 30 WPM |

Learning Outcomes

1.0 Use the typewriters as a means of business machine for communication.

- 1.1 Define the term typewriter.
- 1.2 Identify the important parts of the typewriter like keyboard, space bar, typeset, type bars etc.
- 1.3 Demonstrate the functions of the important parts of the Typewriter

2.0 Demonstrate the key board of the typewriter.

- 2.1 Distinguish between touch and sight methods of typewriting.
- 2.2 Insert the paper with a backing sheet in the typewriter.
- 2.3 Describe the arrangement of alphabets in the keyboard.
- 2.4 Point out the 'guide keys' in the keyboard.
- 2.5 Practice 'home keys'
- 2.6 Repeat 'letters and words' for accurate typing of home keys.
- 2.7 Practice 'second fingering'.
- 2.8 Repeat 'letters and words' of the second fingering.
- 2.9 Practice 'third fingering'.
- 2.10 Repeat 'letters and words' of third fingering.
- 2.11 Repeat typing 1, 2 and 3 fingering letters and words.
- 2.12 Practice typing numbers 0 to 9.
- 2.13 Repeat typing numbers 0 to 9.
- 2.14 Practice typing words and sentences.

2.15 Repeat typing of sentences.

3.0 Locate the various punctuation marks in the typewriter.

3.1 Identify the different punctuation marks.

3.2 Adhere to the spacing after punctuation marks.

4.0 Practice the 'method of paragraphing' during typing.

4.1 Subdivide typing paragraphs.

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

4.3 Set the left and right margins of 10 degrees.

5.0 Practice the centering the typed matter.

5.1 Calculate the letters and spaces in a given sentence.

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

6.0 Speed Development Practice

6.1 Practice speeds with accuracy of 15 WPM.

6.2 Practice speeds with accuracy of 20 WPM.

6.3 Practice speeds with accuracy of 25 WPM.

6.4 Practice speeds with accuracy of 30 WPM.

6.5 Demonstrate Speed and Accuracy in typing a given printed matter.

COURSE CONTENTS

1. Master key board with emphasis on rhythm – Blind touch – Accuracy development.
2. Shift key operation – Words – Sentences – Spacing after punctuation – Paragraphing – Two lines and three lines paragraphing.
3. Regular practice of speed and accuracy passages at 15, 20, 25, 30 w.p.m. – Practice of speed test at various rates – Speed spurt drills. End Exam at 30 w.p.m.

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

REFERENCE BOOKS:

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

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

CCP-107 ENGLISH TYPEWRITING - II

| Course Code | Course title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|-------------------------|---------------------|----------------------|--------------|--------------|
| CCP-107 | English Typewriting -II | 06 | 180 | - | 100 |

| | |
|-------------------|---|
| Course Objectives | <p>i. To know the various types of correspondence used in Business and Government Organizations.</p> <p>ii. To familiarize with the manuscripts and to amplify the abbreviations</p> <p>iii. To transform various manuscripts into neatly typed formats with accuracy and neatness.</p> |
|-------------------|---|

| | | |
|-----------------|------------------------------|--|
| Course outcomes | The student shall be able to | |
| | CO1 | typewrite the Statement with accuracy and neatness from Manuscripts. |
| | CO2 | typewrite the business correspondence. |
| | CO3 | typewrite the Government correspondence. |

| S. No | Major Topics | No. of Periods | CO's Mapped |
|-------|---|----------------|-------------|
| 1 | Practice typing from manuscripts with Simple abbreviations (Statement/Invoice/Debit Note/Credit Note/Account Sales) | 60 | CO1 |
| 2 | Practice of Professional Letter/Business Letter/Application Letter | 60 | CO2 |
| 3 | Government Order/Memorandum | 60 | CO3 |
| | Total | 180 | |

LEARNING OUTCOMES

1.0 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 neatly and accurately.
- 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 neatly and accurately.

2.0 Business Letters, Professional Letters and Applications (100 Words) (500 Strokes) (35 Marks)

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

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

- 3.1 Understand a Government Order and Government Memorandum.
- 3.2 Distinguish between the two.
- 3.3 Outline the format of a Government order.
- 3.4 Outline the format of a Government Memorandum.
- 3.5 Practice Government Order and Memorandum.
- 3.6 Prepare a typed Government Order and Memorandum.
- 3.7 Demonstrate Accuracy in Typing Manuscripts according to the Layout.

COURSE CONTENTS

1. Statement, Debit and Credit Notes Account Sales -Practice from typing manuscripts with simple abbreviations.
2. Business Letters, Professional Letters and Applications - Practice from typing manuscripts with simple abbreviations.
3. Government Order and Memorandum - Practice from typing manuscripts with simple abbreviations. (FIVE depressions of key is to be taken as one word).

REFERENCE 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.
5. Books published by National Shorthand School, Visakhapatnam

Note: Examination will be conducted on par with SBTET pattern i.e. English Typewriting English Lower grade Paper-II (45 minutes)

III SEMESTER

CCP-301 ENGLISH-II
II YEAR INTERMEDIATE TEXT BOOK SYLLABUS

CCP – 301 : ENGLISH – II

| Course Code | Course Title | No. of Periods/Week | Total No. Of Periods | Marks for FA | Marks for SA |
|-------------|--------------|---------------------|----------------------|--------------|--------------|
| CCP 301 | English II | 6 | 90 | 20 | 80 |

Time Schedule & Blue Print

| S. No. | Major Topics | No. of periods | Weightage of Marks | No. of short questions + Annotations @ 3 Marks | No. of Essay questions @ 8 Marks |
|--------|---|--------------------|--------------------|--|----------------------------------|
| | I. Poetry | (Total: 25) | 30 | | |
| 1. | On His Having Arrived at the age of Twenty-Three- John Milton | 05 | | 1+1 | 3 |
| 2. | The Tables Turned- William Wordsworth | 05 | | | |
| 3. | The Builders- H.W. Longfellow | 05 | | | |
| 4. | Any Woman- Katherine Tynan | 05 | | | |
| 5. | A Challenge to Fate- Sarojini Naidu | 05 | | | |
| | II. Prose | (Total: 25) | 30 | | |
| 1. | Of Studies – Francis Bacon | 05 | | 1+1 | 3 |
| 2. | The Secret of Work – Swami Vivekananda | 05 | | | |
| 3. | J C Bose – Aldous Huxley | 05 | | | |
| 4. | In Celebration of Being Alive – Dr Christian Barnard | 05 | | | |
| 5. | Learning from West – N R Narayana Murthy | 05 | | | |
| | III. Grammar and Communication Skills | (Total: 40) | 60 | | |
| 1 | Basic Sentence structures | 3 | | 1 | |
| 2 | Note-Making | 4 | | 2 | |
| 3 | Error analysis | 5 | | 1 | |
| 4 | The Language of Advertisement | 7 | | 2 | |
| 5 | Letter -Writing | 7 | | | 2 |
| 6 | Reading Comprehension (Unseen passages) | 7 | | | 2 |
| 7 | General Essay writing | 7 | | | 1 (10marks) |
| | Total | 90 | 120 | 10 | 11 |

OBJECTIVES:

I. Poetry

- a. To appreciate the theme and comprehend the message.
- b. To know about poetic expressions like figures of speech and other distinctive features.
- c. To inculcate human values and sensitivity.
- d. To paraphrase the poems / summarizing.

II. Prose

- a. To develop English Language Skills.
- b. To enrich vocabulary and use words of & phrases in sentences.
- c. To answer long and short answer questions based on the lessons.
- d. To get sensitized to the theme or message in the prose piece.
- e. To comprehend passages from the lesson.

III. Language

1. Grammar:

- a) To learn and use the 5 basic sentence structures in English
- i) S+V ii) S+V+O iii) S+V+IO+DO iv) S+V+SC v) S+V+ O+ OC
- b) Error Analysis (Sentence Corrections)

To find errors in sentences and make corrections in the aspects that the students have practised in their first year. Ex: concord, prepositions, articles, tenses, voice, adjectives, word order in a question. etc.

2. Reading Comprehension:

- i) Passages: To read and understand the factual information and make inferences from the unseen passages or short poems
- ii) Advertisements: To comprehend the facts and features of an advertisement.

3. Composition: To improve the writing skills:

- i) Note-Making: To make short notes of a long piece of prose or poetry for a quick recap before exams or to reproduce it; using short forms and abbreviations to make notes.
- ii) Letter-writing: To learn the structure, features and distinctive expressions of formal and informal letters. and use in real life situations.
- iii) To inculcate the skill of writing a general essay. To know the aspects of unity of thought, coherence, cohesion, introduction, supporting details and conclusion of an essay.

Course Contents: The subject consists of two parts – the study of text book and the study of language which includes grammar and composition.

The syllabus for D.C.C.P. II-year English is the same as in second year Intermediate, prescribed by the Board of Intermediate Education, A.P.

Text Book: Intermediate Second Year Text Book by Board of Intermediate Education(introduced in June 2019) **published by EMESCO BOOKS Pvt.Ltd.**

Note :

- 1.To improve the communication skills of students, every weekend, one period may be allotted to speech practice, seminar, debate, pair work and group work.
- 2.As and when the Intermediate II year English Text Book changes, it should be followed for the DCCP II year Course, invariably as per the guidelines from the State Board of Technical Education and Training.

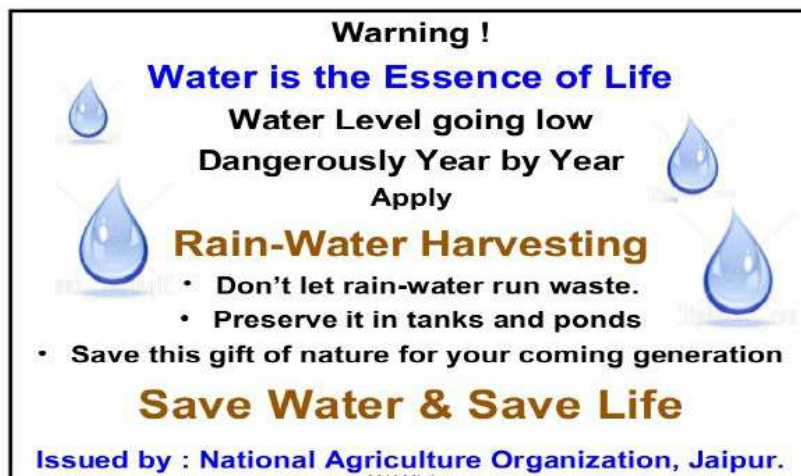
Time: 3 hours

Total Marks: 80

PART-A

10X3=30M

- Instructions:** 1. Answer all questions.
2. Each question carries Three Marks.
3. Answer should be brief and straight to the point and should not exceed five simple sentences wherever required.
1. Annotate the following:
All is, if I have grace to use it so
As ever in my great Task-Master's eye.
 2. Annotate the following:
Reading maketh a full man; conference a ready man; and writing an exact man.
 3. What is the difference between knowledge and wisdom?
 4. What does Bose's little bell experiment prove?
 5. Frame one sentence each for the given sentence patterns:
 - a) Sub+ Verb+ Obj (S+V+O)
 - b) Sub+ Verb+ Object+ Obj Complement (S+V+O+OC)
 - c) Sub+ Verb+ Sub complement (S+V+SC)
 6. Correct the following Sentences
 - a) He is knowing me.
 - b) Sheela did not went to college.
 - c) My sister is typing since morning.
 7. Study the advertisement given below and answer the questions that follow:



- a) Who has issued the advertisement?
- b) What is the message given in the advertisement?
- c) For whom water should be saved?

8. Interpret the given Advertisement into a short passage in about four to five sentences.

| | |
|---|--|
| POLLUTION | |
| A THREAT TO MANKIND | |
| CAUSES <input type="checkbox"/> Deforestation <input type="checkbox"/> Smoke of Vehicles & Factories |  EFFECTS <input type="checkbox"/> Global Warming <input type="checkbox"/> Ecological Imbalance |
| COME TOGETHER. CURE TOGETHER | |
| STOP, THINK AND ACT | |
|  <input type="checkbox"/> Optimisation of Resources GO GREEN | <input type="checkbox"/> Utilisation of Solar Energy <input type="checkbox"/> Afforestation GO CLEAN  |
| ISSUED BY-ENVIRONMENT AWARENESS CLUB | |

9. Read the given passage and make notes:

Speech is a great blessing, but it can also be a great curse, for, while it helps us to make our intention and desires known to fellows, it can also, if we use it carelessly, make our attitude completely misunderstood. A slip of the tongue, the use of an unusual word, or of an ambiguous word, and so on, may create an enemy where we had hoped to win a friend. Again, different classes of people use different vocabularies and the ordinary speech of an educated man may strike an uneducated listener as showing pride; unwillingly we may use a word which bears a different meaning to our listener from what it does to men of our own class. Thus speech is not a gift to use lightly without thought but one which demands careful handling, only a fool will express himself alike to all kinds and conditions of men.

10. Read the given passage and make notes:

Mind management is a way to control one's mind. To do this, we need to be cautious about our thinking process and also need a high level of understanding and meditation as well. Understanding is wisdom – 80 percent of people are knowledgeable, while 20 per cent are wise. Knowledgeable men take sides without reason. They feel sad seeing deprived people but jealous when they see happy people. They work in the guidance of others' inspiration; take unnecessary responsibility to keep themselves disturbed. A wise person does not stand for or against any idea without concrete reason. He works according to the situation and capacity. He looks at everything intellectually. To him, failure is a stepping stone for future success. So depression and conflict are not seen. Like the phrase 'Stop, Look, Go', first one should see, and this needs patience. Meditation is necessary to control and manage mind which then becomes an easy task. Unless we control or manage our mind, it is difficult to achieve success and peace.

PART – B

8X5 = 40

Instructions: 1. Answer all questions.

2. Each question carries Eight Marks.

3. Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

11. a) What does Swami Vivekananda say about a man of character?

Or

b) Write about any two lessons that Narayana Murthy feels we should learn from the west.

12. a) What is the central idea of the poem 'Builders'?

Or

b) The poem 'Any Woman' is a celebration of the glory of womanhood- Illustrate.

13. a) Attempt a critical appreciation of the poem "On His Having Arrived at the age of Twenty-Three".

Or

b) What lessons did Dr. Barnard learn from the two children?

14.a) Write a letter to your father requesting him to send an amount of Rs. 2000 to pay your exam fees.

Or

b) Write a letter to the Principal of your college requesting him to issue study, conduct and transfer certificate.

15. a) Read the following passage and answer the questions that follow:

Human history is ample evidence of the fact that a seed of greatness exists within each of us. In this seed of greatness lies the spirit to take positive steps, to fight back -- it's the will to conquer. It can help you rise to the challenges you face by making you brave, resourceful and determined. This element of your inner self can help you surmount seemingly impossible obstacles when you call on it. It can help you defeat your difficulties if you release it to work on your behalf, but you have to do something to make that possible. You have to focus all your attention and energies on your performance and your goals, not your pain.

There is at least one common denominator among the great achievers of the world: they possess an unshakable enthusiasm for what they do. They produce magnificently because they live positively. They stick to business. Their secret for rising above adversity is found in the fact that they focus entirely on their performance.

The great heavyweight boxer, Muhammad Ali, fought on after suffering the broken jaw at the hands of Ken Norton in an early round of the 1973 championship fight in San Diego. Ali continued on, despite his pain, and finished the fight. Howard Cosell said of Ali, "this is the mark of champion."

1. Where does the seed of greatness lie?
2. How can we defeat our difficulties?
3. What is the common denominator among achievers?
4. What is the secret of achievers?
5. What is the greatness of Muhammad Ali?
6. Where did 1973 championship take place?
7. What was the comment of Howard Cosell?
8. Pick out the word from the passage which means 'a difficult or unpleasant situation'

Or

b) Read the given poem and answer the questions that follow:

Great, wide, beautiful, wonderful World,
With the wonderful water round you curled,
And the wonderful grass upon your breast—
World, you are beautifully drest.
The wonderful air is over me,
And the wonderful wind is shaking the tree,
It walks on the water, and whirls the mills,
And talks to itself on the tops of the hills.
You friendly Earth, how far do you go,

With the wheat-fields that nod and the rivers that flow,
With cities and gardens, and cliffs, and isles,
And people upon you for thousands of miles?
Ah! you are so great, and I am so small,
I tremble to think of you, World, at all;
And yet, when I said my prayers to-day,
A whisper inside me seemed to say,
'You are more than the Earth, though you are such a dot:
You can love and think, and the Earth cannot!'

1. How is the World dressed as narrated in the poem?
2. State any two activities of the wind.
3. Why does the narrator say that the Earth is friendly?
4. How does the narrator claim his superior traits?

PART-C

10 Marks

Answer the following question in about 150 words.

16. Discuss the impact, advantages and disadvantages of using mobile phones by youth.

Time: 3 hours

Total Marks: 80_

PART – A

3X10=30

Instructions: (1) Answer **all** Questions. (2) Each question carries **three** marks.
(3) Answers should be brief and straight to the point and shall not exceed five simple sentences.

1. Annotation from Poetry
2. Annotation from Prose
3. Short answer question from Poetry
4. Short answer question from Prose
5. Basic Sentence Structures
6. Correct the following Sentences
7. Advertisement (Three separate Comprehension questions)
8. Interpret the Advertisement into four to five sentences (short paragraph)
9. Note Making
10. Note Making

PART – B

8X5 = 40

Instructions: 1. Answer all questions. Each question carries **EIGHT** marks.
2.. Answer should be comprehensive and criteria for valuation is the content but not the length of the answer.

11. a) Essay question from Prose
Or
b) Essay question from Prose
12. a) Essay Question from Poetry
Or
b) Essay question from Poetry
13. a) Essay question from Prose
Or
b) Essay question from Poetry
- 14.a) Letter writing -Formal
Or
b) Letter writing – Informal
- 15) a) Reading Comprehension- Unseen Prose piece
Or
b) Reading Comprehension -Unseen Short Poem

PART-C

- 10 Marks

16. General Essay Writing – Analytical / critical Approach
-

**BIFURCATION OF THE SYLLABUS FOR UNIT TESTS
C-20-CCP-301: ENGLISH -II**

| Unit Test | Prose | Poetry | Language Study |
|------------------|--|--|---|
| U.T-1- | 1. Of Studies 2. The secret of work | 1. On His Having Arrived at the age of 23 2. The Tables Turned 3. The Builders | 1. Basic Sentence structures 2. The language of Advertisements 3. Letter- writing 4. Essay writing |
| U.T-2 | 3. J. C. Bose 4. In Celebration of being Alive 5. Learning from the West | 4. Any woman 5. A Challenge to Fate | 1. Correction of sentences 2. Note making 3. Reading comprehension |

**Unit Tests Question Paper Blueprint/ Format
UNIT TEST – 1 (Blue-Print)
C20-CCP-301- ENGLISH-II**

Time: 90 mnts.

Marks:40

PART-A

16Marks

Instructions: Answer all the questions.

Questions 1 to 4 carry THREE marks each while question 5 carries FOUR marks

1. Annotation from poetry - 3M
2. Short answer question from Prose -3M
3. Short answer question from poetry - 3M
4. Write one sentence each for the given sentence structures - 3M
5. Study the advertisement given and answer the questions that follow - 4M

PART-B

8X3 = 24Marks

Answer all questions. Each question carries 8Marks

6. a) Essay question from Prose
OR
b) Essay question from Prose
7. a) Essay question from Poetry
OR
b) Essay question from Poetry
8. a) Letter writing
OR
b) General Essay writing

UNIT TEST – 1 (Model Question Paper)
C20-CCP-301- ENGLISH-II

Time : 90mnts

Marks:40

PART-A

16Marks

Instructions: Answer all the questions.

Questions 1 to 4 carry THREE marks each while question 5 carries FOUR marks

1. Annotate the following poetic lines: - 3M
"Enough of science and Arts
Close up those barren leaves"
2. What does it mean by Samskara ? -3M
3. How is time important in building our life? - 3M
4. Write one sentence each for the given sentence structures - 3M
 - a) S+V+SC
 - b) S+V+O
 - c) S+V+IDO+DO
5. Study the advertisement given below and answer the questions that follow - 4M

Your bank account is now key to security as well

| Pradhan Mantri Suraksha Bima Yojana | Pradhan Mantri Jeevan Jyoti Bima Yojana |
|---|---|
| Accident insurance worth ₹ 2 lacs at just ₹ 12 per annum | Life insurance worth ₹ 2 lacs at just ₹ 330 per annum |
| <ul style="list-style-type: none">✓ For all Bank account holders whose age is between 18 to 70 years✓ Insurance also covers permanent disablement due to accident | <ul style="list-style-type: none">✓ For all Bank account holders whose age is between 18 to 50 years✓ Life Insurance amount for your family, after you |
| Period of Insurance, Annual : 1st June – 31st May | |
| <ul style="list-style-type: none">• The premium will be deducted from the account holder's savings bank account through 'auto debit' facility• The person would be eligible to join the scheme through one savings bank account only | |

- a. Who are eligible to join in Pradhan Mantri Jeevan Jyoti Bima Yojana?
- b. Bring out the differences between the two insurance schemes.
- c. Are these insurance schemes linked to bank accounts?
- d. How is the premium amount deducted?

PART-B

8X3 = 24Marks

Answer all questions. Each question carries 8Marks

6. a) How can the miseries of the world be cured, according to Swami Vivekananda?
(OR)
b) Summarize the essay 'Of Studies' by Bacon.

7. a) Why does Wordsworth consider Nature to be a good teacher?

(OR)

b) Attempt a critical appreciation of the poem "On His Having arrived at the age of Twenty-Three."

8.a) Write a letter to the Head of the Section requesting him/her to give one week time to submit the project and its report.

(OR)

b) Write in about 150 words on how our lives might be without science and technology giving examples from real life.

UNIT TEST – II (Blue-Print of the question paper)
C-20-CCP-301: ENGLISH-II

Time : 90 minutes

Max Marks: 40

PART-A

16Marks

Instructions: Answer all the questions.

Questions 1 to 4 carry THREE marks each while question 5 carries FOUR marks

1. Annotation from prose - 3M
2. Short answer question from prose -3M
3. Short answer question from poetry - 3M
4. Correct the given sentences - 3M
5. Read the given passage and make notes - 4M

PART-B

8X3 = 24Marks

Answer all questions. Each question carries 8Marks

6. a) Essay question from Prose
OR
b) Essay Question from Prose
7. a) Essay question from Poetry
OR
b) Essay Question from Poetry
8. a) Reading Comprehension
(Unseen paragraph)
OR
b) Reading Comprehension
(Unseen Poem)

UNIT TEST – II (Model Question Paper)
C-20-CCP-301: ENGLISH-II

Time:90 minutes

Max Marks: 40

PART-A

16Marks

Instructions: Answer all the questions.

1. Annotate the following: - 3M
“My gloomy thoughts probably stem from an accident I had a few years ago”.
2. What do you understand by the term ‘Indian Standard Time’? -3M
3. How does the mother protect her children from any danger? - 3M
4. Correct the following sentences - 3M
 - a. Ravi has a cousin brother.
 - b. Every one of you have to attend the seminar.
 - c. Exam dates have been declare by our Board.
5. Read the given passage and make notes: - 4M

Global Warming is a major problem which our environment faces today terribly. This global warming is caused due to Greenhouse Effect. What is greenhouse effect? It is a condition in which Earth’s heat trapping increases more from the normal levels. Climate change, devastation of the ecosystem, water contamination, melting ice over Arctic and Antarctic regions, negative impacts in the agricultural sector are just the problems caused by global warming. A lot of damages have been done by this phenomenon. As the old adage said, “There is no other place like home and our Earth is our home”, so we have to take significant steps to take care of our home.

PART-B

8X3 = 24 Marks

Answer all questions. Each question carries 8Marks

6. a) Explain the experiments of Bose about the growth and reaction of a plant.
(OR)
b) Give a list of the lessons that Narayana Murthy feels we should learn from the West.
7. a) The poem ‘Any Woman’ is a celebration of the glory of womanhood-Illustrate.
(OR)
b) What is the theme of the poem ‘A Challenge to Fate’?

8. A) Read the passage given below and answer the questions that follow:

Gratitude is a beautiful word. Gratitude is a feeling. It improves our personality and builds character. Gratitude develops out of humility. It is a feeling of thankfulness towards others. It is conveyed through our attitude towards others and reflects in our behaviour. Gratitude does not mean reciprocating good deeds; gratitude is not give and take. Kindness, understanding and patience cannot be repaid. What does gratitude teach us? It teaches us the art of cooperation and understanding. Gratitude must be sincere. A simple 'thank you' can be gracious. Many times we forget to be thankful to the people closest to us, such as our spouse, our relatives, and our friends. Gratitude would rank among the top qualities that form the character and personality of an individual with integrity. Ego stands in the way of showing gratitude. A gracious attitude changes our outlook in life. With gratitude and humility right actions come naturally.

- a) How can gratitude be conveyed?
- b) What does gratitude teach us?
- c) What quality does help to inculcate gratitude?
- d) What stands in the way of showing gratitude?
- e) What are the things that cannot be repaid?
- f) Whom do we usually forget to be thankful to?
- g) Why does gratitude rank top among all the human qualities?
- h) Pick the word from the passage that would mean "to give and take mutually"

B) Read the following poem and answer the questions that follow:

Robin sang so sweetly , When the days were bright.
Thanks to God for summer days!", He sang with all his might.
Robin sang so sweetly, In the autumn days:
There is fruit for everyone; Let us all give praise!"
In the wintry weather Still we heard his song.
"Some little bird must sing," he said, "Or winter will seem too long."
When the spring came back again, He sang, "I told you so!
Keep on singing through the winter: It will always go."

- a. Why did the poet thank God?
- b. In which season does everyone have fruit?
- c. When could be winter short?
- d. What part of speech is the word: "wintry"

CCP-302 ACCOUNTANCY – II

| Course Code | Course Title | No. of Periods/Week | Total No. Of Periods | Marks for FA | Marks for SA |
|-------------|----------------|---------------------|----------------------|--------------|--------------|
| CCP 302 | Accountancy II | 5 | 75 | 20 | 80 |

| Sl. No. | Unit/Chapter Title | No. of periods | COs mapped |
|---------|------------------------------|----------------|------------|
| 1 | RECTIFICATION OF ERRORS | 10 | CO1 |
| 2 | DEPRECIATION | 15 | CO2 |
| 3 | BILLS OF EXCHANGE | 15 | CO3 |
| 4 | A/CS OF NON-TRADING CONCERNS | 20 | CO4 |
| 5 | CONSIGNMENT | 15 | CO5 |
| | TOTAL | 75 | |

| | |
|-------------------|--|
| Course Objectives | To know the Accounting methods in different kinds of organisations |
|-------------------|--|

The student will be able to

| | | |
|-----------------|-----|--|
| Course Outcomes | CO1 | (I) identify the errors in Trial balance and write their rectification |
| | CO2 | (II) Calculate the Depreciation on various assets by using Straight Line Method, Diminishing Balances and interchange of two methods |
| | CO3 | (iii) Prepare Journal entries when bills are drawn by business concerns for allowing credit |
| | CO4 | (iv) Prepare the accounts of Non-Trading Concerns |
| | CO5 | (v) Prepare Consignment Accounts |

LEARNING OUTCOMES

1.0 RECTIFICATION OF ERRORS

- 1.1 List the errors disclosed and not disclosed by the Trial Balance.
- 1.2 Explain the need to open a Suspense account.
- 1.3 Pass journal entries to correct errors without Suspense account.
- 1.4 Pass journal entries to correct errors with Suspense account.

2.0 DEPRECIATION

- 2.1 Define "Depreciation"
- 2.2 Explain the need for depreciation
- 2.3 List the different methods of calculating depreciation.
- 2.4 Compute depreciation under Straight Line and Diminishing Balances Methods.
- 2.5 Compute depreciation when there is change in the method of depreciation during the life of an asset.

3.0 BILLS OF EXCHANGE

- 3.1 Define a bill of exchange. Give its proforma.
- 3.2 Explain the terms – Drawer, Drawee, Payee, Endorser, Endorsee, Holder, Holder in-due-course and Noting charges.
- 3.3 Prepare journal entries for honour/dishonour of a bill, when a bill is i) retained by the drawer; ii) discounted with the banker; iii) sent to bank for collection ; and iv) endorsed to a third party
- 3.4 Explain the accounting treatment when a bill is RETIRED.
- 3.5 Explain the accounting treatment when a bill is RENEWED.
- 3.6 Explain an Accommodation bill and show its accounting treatment.
- 3.7 Distinguish between Trade and Accommodation bills

4.0 ACCOUNTS OF NON-TRADING CONCERNS

- 4.1 Distinguish between trading and non-trading concerns.
- 4.2 Explain the terms capital and revenue expenditures; and capital and revenue receipts.
- 4.3 Differentiate between capital/revenue receipt and expenditure.
- 4.4 Explain the term 'deferred revenue expenditure'.
- 4.5 Explain the terms used in the final accounts of Non-Trading.
- 4.6 Draw the proforma of Receipts and Payments a/c
- 4.7 Explain the features of Receipts and Payments Account.
- 4.8 Draw the proforma of Income and Expenditure a/c.
- 4.9 Explain the features of Income and Expenditure Account.
- 4.10 Compare the Receipts and Payments Account with the Cash book.
- 4.11 Compare the Income and Expenditure Account with the Profit and Loss Account.
- 4.12 Compare the Receipts and Payments account with the Income and Expenditure account.
- 4.13 Prepare Receipts and Payments Account from the list of balances.
- 4.14 Prepare Income and expenditure account from the Receipts and Payments account.
- 4.15 Prepare previous year's Balance Sheet to calculate Capital fund.
- 4.16 Prepare current year's Balance Sheet.

5.0 CONSIGNMENT

- 5.1 Explain the meaning and features of Consignment.
- 5.2 Explain the terms Consignor, Consignee and Account Sales.
- 5.3 Distinguish between Consignment and Sale.
- 5.4 Distinguish between Consignment and Joint Venture
- 5.5 Explain types of Commissions – 1) Ordinary 2) Del Credere 3) Over-riding
- 5.6 Prepare journal and ledger of a Consignor and Consignee.
- 5.7 Explain how to evaluate unsold stock.
- 5.8 Prepare journal and ledger for a consignment when the goods are valued at invoice price.
- 5.9 Explain Normal and Abnormal Losses.
- 5.10 Explain how Normal and Abnormal Losses are treated in the books of Consignor.

COURSE CONTENTS

1. Rectification of Errors - Types of errors disclosed and not-disclosed, Suspense Account, Journal entries with and without suspense account.
2. Depreciation - Methods of calculation of depreciation (Straight Line and Diminishing Balances Method)
3. Bills of Exchange – Accounting treatment for all bill transactions - Accommodation Bills – Accounting treatment for accommodation bills.

4. Accounts of a Non-Trading Organisation: Preparation of Receipts and Payments Account, Income & Expenditure Account and its
5. Consignment - Meaning and features – Difference between Consignment and Sale — Normal, Del credere and Over-riding commission – Valuation of Unsold stock – Invoice Price – Evaluation of Normal and abnormal loss evaluation.

BOOKS RECOMMENDED:

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 Radha Swamy '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. II

Blue Print

| S.No. | Chapter/Unit Title | No of periods | Weightage allocated | Marks wise Distribution of Weightage | | | | Question wise Distribution of weightage | | | |
|-------|------------------------------|---------------|---------------------|--------------------------------------|----|----|----|---|----|----|----|
| | | | | R | U | Ap | An | R | U | Ap | An |
| 1 | RECTIFICATION OF ERRORS | 10 | 11 | 3 | | 8@ | | 1 | - | 1 | |
| 2 | DEPRECIATION | 15 | 14 | 3 | 3 | 8 | | 1 | 1* | 1 | |
| 3 | BILLS OF EXCHANGE | 15 | 14 | 3 | 3 | 8 | | 1 | 1 | 1 | |
| 4 | A/CS OF NON-TRADING CONCERNS | 20 | 17 | 6 | 3 | 8@ | 10 | 2 | 1 | 1 | 1 |
| 5 | CONSIGNMENT | 15 | 14 | 3 | 3 | 8 | | 1 | 1* | 1 | |
| | Total | 75 | 70 | 18 | 12 | 40 | 10 | 6 | 4 | 5 | 1 |

NOTE 1: * indicates that only problem questions alone shall be given in the question paper in Part A.

Note 2: @ indicates that for a question in Part B, the choice consists of a problem and a theory question.

UNIT TEST SYLLABUS DIVISION TABLE FOR C-20 CCP-302 ACCOUNTANCY

| UNIT TEST | Learning Outcomes to be covered |
|---------------|---------------------------------|
| UNIT TEST - 1 | 1.1 to 4.7 |
| UNIT TEST - 2 | 4.8 to 5.10 |

Note: Unit Test 1 and 2 shall be conducted for 40 marks each. Part A consists of 5 questions with Q.No.1 carrying 4 marks and the remaining 4 questions carry 3 marks each. Part B carries 3 questions, with an internal choice (A or B type). Each question carries 8 marks. Q.No.6 (a) shall be framed on Receipts and Payments A/c of a Non-trading concern. Q.No. 6 (b) shall be framed on "Adjusting Entries" (any 4 only) each entry carrying 2 marks. Q.No. 7 (a) is linked to Q.No. 7 (b), taking the Net Profit / Loss, the Balance Sheet shall be prepared, totally carrying 8 marks. Q.Nos. 7 (b) and 8 (b) need not be LINKED.

MODEL PAPER

State Board of Technical Education & Training : AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
SEM 3

Subject Name: ACCOUNTANCY-II

Subject Code: CCP-302

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1) Answer the following as directed:

- a) Purchase of Furniture worth Rs.12,500/- passed through the Purchases Book. Rectify this error by passing a journal entry. (CO1)
 - b) "Fixed Instalment" method of depreciation is also called _____ method. (Fill in the blank). (CO2)
 - c) A person, who makes the bill of exchange, is called _____. (Fill in the blank). (CO3)
 - d) If A draws a bill of exchange on B for Rs.16,000/- and B accepts it even though he does not owe any money to A, but is only interested to help A in a financially difficult situation, it is called _____ bill.(Fill in the blank).(CO3)
- 2) List any three errors not disclosed by Trial Balance. (CO1)
- 3) Name the different methods of calculating Depreciation.(CO2)
- 4) What is Deferred Revenue Expenditure? Give examples. (CO4)
- 5) On 1st January, 2020, X drew a bill of exchange on Y for Rs.18,000/- payable after 2 months. Y accepted the same and returned it to X. On the maturity date, Y honoured the bill. Pass journal entries in the books of drawee. (CO3)

PART-B

Instructions: 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6) (a) Rectify the following errors: (CO1)

Jan 10 A cheque of Rs.1,700/- received from Raju, our debtor, was not entered in the Cash Book.

Jan 12 Bought Book was overcast by Rs.2,800/-.

Feb 1 Cash withdrawn Rs.5,000/- for personal use, posted twice in Cash Book.

Feb 9 Rent paid to landlord Rs.16,500/- posted to his personal account.

Feb 21 Cash paid to Ajay Rs.3,000/- wrongly posted into Vijay's account.

(OR)

(b) Rectify the following errors: (CO1)

April 1 An amount of Rs.5,000/- due from Kishore was not included in the list of debtors.

April 3 Sales Register undercast by Rs.1,400/-

April 6 Rs.1,500/- received from Siva was debited to his account.

April 9 A credit purchase of Rs.3,500/- passed through the Cash Book.

- 7) (a) On 1st January 2018, a company purchased a Plant for Rs.1,14,000 and incurred Rs. 3,000 towards installation. The company purchased another plant on 1st July 2019 for Rs. 54,000 and spent Rs. 3,000 towards installation expenses. Show the Plant Account for 2018 and 2019 charging depreciation at 7.5% on first Plant and 12.5% on second Plant on Declining Balances Method. The company closes its accounts on 31st December every year. (CO2)

(OR)

(b) On July 1st, 2017, Trisha Enterprises purchased a second hand machinery for Rs. 1,20,000 and spent Rs.18,000 on installing it. On January 1st, 2020 the firm purchased another machinery for Rs.60,000. On June 30th, 2019 the machinery purchased on January 1st, 2018 was sold for Rs.32,000 and on July 1st, 2019 a fresh plant was installed at a cost of Rs. 90,000. The firm writes off 9.5% depreciation on Original cost. The accounts are closed every year on 31st March of every year. Show the machinery account for the year ending 31st March, 2020(CO2)

- 8) (a) On 1st September, 2019, Padma drew a bill on Madhavi for Rs.11,500/- for 3 months. The latter accepted the bill and returned. Padma discounted the bill with Andhra Bank and received Rs.11,000/-. On the due date, the bill met with acceptance. Pass journal entries in the books of drawer. (CO3)

(OR)

(b) On 1st October, 2019, P drew a bill of exchange on Q for Rs.10,000 for 2 months. Q accepted the bill and returned it to P. P endorsed the bill to Z in full settlement of his outstanding debt. On the due date the bill is dishonoured. Pass journal entries in the books of drawer. (CO3)

Model paper for end examination

BOARD DIPLOMA EXAMINATIONS
C-20, CCP-302 ACCOUNTANCY-II
SEM 3

MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS : 80

Part-A

10 x 3 = 30

Instructions: (1) Answer all Questions

(2) Each question carries three marks

(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

- 1 List any three objectives of Rectification of Errors. (CO1)
- 2 List any three factors influencing depreciation (CO2)
- 3 The original cost of the machine is Rs. 16,000 and its estimated life is 3 years. The scrap value at the end of its life is Rs.4000. Ascertain the rate of depreciation under fixed instalment method. (CO2)
- 4 Define a Bill of Exchange. (CO3)
- 5 When is the Bill discounted? (CO3)
- 6 What is Capital Expenditure? (CO4)
- 7 List three examples of Revenue Receipts. (CO4)
- 8 What is Deferred Revenue Expenditure? Give examples. (CO4)
- 9 List any three differences between Consignment and Sale (CO5)
- 10 Ram & Co. sent 600 boxes of medicines to Krishna & Co. costing Rs.1500 each. Ram & Co. paid for freight Rs.3,000 and for packing Rs.1,500. Godown rent Rs. 3,000 is paid by consignee. Consignee sold 3/4 of goods at Rs.750 each box. Calculate the value of Unsold Stock. (CO5)

PART-B

Marks: 5 x 8 = 40

Instructions: 1) Answer ALL questions.

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

- 11 a. Rectify the following Errors
 1. A cheque for Rs.9900 given by Kiran a debtor directly received by the proprietor was deposited into his personal account.
 2. Repairs to furniture Rs. 2000 was debited to Furniture Account.
 3. Salary paid to Prasad was omitted to be entered in the books.
 4. General expenses Rs.650 paid to Mr. Krishna was debited to his personal account.

CO1

(OR)

- b. Explain any four errors not disclosed by Trial Balance with examples.

- 12 a) On 1st January, 2016, Furniture is purchased for Rs. 35,000. It is decided to depreciate the asset on straight line method at 6% per annum. Show furniture Account for 4 years.
(OR)
b) A machine is purchased for Rs. 1,00,000/- on 1-4-2015. Show the machinery account for 4 years charging depreciation @ 7% p.a. on Diminishing Balances method.

CO2

- 13 a) Raju bought goods from Rajendra for Rs.10000 on February 15 2019. Rajendra draw a bill for the amount of Raju which the latter accepted and returned. The bill is for two months. On the due date Raju honoured the bill. Pass journal entries in the books of Raju and Rajendra
(OR)
b) X drew a bill of exchange on Y for Rs. 10000/- payable after 4 months on 1st April 2019. Immediately he endorsed the same to his Creditor 'A'. On the due date the bill was duly met. Pass necessary journal entries in the books of all the parties.

CO3

- 14 a) From the following particulars prepare a Receipts and Payments Account and find the closing Bank Balance for the period 31st March, 2019

| Particular | Rs. |
|--------------------------|-------|
| Cash in Hand | 4000 |
| Cash at Bank | 9000 |
| Subscription received | 33000 |
| Donations received | 12600 |
| Investment purchased | 10000 |
| Rent paid | 4000 |
| General expenses | 2100 |
| Postage & Stationery | 700 |
| Sundry expenses | 300 |
| Cash at Balance at close | 2000 |

CO4

- (OR)
b) Distinguish between Capital and Revenue income and expenditure.
- 15 a) Krishna of Mumbai and Gopal of Chennai are in consignment business. Gopal sent goods to Krishna Rs.10000/-. Gopal paid freight Rs.500, Insurance Rs.1500. Krishna met expenses Rs.900/ Krishna sold entire stock for Rs.20000 and is entitled to a commission of 5% on sales. Give entries in the books of both consignor and Consignee.
(OR)
b) Rao consigned goods to Prasad valued at Rs.5000 to be sold at 5% commission basis. Rao has paid Rs.500 freight and Rs.550 towards insurance. Rao received account sales and a draft for the balance from Prasad

CO6

giving the following particulars

Gross Sales Rs. 7500/-

Selling Expenses – Rs. 450/-

Commission Rs. 375/-

Pass necessary journal entries in the books of Consignor.

PART-C

Marks: 1 x 10= 10

Instructions: 1) Answer the following question. 2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

- 16 a) Following is the Receipts and Payments Account of Visakhapatnam Cultural Club for the year ended 31st December, 2019. Prepare Income and Expenditure Account.

| Receipts | Amount Rs. | Payments | Amount Rs. |
|--|------------|--------------------|------------|
| To Donations | 250000 | By Salaries | 19000 |
| To Life Membership | 20000 | By Cricket | 6000 |
| To Sports Competition Fund | 50000 | By Tennis | 2700 |
| To Subscription (Including Rs.50 For 2018) | 16000 | By Insurance | 1800 |
| To Locker Rent | 5000 | By Billiards Table | 8500 |
| To Interest On Securities | 2000 | By Printing | 1500 |
| To Cricket | 1500 | By Telephone | 1250 |
| To billiards | 1000 | By Investments | 90000 |
| To Tennis | 1000 | By Balance C/D | 215750 |
| Total | 346500 | Total | 346500 |

CCP-303 MODERN OFFICE MANAGEMENT

| Course Code | Course Title | No. of periods per week | Total periods / semester | Marks for FA | Marks for SA |
|-------------|--------------------------|-------------------------|--------------------------|--------------|--------------|
| CCP-303 | MODERN OFFICE MANAGEMENT | 4 | 60 | 20 | 80 |

| S. No. | Chapter/Unit Title | No. of Periods | CO's Mapped |
|--------|--|----------------|-------------|
| 1 | Office Management, Departmentation | 12 | CO1 |
| 2 | Organization Structure and Layout | 11 | CO2 |
| 3 | Filing and Indexing | 12 | CO3 |
| 4 | Office Stationery and its types, Inward and Outward mail handling. | 12 | CO4 |
| 5 | Methods of Payments, Company Meetings | 13 | CO5 |
| | Total | 60 | |

| | |
|-------------------|--|
| Course Objectives | To familiarize with various Modern Office Procedures and Practices |
|-------------------|--|

| | The student will be able to | |
|-----------------|-----------------------------|--|
| Course Outcomes | CO1 | observe the importance of office organization and departmentation |
| | CO2 | understand the Organization structure and Layout of an Office |
| | CO3 | Observe various modern methods of Filing and Indexing |
| | CO4 | Understand the measures to control and regulation of office stationery and procedure to handle inward and outward correspondence |
| | CO5 | Identify the methods of payments and Meeting procedures |

LEARNING OUTCOMES:

1.0 Office Management and Departmentation

- 1.1 Define Management.
- 1.2 Explain the functions of Management.
- 1.3 State the meaning of Office.
- 1.4 Explain the importance of office.
- 1.5 Explain the basic and administrative functions of a modern office.
- 1.6 List out the functions of Office Manager.
- 1.7 List the qualifications of Office Manager.
- 1.8 Explain the need for Departmentation.

- 1.9 List out various types of departments – HR, Sales, Purchases, Finance and R & D Departments.
- 1.10 Explain the functions of each department.
- 1.11 What is e-office?
- 1.12 Explain the environment of e-office (paperless office)
- 2.0 Organization Structure and Layout.**
 - 2.1 State the meaning of Centralization.
 - 2.2 List and explain the merits and demerits of Centralization.
 - 2.3 State the meaning of Decentralization.
 - 2.4 List and explain the merits and demerits of Decentralization.
 - 2.5 Explain the need of Office organization
 - 2.6 Explain the consequences of poor organization.
 - 2.7 Explain the merits and demerits of Line and Staff Organization.
 - 2.8 List and explain the objectives of Office layout.
 - 2.9 Design the Layout of modern/open Office.
- 3.0 Filing and Indexing.**
 - 3.1 State the meaning of Filing
 - 3.2 List and explain the objectives of Filing
 - 3.3 Describe various methods of Filing- Modern methods – Horizontal and Vertical Filing methods
 - 3.4 Define Note file, current file, back-file
 - 3.5 State the meaning of Indexing
 - 3.6 List and explain the objectives of Indexing.
 - 3.7 Explain various types of Indexing (Book, Vowel, Loose Leaf and Card Indexing).
- 4.0 Office Stationery, Inward and Outward Mail.**
 - 4.1 State the meaning and importance of Office Stationery.
 - 4.2 List out the types of stationery used in an office.
 - 4.3 Explain the procedure for issues, control and regulation of stationery.
 - 4.4 State the meaning and proforma of Stationery Indent and Stock Register
 - 4.5 Explain the procedure to maintain stationery stock register.
 - 4.6 State the receiving and sorting of letters in an office.
 - 4.7 State the opening, recording, marking and distributing letters.
 - 4.8 Explain the procedure for Inward Mail.
 - 4.9 Give the proforma of Inward Mail Register and prepare it with imaginary data
 - 4.10 State the sorting, sealing, weighing and stamping of letters
 - 4.11 Explain the procedure for Outward Mail.
 - 4.12 Give the proforma of outward mail register and prepare it with imaginary data.
 - 4.13 Explain the procedure to maintain online correspondence in a paperless office. (checking mail regularly, sorting subjectwise and labelling, forwarding it to subordinates concerned, reminding in case of delay in response, using appropriate storage devices for backup)
- 5.0 Methods of payments and corporate meetings.**
 - 5.1 List the various methods of making payments (traditional and modern)
 - 5.2 State the procedure to send money through e-Money Order
 - 5.3 Mention the different uses of Indian Postal Order
 - 5.4 Mention how to purchase a Bank (Demand) Draft through online banking
 - 5.5 State the methods of Internet Banking – NEFT, RTGS, Phone pay, UPI, e-Rupi
 - 5.6 State the meaning of Meeting Notice and give the proforma of office meeting notice and agenda

- 5.7 Illustrate the procedure to record minutes of a Meeting.
- 5.8 Draft the Meeting Notice, Agenda and Minutes of meeting of an office.
- 5.9 Discuss the Merits and Demerits of an Online Meeting (Virtual Conference)

COURSE CONTENTS

1. Management – Functions of Management – Office Management- Office – Importance of Office – Office Manager – Functions of Office Manager - Departmentation – Need for departmentation – Various departments in an office and their functions – E office – E-office environment.
2. Organisation Structure and Layout - Office Organization – Line and Staff Organization - Consequences of poor organization – Layout of an office – Design of office layout.
3. Filing and Indexing– Objectives of filing – Modern methods of filing – Note file, Current file and back file - Indexing – Objectives of indexing – various methods of indexing.
4. Office Stationery - Importance of Stationery – Procedure for issues, Control and Regulation of stationery-Maintenance of stock register -Office Correspondence –Inward mail procedure – Outward mail procedure – Online Correspondence
5. Payment Methods - Various methods of making payments – Office Meetings – Meeting notice – Procedure for recording of minutes of an office meeting – Online Meetings

REFERENCES:

1. RSN Pillai Bhagavathi, Office Management, S Chand Publications
2. V. Balachandran, V. Chandrasekharan, Office Management, Mc Graw Hill Company
3. Dr. R.K. Chopra Ankita Bhatia, Office Organization, Himalaya Publishing House.
4. Dr. R.K. Chopra, Priyanka Gouri, Office Organization, 17th Revised and Updated Edition, Himalaya Publishing House.
5. S.P. Arora, Office Organization and Management, Second Revised Edition.
6. Dr. T.S. Deva Narayanan, N.S. Raghunathan, Office Management, Margham Publications
7. J.N. Jain, P.P. Singh, Modern Office Management
8. E-office manual.

BLUE PRINT

| S.No. | Chapter/Unit Title | No. of Periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Wise Distribution of Weightage | | | | CO's Mapped |
|-------|--|----------------|---------------------|--------------------------------------|----|----|----|---|---|----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1 | Office Management and Departmentation | 12 | 14 | 6 | 8 | | | 2 | 1 | | | CO1 |
| 2 | Organization Structure and Layout | 11 | 14 | 6 | 8 | | | 2 | 1 | | | CO2 |
| 3 | Filing and Indexing | 12 | 14 | 6 | 8 | | * | 2 | 1 | | * | CO3 |
| 4 | Inward and Outward Mail, Office Stationery | 12 | 14 | 6 | 8 | | | 2 | 1 | | | CO4 |
| 5 | Payment Methods, Meetings | 13 | 14 | 6 | 8 | | * | 2 | 1 | | * | CO5 |
| | Total | 60 | 70 | 30 | 40 | | 10 | 10 | 5 | | 1 | |

*NOTE: PART – C Analysis question may be given either from Unit 3 or Unit 5 only.

Table specifying the scope of syllabus to be covered for Unit Tests

| | |
|--------------|---------------------------------|
| Unit Test | Learning outcomes to be covered |
| Unit Test-I | From 1.1 to 3.4 |
| Unit Test-II | From 3.5 to 5.9 |

MODEL PAPER

State Board of Technical Education & Training: AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)

Subject Name: MODERN OFFICE MANAGEMENT
Subject Code: CCP-303

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions. Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1. State "TRUE" or "FALSE" for the following statement and Fill up the blanks :
 - a) Office is place where the clerical work is carried on
 - b) An office manager is the _____ of office
 - c) Concentration of all work at a central place is _____
 - d) The chief objective of indexing is _____
2. State the basic functions of an office.
3. List out any three merits of Centralisation
4. Explain briefly about vertical method of filing
5. State any three consequences of Poor Organisation.

PART-B

Instructions: 1) Answer ALL questions. Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6.(a) What are the functions of Office Manager

(OR)

(b) Define management and explain any two functions of management.

7.(a) What is decentralisation and what are the merits of decentralisation?

(OR)

(b) Explain the objectives of office layout.

8.(a) What is filing and explain Modern Methods of filing

(OR)

(b) Explain the objectives of Indexing.

Model question paper with COs mapped

BOARD DIPLOMA EXAMINATIONS
C-20, CCP-303 MODERN OFFICE MANAGEMENT
MODEL PAPER – YEAR END EXAMINATION
MAX. MARKS : 80

TIME : 3 HOURS

Part-A 10 x 3 = 30

Instructions: (1) Answer all Questions
(2) Each question carries three marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

- | | | |
|----|---|-----|
| 1 | Define the term Management. | CO1 |
| 2 | List any three functions of Office Manager. | CO1 |
| 3 | State the meaning of Centralisation. | CO2 |
| 4 | List any three objectives of Office Layout. | CO2 |
| 5 | List any three objectives of Filing. | CO3 |
| 6 | State the meaning of Indexing. | CO3 |
| 7 | List different types of Office Stationery. | CO4 |
| 8 | Draw the proforma of Stock Register. | CO4 |
| 9 | State the meaning of e-Money Order. | CO5 |
| 10 | What is a Meeting Notice? | CO5 |

Part-B5x8=40

Instructions: (1) Answer all Questions
(2) Each question carries eight marks
(3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the Answer.

- | | | |
|----|---|-----|
| 11 | (a) Explain any four functions of Management. OR (b) Explain any four functions of HR and Finance Departments. | CO1 |
| 12 | (a) Explain any four merits and four demerits of Decentralization. OR (b) Explain the merits and demerits of Line and Staff Organization. | CO2 |
| 13 | (a) Explain the modern methods of Filing. OR (b) Explain four objectives of Indexing. | CO3 |
| 14 | (a) Explain the procedure for Control and Regulation of Stationery. Or (b) Explain the procedure for Outward Mail. | CO4 |
| 15 | (a) Explain any two Merits and Demerits of an Online Meeting (Virtual Conference) | CO5 |
| | OR | |
| | (b) Describe any two terms used in meetings | |

PART – C

1x10

Instructions: (1) Answer the question below. It carries 10 marks

(2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

16 Design the Minutes of the 5th Annual General Meeting with the given data.

| | |
|------------------------------|---|
| Name of the Company | Gammon Infrastructure Projects Limited |
| Place of the Meeting | Hotel Kohinoor Park, 1 st Floor, New Prabhadevi Road, Mumbai – 400 025 |
| Day & Timing of the Business | Monday, 30 th September 2020 From 11:00 am |
| Business to be Transacted | <ol style="list-style-type: none"> 1. Appointment of Managing Director 2. Proposal for equity share issue 3. Approval of Audited Financial Statements 4. Proposal for 2% Dividend Distribution 5. Election of a director in place of Mr. Chayan Bhattacharjee 6. Any other business with the permission of the Chairman |

CO2

CCP-304 BUSINESS COMMUNICATION

| Course Code | Course title | No. of Periods/Week | Total no. of periods | Marks for Formative Assessment | Marks for Summative Assessment |
|-------------|------------------------|---------------------|----------------------|--------------------------------|--------------------------------|
| CCP-304 | Business Communication | 04 | 60 | 20 | 80 |

| S. No. | Chapter/ Unit title | No. of Periods | CO's Mapped |
|--------|---|----------------|-------------|
| 1. | Introduction, Essentials of Business letter, lay out | 06 | CO1 |
| 2. | Enquiries, Offers, Quotations, Acceptance and Order, Confirmation, Execution and Cancellation of orders | 20 | CO2 |
| 3. | Claims, Complaints and Adjustments | 12 | CO3 |
| 4. | Collection letters and Circular Letters | 12 | CO4 |
| 5. | Application for a Situation | 10 | CO5 |
| | TOTAL | 60 | |

| | |
|-------------------|--|
| Course objectives | 1.To use the communication skills in improving business 2.To familiarize with business correspondence |
|-------------------|--|

| | The Student will be able to | |
|-----------------|-----------------------------|---|
| Course Outcomes | CO1 | explain the importance of business communication in modern business |
| | CO2 | draft letters of Enquiries, Orders and Cancellation of orders etc. |
| | CO3 | make correspondence to settle the issues |
| | CO4 | draft collection letters and circular letters |
| | CO5 | draft job applications |

LEARNING OUTCOMES:

1.0 Principles of Business Correspondence

- 1.1 State the meaning and Definition of the term Correspondence and name the various kinds of Correspondence
- 1.2 Explain the various parts of Business letters
- 1.3 Draw the layout of a business letter.
- 1.4 Distinguish between Block form and Indented form of address.
- 1.5 Describe the essential qualities of a good Business letter
- 1.6 State the advantages of Business correspondence.

2.0 Letters of Enquiry, Quotation/Offer, Acceptance and Order

- 2.1 State the meaning of an Enquiry and distinguish between solicited and unsolicited enquiry
- 2.2 Draft letters of Enquiry
- 2.3 State the difference between an Offer and Quotation
- 2.4 List out the important points in letter of Offer and Quotation.
- 2.5 Draft letters of Offer and letters of Quotation.
- 2.6 Draft letters of accepting Quotation.
- 2.7 List the points to be kept in while placing Order.
- 2.8 Draft an order.
- 2.9 Give the meaning of Confirmation, Execution and Cancellation of Orders.
- 2.10 Write the points in letter of Confirmation, Cancellation and Execution of Orders.
- 2.11 Name the situations when Orders are cancelled
- 2.12 Draft letters of Confirmation, Execution and Cancellation of Orders.

3.0 Letters of claims, complaints and adjustments.

- 3.1 List the characteristics of a letter of claim and complaint.
- 3.2 Mention the circumstances when a complaint is made.
- 3.3 Draft letters of complaint on delay in delivery of goods, defective, poor quality of goods, damage during transit & Invoice errors
- 3.4 Mention the meaning of an adjustment letter.
- 3.5 Draft letters of adjustments.

4.0 Collection letters and Circular letters.

- 4.1 Explain the circumstances of writing collection letters.
- 4.2 List the different stages of collection letters.
- 4.3 Draft Collection Letters
- 4.4 Define a Circular Letter.
- 4.5 Explain the circumstances in which a Circular letter is written
- 4.6 Draft Circular letter informing the shifting of business/ admission/ retirement of partners and Introduction of new product.

5.0 Application for a situation

- 5.1 State various elements of an application for a situation
- 5.2 Explain the difference between a solicited and unsolicited application
- 5.3 Describe the Bio-data required for filing of an application
- 5.4 Distinguish between narrative application and formatted type of application (bio-data)
- 5.5 Prepare applications for the posts of Office Assistants, Stenographers, Accounts Assistants, Administrative Personnel, Data Processing Officers and Programmers.
- 5.6 Submitting ONLINE applications on websites of – ISRO, BDL, NMDC, DCIL (for Apprenticeship) - UPSC, APPSC, SSC, IBPS and RRB (for jobs)
- 5.7 Explain the use of Google Forms for student data collection for campus selections.

COURSE CONTENTS

1. Correspondence – Various types of correspondence – Parts of a letter – Layout of a business letter – Qualities of a good business letter – Importance of business correspondence.

2. Letters of Enquiry – Quotations – Offers – Orders – Placing of orders - Confirmation, execution and cancellation of orders - Circumstances under which order is cancelled.

3. Claims – Complaints – Reasons for complaint – Drafting of complaint letters - Adjustment letters– Drafting of adjustment letters

4. Collection letters – Types of collection letters – Stages of collection letters – Drafting of collection letters - Circular letters - Drafting of circular letters.

5. Application for a situation – Solicited and unsolicited application – Bio-data – Bio-data for different types of posts.

REFERENCES BOOKS

1. Rajendrapal and Korlahalli, Essentials of Business Communication, Sultan Chand & Sons

2. R. Mohan, Commercial Correspondence, Vijaya Publications

3. C.B. Gupta, Essentials of Business Communication, 2019, Cengage Learning India Pvt. Ltd.

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| S. No | Chapter/Unit Title | No. of periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Distribution Weightage | | | | CO's Mapped |
|-------|--|----------------|---------------------|--------------------------------------|----|----|----|---------------------------------|---|----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1. | Introduction, Essentials of Business letter, lay - out | 06 | 11 | 3 | 8 | - | | 1 | 1 | - | | CO1 |
| 2. | Enquiries, Offer, Quotations, Acceptance and Order, Confirmation, Execution and Cancellation of orders | 20 | 20 | 9 | 3 | 8 | * | 3 | 1 | 1 | * | CO2 |
| 3. | Claims, Complaints and Adjustments | 12 | 14 | 3 | 3 | 8 | * | 1 | 1 | 1 | * | CO3 |
| 4. | Collection letters and Circular Letters | 12 | 14 | 3 | 3 | 8 | | 1 | 1 | 1 | | CO4 |
| 5. | Application for a Situation | 10 | 11 | 3 | - | 8 | | 1 | - | 1 | | CO5 |
| | TOTAL | 60 | 70 | 21 | 17 | 32 | 10 | 7 | 4 | 4 | 1 | |

NOTE: PART- C Analysis Question may come from Chapter 2 or 3* only.

UNIT TEST SYLLABUS DIVISION TABLE FOR C-20 CCP-304 BUSINESS COMMUNICATION

| UNIT TEST | Learning Outcomes to be covered |
|---------------|---------------------------------|
| UNIT TEST - 1 | 1.0 to 2.12 |
| UNIT TEST - 2 | 3.1 to 5.7 |

MODEL PAPER

State Board of Technical Education & Training : AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
SEM 3

Subject Name: BUSINESS COMMUNICATION

Subject Code: CCP-304

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining three questions carry 3 marks each.

1) State "TRUE" or "FALSE" for the following statements:

a) Writing a letter to your father is called "Business Correspondence". (T/F)

b) "BREVITY", "COURTESY", "CLARITY" are the essential qualities of a Business Letter. (T/F)

c) "OFFER" and "QUOTATION" both are one and the same. (T/F)

d) When you order for supply of Product X, but came to know that that product has no demand in the market, you write a CANCELLATION Letter. (T/F)

2) Define Business Correspondence?

3) Mention different kinds of correspondence.

4) What is a Quotation?

5) Indicate three characteristics of an ORDER letter.

PART-B

Instructions: 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6) (a) Explain the various parts of a Business Letter. (OR)

(b) Describe the essential qualities of a Business Letter.

7) (a) M/s. SIT WELL OFFICE FURNITURES Limited, 7 Roads Centre, Srikakulam received a letter of enquiry for purchase of various office furniture items from M/s. COMFORT FURNITURES, Bhanugudi Centre, Kakinada. Draft a Quotation letter on behalf of the seller. (OR)

(b) On behalf of M/s. SMOOTH DRIVE AUTOMOBILES LIMITED, Mahatma Gandhi Road, Hyderabad draft a Letter of Enquiry addressed to M/s. TATA MOTORS LIMITED, Industrial Estate, Chennai asking whether tyres, tubes, accessories and other spare parts of cars are available with them.

8) (a) In response to a quotation received from M/s.TRUE KNOWLEDGE BOOK-SELLERS, Gajuwaka, Visakhapatnam, draft an Order Letter on behalf of M/s.MIND YOUR BOOKS, Prakasam Road, Tirupati for supply of various Commerce and English books. (OR)

(b) You have received 500 Nos. of HORLICKS bottles (1/2 Kg) from a supplier, whereas you have actually ordered for 200 Nos. of BOOST refill packs (1 Kg) and 300 Nos. of BOURNVITA (1 Kg) bottles. Draft a Cancellation letter using imaginary addresses of Buyer and Seller.

BOARD DIPLOMA EXAMINATIONS
C-20, CCP-304 BUSINESS COMMUNICATION
SEM 4
MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS : 80

Part-A

10 x 3 = 30

- Instructions: (1) Answer all Questions
(2) Each question carries three marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

| | | |
|-----|---|-----|
| 1. | State the meaning of correspondence and name the various kinds of Correspondence. | CO1 |
| 2. | State what is an Enquiry | CO2 |
| 3. | State three the difference between an Offer and Quotation | CO2 |
| 4. | Name the situations when Orders are cancelled. | CO2 |
| 5. | List any three characteristics of a letter of claim | CO3 |
| 6. | Mention the circumstances when a complaint is made. | CO3 |
| 7. | Define a Circular Letter. | CO4 |
| 8. | List the different stages of collection letters. | CO4 |
| 9. | State the contents of an order letter. | CO2 |
| 10. | List any two differences between solicited and unsolicited application | CO5 |

Part-B

5x8=40

- Instructions: (1) Answer all Questions
(2) Each question carries eight marks
(3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the Answer.

| | | |
|-----|--|-----|
| 11. | a) Describe the essential qualities of a good Business letter OR b) Draw the layout of a business letter and explain the parts of business letter. | CO1 |
| 12. | a) Draft an enquiry from M/s Mohan Industries, Visakhapatnam to M/s John and Son , Hyderabad about Air coolers. OR b) Write a letter on behalf of M/s. Vamsi and Company, Vijayawada to M/s Srivani and Company, Kakinada stating that the order is cancelled due to long delay in execution of order. | CO2 |

| | | |
|--|--|-----|
| 13. | <p>a) Draft an execution of an order on behalf of Mehta Traders, Mumbai, intimating the supply of Dakin Air conditioners to M/s Thangachan and Sons, Chennai.</p> <p style="text-align: center;">OR</p> <p>b) You have placed an order for the supply of White Note Books (100 pages) for the ensuing Unit examinations. The books have not been delivered even after the examinations. Draft a letter of Complaint.</p> | CO3 |
| 14. | <p>a) Draft letter to Jnana Misra Enterprises, Mumbai Regarding payment of bill for Rs.5, 00,000 which is due by the past two months.</p> <p style="text-align: center;">OR</p> <p>b) You have introduced Dove Baby Soap recently in the market. Draft a Circular letter to all the dealers informing the features of the product and benefits associated with dealership.</p> | CO4 |
| 15. | <p>a) Ramakrishna Infrastructure Limited, Pune, requires date entry operators. The candidate should possess any degree with Typewriting English Higher Grade, knowledge of computers and communication skills. Draft an application.</p> <p style="text-align: center;">OR</p> <p>b) The Administrative Officer (HR), ISRO, Sriharikota invites applications for Office assistants. Graduates with DCCP qualification are preferred. Draft an application.</p> | CO5 |
| <p>Part-C 1x10=10</p> <p><i>Instructions:</i> (1) Answer the question below. It carries 10 marks (2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.</p> | | |
| 16. | You received an order. What if you are not in a position to execute the same order due to shortage of time? | CO2 |

CCP-305 ENGLISH SHORTHAND 60 WPM

| Course Code | Course title | No. of periods/ week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|----------------------------|----------------------|----------------------|--------------|--------------|
| CCP-305 | English Shorthand (60 WPM) | 07 | 105 | 40 | 60 |

| S. No | Major Topics | No of Periods | CO's Mapped |
|-------|--|---------------|------------------|
| 1 | Practice of special contractions & exercises | 20 | CO1 |
| 2 | Practice of speed @ 40 and 50 WPM | 40 | CO1, CO2 and CO3 |
| 3 | Practice of speed @ 60 WPM | 45 | |
| | Total | 105 | |

| | |
|-------------------|---|
| Course Objectives | (i) To write the dictation @ 60 WPM speed |
|-------------------|---|

| Course outcomes | The student shall be able to | |
|-----------------|------------------------------|---|
| | CO1 | practice Contractions (Sections from I to V) with emphasis on speed – Use Contractions in taking dictations |
| | CO2 | take the dictations at varied speeds. |
| | CO3 | transcribe the shorthand notes in long hand in the given time. |

LEARNING OUTCOMES:

1.0 Contractions with emphasis on speed

- 1.1. Practice of Special Contractions – Section I and exercises
- 1.2. Practice of Special Contractions – Section II and exercises
- 1.3. Practice of Special Contractions – Section III and exercises
- 1.4. Practice of Special Contractions – Section IV and exercises
- 1.5. Practice of Special Contractions – Section V and exercises
- 1.6. Revision of Contractions and Grammalogues.

2.0 Dictation at 40/50/60 WPM.

- 2.1 Practice of taking down dictation @ 40 wpm
- 2.2 Practice of taking down dictation @ 50 wpm
- 2.3 Practice of taking down dictation @ 60 wpm
- 2.4 Take down dictation at varied speeds on Grammalogues and Contractions

3.0 Transcription of the shorthand notes in longhand at 40/50/60 words per minute.

- 3.1 Practice transcribing the dictated passage at 40/50/60 wpm
- 3.2 Rectify the mistakes in outlines and spellings.
- 3.4 Practice of transcribing the prepared matter.
- 3.5 Rectify the wrong outlines and spellings.
- 3.6 Practice dictation of examination question papers at 60 wpm in a given time.
- 3.7 Practice transcribing the dictated matter in the given time.
- 3.8 Rectify the mistakes. Practice corrected spellings and outlines.

COURSE CONTENTS

1. Practice dictation of Text book exercises at 40, 50, 60 and Higher rates. Practice of transcription from English to Shorthand and Shorthand to English.
2. Dictation and transcription of prepared English passages at 60 words per minute.
3. Practice and drills on the passage from the 700 common words and other books covering grammalogues, contractions and phrase.
4. Dictation and transcription of examination speed papers and other graded exercises.

BOOK RECOMMENDED

1. Pitman Shorthand Instructor with key.
2. Manual on Shorthand prescribed by SBTET.
3. 700 common words book.
4. Varied dictation exercises.

Note 1: The examination will be conducted at the end of third semester at the rate of 60 wpm and it is a practical examination i.e., 40 marks internal and 60 marks external. The Question paper will be set at the institution level. **The duration of speed is for 7 minutes @ 60 wpm and the time for transcription is 1 hour.** The question paper @ 60 wpm should be preferably based on common words. Not more than 1 per cent of uncommon words should be incorporated in the question paper (considering the student's level of command over English language)

Note 2: "Manual on Shorthand for (C-20) CCP" prepared by SBTET, AP, Vijayawada may be used for beginners of shorthand dictation practice too. The teacher may dictate the passages at varied levels as the practice progresses on.

CCP-306 ENGLISH TYPEWRITING – I (45 WPM)

| Course Code | Course title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|----------------------------------|---------------------|----------------------|--------------|--------------|
| CCP-306 | English Typewriting – I (45 WPM) | 04 | 60 | - | 100 |

| S. No | Major Topics | No of Periods | CO's Mapped |
|-------|--|---------------|-------------|
| 1 | Practice of running matter-selected exercises @ 30 wpm | 20 | CO1 |
| 2 | Practice - 35 WPM | 20 | CO2 |
| 3 | Practice - 45 WPM | 20 | CO3 |
| | Total | 60 | |

| | |
|-------------------|---|
| Course Objectives | i. To reproduce the printed matter on Manual Typewriter at 45 WPM |
|-------------------|---|

| | | |
|-----------------|------------------------------|--|
| Course outcomes | The student shall be able to | |
| | CO1 | Practicethe speed at 30 WPM with neatness and accuracy |
| | CO2 | Practicethe speed at 35 WPM with neatness and accuracy. |
| | CO3 | Practice the speed at 45 WPM with neatness and accuracy. |

1.0 Practice of Speed Passages at 30 wpm with accuracy and neatness.

- 1.1. Drill the speed passages at varying speeds.
- 1.2. Drill the difficult words.
- 1.3. Reproduce the printed matter and Examination question papers into typed matter accurately.
- 1.4. Repeat the typing of printed matter with accuracy at 30 wpm.

2.0 Practise of Speed Passages at 30 wpm with accuracy and neatness.

- 2.1. Practice typing at 35 wpm and more
- 2.2. Drill the difficult and lengthy words
- 2.3. Reproduce the printed matter and Examination question papers at 35 wpm accurately.
- 2.4. Repeat the typing of printed matter with accuracy at 35 wpm.

3.0 Practice of Speed Passages at 30 wpm with accuracy and neatness.

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

COURSE CONTENTS

1. Practice of running matter selected from exercises – Accuracy and speed tests.
2. Practice of running matter – Examination Question Papers – Accuracy and speed
3. Practice at 30, 35, 45 words per minute.
4. Practice of running matter – Examination Question papers – Accuracy and speed
5. Tests at 45 wpm. End examination at 45 wpm.

(Five Depressions of key are treated as one word).

NOTE: The syllabi and pattern of examination will be the same as for T.E.H. of the SBTET AP.

BOOKS RECOMMENDED

1. Typewriting Higher Speed Papers of S.B.T.E.T. Published by National Shorthand School (Books), Visakhapatnam
2. Speed Practice books published by Laxmi Prasuram, 20-A Nandhikoil Street, Thiruchirapalli
3. Speed Practice books published by R.K.Books, Guntur

CCP-307 ENGLISH TYPEWRITING-II(45WPM)

| Course Code | Course title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|-------------------------|---------------------|----------------------|--------------|--------------|
| CCP-307 | English Typewriting -II | 04* | 60 | - | 100 |

| Sl. No | Major Topics | No of Periods | CO's mapped |
|--------|--|---------------|-------------|
| 1 | Balance Sheet/Receipts and Payments/ Trading and Profit and Loss account/ Income and Expenditure account | 35 | CO1 |
| 2 | Official Letter, Business Letter | 20 | CO2 |
| 3 | Government Order /Government Memorandum /Notification/Judgement | 20 | CO3 |
| | Total | 75 | |

| | |
|-------------------|--|
| Course Objectives | i. To know and practice various types of correspondence used in Professional, Business and Government Organizations. ii. To familiarize with the manuscript and to amplify the abbreviations iii. To transform various manuscripts into neatly typed formats with accuracy and neatness. |
|-------------------|--|

| | | |
|-----------------|-----------------------------|---|
| Course outcomes | The student will be able to | |
| | CO1 | Typewrite the Balance Sheet on a single sheet/ Receipts and Payments/Trading and Profit and Loss Account/ Income and Expenditure account from Manuscript. |
| | CO2 | Typewrite the Official Letters and Business Letters from Manuscript. |
| | CO3 | Typewrite the Government Order /Government Memorandum/Judgement from Manuscript. |

1.0 Balance Sheet on a single sheet/ Receipts and Payments/Trading and Profit and Loss Account/ Income and Expenditure account.(140 Words) (700 Strokes) (40 Marks)

- 1.1 Define a Balance Sheet, Receipts and Payments Account, Income & Expenditure Account and Trading & Profit & Loss Account.
- 1.2 Explain the format of a balance sheet.
- 1.3 List out the items in two sides of a balance sheet.
- 1.4 Identify the items that are seen in a balance sheet covering two sides.
- 1.5 Point out the matter of a balance sheet etc., which are to be sub divided into two parts.
- 1.6 Calculate the spaces of the matter, name of the firm, title of the balance sheet which find place on both sides of the balance sheet.
- 1.7 Type the Balance Sheet on one sheet.
- 1.8 Explain the formats of Trading & Profit and Loss Account, Income & Expenditure Account and Receipts & Payments Account.
- 1.9 Identify the items that are seen in different accounts.
- 1.10 Type the Trading and Profit & Loss Account, Income & Expenditure Account, and Receipts & Payments Account in one Sheet.

2.0 Official Letters and Business Letters. (120 Words) (600Strokes)(20 Marks)

- 2.1 Define official letter and Business letter.
- 2.2 Give format of an official letter and business letter.
- 2.3 Amplify the abbreviations in an official letter and business letter.
- 2.4 Practice of typing official letter and business letter from examination papers.

3.0 G.O./Memorandum/Notification/Judgement (140Words) (700 Strokes) (40Marks)

- 3.1 Practice Government Order.
- 3.2 Practice Memorandum

NOTE: The syllabi and pattern of examination will be the same as for T.E.H. of the SBTET AP.

COURSE CONTENTS

1. Practice of Official Letter and Business Letter. (120 words)
2. Practice of Balance Sheet/Receipts and Payments Account/ Income and Expenditure Account/Trading Account/Profit and Loss account on one sheet. (140 words)
3. Practice of Government Order/Memorandum/Notification/Judgement. (140 words)

BOOKS RECOMMENDED

- a) Higher Grade Papers of S.B.T.E.T, AP.
- b) Lay outs and formats by S.B.T.E.T, AP.
- c) Books published by National Shorthand School, Visakhapatnam

*In view of the emphasis of the Government to switch over from the Manual Typewriting, it is recommended that the student practises the same syllabus of Typewriting English Higher for at least one hour/week on Computer.

AS PER THE ORDERS OF THE GOVERNMENT, AS AND WHEN TYPEWRITING ENGLISH HIGHER GRADE IS REPLACED BY ANY CERTIFICATE COURSE, THE DIPLOMA IS TO BE CONSIDERED AS EQUIVALENT TO THAT CERTIFICATE.

CCP-308 DESKTOP PUBLISHING

| Course Code | Course Title | No. of periods/week | Total No. of periods | Marks for FA | Marks for SA |
|-------------|--------------------|---------------------|----------------------|--------------|--------------|
| CCP-308 | Desktop Publishing | 3 | 75 | 40 | 60 |

TIME SCHEDULE

| S.NO | MAJOR TOPICS | NO. OF PERIODS | CO's mapped |
|------|---|----------------|-------------|
| 1 | Pagemaker - Creation of publication using tools, text, shapes, etc, Custom template, colors, text block, Objects, Styles, Page elements, Printing the documents | 30 | CO1 |
| 2 | Telugu Software – Anu Script Manager, Usage in Page Maker, Key board acquaintance | 15 | CO2 |
| 3 | Photoshop – Different tools, Working with Layers, Working with painting tools, Colors, Brushes | 30 | CO3 |
| | TOTAL | 75 | |

| | |
|-------------------|---|
| Course Objectives | (i) To familiarise with the features of Adobe Pagemaker (ii) To familiarise with the features of Adobe Photoshop |
|-------------------|---|

| The student will be able to | | |
|-----------------------------|-----|--|
| Course Outcomes | CO1 | Create and print publication files such as Textbooks, Visiting Cards, Invitation Cards, etc. using Adobe Pagemaker |
| | CO2 | Install and use Telugu Typing software (Anu Script Manager) in Adobe Pagemaker |
| | CO3 | Design and edit all types of picture files using Adobe Photoshop |

LEARNING OUTCOMES:**1.0 ADOBE PAGE MAKER:**

- 1.1 Create a New Publication
- 1.2 Set up horizontal and vertical rulers
- 1.3 Use different tools
- 1.4 Specify multiple columns
- 1.5 Create, place, format and position text and graphics elements
- 1.6 Create a drop cap
- 1.7 Apply a tint to text
- 1.8 Draw circles, rectangles and lines
- 1.9 Adjust stacking order of elements of a page
- 1.10 Create and save publications using pre-defined templates.
- 1.11 Create, save and open a custom template
- 1.12 Select and apply spot colours
- 1.13 Creating and applying different colour schemes.
- 1.14 Resize, reselect and restate text block
- 1.15 Group and ungroup objects
- 1.16 Specify automatic page numbering

- 1.17 Use page icons to turn page
- 1.18 Vary the number of columns on a page
- 1.19 Create, edit and apply styles
- 1.20 Use auto flow of text
- 1.21 Display and hide master page elements
- 1.22 Print the documents.

2.0 ANU SCRIPT MANAGER

- 2.1 Install Anu Script Manager
- 2.2 Select Telugu fonts for typing in PageMaker
- 2.3 Practice Telugu typing in PageMaker
- 2.4 Create Telugu visiting cards, invitation cards, etc.

3.0 PHOTOSHOP

- 3.1 Select and use the marquee tool, lasso tool, magic wand tool and more tools
- 3.2 Select parts of an image using marquee, lasso and magic wand tools
- 3.3 Rotate, scale and transform a selection
- 3.4 Create a new layer
- 3.5 View and hide layers
- 3.6 Apply gradient and add text to a layer
- 3.7 Apply special effects for text
- 3.8 Save a copy of the file with flattened layers
- 3.9 Use the basic painting tools
- 3.10 Work with colours, gradients or patterns in a layer
- 3.11 Set the blending mode and opacity of a layer for adjusting the colour
- 3.12 Use the history palette to make correction
- 3.13 Create custom brushes in the tool options bar
- 3.14 Refine selection using a quick mask
- 3.15 Save a selection as a channel mask
- 3.16 Create and use a gradient mask
- 3.17 Convert a colour image to monochrome and improve its overall quality
- 3.18 Sharpen the image
- 3.19 Convert a colour image to grayscale and vice versa.

COURSE CONTENTS

1. ADOBE PAGE MAKER:

Vertical and Horizontal rulers – pointers, Text and zoom tools – multiple columns – Creation, formatting and positions of text and graphics elements – Drawing circles, rectangles, and lines – Stacking order of elements of a page – Custom template – Spot colours – Text block – groups of objects – page numbering – page icon – Multiple column page – Auto flow of text – Master page elements – Printing.

2. ANU SCRIPT MANAGER

Install Anu Script Manager – Telugu Fonts – Typing Telugu in PageMaker – Creation of Telugu Visiting Cards, Invitation Cards, etc.

3. ADOBE PHOTOSHOP:

Select tools: Marquee, lasso, magic wand – Selection of images using these tools – Rotation and transformation of a selection – Layers – Creation, viewing and hiding – Adding text – History palette – Quick Mask and channel Mask – Conversion of colour images to grayscale – saving an image.

REFERENCE BOOKS:

1. Adobe Photoshop 6.0 Class Room in a Book : Pearson Education, Asia Publishers, 2001.
2. Adobe Page Maker Class Room in a Book : Pearson Education, Asia Publishers, 2001.
3. Vivek Gupta, Comdex Series – DTP –Dreamtech Publishers.

Key Competencies:

| Exp No | Name of the Experiment | Objectives | Key Competencies |
|--------|--|--|--|
| 1 | New Publication | Creation of publication using tools, text, shapes, etc | Acquaint Creating publication using basic tools |
| 2 | Exercise using text and graphics | Creation of publication using text and graphics | Acquaint with using text & graphics in publication |
| 3 | Drawing Circles, rectangles and lines | Create a publication using different shapes | Usage of different shapes |
| 4 | Applying color schemes, using text blocks | Create a publication using color schemes and text blocks | Acquaint with using color schemes and resize, reselect and restate text blocks |
| 5 | Apply Group & ungrouping objects, apply automatic page numbering and use columns on a page | Create a publication to group / ungroup objects, columns | Acquaint with group / ungroup objects and columns |
| 6 | Create a publication and apply styles (create, edit and apply styles) | Create a publication and apply styles | Acquaint with styles |
| 7 | Exercise on using Telugu fonts for typing in PageMaker | Use Telugu fonts for making visiting cards, invitation cards, banners etc. in PageMaker | Create Telugu Visiting Cards, Invitation Cards etc. |
| 8 | Exercise to apply Marquee tool | Edit the photo using marquee tool | Acquaint using marquee tool |
| 9 | Exercise to apply Lasso tool | Edit the photo using Lasso tool | Acquaint using Lasso tool |
| 10 | Exercise to apply Magic wand tool | Edit the photo using Magic wand tool | Acquaint using Magic wand tool |
| 11 | Exercise on layers | Create new layer and apply gradient and add text to layer | Acquaint creating new layer applying gradient and text |
| 12 | Exercise on using basic painting tools, colors, gradients or patterns in a layer | Use a basic painting tools, colors, layers | Acquaint using painting tools, colors, layers |
| 13 | Exercise on using history palette | Use history palette to make correction | Acquaint to make correction of history palette |
| 14 | Exercise using brushes | Use brushes in photo editing | Acquaint to make use of brushes in photo editing |
| 15 | Exercise on converting a color image to monochrome and improve quality of photo | Use different tools and options to learn how to sharpen the image and to improve the quality of photos | Acquaint to use different tools to sharpen and improve the quality of photos |

CCP-309 COMPUTER PACKAGES

| Course code | Course Title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|-------------------|---------------------|----------------------|--------------|--------------|
| CCP-309 | Computer Packages | 5 | 75 | 40 | 60 |

TIME SCHEDULE

| S. No | Chapter/unit title | No. of periods | CO's Mapped |
|-------|--------------------|----------------|-------------|
| 1 | MS-Excel | 40 | C01 |
| 2 | MS-Access | 35 | C02 |
| | Total periods | 75 | |

| | |
|-------------------|--|
| Course Objectives | i) To use MS EXCEL for various purposes. ii) To use MS ACCESS for data base applications. |
|-------------------|--|

| | | The student will be able to: |
|-----------------|-----|--|
| Course Outcomes | C01 | Use workbooks to make simple calculations, to create charts and to perform database operations like sort, filter |
| | C02 | Create tables and work with tables, forms, queries and reports |

Learning Outcome

1. MS- Excel

1. Create and save a new work book in Excel
2. Entering Data into Worksheet
3. Editing data of Worksheet
4. Formatting the text in the cells
5. Formatting the numbers in the cells.
6. Formatting cells.
7. Copying format of cell along with data format.
8. Changing the height and width of cells.
9. Freezing Titles, splitting screen
10. Enter formulae for calculation in the cells.
11. Copying the formula over a range of cells.
12. Inserting built-in functions into the cells.
13. Create graphs for the data using Chart Wizard.
14. Format graphs in Excel.
15. Create pivot table.
16. Practicing of VLOOKUP and H look up
17. Enabling and Disabling of Macros
18. Printing of worksheet.

2. MS- Access

1. Creating database in Access.
2. Creating Tables using data sheet view.
3. Creating Tables using Design View in Access.
4. Entering Data into tables.
5. Viewing the data in table.
6. Creating a new query using wizard.
7. Creating a new query using design view.
8. Viewing the data using a Select Query.
9. Updating the data in table using Update Query.
10. Linking two Tables on Relational Aspect.
11. Create forms using auto form/custom form/Form Wizard.
12. Create reports using auto report/custom report/Report Wizard.
13. Printing the tables, forms and reports.

Objectives and Key Competencies

| Exp. No. | Name of Experiment | Objectives | Key Competencies |
|----------|--|---|---|
| 1 | Create and save a new work book in Excel | Know the features of spreadsheet software. | Observe the number of rows, number of columns, number 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. | To use different number formats |
| 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 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 | V Look-up | Use of V Look up | Learn how to use V-lookup |
| 17 | Group & Ungroup, Subtotal of data | Data grouping, subtotal of the group | Group data, Un group data, sub total data of a group |
| 18 | Create a pivot table. | Know to create a pivot table | Learn how to create a pivot table |
| 19 | Creating database in Access | Create and save database in MS-Access. | Learn how to create a table. |
| 20 | Creating Tables using data sheet view. | Create Tables using data sheet view. | Using different data types |
| 21 | Creating Tables using Design View in Access. | Create Tables using Design View in Access. | Using different data types and Primary Key |
| 22 | Entering Data into tables. | Enter data in corresponding fields | Different methods of data entry in tables. |
| 23 | Viewing the data in table. | View data in the table | |
| 24 | Viewing the data using select Query | Select required fields from table | Create calculated field |
| 25 | Creating a new query using design view. | Enter criteria for required fields. | |
| 26 | Creating a new query using wizard. | Create a new query using wizard. | |
| 27 | Updating the data in table using Update Query | Use Update query | Learn about Append query - Delete query |
| 28 | Linking two Tables on Relational Aspect. | Link up two or more tables. | Use primary key |
| | | Use select query to take data from more than one table. | |
| 29 | Create forms using auto form/custom form/Form Wizard. | Create auto form | Different types of forms |
| | | Form in design view | |
| | | Using form wizard | |
| 30 | Create reports using auto report/custom report/Report Wizard. | Create auto report | Different types of reports |
| | | Report in design view | |
| | | Using report wizard | |
| 31 | Printing the tables, forms and reports. | Observe options of print menu | Use page setup |

IV Semester

CCP-401 ENGLISH – III

| Sub Code | Sub Name | Periods per week | Periods per Semester | FA | SA |
|----------|--------------|------------------|----------------------|----|----|
| CCP-401 | English- III | 5 | 75 | 20 | 80 |

Time schedule

| S.No. | Topics | No. of periods | Weightage of Marks | No. of short questions @3 Marks | No. of Essay questions @8 Marks |
|-------|---|----------------|--------------------------------|---------------------------------|---------------------------------|
| | I. Non – Detailed Text | | | | |
| 1. | <i>The Adventures of Tom Sawyer</i> – by Mark Twain (an abridged version) | 35 | 8X6=48 | | 6 |
| | II. Composition and Communication Skills | 40 | 10X1=10 8X4= 32 3X10= 30 | | |
| 2. | i) Describing a process | 3 | | 1 | |
| | ii) Syllabification | 3 | | 1 | |
| | iii) Word power | 3 | | 2 | |
| | iv) Filling in forms | 3 | | 2 | |
| | v) Non-verbal interpretation | 4 | | 2 | |
| | vi) Framing questions | 4 | | 1 | |
| | vii) Note Making | 3 | | 1 | |
| | viii) Curriculum Vitae | 5 | | | 2 |
| | ix) Reading Comprehension (passages from Non-detail text) | 5 | | | 2 |
| | x) Role-play (Dialogue writing) | 7 | | | 1 (10 Marks) |
| | Total | 75 | 120 | 10 | 11 |

OBJECTIVES:

I. Non-Detailed:

- To summarise the text
- To answer long answer questions based on the text.
- To understand a novel and its contemporary social circumstances.

II. Language Work:

Composition and Communication skills:

Composition

- Describing a process: To learn to describe a recipe, drawing money from ATM, building /arranging something etc.
- Filling-in different kinds of forms: To learn to fill Railway reservation forms, bank forms, applications etc.
- Note Making: To learn to make notes of the long text, to learn short forms and abbreviations to make notes.
- Curriculum Vitae: To learn to design a C.V with personal details, purpose and components of a Resume, understand job notifications and to apply.

Reading Comprehension

1) Passages from Non detailed Text: To read and comprehend the factual, inferential information, vocabulary from the selected passage of the Non-detailed text.

2) Interpretation of Non-Verbal information: To learn to interpret the data, information from the tree diagrams, flow charts, bar graphs, Pie charts and tables. To make analysis, comparisons, contrasts from the given data.

Communication Skills:

1) Role play: To construct dialogue or conversation between two people on the given situation with proper use of different sentences like questions, assertive, exclamatory.

2) Word power: To match the words with their meanings, filling in the blanks in a short passage with suitable words from the given list.

3) Syllabification of Words: To learn the process of making division of words into smaller parts- splitting the words into units of sounds having one vowel sound.

Course Content:

The syllabus for D.C.C.P. II year English is the same as in second year Intermediate, prescribed by the Board of Intermediate Education, A.P. (introduced in June 2019) published by EMESCO BOOKS Pvt.Ltd.

1. Non-Detailed Text – ***The Adventures of Tom Sawyer – by Mark Twain*** (An abridged edition)
2. Composition and Communication skills.

Note: To improve the communication skills of students, every weekend, one period is to be utilised for speech practice, seminars and debates. As and when the Intermediate Text Book changes, it should be followed for the DCCP course, invariably as per the guidelines from the State Board of Technical Education and Training.

PRINT CODE
BOARD DIPLOMA EXAMINATION, (C-20)
MONTH –YEAR
DCCP- FOURTH SEMESTER EXAMINATION
ENGLISH-III

Time: 3 hours

Total Marks: 80

PART – A

3X10=30M

Instructions: (1) Answer all Questions.

(2) Each question carries three marks.

(3) Answers should be brief and straight to the point and shall not exceed five simple sentences.

1. Write the process of creating an E-mail?

2. Match the words in column A with their meanings in Column B

| Column A | Column B |
|-----------------|--------------------|
| a) acclaim | 1) study of humans |
| b) Hurdle | 2) praise |
| c) Anthropology | 3) obstacle |

3. Fill in the blanks with the suitable words from the list given below:
(Systems, upcoming, inspiring, science)

Nanotechnology is the _____ of 'miniature'. It is the engineering of working _____ at the molecular level. Due to advancement in technology area, nanotechnology is the _____ field that interests many people.

4. Mark and write the number of syllables for the following words:

- a) Inspiration b) guilty c) aware

5. Fill in the form given below based on the following information (It is not necessary to draw the form). Write the number of the blank and the corresponding answers in your answer booklet.

Mr. Pratap purchased goods for an amount of Rs. 1,85,000 from M/s.Venkat& Sons Industries Limited.,Vijayawada on 30, July 2021. He wants to issue a cheque for the said amount payable on 20thAugust, 2021. Her Savings Bank Account No. is 054215696675.



6. Fill in the form given below based on the following information (It is not necessary to draw the form). Write the number of the blank and the corresponding answers in the answer booklet:
Mr. Surendra from Guntur wants to withdraw an amount of Rs. 91000 from his Savings Bank Account Bearing No. 54875489335 with State Bank of India, Lakshmpuram, Guntur on 25-08-2021.

खाताधारक का (आधारधारक के) नाम/Name of the Account Holder(s)

1 भारतीय स्टेट बैंक
STATE BANK OF INDIA

संकेत बैंक आहरण फार्म
SAVINGS BANK WITHDRAWAL FORM

दिनांक
Date

शाखा/Branch

2 अंका संख्या: UNIT NUMBER

नोट : यह फार्म बैंक नगरे में फार्म के साथ पासबुक प्रस्तुत नहीं किए जाने पर भुगतान के लिए इस्तेमाल किया जाएगा। यह भुगतान केवल घुब (होम) शाखा में ही किया जाएगा।
NOTE : This form is not a Cheque. Payment will be refused if the pass book is not produced with this form. This payment will be made only at the Home Branch.

कृपया खुद/हमें रु./Please pay self /ourselves ₹ (रुपय/Rupees)

3 खाताधारक (को) के हस्ताक्षर Signature(s) of the Account holder(s)

कार्यालय उपयोग हेतु/FOR OFFICE USE

पासकर्ता/Passed by हस्ताक्षर/Signature पासकर्ता/Passed by हस्ताक्षर/Signature

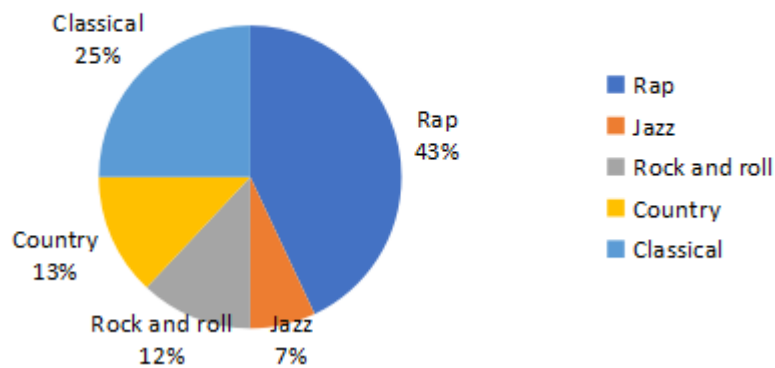
एसडब्ल्यूओ/SWO पासकर्ता अधिकारी/Passing Officer

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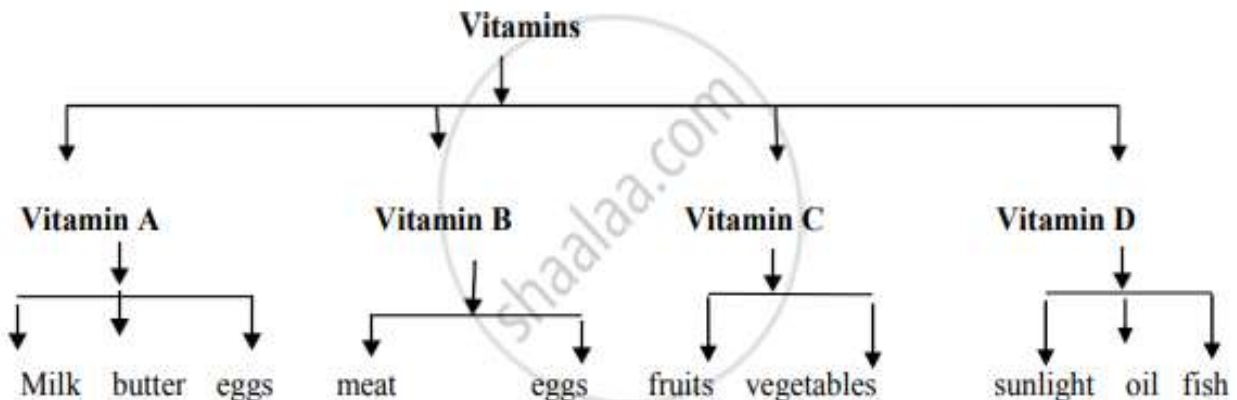
7. Read the following pie chart and answer the questions that follow:

Musical preferences among young adults 14 to 19



- Which is the most liked music by young adults?
- Which music is least preferred by the young adults group?
- Which two types of music lovers together make one fourth of all?

8. Interpret the given tree diagram and write a small paragraph of four to five sentences.



- b) My friend has attended online seminar. (Frame 'yes' or 'No' question)
- c) Roja doesn't like sweets. (Frame a 'Wh' question)

10) Read the following passage and make notes of it.

The coffee plant, an evergreen shrub or small tree of African origin, begins to produce fruit 3 or 4 years after being planted. The fruit is hand-gathered when it is fully ripe and a reddish purple in colour. The ripened fruits of the coffee shrubs are processed where they are produced to separate the coffee seeds from their covering and from the pulp. Two different techniques are in use: a wet process and a dry process. The wet process: First the fresh fruit is pulped by a pulping machine. Some pulp still clings to the coffee, however, and this residue is removed by fermentation in tanks. The few remaining traces of pulp are then removed by washing. The dry process: In the dry process the fruits are immediately placed to dry either in the sun or in hot-air driers. Considerably more time and equipment is needed for drying than in the wet process. When the fruits have been dried to a water content of about 12 per cent the seeds are mechanically freed from their coverings. The characteristic aroma and taste of coffee only appear later and are developed by the high temperatures to which they are subjected during the course of the process known as roasting.

PART – B

8X5 = 40M

Instructions:(1) Answer **all** Questions.

(2) Each question carries **eight** marks.

(3) Answer should be comprehensive and a criterion for valuation is the content but not the length of the answer.

11) a) Sketch the character of Tom Sawyer.

Or

b) What is the part played by Injun Joe in the novel 'The Adventures of Tom Sawyer'?

12) a) Write about any two incidents in which Huck and Tom are involved.

Or

b) How did Tom succeed in making his friends to paint the fence for him?

13) a) Describe briefly the incident that had taken place in the graveyard.

Or

b) How is Tom able to come out of the Douglas cave along with Becky Thatcher?

14) a) Assume that you are qualified for the job advertised below in 'Wanted Column' and prepare your own resume in response to it.

Wanted Sr. Accountant for a reputed company in Hyderabad. Candidate with post-graduation may apply. Knowledge of computers and accounts is a must. Apply immediately. Send your resume.

Or

P. Susanth- aged 23-M.com - 80% - Andhra University, Visakhapatnam B.Com- 82% - Govt. Degree college, Visakhapatnam – Intermediate-85% - Govt. Junior College, Visakhapatnam - applying for the post of lecturer in Commerce in one of the reputed junior colleges, Visakhapatnam. Prepare a resume for him.

15) a) Read the passage and answer the questions that follow:

The next day was Sunday. Tom wore clean Sunday clothes—he hated them. Tom, Sid and Mary always went to Sunday school on Sunday morning. But Tom was not a good student and never listened to the teacher.

After Sunday school Tom and his family went to church. This Sunday he had a big black beetle in his pocket. When the reverend started speaking, Tom took the black beetle out of his pocket. He put it on the floor. There was a little dog in the church. It saw the beetle and wanted to play with it. Suddenly the beetle bit the dog's nose. The little dog barked and everyone looked at it. It jumped and ran after the black beetle. It ran all about the church barking and making a lot of noise. The people in the church laughed silently. Their faces were red. The Reverend continued talking, but no one listened to him. Tom was happy because he had an interesting morning in church.

1. Where did Tom and his family go after Sunday school?
2. What did Tom have in his pocket?
3. Why did Tom bring the beetle to the church?
4. Why was the little dog barking?
5. Did Tom love to wear neat and tidy clothes?
6. Why were the people's faces red?
7. What kind of Sunday did Tom have?
8. Pick out the word from the passage which means 'a member of the clergy'.

Or

B) Read the passage and answer the questions that follow:

Jackson's Island was a small island in the Mississippi River. It was about three miles south of St. Petersburg. No one lived on the island. 'Huckleberry Finn can come with us too', said Tom, 'Remember Joe; don't tell your mother, father or anyone about our adventure. Go home and bring some food. We'll meet here at midnight.' Tom and Joe were excited. At midnight the three boys met on the river.

Tom brought meat to eat. Joe brought some bread and Huck brought a frying pan. They found a small raft and they went down the river to Jackson's Island. When they arrived on the island, they made a fire and cooked some meat.

'This is fun!' said Joe. 'We are free and we can do everything we want!', said Tom. 'What do pirates do?' asked Huck. 'They go on ships and take money. Then they go to an island and hide it in a safe place, said Tom. The three boys were happy and slept under the stars.

1. Where is the Jackson Island?
2. What is the adventure that the boys like to take up?
3. How far is the Jackson Island from St. Petersburg?
4. Who are pirates?
5. Did the boys inform to their parents about going to Island?
6. How did they reach to the Island?
7. Who is the main person behind this adventure?
8. Pick out the word from the passage that means 'Enthusiasm'

PART-C

10 Marks

16. Construct a dialogue in about eight to ten turns between Rishi and Jessy discussing the measures to be taken to reduce air pollution.

C20-CCP-401 -ENGLISH-III
(Blue Print of the End exam question paper)

Time: 3 hours

Total Marks: 80

PART – A

3X10=30

Instructions: (1) Answer **all** Questions. (2) Each question carries **three** marks.
(3) Answers should be brief and straight to the point and shall not exceed five simple sentences.

1. Describing a process
2. Match the words with their meanings-Column A --- Column B
3. Fill in the blanks in the passage with the suitable words from the list given above.
4. Break the following words into syllables.
5. Fill in the form with appropriate details
6. Fill in the form with appropriate details
7. Nonverbal - diagram /chart (Three separate Comprehension questions)
8. Nonverbal diagram/ chart... interpretation into a short paragraph
9. Framing questions (Wh , Yes-No, Question Tags)
10. Note Making

PART – B

8X5 = 40 Marks

Instructions: 1. Answer all questions. Each question carries **EIGHT** marks.
2.. Answer should be comprehensive and criteria for valuation is the content but not the length of the answer.

11. a) Essay question from Non detailed text

Or

b) Essay question from N.D

12. a) Essay Question from N.D

Or

b) Essay question from N.D

13. a) Essay question from N.D

Or

b) Essay question from N.D

14.a) Curriculum Vitae – in response to a job offer / job advertisement with the given details.

Or

b) Curriculum Vitae - Assume the requirements for the stated job and prepare a C.V accordingly.

15) a) Reading Comprehension- from N.D

Or

b) Reading Comprehension -from N.D

PART-C

- 10 Marks

16. Making a dialogue on the given situation / topic in about eight to ten turns.

| Bifurcation of Syllabus/ Topics for Unit Tests- C20-CCP-401: ENGLISH-III | | | |
|---|---|---|--|
| Unit Test | Non Detailed Text <i>The Adventures of Tom Sawyers</i> | Communication skills & writing skills | |
| | Chapters | | |
| U.T-1- | Chapters 1 to 4 | 1. Describing a process 2. Word power (Vocabulary) 3. Syllabification of words 4. Filling in forms 5. Curriculum Vitae | |
| U.T-2 | Chapters 5 to 8 | 6. Non-verbal Interpretation 7. Framing Questions 8. Note Making 9. Dialogue Writing 10. Reading Comprehension | |
| | | | |

BLUE PRINT OF UNIT TEST QUESTION PAPERS

Unit Test -1 ; C20-CCP-401 ; ENGLISH-III

Time: 90 mns.

Max. Marks: 40

PART – A

Marks : 16

1. Describe a process - 3 Marks
2. Split the given words into Syllables – 3 Marks
3. Filling in form – 3Marks
4. Filling in form – 3Marks
5. Word Power – 4 Marks
(matching the words in column A with their meanings in Column B)

Part – B

8 X3 = 24 Marks

6. A) Essay Question from the Non-Detailed Text
Or
B) Essay Question from the Non-Detailed Text
 7. A) Essay Question from the Non-Detailed Text
Or
B) Essay Question from the Non-Detailed Text
 8. A) Curriculum Vitae : preparing a C.V in response to a job notification for a candidate with the given information
Or
B) Preparing a C.V for given position, assuming the necessary qualifications and skills
-

Unit Test -1 (Model Question Paper)
C20-CCP-401 ENGLISH-III

Time: 90 mns.

Max. Marks: 40

PART – A Marks 16

Answer the following questions. Question 1 to 4 carries 3 marks each and 5th question carries 4 marks.

1. Write the process of sapling a plant 3m
2. Mark and write the number of syllables 3m
a) Logical b) delight c) technique

3. Fill in the form given below based on the following information 3m

You are Miss Vineetha, you have a savings account in Bank of Baroda, Main Branch, Governorpet Vijayawada and Account no. is 32101062351111. Withdraw an amount of Rs.45500/- by filling the form given below on 10-08-2021.

The image shows a withdrawal form from Bank of Baroda. It includes fields for Account No., Branch, Date, and Amount in Rupees. There are handwritten marks: '2' in a circle next to the Branch field, '1' in a circle next to the Account No. field, and '3' in a circle next to the Amount field. The form also has a signature line and a box for 'PAY CASH'.

4. Fill in the form given below based on the following information 3m

Mr. Rajendra residing at D.No. 4-230/458, Shivaji Nagar, Bangalore- 560093 wants to subscribe to ASIAN TODAY MAGAZINE for a period of six months. He enclosed a cheque for the subscription.

The image shows a subscription form for 'The Asian Today' magazine. It includes fields for Name, Full Address, and Post Code. There are handwritten marks: '1' in a circle next to the Name field, '2' in a circle next to the Post Code field, and '3' in a circle next to the '6 Months' option. The form also has checkboxes for subscription duration and payment method, and a box for 'PAY CASH'.

5. Match the words in column A with their meanings in Column B 4m

- | Column A | Column B |
|---------------|---------------------------------------|
| a) Expensive | 1) out of shape |
| b) Mysterious | 2) having no life |
| c) Deformed | 3) difficult to understand or explain |
| d) inanimate | 4) costly |

Part – B 8 X3 = 24 Marks

Answer the following questions. Each question carries 8 marks.

6. A) Sketch the character of Injun Joe.

Or

B) Write about how Tom made his friends to paint the fence.

7. A) Describe the incident that had taken place on 'The Jackson's Island'.

Or

B) Write about what had taken place in the grave yard.

8. A) Assume that you are suitable to the job offered in the following advertisement and prepare your own curriculum vitae (CV) in response to it:

National Insurance Company requires Sales Managers to work in their branch in Vijayawada. Candidates with any graduation and with 3 years of experience in insurance sector are preferred. Salary is Negotiable.

OR

B) Prepare a curriculum vitae (CV) based on the information given below:

Sulohit—aged 25—B. Tech Computer Science- 85%- University College of Engineering - Guntur – Intermediate - MPC – 95% - Government Junior College – Guntur- 10th class – 92% - ZPHS, Pedakakani - Applying for the post of System Analyst- Moziac Software Company, Hyderabad.

Unit Test -II ; (Blue Print of the Question Paper)

C20-CCP-401 ; ENGLISH-III

Time: 90 mns.

Max. Marks: 40

PART – A

Marks : 16

1. Word -Power: Fill in the blanks in the short passage with the suitable words from the given list - 3 Marks
2. Frame questions (Wh, Yes-No, Tag) – 3 Marks
3. Non- verbal Interpretation: Three Comprehension questions – 3Marks
4. Non -verbal Interpretation: Interpreting the data into a short passage – 3Marks
5. Making Notes of the given text – 4 Marks

Part – B

8 X3 = 24 Marks

6. A) Essay Question from the Non-Detailed Text

Or

B) Essay Question from the Non-Detailed Text

7. A) Write a dialogue between two people on the given situation

Or

B) Write a dialogue between two characters on the given situation

8. A) A selected Passage from Non detailed text for Reading comprehension

Or

B) A selected Passage from Non detailed text for Reading comprehension

Unit Test -II
C20-CCP-401 : ENGLISH-III

Time: 90 mns.

Max. Marks: 40

PART- A Marks 16

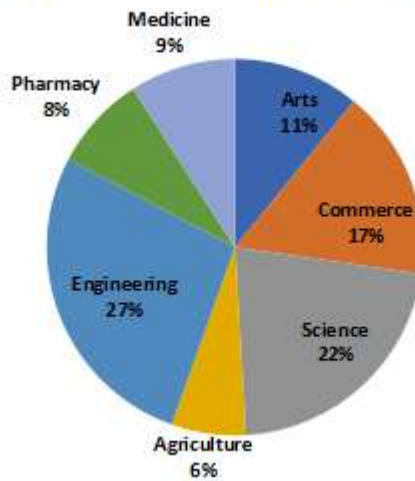
Answer the following questions. Question 1 to 4 carries 3 marks each and 5th question carries 4 marks.

1. Fill in the blanks in the short passage with the suitable words from the given list
(Lazy, opportunity, industrious, obstacle)
Every_____ we come across in life gives us an _____ to improve our circumstances, and whilst the _____complain, the others are creating opportunities through their kind hearts, generosity, and willingness to get things done.

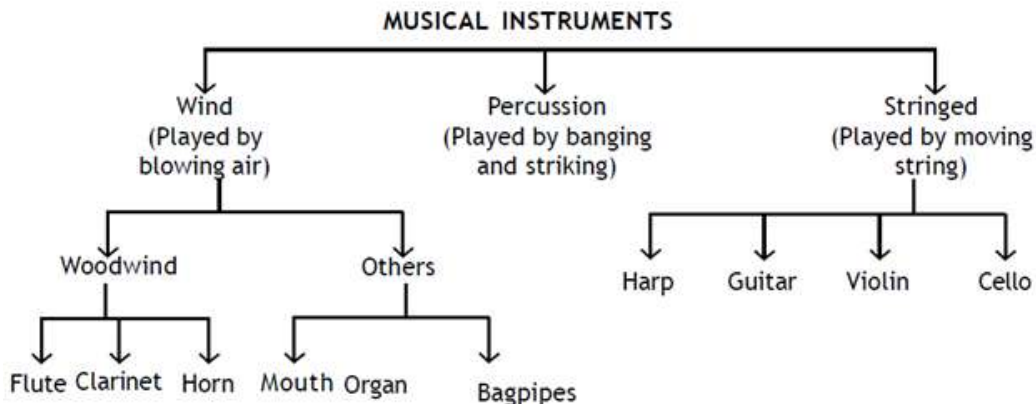
2. Frame the questions as directed: – 3 Marks
 - a. Nikitha visits her native place every year. (Frame ‘yes’ or ‘No’ question)
 - b. My brother is working in TCS. (Frame ‘wh’ question)
 - c. I am a lecturer. (Add question tag)

3. Study the given pie diagram and answer the questions that follow:

Percentage of Students studying in different groups.



- a) What is the pie chart about?
 - b) In which group did the least percentage of students join?
 - c) Which two groups have above 18% of the share?
4. Interpret the given tree diagram and write a short passage of four to five lines –3m



5. Making Notes of the given text – 4 Marks

Personality development is clearly influenced by both biological and social factors. The physique of the individual, one's size, strength, looks and constitution, affects his/her attitude towards others and their attitude towards him/ her. The chemique of the individual refers to the chemical substances, which circulate in the blood and affect the brain and other organs of the body. The physique and chemique together constitute the physiological condition of the body. Now how does the physiological condition influence a person? The body's condition influences the behavior and personality by its effect on the functioning of the brain. Some drugs and alcohol depress brain activity and result in impaired efficiencies. Low blood sugar, reduce diet and lack of proper nutrition result in mood change, irritability and depression; diseases too affect one's personality.

Part – B 8 X3 = 24 Marks

Answer the following questions. Each question carries 8 marks.

6. A) Sketch the character of Huckleberry Finn.

Or

B) Write about the incident that had taken place in the Douglas cave.

7. A) You want to book a hotel room. Construct a dialogue between you and the receptionist of the hotel.

Or

B) The Teacher is complaining to the parent about the poor performance of the student in the exams. Construct a dialogue between the parent and the teacher.

8. A) Read the passage and answer the questions that follow:

"Ghosts!" said Huck, "I can see ghosts! They're coming over here. I'm really scared!" "Can ghosts see us?" ask Tom. "Ghosts can see everything," answered Huck, "Oh, why did I come here?" Don't be afraid. We must be very quiet," said Tom.

The three ghosts moved quietly in the graveyard. They came close to Tom and Huck. "Tom," whispered Huck. They are not ghosts. They're humans. One of them is Muff Potter." "You're right. And there's Injun Joe and Dr Robinson. But why are they here?" said Tom.

They're grave robbers. They want to rob a grave. The doctor wants a dead body," said Huck. "But why?" asked Tom. "He cuts bodies and studies them. My father told me about Dr. Robinson." said Huck.

The three men were at Hoss William's grave. Injun Joe and Muff Potter started digging. Soon the grave was open. They found the dead body and pulled it out of the ground. "Well, doctor, do you want us to take the body to your house?" said Muff, "You must give us five dollars." "What!" said Dr Robinson angrily, "I paid you this morning. I'm not giving you more money."

1. Who are the three ghosts they saw? Name them.
2. What does Dr Robinson do with the dead bodies?
3. How did Huck come to know about Dr. Robinson?
4. Whose grave did they dig?
5. Why was Dr. Robinson so angry with Muff?
6. Who found that they are not ghosts but real people?
7. State true or false of the statement:
"Tom and Huck are not afraid of ghosts".
8. Pick the word from the passage which means 'to speak in a quiet voice, especially without vibration of the vocal cords'.

Or

B) Read the passage and answer the questions that follow:

In the evening the other children returned to the boat. They laughed and talked, they were very tired. They did not see that Tom and Becky were not there. The boat took them back to St. Petersburg.

Huck saw the boat but he did not know about the picnic. The mothers of St. Petersburg did not like him. They never invited him to birthday picnics. But tonight Huck was not interested in the birthday picnics. He was interested in Injun Joe's treasure. He hid behind a tree and watched an old house. 'Injun Joe's in the house,' he thought, 'I'll stay here and wait. When he comes out I'll follow him and I'll stay here and wait. When he comes out I'll follow him and I'll find the treasure.' It was late and very dark. Soon two men came out. It was Injun Joe and his friend. Huck followed them quietly. 'They're going to Widow Dougals's House,' thought Huck, 'But why?' Suddenly the two men stopped. Injun Joe said, 'Many years ago Widow Dougals's husband was very cruel to me. Now I want to hurt the widow. I want to cut her face, her nose and her ears. And you must help me.'

1. Why were Tom and Becky not with the other children?
 2. Why didn't Huck know about the picnic?
 3. What was Huck interested in that night?
 4. Why were the two men going to Widow Dougals's house?
 5. State the reason for Injun Joe's hatred towards Widow Dougals.
 6. Where did Tom and his friends go for picnic?
 7. Name the two men mentioned in the above passage.
 8. What parts of speech is the word 'Quietly'?
-

CCP-402 ACCOUNTANCY – III

| Course Code | Course Title | No. Of Period/Week | Total No. Of Periods | Marks for FA | Marks for SA |
|-------------|------------------|--------------------|----------------------|--------------|--------------|
| CCP 402 | Accountancy -III | 6 | 90 | 20 | 80 |

| Sl. No. | Chapter/Unit Title | No of periods | Cos Mapped |
|---------|--|---------------|------------|
| 1 | AVERAGE DUE DATE | 12 | CO1 |
| 2 | ACCOUNTCURRENT | 12 | CO2 |
| 3 | PARTNERSHIP ACCOUNTS – Profit and Loss Appropriation Account, Maintenance of Capital Accounts and Methods of calculating Goodwill – ADMISSION OF PARTNER | 26 | CO3 |
| 4 | RETIREMENT & DEATH OF PARTNER | 16 | CO4 |
| 5 | DISSOLUTION and JOINT VENTURE | 24 | CO5 |
| | | 90 | |

| | |
|-------------------|---|
| Course Objectives | i) Know the preparation of Average due Date and Account Current ii) Know the preparation of Partnership and Joint Venture Accounts |
|-------------------|---|

| Course Outcomes | The student will be able to | |
|-----------------|-----------------------------|---|
| | CO1 | prepare the Average Due Date and calculate the interest from the due date to the date of payment |
| | CO2 | prepare the Account Current in three different methods and calculate the Interest and Red Ink Interest |
| | CO3 | prepare the Profit and Loss Appropriation Account, maintain Capital Accounts of Partners and know the methods of valuation of Goodwill – Accounting treatment in case of Admission of a New Partner |
| | CO4 | give accounting treatment in case of Retirement or death of Partner. |
| | CO5 | give accounting treatment for dissolution of partnership firm. And also, prepare the Joint Venture Accounts |

Learning Outcomes:

1.0 AVERAGE DUE DATE

- 1.1 Explain the concept of Average Due Date
- 1.2 List the advantages of Average Due Date
- 1.3 Explain the procedure for calculation of Average Due date
- 1.4 Compute the Average Due Date
- 1.5 Calculate the interest from the due date to the date of payment.

2.0 ACCOUNT CURRENT

- 2.1 Define the term "Account Current"
- 2.2 List the important points in calculating the number of days.
- 2.3 Explain and compute the three different methods of calculation of interest (Product, Interest Numbers & Interest Tables Method)
- 2.4 State the significance of Red Ink Interest in Account Current.
- 2.5 Compute Red Ink Interest

3.0 PARTNERSHIP ACCOUNTS

- 3.1 Explain the method of sharing Profit or Loss among Partners.
- 3.2 Distinguish between Profit and Loss account and Profit and Loss Appropriation/Adjustment account.
- 3.3 Prepare Profit and Loss Appropriation Account taking into account Interest on Loan/Capital/Drawings of Partners and outstanding expenses
- 3.4 Prepare Capital Accounts of Partners in Fixed and Floating Capital methods
- 3.5 Define goodwill.
- 3.6 Explain the methods of calculating goodwill.
- 3.7 Explain the factors influencing goodwill.
- 3.8 List the circumstances when the goodwill is valued.
- 3.9 Calculate the new profit-sharing ratio on admission of partner.
- 3.10 Explain and prepare Revaluation Account of Assets and Liabilities.
- 3.11 Calculate the distribution of reserves and accumulated/undistributed profits or losses
- 3.12 Explain the various methods of treatment of goodwill on admission of new partner
- 3.13 Give accounting treatment in case of admission of a new partner, preparing profit and loss adjustment account or Revaluation Account, capital accounts and new Balance Sheet.

4.0 RETIREMENT OR DEATH OF A PARTNER

- 4.1 Calculate the new profit-sharing (sacrificing) ratio on retirement of a partner.
- 4.2 Explain the various methods of treatment of goodwill on retirement of partner
- 4.3 Give accounting treatment in case of retirement of partner - preparing profit and loss adjustment account, capital accounts and new balance sheet
- 4.4 Explain the amounts payable to the executor of a deceased partner
- 4.5 Give accounting treatment in case of death of partner - preparing profit and loss adjustment account, capital accounts, executor's account and new balance sheet.

5.0 DISSOLUTION OF PARTNERSHIP FIRM

- 5.1 List the circumstances leading to Dissolution of Partnership
- 5.2 Explain the Realisation Account.
- 5.3 Distinguish between Realisation and Revaluation accounts
- 5.4 Prepare realisation account, capital accounts and bank account on dissolution where the partners are solvent.
- 5.5 Explain the ruling in Garner Vs. Murray case
- 5.6 Give accounting treatment for dissolution when all but one partner is insolvent without applying the ruling in Garner Vs. Murray case.
- 5.7 Give accounting treatment for dissolution when all but one partner is insolvent applying the ruling in Garner Vs. Murray case
- 5.8 Explain when the 'Deficiency account' is prepared.
- 5.9 Give accounting treatment for dissolution of partnership when all the partners are insolvent.

- 5.10 Explain the concept of Joint Venture
- 5.11 Distinguish between Joint Venture and Partnership
- 5.12 Explain different methods of maintaining Joint Venture accounts.
- 5.13 Explain the maintenance of Joint Venture accounts by any one of the parties and by all the parties
- 5.14 Explain the method of maintaining accounts in a separate set of books. Solve problems in different methods.

COURSE CONTENTS

1. Average Due Date - Advantages - calculation of Average Due date — Calculation of interest from the due date to the date of payment.
2. Account Current – Important points in calculating the number of days - – Different methods of calculation of interest – Preparation of Account Current in different methods – Significance of Red Ink Interest.
3. Partnership accounts- Distribution of Profit and Loss among Partners - Difference between profit and loss account and profit and loss appropriation account - Preparation of Profit and Loss Appropriation Account – Capital Accounts of Partners in different methods - Goodwill - Methods of calculating Goodwill - Admission of a partner - Calculation of New Profit-Sharing Ratio – Preparation of Revaluation Account - Distribution of reserves and accumulated profits or losses - Various methods of treatment of goodwill - Accounting treatment in case of admission of a new partner.
4. Retirement or death of a partner - New profit-sharing ratio - Various methods of treatment of goodwill - Accounting treatment in case of retirement of partner -
5. Dissolution of partnership firm - Realisation Account - Ruling in Garner Vs. Murray case - Accounting treatment for dissolution when all but one partner are insolvent without applying the ruling in Garner Vs. Murray case - Accounting treatment for dissolution when all but one partner are insolvent applying the ruling in Garner Vs. Murray case - Deficiency account – Accounting treatment for dissolution of partnership when all the partners are insolvent - Joint venture– Difference between Joint Venture and Partnership - Different methods of maintaining Joint Venture accounts - Maintenance of Joint Venture accounts by only one party or all the parties - Maintaining accounts in a separate set of books.

BOOKS RECOMMENDED:

- 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 Radha Swamy - 'Advanced Accounts'
- 7) Basu & Das - Advanced Accountancy Vol I and Vol. II
- 8) Basu & Das – Problems in Advanced Accountancy, Vol.I & Vol. II

BLUE PRINT:

| S.No. | Chapter/Unit Title | No of periods | Weightage allocated | Marks wise Distribution of Weightage | | | | Question wise Distribution of weightage | | | |
|-------|--|---------------|---------------------|--------------------------------------|----|----|----|---|---|----|----|
| | | | | R | U | Ap | An | R | U | Ap | An |
| 1 | AVERAGE DUE DATE | 12 | 11 | 3 | 0 | 8* | | 1 | - | 1* | |
| 2 | ACCOUNT CURRENT | 12 | 11 | 0 | 3 | 8* | | | 1 | 1* | |
| 3 | PARTNERSHIP ACCOUNTS – Methods of Profit sharing and Goodwill treatment – Admission of Partner | 26 | 17 | 3 | 6* | 8* | * | 1 | 2 | 1* | * |
| 4 | RETIREMENT & DEATH OF PARTNER | 16 | 14 | 3* | 3* | 8* | | 1 | 1 | 1* | |
| 5 | PARTNERSHIP DISSOLUTION & GARNER Vs MURRAY and Joint Venture | 24 | 17 | 6 | 3 | 8* | * | 2 | 1 | 1* | * |
| | Total | 90 | 70 | 15 | 15 | 40 | 10 | 5 | 5 | 5 | 1 |

NOTE 1: In Part-A, small problem questions (*) carrying 3 marks each under topics mentioned specifically above can be given (Eg: Calculation of new profit sharing ratio, sacrificing ratio, gaining ratio and share of profits and losses and calculation of goodwill only)

Note 2: Part-C Analytical problem (Marks 10) shall be given from Partnership Admission or Dissolution only.

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|--------------|---------------------------------|
| Unit Test-I | From 1.1 to 3.8 |
| Unit Test-II | From 4.1 to 7.6 |

Note: Unit Test 1 and 2 shall be conducted for 40 marks each. Part A consists of 5 questions with Q.No.1 carrying 4 marks and the remaining 4 questions carry 3 marks each. Part B carry 3 questions, with an internal choice (A or B type). Each question carries 8 marks. Q.No.6 (a) shall be framed on Receipts and Payments A/c of a Non-trading concern. Q.No. 6 (b) shall be framed on “Adjusting Entries” (any 4 only) each entry carrying 2 marks. Q.No. 7 (a) is linked to Q.No. 7 (b), taking the Net Profit / Loss, the Balance Sheet shall be prepared, totally carrying 8 marks. Q.Nos. 7 (b) and 8 (b) need not be LINKED.

MODEL PAPER

State Board of Technical Education & Training: AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
SEM 4

Subject Name: ACCOUNTANCY III

Subject Code: CCP-402

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1. a. Average Due Date means _____ on which payment can be made for various transactions made during a particular period.
 - b. State true or false for the following statement.
“The name of the party to whom the account current is sent appears second”
 - c. Goodwill means _____ of the firm.
 - d. Incoming of a new partner into firm is called _____ of a new partner.
2. List any three disadvantages of Average Due Date.
 3. What is meant by RED INK INTEREST?
 4. Profits for past 4 years were Rs. 20,000 for 2014, Rs.30,000 for 2015, Rs.15,000 for 2016 and Rs.40,000 for 2017. Calculate the Goodwill of the firm which is 3 years purchase of the average profits of the past 4 years
 5. X and Y are partners in a partnership firm sharing profits and losses in the ratio of 3:2. The firm earned a profit of Rs.5,000 for the year ending 2020. How much amount X and Y get towards their in profits.

PART-B

Instructions: 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6. (a) Calculate the average due date from the following particulars.

Bill for Rs.900 due on November, 4th

Bill for Rs.600 due on December 13th

Bill for Rs.500 due on December 8th

Bill for Rs.750 due on November 23rd

Bill for Rs.400 due on December 26th

(OR)

(b) Murali, a partner in firm has drawn the following amounts for the year ended 30th June, 1985

| | |
|---------------------------|--------|
| January 8 th | Rs.800 |
| February 15 th | Rs.400 |
| March 15 th | Rs.500 |
| April 10 th | Rs.480 |
| May 8 th | Rs.400 |

Calculate the average due date and calculate interest on drawings at 5%

7. (a) The following transactions took place between Damodar of Vizag and Murali of Chennai. Prepare an Account Current at 5% to be rendered by Murali to Damodar.

| Rs. | | |
|----------|--------------------------------------|-------|
| January | 1 Balance owing by Damodar to Murali | 2,000 |
| | 10 Murali sent goods to Damodar | 6,000 |
| | 20 Cash received from Damodar | 5,000 |
| February | 15 Cash received from Damodar | 2,000 |
| | 20 Goods sold to Damodar | 4,000 |
| March | 15 Cash received from Damodar | 3,000 |

The Account Current must be submitted on 31.3.2020

(OR)

(b) The following transactions took place between Krishna and Radha. Prepare account current rendered by Radha. Interest to be calculated at 5% per annum

| 2020 | | | Rs. |
|-------|---|-------|-------|
| April | 1 Debit Balance in the account Krishna | | 2,000 |
| | 10 Cash paid by Krishna | 1,200 | |
| | 21 Goods sold by Krishna | 800 | |
| May | 25 Goods sold to Krishna | 1,500 | |
| | 25 A bill for two months drawn on Krishna for | | 1,200 |
| | 25 Goods purchased by Krishna | | 500 |

8. (a) Anil and Suneel are partners in a firm sharing profits and losses in 2:1 ratio. Their capitals on 31st December 2020 after adjustment of drawings and net profit are amounted to Rs.30,000 and Rs.20,000 respectively. Later on it was noticed that interest at 8% as provided in the deed was not credited to partner's capital accounts. The net profit for the year before charging interest on capitals was Rs.9,000. The partners had withdrawn Rs.5,000 each. Find out partner's capitals after adjusting interest.

(OR)

- (b) A and B were partners in a firm sharing profits in the ratio of 11 : 4. C was admitted as a new partner for $\frac{1}{5}$ th share in the profits on 1st April, 2020 when the balance sheet of A and B was as follows:

| Liabilities | Rs. | Assets | Rs. |
|---------------------------|-----------|-----------|-----------|
| Creditors | 15,000 | Bank | 17,000 |
| Bills Payable | 30,000 | Stock | 29,000 |
| Employees' Provident Fund | 1,80,000 | Debtors | 30,000 |
| | | Less: RBD | 1,000 |
| | | | ----- |
| Capital accounts : | | | 29,000 |
| A | 20,00,000 | Plant | 3,00,000 |
| B | 5,50,000 | Land | 10,00,000 |
| | ----- | Buildings | 14,00,000 |
| | | | ----- |
| | | | ----- |
| | 27,75,000 | | 27,75,000 |
| | ----- | | ----- |

It was agreed that:

1. C is to bring in capital to the extent $\frac{1}{5}$ th of the total capital of the new firm and Rs.1,50,000 for his share of goodwill, half of which was withdrawn by A and B
2. Building and plant were to be appreciated by 20%
3. Provision for bad debts was to be increased by Rs.200

Prepare revaluation account, partners' capital accounts and balance sheet of the new firm.

BOARD DIPLOMA EXAMINATIONS
C-20 - CCP-402 ACCOUNTANCY - III
MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS: 80

Part-A 10 x 3 = 30

- Instructions: (1) Answer all Questions
(2) Each question carries three marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

- 1 Define Average Due Date and State its importance? (CO1)
- 2 What is Red Ink Interest (CO2)
- 3 List the methods of calculating Goodwill. (CO3)
- 4 Profit for past 4 years were Rs. 10,000 for 2013, Rs.20,000 for 2014, Rs.25,000 for 2015 and Rs.30,000 for 2015. Calculate the goodwill of the firm which is 2 years purchase of the average profits of the past 4 years. (CO3)
- 5 Anil and Vishal are partners sharing profits in the ratio of 3:2. They admitted Sumit as a new partner for 1/5th share in the future profits of the firm. Calculate New Profit sharing ratio of Anil, Vishal and Sumit (CO3)
- 6 Anil, Dinesh and Ganga are partners sharing profits in the ratio of 6:5:4. Dinesh Retires. Anil and Ganga decide to share the profits of the new firm in the ratio of 3:2. Calculate the Gaining Ratio (CO4)
- 7 B, C and D were partners in a firm sharing profits in the ratio of 5:4:1. The profit of the firm for the year ending on March 31st, 2014 was Rs.1,00,000. C dies on June 30, 2020. Calculate C's share of profit. (CO4)
- 8 List the reasons when a partnership is dissolved. (CO5)
- 9 What is the rule in Garner Vs. Murray? Explain. (CO5)
- 10 State any two difference between Joint Venture and Partnership firm (CO5)

Part-B 5x8=40M

- Instructions: (1) Answer all Questions
(2) Each question carries eight marks
(3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the Answer.

- 11 a) Find out the Average Due Date of the following bills.

| Bill amount Rs. | Due date of the Bill |
|-----------------|----------------------------------|
| 800 | 6 th June 2018 |
| 1000 | 5 th August, 2018 |
| 400 | 6 th July, 2018 |
| 600 | 14 th September, 2018 |

(OR)

- b) Calculate Average Due Date from the following Particulars. (CO1)

| Due Date | Amount Rs. |
|-----------|------------|
| 15-3-2019 | 150 |
| 24-2-2019 | 300 |
| 4-2-2019 | 2400 |
| 25-1-2019 | 600 |
| 5-1-2019 | 1200 |

- 12 a) On 1st October 2019, Giri owed Rs.6000 to Hari on account. During the three months, the following transactions were recorded in the books of Hari.

| 2019 | Particulars | Rs. |
|--------|---------------------------|------|
| Oct 5 | Sold goods to Giri | 3040 |
| Oct 20 | Goods returned by Giri | 540 |
| Nov 7 | Purchased goods from Giri | 650 |
| Nov 10 | Goods Returned to Giri | 150 |
| Dec 15 | Cash paid to Giri | 300 |
| Dec 20 | Cash received from Giri | 1500 |

Prepare an account current to be rendered to Giri on 31st December, 2019 charging interest at the rate of 10% per annum on the account.

(OR)

(CO2)

- b) On 1st January, 2020, Raju owes Rs.10,000 to Sekhar on account. During the three months, the following transactions were recorded in the books of Raju.

| 2020 | Particulars | Amt. Rs. |
|----------|-----------------------------|----------|
| Jan 5 | Goods purchased from Sekhar | 5000 |
| Feb 14 | Goods returned to Sekhar | 1000 |
| Mar 1 | Cash Paid to Sekhar | 2000 |
| March 15 | Goods purchased from Sekhar | 3000 |
| March 31 | Furniture sold to Sekhar | 1000 |

Prepare an account current to be rendered to Sekhar on 31st March, 2020 charging interest at the rate of 10% p.a on the account.

- 13 a) A and B are carrying on business in a partnership, sharing Profit and Losses in the ratio of 2:3. Their Balance sheet as at 31-3-2019 was as under.

| Particulars | Amt Rs | Particulars | Amt Rs |
|------------------|--------|----------------|--------|
| Sundry Creditors | 50000 | Cash In Hand | 30000 |
| A Capital | 280000 | Cash At Bank | 20000 |
| B Capital | 420000 | Sundry Debtors | 100000 |
| | | Stock | 200000 |
| | | Furniture | 50000 |
| | | Buildings | 350000 |
| Total | 750000 | Total | 750000 |

CO4

On that date they admit C into partnership and give him 1/4th share in the future profits on the following terms:

- C is to bring in Rs. 300000 as his capital and Rs.100000 as goodwill, which sum is to remain in the business.
- Stock and furniture are to be reduced in value by 10%
- Buildings are to be appreciated by Rs. 50000
- A provision of 5% to be created on sundry debtors for doubtful debts.

Prepare Revaluation account and Final Balance Sheet.

(OR)

b) Bharath and Varun are partners sharing profit and losses in the ratio of 3:2. Their Balance sheet as on 31.12.2009 was as follows:-

| Liabilities | Amt Rs | Assets | Amt Rs |
|--------------------|----------|------------------|----------|
| Bills payable | 20,500 | Bills Receivable | 4000 |
| Creditors | 57,000 | Cash at bank | 21,500 |
| Profit or Loss a/c | 5,000 | Debtors 60,000 | |
| General Reserve | 20,000 | Less: RBD 3000 | 57,000 |
| Capitals: | | Furniture | 10,000 |
| Bharath | 60,000 | Stock of goods | 35,000 |
| Varun | 30,000 | Machinery | 25,000 |
| | | Buildings | 40,000 |
| | 1,92,500 | | 1,92,500 |

On 1.1.2010 Venkatesh is admitted into partnership on the following terms as below:

- Venkatesh should bring Rs. 40000 as capital for 1/4 share and goodwill towards Rs. 25000.
- Appreciate buildings by 20%.
- Depreciate furniture and machinery by 10%.
- An amount of Rs. 2000 due to a creditors, is not likely to be claimed and hence to be written off.
- Increase R.B.D on debtors to Rs. 6000.

Prepare:

- Revaluation A/c.
- Partner's capital A/c.
- Balance sheet.

14

a) A, B and C have been partners in a firm on 31st December, 2018 on which date A proposed to retire. The following was a statement of the position of the firm

| Liabilities | Amt Rs | Assets | Amt Rs |
|------------------|--------|---------------------|--------|
| Sundry Creditors | 8000 | Cash at bank | 5000 |
| Reserve fund | 10000 | Plant and Machinery | 20000 |
| A's capital | 15000 | Furniture | 8000 |
| B's Capital | 15000 | Sundry Debtors | 23000 |
| C's Capital | 15000 | Goodwill | 6000 |
| | | Patents | 1000 |
| Total | 63000 | Total | 63000 |

CO5

For the purpose of A's Retirement the following adjustments were agreed upon

- Patent were worthless
- An outstanding liability for Rs.400 for expenses was to be brought into the books.
- Goodwill is to be taken at the value shown in the balance sheet.
- Agreed to have the amount due to him as a loan to the firm carrying interest at 5% p.a.

Prepare Revaluation Account and final Balance Sheet.

(OR)

b) X, Y and A partners carried on a business in Partnership and on 31st March, 2019 their balance sheet was as follows :

| Liabilities | Amt Rs | Assets | Amt Rs |
|------------------|--------|---------------------|--------|
| Sundry Creditors | 50000 | Cash at bank | 80000 |
| Bills payable | 35000 | Sundry debtors | 97000 |
| Reserve fund | 45000 | Stock | 163000 |
| X capital | 200000 | Plant and Machinery | 75000 |
| Y capital | 180000 | Furniture | 65000 |
| Z capital | 160000 | Buildings | 200000 |
| Total | 680000 | Total | 680000 |

On the above date, A expired. After making the following adjustments prepare new balance sheet with existing partners.

- The value of the stock is to be increased Rs.181000
- Plant and Machine is to be reduced by Rs.10000
- Furniture is reduced by 10%
- Buildings increased by 15%
- Provide 5% on sundry debtors towards doubtful debts reserve.

15 A, B and C are in partnership sharing profit and loss in the ratio of 3:2:1. They decided to dissolve the partnership from 1-1-2019 when their Balance Sheet stands as follows:

| Liabilities | Amt Rs | Assets | Amt Rs |
|------------------|--------|----------------|--------|
| Sundry creditors | 2000 | Cash | 1000 |
| A capital | 15000 | Stock | 2000 |
| B Capital | 12000 | Investments | 4000 |
| C Capital | 4000 | Sundry debtors | 5500 |
| | | Furniture | 1000 |
| | | Plant | 7500 |
| | | Buildings | 12000 |
| Total | 33000 | Total | 33000 |

Lands and Buildings sold for 11,000; Plant for 9,000, Furniture for 800. Sundry Debtors 5,000; Investments 6,000 and Stock 3,800. The cost of realisation amounted to Rs.500/- and Sundry Creditors paid by 10% less. Prepare necessary ledger accounts and close the books of accounts.

CO5

(OR)

b) X and Y entered in to Joint venture to purchase and sell timber. They share Profits and Losses equally. Y supplied goods to the value of Rs.20,000/- and incurred expenses amounted to Rs.1,000/-. X received the consignment and sold 3/4 of the goods for Rs.29,000/-, he also took over goods of value of Rs.2,000/- for his use in business. On the date of closure, Y taken over the balance of stock in hand which was valued at Rs.2,500/-. Prepare the Joint venture Account and Y's account in his ledger in the Books of X.

Part-C

1x10=10

Instructions: (1) Answer the question below. It carries 10 marks

16. A and B entered into a Joint venture agreeing to share Profits and Losses in the ratio of 4:1 respectively. A provides goods from his stock at an agreed value of Rs.10,000/-. He pays expenses amounting to Rs.1, 000/-. B sells a part of the goods for Rs.15, 000/- and pays Rs.2, 000/- towards freight and insurance. He also takes over the goods worth Rs.1,500/- for his personal use. The remaining goods are taken over by A at an agreed value of Rs. 1,000/. Prepare necessary Ledger accounts in the Books of A.

CCP-403 Quantitative Techniques - I

| Course Code | Course title | No. of periods/week | Total no. of periods | F.A. | S.A. |
|-------------|-----------------------------|---------------------|----------------------|------|------|
| CCP-403 | Quantitative Techniques - I | 05 | 75 | 20 | 80 |

TIME SCHEDULE

| S. No. | Chapter/Unit Title | No. of Periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Wise Distribution of Weightage | | | | CO's mapped |
|--------|--|----------------|---------------------|--------------------------------------|----|----|-------------|---|--------------|-----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1 | Introduction to STATISTICS – Data collection methods TABULATION and FREQUENCY DISTRIBUTION – Graphical representation of data, Measures of Central Tendency (Arithmetic Mean) | 20 | 17 | 6 | 3 | 8 | | 02 | 01* graph | 01 | | CO1 |
| 2 | Measures of Central Tendency (Median, Mode) | 15 | 14 | 6 | | 8 | * Part C | 02* (1 problem) | | 01* | * | CO2 |
| 3 | Measures of Central Tendency (Geometric & Harmonic Mean) | 10 | 11 | 3 | | 8 | | 01 theory | | 01* | | CO3 |
| 4 | Measures of Dispersion (Range, quartiles, deciles, percentiles, Quartile and Mean Deviations) | 15 | 14 | 6 | | 8 | | 02* | | 01* | | CO4 |
| 5 | Standard Deviation and Skewness | 15 | 14 | 6 | | 8 | * Part C | 02* | | 1* | * | CO5 |
| | Total | 75 | 70 | 27 | 12 | 40 | 10 | 6 | 4 | 5 | 1 | |

Note 1: *Indicates problem questions in Part A, B and C.

Part-A contains one question on Graph.

Note 2: In Part-B, a theory or problem may be given in Question 11

Note 3: Part-C Analytical question shall be given only from MODE (Grouping Method) (OR) STANDARD DEVIATION (direct or short-cut method) including calculation of CV.

| | |
|-------------------|---|
| Course Objectives | (i) To know the various statistical tools and their uses across different fields. |
|-------------------|---|

| | | |
|-----------------|-----|---|
| Course outcomes | | The student will be able to |
| | CO1 | Explain the importance of data collection, tabulation and its graphical representation. |
| | CO2 | Calculate various Measures of Central Tendency. |
| | CO3 | Calculate different Measures of Dispersion. |
| | CO4 | Calculate and analyze various methods of Deviation. |
| | CO5 | Calculate and analyze Skewness. |

LEARNING OUTCOMES:

1.0 Understand the concepts of Statistics

- 1.1. Define Statistics
- 1.2. Explain the functions of Statistics
- 1.3. Explain the importance of Statistics
- 1.4. List out the limitations of Statistics.
- 1.5. List out the types of data collection
- 1.6. Explain the sources of primary data.
- 1.7. Explain the preparation of a questionnaire.
- 1.8. List out the sources of secondary data.
- 1.9. Explain the limitations of secondary data.
- 1.10. Explain the guidelines for data tabulation.
- 1.11. Prepare a table with class interval and frequency distribution for a given data.
- 1.12. List out the types of graphs to represent the data.
- 1.13. Represent the data given in a suitable graph.
- 1.14. List out the various measures of Central Tendency.
- 1.15. List the uses of Averages.
- 1.16. Explain the merits and demerits of Arithmetic Mean.
- 1.17. Calculate Arithmetic Mean for individual observations.
- 1.18. Calculate Arithmetic Mean for discrete series of data under direct method and short cut method.
- 1.19. Calculate Arithmetic Mean for continuous series of data under direct method, deviation/step deviation method.

2.0 Understand Measures of Central Tendency

- 2.1. Explain the uses of Median.
- 2.2. Calculate Median for individual series of data.
- 2.3. Calculate Median for discrete series.
- 2.4. Calculate Median for continuous series.
- 2.5. Explain the advantages and disadvantages of Mode
- 2.6. Calculate Mode for individual series.
- 2.7. Calculate Mode for discrete series using direct / Grouping Method
- 2.8. Calculate Mode for continuous series using direct / Grouping Method.

3.0 Understand the calculation of Quartiles, Deciles and Percentiles.

- 3.1. Explain the merits and demerits of Geometric Mean.
- 3.2. Explain the merits and demerits of Harmonic Mean.
- 3.3. Calculate Geometric Mean for individual observations.

- 3.4. Calculate Geometric Mean for discrete series and continuous series.
- 3.5. Calculate Harmonic Mean for individual observations and discrete series.
- 3.6. Calculate Harmonic Mean for Continuous series of data.
- 3.7. Calculate Quartiles.
- 3.8. Calculate Deciles.
- 3.9. Calculate Percentiles.
- 3.10. Explain the meaning of Dispersion.
- 3.11. Explain the importance of Measures of Dispersion.
- 3.12. List out the various Measures of Dispersion.
- 3.13. Calculate Range & Coefficient of Range for different types of data.

4.0 Understand the calculation of Standard Deviation.

- 4.1. Calculate Quartile Deviation for different types of data.
- 4.2. Calculate Mean Deviation (through Arithmetic Mean or Median) for different types of data.

5.0 Understand the concepts of Skewness.

- 5.1. Explain the importance of Standard Deviation as a measure of Dispersion.
- 5.2. Calculate Standard Deviation using direct method for individual series and discrete series.
- 5.3. Calculate Standard Deviation for continuous series under Actual Mean Method / Assumed Mean Method / Deviation or Step Deviation Method.
- 5.4. Calculate coefficient of variation / Co-variance / Variance for a given data.
- 5.5. Define Skewness.
- 5.6. Explain the Karl Pearson's measure of Skewness.
- 5.7. Calculate measures of Skewness for individual/discrete/continuous series.

COURSE CONTENTS

1. INTRODUCTION TO STATISTICS - Definition – functions - importance and limitations of Statistics – Collection of Data – Primary and Secondary data – Questionnaire - CLASSIFICATION OF DATA FOR REPRESENTATION - Tabulation – Frequency Distribution – Graphic presentation of Data – ARITHMETIC MEAN
2. MEASURES OF CENTRAL TENDENCY– Merits and demerits of Measures of Central Tendency - Calculation of Median and Mode
3. GEOMETRIC MEAN – HARMONIC MEAN, MEASURES OF DISPERSION – Meaning - objectives of dispersion – QUARTILES, DECILES and PERCENTILES - Range and Co-efficient of Range.
4. QUARTILE DEVIATION, MEAN DEVIATION,
5. STANDARD DEVIATION - CO-EFFICIENT OF VARIATION -SKEWNESS

REFERENCE BOOKS:

1. S.L.Agarwal and Bharadwaj, Quantitative Techniques, Kalyani Publications
2. Reddy, C.R., Business Statistics, Deep publications, New Delhi.
3. V.K.Kapoor, Statistics - Problems and solutions, S.Chand & Sons,
4. Gupta S.P. - Statistical Methods, S. Chand & Sons
5. S.C.Gupta, Fundamentals of Statistics, S.Chand & Sons
6. D.C Sanchetia & V.K. Kapoor, Statistics – Theory, Methods and Applications, S. Chand & Sons.
7. Business Statistics – Schaum series.

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|--------------|---------------------------------|
| Unit Test-I | From 1.1 to 2.20 |
| Unit Test-II | From 3.1 to 5.3 |

MODEL PAPER

State Board of Technical Education & Training: AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)

SEM IV

CCP-403 QUANTITATIVE TECHNIQUES – I

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1. State "TRUE" or "FALSE" for the following statement and Fill up the blanks :

- Arithmetic Mean is also called as average (True/False).
- Standard deviation is a measure of relation (True/False)
- Questionnaire is used for collection of data (True/False)
- For data tabulation, table is used (True/False)

2. List the various sources of secondary data.

3. Represent the following data in a suitable graph.

| Year | 2000 | 2001 | 2002 | 2003 | 2004 |
|------------------------------|-------|-------|-------|-------|-------|
| Cement Production (in Tons) | 10000 | 20000 | 25000 | 40000 | 35000 |

4. Write any three advantages of Arithmetic Mean.

5. Calculate arithmetic mean for the following data:

25, 29, 35, 39, 45, 44, 56, 98, 88, 58, 37, 29

PART-B

Instructions: 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6 (a) Calculate the Arithmetic Mean from the following data.

Wages 19-21 22-24 25-27 28-30 31-33 34-36 37-39

No. of

Workers 6 13 19 15 18 12 9

OR

(b) Calculate Arithmetic Mean for the following data by Step Deviation Method:

Wages (Rs.) 0-10 10-20 20-30 30-40 40-50 50-60

Workers 19 31 48 22 11 19

7. (a) Calculate Median from the following data:

| | | | | | | | |
|----|------|-------|-------|-------|-------|-------|-------|
| CI | 0-10 | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 | 60-70 |
| F | 7 | 11 | 23 | 47 | 36 | 29 | 17 |

OR

(b) Calculate Median for the following data:

| | | | | | | | |
|-----------------|-----|------|-------|-------|-------|-------|-------|
| Income (Rs.) | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 | 25-30 | 30-35 |
| Persons | 10 | 12 | 14 | 18 | 16 | 24 | 24 |

8. (a) Calculate Mode from the following data by grouping method:

| | | | | | | |
|-------------------|------|-------|-------|-------|-------|-------|
| Size in inches | 0-10 | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 |
| No. of Persons | 4 | 12 | 14 | 16 | 15 | 10 |

OR

(b) Calculate Mode for the distribution of weights of 150 students from the following distribution:

| | | | | | | |
|-----------------|-------|-------|-------|-------|-------|-------|
| Weight(kgs) | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 | 60-70 |
| No. of Students | 15 | 12 | 17 | 21 | 35 | 50 |

BOARD DIPLOMA EXAMINATIONS
C-20 - CCP-403 QUANTITATIVE TECHNIQUES-I
4 SEMESTER
MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS : 80

Part-A

10 x 3 = 30

- Instructions: (1) Answer all Questions
(2) Each question carries three marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

1. Define Statistics. CO1
2. State the limitations of Secondary Data CO1
3. Present the following through Pie-diagram:

| Item | Food | Clothing | Rent | Other Expenses | |
|--------------------|------|----------|------|----------------|-----|
| Amount Spent (Rs.) | 750 | 450 | 400 | 400 | CO1 |
4. State three merits of any Measure of Central Tendency . CO2
5. Given below are the marks scored by 10 students in Shorthand: 43, 48, 65, 57, 31, 60, 37, 48, 78 and 59. Calculate Modal mark. CO2
6. Write any three features of Harmonic Mean. CO3
7. Calculate Range and its co-efficient from the following: CO4
 Wages(Rs.) 0-10 10-20 20-30 30-40 40-50 50-60
 workers 8 12 28 31 16 4
8. Calculate 7th Decile and 64th percentile for the data below: CO4
 12, 22, 32, 44, 55, 66, 79
9. Calculate Skewness (Karl Pearson) for the following series: CO5
 9, 18, 27, 36, 45, 54
10. If AM=8, Standard Deviation=2.892, find co-efficient of variation. CO5

PART-B

Marks: 5 x 8 = 40

- Instructions: 1) Answer ALL questions.
 2) Each question carries 8 marks.
 3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

11. a) Explain the preparation of questionnaire. CO1
 OR
 b) Calculate Arithmetic Mean for the following data by Step Deviation Method:

| Wages (Rs.) | 0-10 | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 |
|-------------|------|-------|-------|-------|-------|-------|
| Workers: | 19 | 31 | 48 | 22 | 11 | 19 |
12. a) Calculate Median from the following data: CO2
 CI 4-7 8-11 12-15 16-19 20-23 24-27 28-31
 F 7 11 23 47 36 29 17
 OR
 b) Calculate Mode for the following data:

| | | | | | | |
|---------|-----|------|-------|-------|-------|-------|
| Income | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 | 25-30 |
| Persons | 15 | 17 | 10 | 18 | 16 | 24 |

- 13 a) Calculate Geometric Mean from the following data by grouping method:

| | | | | | | | |
|----------------|------|-------|-------|-------|-------|-------|----|
| Size in inches | 0-10 | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 | |
| No. of Persons | | 4 | 12 | 14 | 16 | 15 | 10 |

OR

- b) Calculate Harmonic Mean for the distribution of weights of 150 students from the following distribution:

| | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|---|
| Weight(kgs) | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 | 60-70 | |
| frequency | | 26 | 29 | 45 | 24 | 19 | 8 |

- 14 a) Compute Mean Deviation and its co-efficient through Median:

| | | | | | |
|----------------|------|-------|-------|-------|-------|
| Class Interval | 0-10 | 10-20 | 20-30 | 30-40 | 40-50 |
| Frequency | 6 | 28 | 51 | 11 | 4 |

OR

- b) Calculate Quartile Deviation from the following frequency distribution:

| | | | | | | | |
|----------|------|-------|-------|-------|-------|-------|-------|
| Marks | 1-10 | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 | 60-70 |
| Students | 5 | 12 | 30 | 45 | 50 | 37 | 21 |

- 15 Calculate Karl Pearson's Co-efficient of Skewness for the series below:

X : 13, 23, 33, 43, 53, 63, 73, 83, 93

(OR)

Calculate Standard Deviation and CV for the data below:

X : 100 120 140 160 170 180 190

F : 8 17 12 23 14 16 30

Part – C (10 Marks)

Instructions: 1) Answer the following question.

2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

- 16 Calculate MODE by Grouping Method:

| | | | | | | | |
|--------|-----|-------|-------|-------|-------|-------|-------|
| Class: | 0-9 | 10-19 | 20-29 | 30-39 | 40-49 | 50-59 | 60-69 |
| Fncy: | 14 | 22 | 33 | 34 | 35 | 21 | 18 |

CO3

CO4

CO5

CO5

CCP-404 BUSINESS LAW

| Course Code | Course title | No. of Periods/Week | Total no. of periods | Marks for Formative Assessment | Marks for Summative Assessment |
|-------------|--------------|---------------------|----------------------|--------------------------------|--------------------------------|
| CCP-404 | Business Law | 04 | 60 | 20 | 80 |

| S. No. | Chapter/ Unit title | No. of Periods | CO's mapped |
|--------|------------------------------|----------------|-------------|
| 1. | Indian Contract Act , 1872 | 20 | CO1 |
| 2. | Sale of Goods Act, 1930 | 20 | CO2 |
| 3. | Indian Partnership Act, 1932 | 20 | CO3 |
| | Total | 60 | |

| | |
|-------------------|--|
| Course objectives | To familiarize with the law related to business. |
|-------------------|--|

| | The student will be able to : | |
|-----------------|-------------------------------|---|
| Course Outcomes | CO1 | explain the essential features of Indian Contract Act, 1872 |
| | CO2 | explain the law relating to Sale of Goods Act, 1930 |
| | CO3 | observe the law relating to Indian Partnership Act, 1932 |

1.0 Indian Contracts Act, 1872

- 1.1 Define an Agreement
- 1.2 State the meaning of Agreement.
- 1.3 Define Contract
- 1.4 List essential elements of a valid Contract.
- 1.5 List and explain different types of Contracts (Express, Implied, Executed, Valid and Void contracts)
- 1.6 Define Offer and Acceptance
- 1.7 State the essential features of a valid Offer and Acceptance
- 1.8 List circumstances when offer is revoked
- 1.9 Define Consideration.
- 1.10 List and explain the essentials of a valid consideration
- 1.11 Explain terms (a) stranger to consideration (b) No consideration – No contract (c) capacity to contract
- 1.12 Explain the terms (a) free consent (b) Coercion (c) Undue influence (d) Fraud (e) Misrepresentation (f) Mistake.
- 1.13 Explain the situations when agreements are declared void
- 1.14 List three different modes of discharging a contract.
- 1.15 Explain meaning of Breach of contract and its remedies.

2.0 Sale of Goods Act, 1930

- 2.1 Define contract of sale
- 2.2 List types of goods
- 2.3 Explain different features of contract of sale
- 2.4 List out differences between sale and agreement to sell

- 2.5 State the rights of an unpaid seller against goods (right of lien, resale and stoppage of goods in transit)
- 2.6 State the rights of an unpaid seller against buyer (suit for price, damages, interest and cancellation of contract)
- 2.7 Explain the meaning and types of Conditions- Implied Conditions - Condition as to title, Sale by Description, Condition as to quality or fitness, Sale by Sample, Condition as to wholesomeness.
- 2.8 Explain the meaning and types of Warranty - Implied Warranty- Quiet possession, Freedom from encumbrances, Quality or fitness by usage of trade, Warranty to disclose dangerous nature of goods
- 2.9 Explain the terms (a) Sale by non-owners (b) auction sale (c) caveat emptor
- 2.10 Explain transfer of title of goods (ascertained, unascertained and goods sold on approval basis)
- 2.11 List and explain rules of delivery

3.0 INDIAN PARTNESHIP ACT, 1932

- 3.1 Define Partnership
- 3.2 Explain the essential features of Partnership
- 3.3 State the types of partnerships and partners
- 3.4 Explain the rights of partners
- 3.5 Explain the duties of partners
- 3.6 Explain the liabilities of partners
- 3.7 Explain partners' liability for wrongful acts
- 3.8 Explain any five differences between Partnership and Joint stock company
- 3.9 List the disadvantages of an unregistered firm
- 3.10 State the meaning of dissolution of partnership.
- 3.11 Explain the various modes of dissolution
- 3.12 Explain how the accounts are settled after dissolution
- 3.13 State the consequences of dissolution

COURSE CONTENTS:

- 1.The Indian Contract Act, 1872- Agreement and Contract– Essentials of a valid contract – Types of Contracts - Offer and Acceptance–Consideration– Capacity to contract — Discharge of a contract - Breach of a contract.
- 2.Sale of Goods Act - Types of goods – Rules of transfer of property in goods - Differences between sale and agreement to sell - Rights of an unpaid seller - Conditions and warranties - Transfer of Title in Goods - Performance of Contract of Sale - Rights of Unpaid Seller and Re-sale - Rights of an Unpaid Seller - Right of Re-Sale.
3. The Indian Partnership Act, 1932- Features–Types of Partnerships and Partners. - Rights, Duties and Liabilities of Partners- - Difference between partnership and joint stock company- Liability of a Firm for Wrongful Acts of a Partner-Dissolution of Partnership - - Modes of Dissolution of a Partnership Firm - Consequences of Dissolution - Settlement of Accounts

Reference Books:

1. Kapoor ND, Mercantile Law, Sultan Chand & Sons
2. SN Maheswari & SK Maheswari, Business Laws, Himalaya
3. Balachandran V, Business Law, TMH publications
4. Tulsian, Mercantile Law, TMH publications
5. Tulsian, Business Law, TMH publications
6. Pillai Bhagavathi, Business Law, Sultan Chand & Sons
7. Gogna, A Text book of Mercantile Law, Sultan Chand & Sons

8. S.S.Gulshan, Business Law, Excel Books.
9. Bulchandani, Business Laws, Himalaya Publications
10. Maheswari & Maheswari, Mercantile Law, Sultan Chand& Sons
11. Chandra Bose, Business Law, PHI
12. S.S.Gulshan, Mercantile Law, Excel Books.
13. Bare Acts of different laws (As per the syllabus) – Law Publications

BLUE PRINT

| S. No. | Chapter/Unit Title | No. of periods | Weight age | Marks Wise Distribution of Weightage | | | | Question Distribution Weightage | | | | CO's Mapped |
|--------|------------------------------|----------------|------------|--------------------------------------|------|----|----|---------------------------------|---|----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1. | Indian Contract Act , 1872 | 30 | 25 | 3+3 | 3+16 | - | * | 2 | 3 | - | * | CO1 |
| 2. | Sale of Goods Act, 1930 | 25 | 20 | 3+3+3 | 8+3 | - | * | 3 | 2 | - | * | CO2 |
| 3. | Indian Partnership Act, 1932 | 20 | 25 | 3+3 | 3+16 | | | 2 | 3 | | | CO3 |
| | TOTAL | 75 | 70 | 21 | 49 | - | 10 | 7 | 8 | - | 1 | |

*NOTE: PART- C Analysis Question may be given either from Unit 1 or Unit 2 only.

Note: The question paper should contain only (a) short answer, and (b) essay type questions WITHOUT ANY CASE LAWS / REFERENCES TO RELEVANT SECTIONS OF THE ACTS.

Part A: 30 Marks 10 Questions, 3 Marks each, NO CHOICE. [60 minutes (6 minutes each)]

Part B: 40 Marks, 5 Questions, 8 Marks each, Either or Type [90 minutes (18 minutes each)]

Part C: 10 Marks, 1 Question, 10 Marks [30 minutes (Higher order Question)]

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|--------------|---------------------------------|
| Unit Test-I | From 1.1 to 2.5 |
| Unit Test-II | From 2.6 to 3.13 |

MODEL PAPER

State Board of Technical Education & Training: AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)

SEM 4

Subject Name: BUSINESS LAW

Subject Code: CCP-404

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions. Marks: 16

2) Q.No.1 carries 4 marks; remaining four questions carry 3 marks each.

1. State "TRUE" or "FALSE" for the following statement and Fill up the blanks :
 - a. Raju agreed to take Rani to movie is a contract (True/False)
 - b. An agreement is meeting of _____ minds
 - c. Milk is a _____ type of good
 - d. Offer and acceptance are essential elements of a valid contract. (True/False)
2. Define consideration.
3. List circumstances when offer is revoked.
4. Define Contract of Sale.
5. State any three rights of unpaid seller.

PART-B

Instructions: 1) Answer ALL questions. Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6. (a) Explain about Express Contract and Implied Contract.
(Or)
(b) Explain essential elements of a valid consideration
7. (a) Explain the situations when agreements are declared as void.
(OR)
(b) Explain the concepts Misrepresentation and Mistake.
8. (a) Explain different features of contract of sale
(OR)
(b) List out differences between sale and agreement to sell

BOARD DIPLOMA EXAMINATIONS
C-20, CCP-404 BUSINESS LAW
IV SEM
MODEL PAPER – YEAR END EXAMINATION

TIME: 3 HOURS

MAX. MARKS: 80

Part-A 10 x 3 = 30M

Instructions: (1) Answer **all** Questions
(2) Each question carries **three** marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

| | | |
|--|---|-----------|
| 1. | Define agreement. | CO1 |
| 2. | What is acceptance? | CO1 |
| 3. | Write any three circumstances when the proposal is withdrawn. | CO1 |
| 4. | List any three types of goods. | CO2 |
| 5. | State any three rights of an unpaid seller. | CO2 |
| 6. | Mention any two rights of resale. | CO2 |
| 7. | Define contract of sale. | CO2 |
| 8. | What is meant by Partnership? | CO3 |
| 9. | Write any three rights of Partners. | CO3 |
| 10. | State any three liabilities of Partners. | CO3 |
| PART-B | | 5 x 8 =40 |
| <p>Instructions :1) Answer ALL questions. 2) Each question carries 8 marks. 3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.</p> | | |
| 11. | a) Explain the different types of contracts OR b) Describe any four situations when agreements are declared void. | CO1 |
| 12. | a) Explain about coercion and undue influence OR b) Discuss the following. a. Stranger to consideration b. No consideration – No Contract | CO1 |
| 13. | a) Differentiate between sale and agreement to sell OR b) Explain the rules of delivery. | CO2 |

| | | |
|-----|---|-----|
| 14. | a) Explain the duties of partners. OR b) Explain any two types of Dissolution | CO3 |
| 15. | a) Explain the essential features of Partnership OR b) Differentiate between Partnership and Joint Stock Company | CO3 |
| | PART-C 1x 10 =10 Instructions: 1) Answer the following question. 2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer. | |
| 16. | Peter sells his cycle to John for Rs.20,000 and promises to deliver it within one week. Oliver offers him Rs.30,000 for the same cycle. Peter, who still has the possession, agrees to sell it to Oliver. Does Oliver get a good title? | CO5 |

CCP-405 'C' PROGRAMMING

| Course code | Course Title | No. of periods/ week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|--------------------|-------------------------|----------------------|--------------|--------------|
| CCP-405 | 'C' Programming | 3 | 45 | 20 | 80 |

| Sl. No. | Chapter/Unit Title | No. of periods | CO's Mapped |
|---------|--------------------------------------|----------------|-------------|
| 1 | Programming methodology | 7 | CO1 |
| 2 | Variables, data types | 8 | CO2 |
| 3 | Input / Output statements | 5 | CO3 |
| 4 | Decision making & looping statements | 15 | CO4 |
| 5 | Arrays, functions, strings | 10 | CO5 |
| Total | | 45 | |

| | |
|-------------------|--|
| Course Objectives | (a) To know the basics of C Programming (b) To execute simple programs in C |
|-------------------|--|

| | | The student will be able to: |
|-----------------|-----|--|
| Course outcomes | C01 | Familiarize with the knowledge of algorithm, flowchart and structure of 'C' program. |
| | C02 | Understand data types, variable declaration and operators |
| | C03 | Know using input/output statements |
| | C04 | Make use of decision making and looping statements |
| | C05 | Make use of arrays, functions and strings |

LEARNING OUTCOMES:

1.0 Programming Methodology & structure of 'C'

- 1.1 State the different steps involved in Problem solving
- 1.2 Define Algorithm and Flowchart
- 1.3 State the steps involved in Algorithm development
- 1.4 Develop algorithms for simple problems
- 1.5 Draw the symbols used in Flowcharts
- 1.6 Draw flowcharts for simple problems
- 1.7 Differentiate between algorithm and flowchart
- 1.8 Explain origin of 'C'.
- 1.9 Explain compilers, interpreters and linkers
- 1.10 Draw the structure of 'C' program

2.0 Variables, Data types & Operators

- 2.1 Explain Keywords, identifiers, constants and variables.
- 2.2 Explain rules for naming identifiers.
- 2.3 List the data types in 'C'.
- 2.4 List type of statements.
- 2.5 Write the format for declaring variables, constants.

- 2.6 Write the format for assignment statement.
- 2.7 Explain the method of type conversion in 'C'.
- 2.8 List the Arithmetic operators.
- 2.9 List the unary operators.
- 2.10 List the relational operators
- 2.11 List the logical operators
- 2.12 Explain the precedence of operators
- 2.13 Explain the increment and decrement operators
- 2.14 List the conditional operator
- 2.15 Write format for conditional operator

3.0 I/O statements

- 3.1 Explain the use of functions viz., printf(), scanf(), getchar(), putchar(), puts(), gets()
- 3.2 Explain the method of format specification for input and output operations
- 3.3 Explain the use of new line character, semicolon
- 3.4 List out the escape sequence & control characters
- 3.5 Explain the escape sequence & control characters
- 3.6 Write input / output statements
- 3.7 List out the header files in 'C' language

4.0 Decision making & looping statements in 'C'

- 4.1 Explain the decision-making statements
- 4.2 Write format for if-else
- 4.3 Write simple programs on if-else
- 4.4 Write format for switch-case, break
- 4.5 Write simple programs on switch-case
- 4.6 Write the format for While & Do-While and For loops
- 4.7 Write simple programs on for loop
- 4.8 Write simple programs on while loop
- 4.9 Write simple programs on do-while loop.
- 4.10 Write the formats for 'Continue', break, goto label

5.0 Arrays and Functions

- 5.1 Define the term 'Array'
- 5.2 Write the format for single and multi-dimensional arrays
- 5.3 Prepare a simple program for single and multi-dimensional arrays – Matrix reading & writing Operation.
- 5.4 Define function.
- 5.5 List types of functions.
- 5.6 Methods of passing arguments to function
- 5.7 Write simple functions using call by Val
- 5.8 Explain the string functions.

COURSE CONTENTS

- 1) Problem Solving - Different steps involved in Problem solving, Algorithm and Flowchart, Steps for Algorithm development, symbols used in Flowcharts
- 2) Features of 'C' Language - Origin of 'C', Compilers, Interpreters & Linkers, Structure of 'C' Programme
- 3) Variables, Data types & Operators - Keywords, identifiers, constants and variables, Rules for naming identifiers, Data types in 'C', Type of statements, Format for declaring variables, constants, Format for assignment statement, Type conversion in 'C', Arithmetic operators, Unary operators, Relational operators, Logical operators, Precedence of operators, Increment and Decrement operators, Conditional operator
- 4) I/O statements - Functions viz., printf, scanf, getchar, putchar, Method of format specification for input and output operations, New line character, semicolon, Escape sequence & control characters, Header files in 'C' language
- 5) Decision making & Looping statements in 'C' - if-else, switch-case, break, While & Do-While loops, 'Continue', break, goto label, Pre-processor commands
- 6) Arrays and Functions - Term 'Array', Single and Multi-dimensional arrays, (Matrix operation Reading and operation Writing only) -functions- Types of functions Library Functions, User defined function etc., String functions

REFERENCE BOOKS

- 1) Sri E. Balagurusamy, Programming in ANSI C –McGraw Hill Education (India) Pvt. Ltd.
- 2) Sri Venugopal& Sri Prasad, Mastering C –McGraw Hill Education (India) Pvt. Ltd.
- 3) C Programming – Schaum Series.

BLUE PRINT:

| Sl. No | Major Topic | No. of periods | Weightage | Marks wise distribution of weightage | | | | Question wise distribution of weightage | | | | CO's mapped |
|--------|--------------------------------------|----------------|-----------|--------------------------------------|----|----|----|---|---|----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1 | Programming methodology | 7 | 17 | 6 | 3 | 8 | 10 | 2 | 1 | 1 | | C01 |
| 2 | Variables, data types | 8 | 9 | 3 | 6 | | | 1 | 2 | | | C02 |
| 3 | Input/Output statements | 5 | 6 | 3 | 3 | | | 1 | 1 | | | C03 |
| 4 | Decision making & looping statements | 15 | 24 | | | 24 | | | | 3 | 1* | C04 |
| 5 | Arrays, functions, strings | 10 | 14 | 3 | 3 | 8 | | 1 | 1 | 1 | | C05 |
| | Total | 45 | 70 | 18 | 12 | 40 | 10 | 5 | 5 | 5 | 1 | |

*Analytical question carrying 10 marks may be given from chapter 4 or 5.

Table specifying the scope of syllabus to be covered for unit tests

| Unit Test | Learning outcomes to be covered |
|-------------|---------------------------------|
| Unit test-1 | From 1.1 to 2.15 |
| Unit test-2 | From 3.1 to 5.8 |

DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE

MODEL PAPER
C PROGRAMMING
UNIT TEST-1

TIME: 90Minutes

SUBJ CODE:CCP-405

MAX MARKS:40

PART-A

16Marks

Instructions:1) Answer all questions

2) First question carries 4 marks, and each question of remaining carries 3 Marks

1. State the True/False, Fill in the blanks for the following Statements:

- a. Int is a Data type in C language.(True/False) (CO2)
- b. 'a' is an example for _____ constant. (CO2)
- c. scanf() is used for _____. (CO3)
- d. Which one of the following is a Relational operator [] (CO2)
i)+ II)- III)* IV)>=

2) List any three data types of C language. (CO2)

3) Define a) Keyword b)Identifier c)Constant (CO2)

4) Write a sample program using Conditional operator? (CO2)

5) Distinguish between pre-increment and post-increment operators. (CO2)

PART-B 3X8=24Marks

Instructions:1) Answer all questions

2)Each question carries 8 Marks

3)Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer

6.a) Differentiate between Algorithm and Flow Chart (CO1)
(OR)

b) Explain Compilers, Interpreters and linkers. (CO1)

7.a) Explain Arithmetic, Relational, Logical operators with examples. (CO2)
(OR)

b) Explain the increment and decrement operators. (CO2)

8. a) Explain escape sequence and control characters (CO3)
(OR)

b) Write the C-program using formatted input and output functions. (CO3)

BOARD DIPLOMA EXAMINATIONS
C-20- CCP-405 'C' programming
IV SEM
MODEL PAPER – YEAR END EXAMINATION

TIME: 3 HOURS

MAX. MARKS: 80

Part-A

10 x 3 = 30M

- Instructions: (1) Answer **all** Questions
(2) Each question carries **three** marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

| Q.No. | Question | Bloom's category | Marks allocated | CO addressed |
|---|---|------------------|-----------------|--------------|
| PART-A (30 MARKS) | | | | |
| 1. | Define algorithm | R | 3 | CO1 |
| 2. | Distinguish between compiler and interpreter. | R | 3 | CO1 |
| 3. | Draw the symbols used in flowcharts. | U | 3 | CO1 |
| 4. | Define keywords | R | 3 | CO2 |
| 5. | List out the arithmetic operators. | U | 3 | CO2 |
| 6. | Mention the data types in 'C' | U | 3 | CO2 |
| 7. | List the escape sequence characters. | R | 3 | CO3 |
| 8. | State the use of newline character and semicolon. | U | 3 | CO3 |
| 9. | Define array. | U | 3 | CO5 |
| 10. | List types of functions. | R | 3 | CO5 |
| PART-B 5X8=40Marks | | | | |
| Instructions:1) Answer all questions 2)Each question carries 8 Marks 3)Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer | | | | |
| 11. | Explain the steps involved in problem solving. Or Explain the structure of 'C' program. | Ap | 8 | Co1 |
| 12. | Explain decision making statements. Or Write a program to find whether given number is odd or even. | Ap | 8 | Co4 |
| 13. | Explain switch..case statement. Or Write a program to find whether the given character is vowel or not. | Ap | 8 | Co4 |
| 14. | Explain the looping statements in 'C'. Or Write a program to add first five numbers using for loop. | Ap | 8 | Co4 |

| | | | | |
|---|--|----|----|-----|
| 15. | Write a program to read 5 elements into an array and print the elements. Or Explain the string functions in 'C'. | Ap | 8 | Co5 |
| PART-C 1X10=10Marks Instructions:1) Answer all questions the following question. It carries 10 marks. 2)Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer | | | | |
| 16. | Write a program to find whether given number is prime or not, using appropriate control structure. Justify your selection. | An | 10 | Co4 |

CCP-406 ENGLISH SHORTHAND (80WPM)

| Course Code | Course title | No. of periods/ week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|----------------------------|----------------------|----------------------|--------------|--------------|
| CCP-406 | English Shorthand (80 WPM) | 06 | 90 | 0 | 100 |

| S. No | Major Topics | No of Periods | CO's Mapped |
|-------|---------------------------------|---------------|-------------|
| 1 | Practice of Speed @ 60wpm | 30 | CO1 |
| 2 | Practice of speed @70 WPM | 30 | CO2 |
| 3 | Practice of speed @ 75 & 80 WPM | 30 | CO3 |
| | Total | 90 | |

| | |
|-------------------|-----------------------------------|
| Course Objectives | 1.To write the dictation @ 80 WPM |
|-------------------|-----------------------------------|

| | | |
|-----------------|-----------------------------|------------------------------|
| Course outcomes | The student will be able to | |
| | CO1 | Write the dictation @ 60 WPM |
| | CO2 | Write the dictation @ 70 WPM |
| | CO3 | Write the dictation @ 80 WPM |

LEARNING OUTCOMES:

1.0 Transcription of the shorthand notes in longhand at 60, 70, 75 and 80 words per minute.

- 1.1 Practice of transcribing shorthand speed dictation exercises from the textbook up to special contractions at varied speeds 60, 70, 75 and 80 words per minute.
- 1.2 Compare and correct the transcribed matter with original text.
- 1.3 Rectify the wrong outlines and spelling.
- 1.4 Take down dictation from unseen passage and transcribe on time.

2.0 Practice exercise from 700 common words.

- 2.1 Practice dictation and transcription from 700 common words.
- 2.2 Practice exercises from magazines.
- 2.3 Practice dictation and transcription from Magazines.

3.0 Rectify the mistakes in outlines and spellings.

- 3.1 Practice dictation from the prepared material out of news-papers, editorials and other general matters.
- 3.2 Practice of transcribing the prepared matter.
- 3.3 Rectify the wrong outlines and spellings.
- 3.4 Practice dictation of examination question papers in a given time.
- 3.5 Practice transcribing the dictated matter in the given time.
- 3.6 Rectify the mistakes. Practice corrected spellings and outlines.

COURSE CONTENTS

1. Practice and dictation of Text book exercises at 60, 70,75 and 80. Practice of transcription from Shorthand to English.
2. Dictation and transcription of prepared English passages at 80 words per minute.
3. Practice and drills on the passage from the 700 common words and other books covering grammalogues, contractions and phrases.
4. Dictation and transcription of previous examination speed papers and other graded exercises.

Note 1: The question paper should not contain more than 1% uncommon words. Question paper will be issued by SBTET, AP, Vijayawada.

Note 2: “Manual on Shorthand for (C-20) CCP” prepared by SBTET, AP, Vijayawada may be used for shorthand dictation practice. The teacher may dictate the passages at varied levels as the practice progresses on.

REFERENCES

1. Manual on Shorthand prescribed by SBTET, AP, Vijayawada.
2. Karnataka and Kerala GTE Speed Papers published by Bhagawan Associates, L-19, Thayappa Block, J.C.Road, Bangalore – 560 002.
3. Audio Dictations by Sri. T.Sankararao, Hyderabad. www.youtube.com/user/sankarharita/
4. Audio Dictations by Dr. K.V.Subbarao, www.twinarts.webs.com

CCP-407 'C' PROGRAMMING (Practicals)

| Course code | Course Title | No. of periods/week | Total no.of periods | Marks for FA | Marks for SA |
|-------------|----------------------------|---------------------|---------------------|--------------|--------------|
| CCP-407 | 'C' Programming practicals | 4 | 60 | 40 | 60 |

| S.No | Chapter/unit title | No. of periods | CO's Mapped |
|------|--------------------------------------|----------------|-------------|
| 1 | Variables, data types and operators | 5 | C01 |
| 2 | Input/output statements | 5 | C02 |
| 3 | Decision making & looping statements | 30 | C03 |
| 4 | Arrays | 10 | C04 |
| 5 | Functions and strings | 10 | C05 |
| | Total periods | 60 | |

| | |
|-------------------|--|
| Course Objectives | (i) To write simple programs using decision making and looping statements (ii) To execute the programs using C compiler |
|-------------------|--|

| | | The student will be able to |
|-----------------|-----|--|
| Course outcomes | C01 | Use Variables, data types and operators in C programs |
| | C02 | Use Input/Output statements in C |
| | C03 | Write simple programs using Decision Control and Looping statements in C |
| | C04 | Write simple programs using Arrays in C |
| | C05 | Write simple programs using functions and strings. |

Learning outcomes:

- 1) Output area and circumference of circle for given radius. (area = πr^2 , circumference = $2\pi r$)
- 2) Write a program to print area of rectangle. Area=Length x Breadth.
- 3) Accept Gross Salary and Output Gross, Tax (at 25%) and Net (Gross – Tax) in separate lines with message and output on a line with proper headings
- 4) Accept three numbers and output biggest and smallest of the numbers
- 5) Write a 'C' program using different escape characters with proper data types and output format.
- 6) Write a C program to accept a line of text in small letters and output in capital letters using 'getchar()' & 'putchar()' functions
- 7) Write a C program to accept Principle, Rate of Interest, No. of Years and output the Amount of Interest, Amount on separate lines, without using friction and using function.
- 8) Accept temperature in 'centigrade' and convert into 'Fahrenheit' degree.
- 9) Write a Program using 'IF' Statement to find whether given number is odd or even.
- 10) Write a 'switch' statement that will examine the value of an integer variable called 'flag' and print one of the following numbers depending on the value arranged to flag
 - i) GOOD for flag is 1
 - ii) BETTER for flag is 2
 - iii) BEST for flag is 3
 - iv) WORST flag is 4
 - v) BAD flag is 5
 - vi) OUT OF RANGE for flag is '0' value

- 11) Write a menu displaying the 5 types of arithmetic operations as choice and output the result using operator 'using an array', 'switch' statement.
- 12) Write a C program using 'for' loop to accept a line of characters in a name and store it backward in array, output both the array and 'line of characters'
- 13) Write a C program to generate Fibonacci series for a given number.
- 14) Write a C program to accept an integer and check whether the integer is a prime number or not with appropriate message
- 15) Write a C program to accept marks and print grade
marks >= 75, Grade = 'A'
marks >= 60 & <= 74, Grade = 'B'
marks >= 50 & <= 59, Grade = 'C'
marks < 35, Grade = 'F'
- 16) Write a C program to accept a character and convert it into UPPER case using user defined functions
- 17) Write a program to find the factorial of a given number.
- 18) Write a program to accept 40 students' records consisting of their name and their total marks. Sort the data on Total Marks. Output the sorted list, using appropriate functions.
- 19) Write a program to accept asset value and life in years and output the depreciated value for each year using any of the depreciation method.
- 20) Write a C program to print 'n' table.
- 21) Two arrays consist of name of the Country and it's Capital.
Write a C program to accept name of the country and output the capital. The program terminates when the word "end" is given against country name.
- 22) Write a C program to accept Integers 'n' numbers into a one dimensional array and reads it from smallest to largest.
- 23) Write a program to add the elements of single dimensional array and print the sum.
- 24) Write a program to add two single dimensional arrays of same size and print the resultant array.
- 25) Write a program to add two 2-dimensional arrays of same size and print the resultant matrix.
- 26) Write a program to find sum of two numbers using function.
- 27) Write a program to find square of given number using function.
- 28) Practice string functions.

| S. No. | Name of the experiment | Objectives | Key Competencies |
|--------|---------------------------------------|---|---|
| 1 | Exercise on structure of C program | For a given C program, identify the different building blocks | ❖ Identify different building block in a C program |
| 2 | Execution of simple C program | Execute a simple C program | ❖ Acquaint with C program editing ❖ Compile the program ❖ Rectify the syntactical errors ❖ Execute the program |
| 3 | Exercise on operators and expressions | Write a C program that uses different arithmetic operators | ❖ Identify different arithmetic operators ❖ Build arithmetic expressions ❖ Identify the priorities of operators ❖ Evaluate arithmetic expression ❖ Compile the program ❖ Rectify the syntactical errors ❖ Execute the program |

| | | | |
|----|--|--|--|
| | | | ❖ Check the output for its correctness |
| 4 | Exercise on input and output of characters | Write a C program for reading and writing characters | <ul style="list-style-type: none"> ❖ Know the use of getchar() function ❖ Know the use of putchar() function ❖ Compile the program ❖ Rectify the syntactical errors ❖ Execute the program ❖ Check whether the correct output is printed for the given input |
| 5 | Exercise on formatted input and output | Write a C program using formatted input and formatted output | <ul style="list-style-type: none"> ❖ Know the use of format string for different types of data in scanf() function ❖ Know the use of format string for different types of data in printf() function ❖ Check whether the data is read in correct format ❖ Check whether the data is printed in correct format |
| 6 | Exercise on simple if statement | Write a C program using simple if statement | <ul style="list-style-type: none"> ❖ Build a relational expression ❖ Use the if statement for decision making ❖ Rectify the syntax errors ❖ Check the output for correctness |
| 7 | Exercise on if..else statement | Write a C program using if..else statement | <ul style="list-style-type: none"> ❖ Build a relational expression ❖ Use the if..else statement for decision making ❖ Rectify the syntax errors ❖ Check the output for correctness |
| 8 | Exercise on else..if ladder statement | Write a C program using else..if ladder statement | <ul style="list-style-type: none"> ❖ Use else..if ladder statements with correct syntax ❖ Rectify the syntax errors ❖ Debug logical errors ❖ Check the output for correctness |
| 9 | Exercise on switch statement | Write a C program using switch statement | <ul style="list-style-type: none"> ❖ Use switch statement with correct syntax ❖ Identify the differences between switch and else..if ladder ❖ Rectify the syntax errors ❖ Debug logical errors ❖ Check the output for correctness |
| 10 | Exercise on conditional operator | Write a C program using (? :) conditional operator | <ul style="list-style-type: none"> ❖ Build the three expressions for conditional operator ❖ Use conditional operator with correct syntax ❖ Rectify the syntax errors ❖ Debug logical errors ❖ Differentiate conditional operator and if..else statement |
| 11 | Exercise on while statement | Write a C program using while statement | <ul style="list-style-type: none"> ❖ Build the termination condition for looping ❖ Use while statement with correct syntax ❖ Check whether correct number of |

| | | | |
|-----|------------------------------------|--|---|
| | | | <p>iterations are performed by the while loop</p> <ul style="list-style-type: none"> ❖ Rectify the syntax errors ❖ Debug logical errors |
| 12 | Exercise on for statement | Write a C program using for statement | <ul style="list-style-type: none"> ❖ Build the initial, increment and termination conditions for looping ❖ Use for statement with correct syntax ❖ Rectify the syntax errors ❖ Debug logical errors ❖ Check whether correct number of iterations are performed by the while loop ❖ Differentiate for and while statements |
| 13 | Exercise on do statement | Write a C program using do statement | <ul style="list-style-type: none"> ❖ Build the termination condition for looping ❖ Use do statement with correct syntax ❖ Rectify the syntax errors ❖ Debug logical errors ❖ Check whether correct number of iterations are performed by the while loop ❖ Differentiate do, while and for statements |
| 14 | Exercise on one dimensional array | Write a C program to create and access one dimensional array | <ul style="list-style-type: none"> ❖ Create a one-dimensional array with correct syntax ❖ Store elements into array ❖ Read elements from array ❖ Validate boundary conditions while accessing elements of array ❖ Rectify the syntax errors ❖ Debug logical errors ❖ Check for the correctness of output for the given input |
| 15 | Exercise on two dimensional arrays | Write a C program to create and access two-dimensional array | <ul style="list-style-type: none"> ❖ Create a two-dimensional array with correct syntax ❖ Store elements into array ❖ Read elements from array ❖ Validate boundary conditions while accessing elements of array ❖ Rectify the syntax errors ❖ Debug logical errors ❖ Check for the correctness of output for the given input |
| 16. | Exercise on functions | Write a C program using function | <ul style="list-style-type: none"> ❖ Declare and develop simple functions using call by Val |
| 17 | Exercise on strings | Write a C program for reading and writing strings | <ul style="list-style-type: none"> ❖ Declare and initialize string variables ❖ Read strings from keyboard ❖ Print strings to screen |

CCP-408 - COMMUNICATION SKILLS

| Course code | Course Title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|----------------------|---------------------|----------------------|--------------|--------------|
| CCP-408 | Communication Skills | 3 | 45 | 40 | 60 |

| SI No | Unit | Hours Allotted |
|--------------|---------------------------------|----------------|
| 1 | Listening Skills | 6 |
| 2 | Work place Etiquette | 3 |
| 3 | Introduce oneself | 3 |
| 4 | Short presentation (JAM) | 6 |
| 5 | Group Discussion | 6 |
| 6 | Resume Writing and Cover Letter | 3 |
| 7 | Interview skills | 9 |
| 8 | Presentation Skills | 9 |
| Total | | 45 |

The students shall be able to:

- Understand the features of communication needed for professional success
- Prepare a resume
- Participate in group discussions on topics of general and technical interests
- Make short presentations
- Face interviews with confidence

Course Outcome:

- Listen and comprehend the given audio content
- Learn workplace etiquette for easy adaptation in professional setting
- Introduce oneself in any given situation
- Present a topic to a group
- Participate in a group discussion exchange views on given topic(academic, technical and social issues)
- Prepare a good Resume with cover letter
- Face interviews with confidence by practicing through mock interviews
- Prepare for seminars and conferences and make presentations using various audio visual aids.

Course Delivery:

Text book: The text book prescribed and brought out by the State Board of Technical Education and Training, AP, Vijayawada for other engineering diplomas (C-20-C-408 Communication Skills) is to be adopted.

Course Content:

UNIT I: Listening Skills 6 periods

Pre listening activity- Listening to audio content (dialogues/ speech) - answering the questions and fill in the blanks- vocabulary

UNIT 2: Work place Etiquette 3 periods

Basics of Etiquette- politeness/ courtesy, good manners- features of work place etiquette- adaptability, positive attitude, body language etc.,

UNIT 3: Introducing Oneself 3 periods

Speak about oneself - introduce oneself to a gathering/ class – Know about others- filling in the grid- introducing oneself in interviews

UNIT 4: Short Presentation 6 periods

Dos and Don'ts in short presentation - the techniques to speak fluently – defining and describing objects, people, phenomena, events etc.,- speaking on randomly chosen topics.

UNIT 5: Group Discussion 6 periods

Fundamentals of Group Discussion- Dos and Don'ts- filling the Grid- possible list of topics- practice sessions- sample videos-Group activity

UNIT 6: Resume Writing and Cover Letter 3 periods

Pre activity: answer the questions- jotting down biographical information- sample resumes- tips, Dos and Don'ts- modal resumes- practice exercises on Resume writing

UNIT 7: Interview Skills 9 periods

Pre activity: answer the questions- things to do: three stages – before, during and after interviews- greet the interviewer, and thank the interviewer- additional information- preparation of C V, Body language, tips for success in interviews, modal interview, Mock interview

UNIT 8: Presentation Skills 9 periods

Preparatory work: observe pictures and answer questions- different kinds of presentations- PPTs, Flash cards, posters, charts etc., rules and tips to prepare aids, Rules for preparing slide show- model PPTs, Checklist on pre, while and post presentations

CCP-409 TALLY

| Course Code | Course Title | No. of periods/week | Total No. of periods | Marks for FA | Marks for SA |
|-------------|--------------|---------------------|----------------------|--------------|--------------|
| CCP-409 | Tally | 5 | 75 | 40 | 60 |

TIME SCHEDULE

| S.NO | Unit/Chapter Title | NO. OF PERIODS | CO's mapped |
|------|--|----------------|-------------|
| 1. | Introduction to Accounting Packages | 05 | |
| 2 | Financial Functions of Tally | 20 | CO1 |
| 3 | Display and Reports | 10 | CO1, CO2 |
| 4 | Accounts with Inventory | 20 | CO3 |
| 5. | Manufacturing Company Entries by using Bills of Materials option | 10 | CO4 |
| 6. | Pay bill preparation | 10 | CO5 |
| | TOTAL | 75 | |

| | | |
|-----------------------------|---|---|
| Course Objectives | (iii) To familiarise with the Accounting features of Tally (iv) To familiarise with the Inventory concepts of Tally (v) To familiarise with the Pay Bill preparation in Tally | |
| The student will be able to | | |
| Course Outcomes | CO1 | Record all the financial transactions of a business using Tally |
| | CO2 | Prepare and display financial reports periodically |
| | CO3 | Record all accounting with inventory transactions using Tally |
| | CO4 | Record manufacturing company's transactions using Tally |
| | CO5 | Prepare Pay bills using Tally |

Learning Outcomes:

1.0 Introduction to Accounting Packages

- 1.1 List out various Accounting Packages
- 1.2 Explain the Advantages of Computerized Accounting

2.0 Financial Functions of Tally

- 2.1 Create a Company
- 2.2 Alter/Modify a Company using F11: Features
- 2.3 Create Groups
- 2.4 Create Single Ledger
- 2.5 Create Multiple Ledgers
- 2.6 Group the Ledgers under appropriate category
- 2.7 Configure Voucher Entries
- 2.8 List out various types of Voucher categories
- 2.9 Record financial transactions using Voucher Entry screen

- 2.10 Enter the narration for the vouchers
- 2.11 Enter Purchase/Sale vouchers
- 2.12 Enter Receipt/Payment vouchers
- 2.13 Enter Contra vouchers for Bank/Cash transactions
- 2.14 Enter Journal entries
- 2.15 Enter Depreciation entries
- 2.16 Enter Provision entries
- 2.17 Enter Adjustment entries
- 2.18 Create new ledgers at the time of Voucher entry
- 2.19 Save the vouchers entered

3.0 Display and Reports

- 3.1 Display Day Book for the current day
- 3.2 Display Day Book for a specific period
- 3.3 Display Account Books for the current day
- 3.4 Display Account Books for a specific period
- 3.5 Display Statement of Account for a given period
- 3.6 Generate and Display Profit and Loss Account
- 3.7 Generate and Display Balance Sheet
- 3.8 Display Statutory Masters
- 3.9 Display Statutory Reports
- 3.10 Display Exception Reports

4.0Accounts with Inventory

- 4.1 Prepare Accounts with Inventory and VAT
- 4.2 Create Inventory masters
- 4.3 Create Units of measure
- 4.4 Create a Stock Item
- 4.5 Create a Stock group
- 4.6 Group the stock items under appropriate stock group
- 4.7 Create multiple stock items
- 4.8 Create a location/godown
- 4.9 Enter Purchase/Sale vouchers with stock details
- 4.10 Enter Purchase Returns/Sales Returns with stock details
- 4.11 Enter Stock Journal voucher
- 4.12 Enter Transfer Journal voucher

5.0Manufacturing Company Entries by using Bills of Materials option

- 5.1 Create Bill of Materials for a stock item
- 5.2 Activate Batch-wise details for a stock item
- 5.3 Enter Manufacturing Date and Expiry Date for stock items
- 5.4 Create Stock Journal Voucher Class
- 5.5 Create a Manufacture Journal Voucher Type
- 5.6 Pass manufacturing stock journal entries

6.0 Pay bill preparation

- 6.1 Enable Pay Roll features in Tally
- 6.2 Create Pay Roll Masters
- 6.3 Create Attendance/Production Voucher
- 6.4 Enter Pay Roll Vouchers for Salary Payment
- 6.4 Enter Pay Roll Vouchers for GPF/EPF payment
- 6.5 Enter Pay Roll Vouchers for Profession Tax/Income Tax payment
- 6.6 Prepare Pay Bills using all the allowances and deductions applicable

REFERENCE BOOKS

1. Tally Manual by Tally Solutions Pvt.Ltd
2. Tally by Dr. K.Kiran Kumar, Sri Laasya Publications, Hyderabad
3. Tally 9 published by BPB Publications
4. Tally 9 by Vishnu Priya Singh, Computech Publishers, New Delhi.
5. Tally 9 by Dr. K. Kiran Kumar.

V Semester

CCP-501 BANKING

| Course Code | Course Title | No. Of Period/Week | Total No. Of Periods | Marks for FA | Marks for SA |
|-------------|--------------|--------------------|----------------------|--------------|--------------|
| CCP 501 | Banking | 4 | 60 | 20 | 80 |

| S.No. | Chapter/Unit Title | No of periods | CO'S MAPPED |
|-------|---|---------------|-------------|
| 1 | Banking – Types and Functions of Banks | 15 | CO1 |
| 2 | Indian Banking industry – Growth and Development post privatization | 15 | CO2 |
| 3 | Customer Services in Banks | 15 | CO3 |
| 4 | Negotiable Instruments | 20 | CO4 |
| 5 | Lending Policies of a Bank | 10 | CO5 |
| 6 | Customer Facilities at a Bank | 15 | CO6 |
| | Total | 90 | |

| | |
|-------------------|---|
| COURSE OBJECTIVES | 1. To know about the Indian Banking Industry. |
| | 2. To familiarize with the trends in modern banking after globalization and privatization |

| | | The student shall be able to |
|-----------------|-----|--|
| Course Outcomes | CO1 | Explain the meaning, types and functions of different types of Banks. |
| | CO2 | Understand the development of Indian Banking Industry after Nationalisation. Evaluate the importance of Central Bank, its functions, Monetary Policy. |
| | CO3 | Analyse the Types of Customers, precautions to be taken while dealing with them and understand the pass book, statement of transactions and their importance |
| | CO4 | Evaluate the different types of Negotiable Instruments, types, features and understand the concept of Endorsement of Bills of Exchange and Crossing of cheque. |
| | CO5 | Analyse the principles of Lending Policy of Commercial Banks, understand the procedure for appraisal of loans, kinds of charges and analyse the measures to be taken to control the NPAs |
| | CO6 | Appraise Modern banking facilities |

Learning Objectives

1.0 BANKING CONCEPTS AND DIFFERENT TYPES OF BANKS

- 1.1 Define Banking
- 1.2 List the different types of banks
- 1.3 Explain different types of Banks
- 1.4 Explain the Meaning Commercial Banks, Regional Rural Banks, Cooperative Banks
- 1.5 Explain the functions of Regional Rural Bank.
- 1.6 Explain the functions of Cooperative Banks
- 1.7 State the four major functions of Commercial Banks
- 1.8 Explain the Agency and General Utility functions Commercial Banks
- 1.9 Explain the different kinds of deposits offered by Commercial Banks
- 1.10 Distinguish between Savings and Current Deposit Accounts.
- 1.11 List the circumstances under which an account becomes dormant.

2.0 NATIONALISATION OF BANKS AND CENTRAL BANK

- 2.1 Define Scheduled and Non-Scheduled Banks
- 2.2 Explain the features and advantages of the scheduled banks.
- 2.3 Define nationalization of banks
- 2.4 Explain the objectives of nationalization of banks
- 2.5 Define a central bank
- 2.6 Explain the functions of a central bank
- 2.7 Define Monetary Policy and its importance
- 2.8 List and explain the objectives of monetary policy.
- 2.9 List and explain the obligations of Scheduled Banks to the RBI.

3.0 BANKER AND CUSTOMER RELATIONSHIP.

- 3.1 Define the term Customer.
- 3.2 Appreciate the Banker and Customer Relationship.
- 3.3 List the different types of customers
- 3.4 Explain different types of customers.
- 3.5 Explain the banker's duties while opening account in case of Minor
- 3.6 Explain the banker's duties while opening account in case of partnership firm
- 3.7 Explain the banker's duties while opening account in case of joint stock companies
- 3.8 Define Pass book.
- 3.9 Depict specimen of passbook.
- 3.10 Understand the terms used in Pass book, check the deposit, withdrawals and payments and balance of pass book.
- 3.11 List the legal provisions with regard to the passbook entries.
- 3.12 Explain the importance of a 'statement of transactions' in lieu of Pass book.

4.0 NEGOTIABLE INSTRUMENTS ACT, 1881

- 4.1 Define Negotiable Instrument
- 4.2 Explain the features of Negotiable Instruments
- 4.3 State the meaning and definition of Promissory Note, Bills of Exchange and Cheque
- 4.4 List the parties to Promissory Note and its features.
- 4.5 List the parties to Bills of Exchanges and its features
- 4.6 List the parties to Cheque and its features

- 4.7 State the meaning of Crossing of a cheque and explain the various types of crossing with examples.
- 4.8 State the circumstances when a cheque is dishonoured.
- 4.9 State the meaning and definition of Endorsement
- 4.10 Explain the kinds of Endorsements with examples.

5.0 LENDING POLICIES OF A BANK

- 5.1 Understand the lending of funds based on sound principles.
- 5.2 Explain the principles underlying the Lending Policy of a Commercial bank
- 5.3 Describe the types of Loans and Advances. (Overdraft, Cash Credit, Discounting of Bills, Term loans.)
- 5.4 Define long /medium / short term loans as per loans tenure with examples.
- 5.5 State the meaning of Secured and Unsecured Loans
- 5.6 Explain the procedure for appraisal of a loan.
- 5.7 Define “Charge” and list its types.
- 5.8 Define various types of Charges – lien, pledge, hypothecation, mortgage
- 5.9 Define non-performing asset (NPA)
- 5.10 Explain the measures taken by a banker to control the non-performing assets. (NPAs)

6.0 MODERN BANKING

- 6.1 List the various facilities offered by the bank to the customer in modern banking.
- 6.2 Explain the merits of Cash Deposit /Pass Book Printing / ATM Machines
- 6.3 Explain the features PLASTIC MONEY (Debit / Credit cards)
- 6.4 Explain the uses of CASHLESS TRANSACTIONS at POINTS of SALE (POS) – YONO SBI, Phone Pay, GPay, e-RUPI.
- 6.5 State the meaning and importance of internet Banking and facilities offered in Internet Banking.
- 6.6 List out the differences between NEFT and RTGS
- 6.7 Precautions to be taken while doing online/digital transactions.
- 6.8 Mention the role of POSTAL BANKS.
- 6.9 Explain the procedure to lodge complaint with Banking Ombudsman.

COURSE CONTENTS:

1. Definition of Banking – Different types of banks – Agricultural Banks, Commercial Banks, Cooperative Banks, Rural Credit Banks - Functions of each type of bank.
2. Indian Banking Industry – Scheduled and Non-scheduled banks – Growth of Banking – Nationalisation of Banks – Objectives – Achievements – Critical analysis of the goals achieved – Central Bank – Functions of Central Bank – Objectives of Monetary Policy.
3. Bank and Customer – Special types of Bank customers – Customer Deposit Accounts – Dormant Accounts — Pass Book – Legal position of entries in Pass Book – Statement of Transactions.
4. Negotiable Instruments – Features of Cheque, Promissory Note and Bills of Exchange – Cheque – Honour and Dishonour of cheque – Endorsement and crossing of cheque.
5. Lending Policy of a Bank – Loans – Procedure for appraisal of a Loan – Charge – Various types of charges – Non-performing assets.
6. Customer Facilities of a Bank — Cash Deposit /Pass Book Printing / ATM Machines – Cashless Transactions – Internet & mobile Banking – Transfer of funds using NEFT/RTGS – Postal Banks

REFERENCES :

1. Sundaram and Varshney Modern Banking.
2. Bank Quest – Journal of Indian Institute of Bankers, Mumbai
3. RBI Year Book
4. Negotiable Instruments Act, 1881
5. P. Saravanavel Modern Banking in India and abroad, Margham Publications, 8, Janaki Avenue, Abhiramapuram, Madras.
6. Commercial Banking by Indian Institute of Bankers- Vora & Co., Publishers Pvt. Ltd., Bombay-02
7. Prof. P. Saravanavel, Law and Practice of Banking ,Margham Publications, 8 Janaki Avaneue, Abhiramapuram, Madras.

BLUE PRINT:

| S.No. | Chapter/Unit Title | No of periods | Weightage allocated | Marks wise Distribution of Weightage | | | | Question wise Distribution of weightage | | | |
|-------|---|---------------|---------------------|--------------------------------------|-------|----|----|---|-----|----|----|
| | | | | R | U | Ap | An | R | U | Ap | An |
| 1 | Banking – Types of Banks – Functions of Banks | 15 | 14 | 3 | 3+8 | - | | 1 | 1+1 | - | |
| 2 | Indian Banking industry – Growth | 15 | 11 | - | 3+8 | - | * | - | 1+1 | - | 1 |
| 3 | Customer Service in Banks | 15 | 11 | 3 | 0+8 | - | | 1 | 0+1 | - | |
| 4 | Negotiable Instruments | 20 | 14 | 3 | 3+8 | - | | 1 | 1+1 | - | |
| 5 | Lending Policies of a Bank | 10 | 9 | 6 | 3+0 | - | | 2 | 1+0 | -- | |
| 6 | Customer Facilities of a Bank | 15 | 11 | 3 | 0+8 | - | * | 1 | 0+1 | - | 1 |
| | Total | 90 | 70 | 18 | 12+40 | | 10 | 6 | 4+5 | | 1 |

Note :*NOTE: PART- C Analysis Question may be given either from Unit 2 or Unit6 only.

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|--------------|---------------------------------|
| Unit Test-I | From 1.1 to 3.10 |
| Unit Test-II | From 3.11 to 6.9 |

MODEL PAPER

State Board of Technical Education & Training : AP : Vijayawada

DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)

SEM 5

Subject Name: BANKING

Subject Code: CCP-501

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A*Instructions:* 1) Answer ALL questions. Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1. State "TRUE" or "FALSE" and Fill in the Blanks for the following statements:

- a) State the main function of a Bank (CO1)
 b) Businessmen open _____ Account. (CO1)
 c) The Central bank's name in India is _____. (CO2)
 d) A person below 18 year is called a _____. (CO3)

2. List out the different types of banks. (CO1)

3. What is a Scheduled bank and state any two features of Scheduled bank. (CO2)

4. Who is a customer of a bank? List the various types of customers. (CO3)

5. Give any three differences between Savings Account and Current Account. (CO1)

PART-B*Instructions:* 1) Answer ALL questions. Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6. (a) Describe the functions of Regional Rural Banks. (CO1)

(OR)

(b) Explain the different types of Banks. (CO1)

7. (a) Explain the objectives of Nationalisation of banks. (CO2)

(OR)

(b) Explain any four functions of Central Bank. (CO2)

8. (a) Explain the banker's duties while opening account in case of Minor. (CO3)

(OR)

(b) What are the legal provisions with regard to the Pass Book Entries? (CO3)

MODEL PAPER YEAR END EXAMINATION
State Board of Technical Education & Training : AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
Subject Name: BANKING Subject Code: CCP-501

TIME : 3 HOURS

MAX. MARKS : 80

Part-A

10 x 3 = 30

- Instructions: (1) Answer all Questions
(2) Each question carries three marks
(3) Answer should be brief and straight to the point and shall not exceed five simple sentences.

| | | |
|----|---|-----|
| 1 | Define Banking | CO1 |
| 2 | Distinguish between Saving Account and Current Account | CO1 |
| 3 | Define Central Bank | CO2 |
| 4 | What is pass book? | CO3 |
| 5 | Define Negotiable Instrument | CO4 |
| 6 | List the legal provision in case of dishonour of cheque | CO4 |
| 7 | What is meant by Non Performing Asset? | CO5 |
| 8 | Define Charge. List different kinds of Charges | CO5 |
| 9 | Distinguish between Mortgage and Hypothecation. | CO5 |
| 10 | What is a debit card? List its advantages. | CO6 |

PART-B

5 x 8=40

- Instructions: 1. Answer all the questions.
2. Each questions carries eight marks.
3. Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

| | | |
|----|---|-----|
| 11 | a) Explain the Primary and Agency functions of Commercial Banks (OR) b) Distinguish between the functions of Cooperative Bank and Regional Rural Banks | CO1 |
| 12 | a) What is meant by Monetary Policy explain its objectives. (OR) b) What is Scheduled Bank explain the obligations of Scheduled Banks to RBI. | CO2 |
| 13 | a) Explain the banker's duty while opening Partnership firm account. (OR) b) Explain any four types of Bank Customers. | CO3 |
| 14 | a) Define Promissory Note. Give specimen of promissory Note and explain its features. (OR) b) What is meant by Crossing of Cheque? Explain any three types of crossing with examples. | CO4 |
| 15 | a) Explain various facilities offered by the Modern Banking (OR) b) Distinguish between NEFT, RTGS and IMPS | CO6 |

PART-C

1 x 10 =10 MARKS

Instructions: 1. Answer the question given below, It carries 10 marks.

2. Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

| | | |
|----|---|-----|
| 16 | What is the impact of introducing Technology in Banking Sector ? Discuss. | CO6 |
|----|---|-----|

CCP-502 BUSINESS ECONOMICS & ENVIRONMENTAL STUDIES

| Course Code | Course Title | No. of periods per week | Total periods/ semester | Marks for FA | Marks for SA |
|-------------|--|-------------------------|-------------------------|--------------|--------------|
| CCP-502 | BUSINESS ECONOMICS & ENVIRONMENTAL STUDIES | 6 | 90 | 20 | 80 |

| S.No. | Chapter/Unit Title | No. of Periods | CO's Mapped |
|-------|---|----------------|-------------|
| 1 | Introduction to Economics and Theories of Consumption | 25 | CO1 |
| 2 | Indifference Curve Analysis and Production Theories | 15 | CO2 |
| 3 | Markets, Cost and Revenue Analysis | 20 | CO3 |
| 4 | Trade Cycles, National Income | 15 | CO4 |
| 5 | Environmental Pollution and Ecological Environment | 15 | CO5 |
| | Total | 90 | |

| | |
|-------------------|---|
| Course Objectives | <ol style="list-style-type: none"> 1. To familiarize with different Economic Concepts 2. To know the different Economic Laws 3. To know the trends in an Economy at Micro and Macro levels 4. To know the causes of pollution and the need for Sustainable Development. |
|-------------------|---|

| | The student shall be able to | |
|-----------------|------------------------------|--|
| Course Outcomes | CO1 | Explain the evolution of Economics and different Economic Concepts, Analyze the behaviour of Consumer by using various theories of Consumption |
| | CO2 | Explain Indifference Curve Analysis & Production Theories |
| | CO3 | Explain the behaviour of Markets under different Market Conditions |
| | CO4 | Analyze the relationship between Costs and Revenues, Trade Cycle Theories and National Income |
| | CO5 | Explain the measures to control Pollution and the need for optimum utilization of natural resources in an economic perspective |

Learning Outcomes:

1.0 Introduction to Economics and Theories of Consumption

- 1.1 State the meaning of the term Economics, Business Economics, Micro and Macro Economics, Positive and Normative Economics
- 1.2 Define the term Economics – Wealth, Welfare and Scarcity definition and List the branches of Economics – Production, Exchange, Distribution and Consumption
- 1.3 State the various types of goods like free goods, economic goods, consumer goods, producer goods etc.
- 1.4 State the meaning of Economic activity and Non-economic activity
- 1.5 List the three basic problems of an Economy
- 1.6 State the meaning and definition of Demand and Demand Function
- 1.7 List and Explain the types of Demand – Individual and Market Demand, Company and Industry Demand, Derived and Autonomous Demand, Short run and Long run Demand
- 1.8 Illustrate the 1) Law of Demand graphically with a suitable example and 2) Its Exceptions
- 1.9 Distinguish between 1) extension and contraction of demand and 2) increase and decrease in demand
- 1.10 State the meaning of utility, total utility and marginal utility
- 1.11 Explain 1) the Law of Diminishing Marginal Utility and 2) its exceptions
- 1.12 Explain the Law of Equi-Marginal Utility
- 1.13 Explain the concept of Consumers' Surplus
- 1.14 Analyse a given situation by using 1) Law of Demand 2) Law of Diminishing Marginal Utility 3) consumers' surplus and 4) Law of Equi-Marginal Utility

2.0 Indifference Curves and Production Theories

- 2.1 State the meaning of Indifference Curves
- 2.2 Describe the properties of Indifference Curves
- 2.3 State the meaning of Marginal Rate of Substitution, Price Line or Budget Line
- 2.4 Apply the Indifference curve analysis to attain consumer's equilibrium.
- 2.5 List the four factors of Production
- 2.6 Explain the Law of Variable Proportions
- 2.7 Explain the Law of Returns to Scale
- 2.8 Explain the Law of Supply
- 2.9 List the two exceptions to the Law of Supply

3.0 Markets, Cost and Revenue Analysis

- 3.1 State different types of Markets – Perfect and Imperfect Competitions – Monopoly, Duopoly, Oligopoly and Monopolistic Competitions
- 3.2 List and Explain the features of Perfect Competition
- 3.3 Explain the price determination under perfect competition
- 3.4 Explain the features of Monopoly
- 3.5 List and describe seven types of Costs – Fixed, Variable, Implicit, Explicit, Average, Marginal, total and Opportunity Cost
- 3.6 Illustrate how a firm attains equilibrium with a suitable example.
- 3.7 List and describe three types of Revenues – Total, Average and Marginal Revenue

3.8 Analyse Break-Even Analysis with a suitable example.

4.0 Trade Cycles and National Income

4.1 Define the term Trade Cycle

4.2 List any four characteristics of trade cycle

4.3 Compare the different phases of trade cycle- Expansion, Recession, Depression and Recovery with example

4.4 List and explain the two theories of Trade Cycles –Innovation theory, Monetary theory

4.5 List any three stabilization policies

4.6 Define the term National Income

4.7 Describe the components of National Income – GNP, NNP, Per Capita Income and Personal Income

4.8 Explain the methods of estimation of National Income – Product Method, Income Method, Expenditure Method

4.9 List the difficulties in the measurement of National Income

5.0 Environmental Pollution and Ecological Environment

5.1 Define Pollution

5.2 List the various types of pollution – Water, Air, Soil and Noise

5.3 Explain the causes of each type of pollution - Water, Soil, Air and Noise

5.4 State the Global Environmental issues – Ozone layer depletion, Acid rain, Global warming

5.5 Explain the measures to control environmental pollution - Water, Soil, Air and Noise

5.6 State the various ecological factors relevant to business –Biotic and Abiotic

5.7 List the Renewable and Non-renewable sources

5.8 Explain the economic significance of Natural Resources

5.9 Describe the importance of water and agriculture in an Economic Perspective

5.10 Explain the need for Sustainable Development and initiatives necessary for sustainable development

COURSE CONTENTS

1. Introduction to Economics - Business Economics – Economic Activities – Distinction between economic and non-economic activities – Definitions of Economics – Micro, Macro, Positive and Normative economics – Branches of Economics – Theories of consumption - Meaning of demand - Types of demand – Law of Demand – Demand function – Law of Diminishing marginal Utility – law of Equi-marginal Utility – Consumer Surplus.
2. Indifference Curves – Indifference curves – Properties of Indifference Curves – Consumer Equilibrium–Production – Factors of Production – Laws of Production – Law of Variable Proportions – Law of Returns to Scale – Law of Supply.
3. Markets – Competitions – Costs - Types of Costs – Equilibrium of the Firm – Types of Revenue – Break Even Analysis.
4. Trade Cycles – Phases of Trade Cycles – Theories of Trade Cycles – Stabilisation policies – National Income – Importance of National Income – Methods of Estimation of National Income – Difficulties in measurement of National Income
5. Environmental Pollution – Types of pollution – Causes of pollution – measures to control environmental pollution – Global environmental issues – Ecological Environment – Ecological factors relevant to business – Renewable and Non-renewable Resources – Economic significance

of natural resources, water and agriculture– Need for sustainable development and environmental protection.

BOOKS RECOMMENDED

1. Dr.H.L.Ahuja, Business Economics, 13 Edition, SChand Publications
2. P.N.Chopra, Seema Ghosh, Business Economics, Kalyani Publicaitons
3. Dr.J.P.Mishra, Sahitya, Business Economics, Bhawan Publications
4. SK.Agarwal, Business Economics, SChand Publications
5. Dr.S.Sankaran, Business Economics, Margham Publications
6. Dr.P.K.Mehta, Business Economics, Taxmann's Publications
7. D.N. Dwivedi ,Essentials of Business Economics, Vikas Publishing House Pvt., Ltd.,
8. Karpagam M, (1991), Environmental Economics, 3rd Edition, Sterling Publishers, Pvt. Ltd., New Delhi
9. Ayila Subrahmanyam, Environmental studies, Radiant Publishers.

BLUE PRINT:

| S.No. | Chapter/Unit Title | No. of Periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Wise Distribution of Weightage | | | | CO's Mapped |
|-------|---|----------------|---------------------|--------------------------------------|-----|----|----|---|-----|----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1 | Introduction to Economics and Theories of Consumption | 25 | 17 | 6 | 3+8 | | * | 2 | 1+1 | | * | CO1 |
| 2 | Indifference Curve Analysis and Production Theories | 15 | 14 | 6 | | 8 | | 2 | | 1 | | CO2 |
| 3 | Markets, Cost and Revenue Analysis | 20 | 14 | 3 | 3+8 | | * | 1 | 1+1 | | * | CO3 |
| 4 | Trade Cycle, National Income | 15 | 14 | 6 | 8 | | | 2 | 1 | | | CO4 |
| 5 | Environmental Pollution and Ecological Environment | 15 | 11 | 3 | 8 | | | 1 | 1 | | | CO5 |
| Total | | 90 | 70 | 24 | 38 | 8 | 10 | 8 | 2+4 | 1 | 1 | |

Note : *NOTE: PART- C Analysis Question may be given either from Unit 1 or Unit 3 only.

Table specifying the scope of syllabus to be covered for Unit Tests

| Unit Test | Learning outcomes to be covered |
|--------------|---------------------------------|
| Unit Test-I | From 1.1 to 3.4 |
| Unit Test-II | From 3.5 to 5.10 |

MODEL PAPER

State Board of Technical Education & Training: AP: Vijayawada

DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)

SEM 5

Subject Name: BUSINESS ECONOMICS & ENVIRONMENTAL STUDIES

Subject Code: CCP-502

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A*Instructions:* 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1. State "TRUE" or "FALSE" and Fill in the Blanks for the following statements:

- a) Family Obligation Activities comes under _____ (CO1)
- b) The study of small segments is known as Macro Economics (T/F) (CO1)
- c) Indifference curve never slopes upwards (T/F) (CO2)
- d) Railways is an example for _____ Markets (CO3)

2. List out any three basic economic problems of an economy. (CO1)

3. State different types of Demand. (CO1)

4. Mention any three properties of Indifference Curve. (CO2)

5. State different types of Markets based on Competition. (CO3)

PART-B*Instructions:* 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6. (a) Describe the Law of Demand graphically with a suitable example. (CO1)

(OR)

(b) Explain the Law of Diminishing Marginal Utility. (CO1)

7. (a) Describe the Law of Variable Proportions. (CO2)

(OR)

(b) Explain Consumer Surplus with a suitable example. (CO2)

8. (a) Describe how the price will be determined under Perfect Competition. (CO3)

(OR)

(b) Explain any four features of Monopoly. (CO3)

BOARD DIPLOMA EXAMINATIONS
C-20, CCP-502
SEM 5
MODEL PAPER – YEAR END EXAMINATION
BUSINESS ECONOMICS & ENVIRONMENTAL STUDIES

TIME : 3 HOURS

MAX. MARKS : 80

Part-A

10 x 3 = 30

Instructions: (1) Answer all Questions

(2) Each question carries three marks

(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

- | | |
|--|-----|
| 1. 1 List any three types of goods. | CO1 |
| 2. 2 List any six types of Demand. | CO1 |
| 3. 3 State the meaning of Demand Function | CO1 |
| 4. 4 List the four factors of Production | CO2 |
| 5. 5 State any two exceptions to the Law of Supply | CO2 |
| 6. 6 State any three features of Perfect Competition. | CO3 |
| 7. 7 State any three types of Revenues | CO3 |
| 8. 8 State any three characteristics of Trade Cycle. | CO4 |
| 9. 9 Mention any three difficulties while measuring National Income. | CO4 |
| 10. State various ecological factors relevant to Business. | CO5 |

Part-B

5x8=40

Instructions: (1) Answer **all** Questions

(2) Each question carries **eight** marks

(3) Answer should be comprehensive and the criterion for valuation is the Content but not the length of the answer.

- | | | |
|----|--|-----|
| 11 | a) Explain the concept of Consumers' Surplus | |
| | OR | |
| | b) Explain the Law of Equi-Marginal Utility. | CO1 |
| 12 | a) Apply the Indifference curve analysis to attain Consumer's equilibrium. | |
| | OR | CO2 |
| | b) Explain the Law of Returns to Scale | |
| 13 | a) Describe how a firm attains equilibrium of a firm. | |
| | OR | |
| | b) Explain the Price determination under Perfect Competition. | CO3 |

- 14 a) Explain the Monetary Theory of Trade Cycle.
OR
b) Explain any two methods of measuring National Income. CO4
- 15 a) Explain the various measures to control water pollution.
OR
b) Explain the economic significance of natural resources. CO6

Part-C

1x10=10

Instructions: (1) Answer the question below. It carries 10 marks
(2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

- 16 Why the Demand Curve always slopes downward from Left to Right?

CO2

CCP – 503 QUANTITATIVE TECHNIQUES – II

| Course Code | Course title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|------------------------------|---------------------|----------------------|--------------|--------------|
| CCP-503 | Quantitative Techniques – II | 5 | 75 | 20 | 80 |

| Sl. No. | Chapter/ Unit Title | No. of periods | CO's mapped |
|---------|---|----------------|-------------|
| 1 | Measures of CORRELATION – Types – Co-efficient of Correlation | 15 | CO1 |
| 2 | REGRESSION ANALYSIS – Meaning, utility, equations and Co-efficients | 15 | CO2 |
| 3 | SET THEORY – concepts, operations, Venn diagrams and Demorgan Laws | 15 | CO3 |
| 4 | PROGRESSIONS – Arithmetic, Geometric and Harmonic Progressions | 15 | CO4 |
| 5 | MATRIX ALGEBRA – Matrix operations | 15 | CO5 |
| | TOTAL | 75 | |

| | |
|-------------------|---|
| Course Objectives | (ii) To know the advanced statistical tools and their uses across different fields. |
|-------------------|---|

| | At the end of the course the Student will be able to | |
|----------------|--|--|
| Course Outcome | CO1 | Apply the various theories of Correlation |
| | CO2 | Analyse the Regression and its application |
| | CO3 | Understand and apply the Set Theories. |
| | CO4 | Understand Progressions and calculate various Progression Equations. |
| | CO5 | Understand Matrix Algebra and its applications in various areas. |

Learning Outcomes

1.0 Understand the measures of Correlation

- 1.1 Explain the meaning and definition of Correlation.
- 1.2 Explain the uses of Correlation.
- 1.3 List out the advantages and disadvantages of Measures of Correlation.
- 1.4 List any three types of Correlation.
- 1.5 Explain briefly Karl Pearson's Correlation.
- 1.6 Explain briefly Spearman's Rank Correlation.
- 1.7 Explain the meaning of Probable Error
- 1.8 Calculate the Correlation coefficient for a given data.
- 1.9 Calculate Karl Pearson's Correlation coefficient.
- 1.10 Calculate Spearman's Rank Correlation coefficient including Equal Ranks Method.

- 2.0 Understand the concepts of Regression Analysis**
- 2.1 Define Regression Analysis.
 - 2.2 Explain the meaning and utility of Regression Analysis.
 - 2.3 Differentiate between Correlation and Regression.
 - 2.4 Calculate Correlation Coefficient when two Regression co-efficients are given.
 - 2.5 Explain the concept of Regression Equations.
 - 2.6 Solving the Regression equation for a given data using Simultaneous Equations Method / Regression Co-efficients' Method.
 - 2.7 Interpret the regression coefficients.
 - 2.8 Estimation of one variable when the other variable is given.
- 3.0 Understand the concepts of Set theory.**
- 3.1 Define Set, Subset.
 - 3.2 List out the types of Sets.
 - 3.3 Explain the procedure for mathematical operations on sets.
 - 3.4 Explain the formation of a Venn diagram.
 - 3.5 Explain Demorgan's Laws.
 - 3.6 Explain various areas of applications of Set theory.
- 4.0 Understand the concepts of progressions.**
- 4.1 Calculate any particular term of AP in a given series
 - 4.2 Calculate Arithmetic Progression for a given series.
 - 4.3 Calculate Geometric Progression for a given series.
 - 4.4 Calculate Harmonic Progression for a given series.
 - 4.5 Calculate Sum of the given series in AP/GP
- 5.0 Understand the concepts of Matrix Algebra**
- 5.1 Define Matrix
 - 5.2 Explain the meaning and size of Matrix.
 - 5.3 Explain the concepts of Matrix algebra.
 - 5.4 List out the types of Matrices.
 - 5.5 Calculate matrix Addition and Subtraction.
 - 5.6 Calculate matrix Multiplication.
 - 5.7 Calculate matrix Determinants, Minors and Co-factors.
 - 5.8 Calculate matrix Inverse.
 - 5.9 Solving equations by Cramer's Rule and Matrix Inversion method

COURSE CONTENTS

1.0 MEASURES OF RELATIONS

Meaning, definition and use of Correlation – types of correlation - Karl Pearson's Correlation – Coefficient – Spearman's Rank correlation, Probable error –

2.0 REGRESSION ANALYSIS

Meaning and utility of Regression Analysis – comparison between Correlation and Regression – Regression equations – Interpretation of Regression Coefficients.

3.0 SET THEORY

Set, Subset, types of sets – operations on sets, Venn diagram Demorgan's Laws – Applications of Set Theory

4.0 PROGRESSIONS

Arithmetic, Geometric and Harmonic Progressions.

5.0 MATRIX

Meaning and operations – Matrix Algebra – types of Matrices – Matrix addition – Matrix multiplication – Matrix determinants, Minors and co-factors – Matrix Inversion- Solving equations with Cramer's Rule and Matrix Inversion method.

SUGGESTED READINGS:

1. Business Statistics : Reddy, C.R. Deep publications, New Delhi.
2. Statistics - Problems and solutions: V.K.Kapoor
3. Statistical Methods – Gupta S.P.
4. Fundamentals of Statistics – S.C.Gupta
5. Statistics – Theory, Methods and Applications – D.C Sancheti & V.K. Kapoor
6. Business Mathematics – Sivaiah K.V. & Satya Rao K
7. Mathematics for Management – Raghava Chary M
8. Business Statistics – Schaum series

BLUE PRINT

| S. No. | Chapter/Unit Title | No. of Periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Wise Distribution of Weightage | | | | CO's mapped |
|--------|---|----------------|---------------------|--------------------------------------|---|----|----|---|------------------|-----|----|-------------|
| | | | | R | U | Ap | An | R | U | Ap | An | |
| 1 | Measures of CORRELATION – Types – Co-efficient of Correlation | 15 | 17 | 6 | 3 | 8 | | 02 | 01* | 01* | | CO1 |
| 2 | REGRESSION ANALYSIS – Meaning, utility, equations and Co-efficients | 15 | 11 | 3 | | 8 | * | 01 | | 01* | * | CO2 |
| 3 | SET THEORY – concepts, operations, Venn diagrams and Demorgan Laws | 15 | 17 | 6 | 3 | 8 | | 02 (*1 problem) | 01* Venn diagram | 01* | | CO3 |
| 4 | PROGRESSIONS – Arithmetic, Geometric and Harmonic Progressions | 15 | 11 | 3 | | 8 | | 01* | | 01* | | CO4 |
| 5 | MATRIX ALGEBRA – Matrix operations | 15 | 14 | 6 | | 8 | * | 02(*1 problem) | | 01* | * | CO5 |
| Total | | 75 | 70 | 24 | 6 | 40 | 10 | 8 | 2 | 5 | 1 | |

Note 1: * indicates problem question to be given, including 1 question on Venn diagram under CO3.

Note 2: Part-C question (10 marks) shall be given either Unit 2 or Unit 5 only.

UNIT TEST SYLLABUS DIVISION TABLE FOR C-20 CCP-503QUANTITATIVE TECHNIQUES – II

| UNIT TEST | Learning Outcomes to be covered |
|---------------|---------------------------------|
| UNIT TEST - 1 | 1.1 to 2.8 |
| UNIT TEST - 2 | 3.1 to 5.9 |

CCP-503 QUANTITATIVE TECHNIQUES – I

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining four questions carry 3 marks each.

1. State "TRUE" or "FALSE" for the following statement and Fill up the blanks :
 - a. The calculated of Correlation Co-efficient should not exceed _____
 - b. If the price and demand of a product move in the opposite direction, it is _____ correlation
 - c. Estimation of one value (X), when the other value (Y) is called _____
 - d. The Regression Equation of Y on X is _____
2. Write any three differences between Regression and Correlation.
3. If $r = +0.54$ and $N = 45$, what is the value of Probable Error?
4. If $b_{xy} = 0.75$ and $b_{yx} = 0.9$, what are Regression Lines?

PART-B

Instructions: 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6 (a) Calculate Karl Pearson's Co-efficient of Correlation for the series below:

| | | | | | | |
|-------------------|------|------|------|------|------|------|
| Income (Rs.) | 1500 | 1750 | 2200 | 2500 | 2750 | 3000 |
| Expenditure (Rs.) | 1200 | 1263 | 2152 | 2422 | 2500 | 2950 |

OR

(b) Compute Karl Pearson's Correlation Co-efficient for the data below:

| | | | | | | |
|---|------|------|------|------|----|------|
| X | 37.5 | 46.5 | 58.7 | 63.9 | 70 | 89.2 |
| Y | 12 | 24 | 36 | 48 | 50 | 59 |

7. (a) Compute Spearman's Rank Correlation for the data below:

| | | | | | | |
|-------------|-----|----|----|----|----|----|
| Marks in SH | 88 | 78 | 66 | 54 | 45 | 35 |
| Marks in TW | 100 | 98 | 96 | 84 | 77 | 65 |

OR

(b) Compute Spearman's Rank Correlation for 6 cricket players:

| | | | | | | |
|---------|-----|-----|-----|-----|-----|-----|
| Matches | 22 | 20 | 15 | 20 | 17 | 20 |
| Runs | 550 | 452 | 475 | 560 | 452 | 475 |

8. (a) Compute Regression Equation of Y on X

| | | | | | | |
|---------------------|-------|-------|-------|-------|-------|-------|
| Advertisement (RS.) | 5500 | 6200 | 8500 | 9600 | 12000 | 14500 |
| Sales (Rs.) | 20500 | 23500 | 26400 | 28400 | 35200 | 40000 |

If advertisement cost is Rs.8900, what would be the amount of sales?

OR

(b) Calculate the two Regression Equations

| | | | | | | |
|---|----|----|----|----|-----|-----|
| X | 25 | 35 | 45 | 55 | 65 | 75 |
| Y | 45 | 60 | 75 | 90 | 105 | 120 |

BOARD DIPLOMA EXAMINATIONS
C-20, CCP-503 QUANTITATIVE TECHNIQUES-II
MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS : 80

Part-A

10 x 3 = 30

Instructions: (1) Answer all Questions

(2) Each question carries three marks

(3) Answer should be brief and straight to the point and shall not exceed five simple sentences

01. What is meant by Correlation?

02. List any three merits of Correlation.

03. From the data below, calculate COC between X and Y:

$$N = 13, \Sigma X = 117, \Sigma X^2 = 1313, \Sigma Y = 260, \Sigma Y^2 = 6580 \text{ and } \Sigma XY = 2827$$

04. Write three differences between Correlation and Regression.

05. Define a Set. What is a Set Compliment?

06. If $A = (5 \ 6 \ 7 \ 8)$ and $B = (3 \ 4 \ 9)$ and $C = (1 \ 2 \ 11)$, find out $A \cup (B \cap C)$

07. Draw Venn diagram for $A \cup B$ and $A \cap B$

08. Find the sum of the series: $93 + 90 + 87 + \dots + 63$

09. What is a Null Matrix? Give example.

10. Let $A = \begin{Bmatrix} 6 & 9 \\ 7 & 3 & 5 \end{Bmatrix}$ $B = \begin{Bmatrix} 1 \\ 1 & 9 \end{Bmatrix}$ find out Matrix AB.

Part-B

5x8=40

Instructions: (1) Answer **all** Questions

(2) Each question carries **eight** marks

(3) Answer should be comprehensive and the criterion for valuation is the Content but not the length of the answer.

11.(a) Calculate Karl Pearson's Correlation Co-efficient for the data below, assuming $\bar{X} = 70$ and $\bar{Y} = 120$

| | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|
| X | 55 | 58 | 67 | 71 | 86 | 93 | 99 |
| Y | 101 | 112 | 119 | 128 | 134 | 143 | 150 |

(OR)

(b) Calculate Spearman's Rank Correlation Co-efficient for the data below:

| | | | | | | | |
|-------------|----|----|----|----|----|----|----|
| Wife age | 27 | 35 | 39 | 42 | 30 | 54 | 63 |
| Husband age | 30 | 39 | 41 | 45 | 33 | 56 | 65 |

12. (a) For the data given below, calculate the Regression Equation of Y on X:

| | | | | | | | |
|-----------------|----|----|----|----|----|----|----|
| Marks in SH (X) | 45 | 56 | 69 | 50 | 75 | 54 | 45 |
| Marks in AC (Y) | 78 | 81 | 63 | 65 | 90 | 71 | 80 |

(OR)

(b) From the data below, calculate the two Regression Equations.

$$N = 42, \Sigma X = 580, \Sigma X^2 = 41658, \Sigma Y = 370, \Sigma Y^2 = 17206 \text{ and } \Sigma XY = 11494$$

13.(a) Set $A = \{10, 12, 13\}$, $B = \{5, 9, 11\}$ and $C = \{15, 14, 16\}$. Demonstrate the Associative Laws of Set theory.

(OR)

(b) Set $A = \{22, 14, 13\}$, $B = \{15, 29, 15\}$ and $C = \{5, 5, 7\}$. Demonstrate the Distributive Laws of Set theory.

14. (a) In an Arithmetic Progression, 10th term is 12 and 8th term is 8. Find the 16th term.

(OR)

(b) If nth term of the G.P 3, 6, 12, is 192, then what is the value of n?

15. (a) If $A = \begin{pmatrix} 2 & 3 \\ 4 & 5 \end{pmatrix}$ and $B = \begin{pmatrix} 1 & 0 \\ 0 & 1 \end{pmatrix}$, find $(3A-4B)$, $(3A + 4B)$

(OR)

(b) Find the inverse matrix to the given matrix M

$$M = \begin{pmatrix} 1 & 2 & 3 \\ 0 & 1 & 2 \\ 0 & 0 & 1 \end{pmatrix}$$

Part – C 10 Marks

Instructions: 1) Answer for the following question.

2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

16. Solve the following equations by using Cramer's rule.

$$2x + 3y = 7$$

$$3x + 5y = 9$$

CCP-504 PRINCIPLES OF MARKETING

| Course Code | Course title | No. of Periods/Week | Total no. of periods | Marks for Formative Assessment | Marks for Summative Assessment |
|-------------|-------------------------|---------------------|----------------------|--------------------------------|--------------------------------|
| CCP-504 | Principles of Marketing | 05 | 75 | 20 | 80 |

| S. No. | Chapter/ Unit title | No. of Periods | CO's Mapped |
|--------|---|----------------|-------------|
| 1. | Principles of Management, Nature and Scope of Marketing | 10 | CO1 |
| 2. | Marketing Functions & Consumer Behaviour | 15 | CO2 |
| 3. | Product Planning | 15 | CO3 |
| 4. | Pricing | 15 | CO4 |
| 5. | Promotion | 20 | CO5 |
| | TOTAL | 75 | |

| | |
|-------------------|--|
| Course objectives | <ol style="list-style-type: none"> 1. To know the definition of Management and its FIVE principles. 2. To know the importance of Marketing in modern business. 3. To familiarize with the process of Marketing. |
|-------------------|--|

| | At the end of the course the Student will be able to | |
|----------------|--|---|
| Course Outcome | CO1 | Know the definition of Management and list its FIVE functions. Explain the importance of Marketing. |
| | CO2 | Analyse the marketing functions and consumer behaviour |
| | CO3 | Analyse the various factors influence Market Segmentation and the concept of Product Planning. |
| | CO4 | Illustrate the Pricing Strategies. |
| | CO5 | Explain the factors influence Promotional Strategies. |

Learning Outcomes:

1.0 Principles of Management and Nature and Scope of Marketing

- 1.1 Define Management.
- 1.2 List the Management functions – Planning, Organising, Staffing, Directing and Controlling.
- 1.3 Define Marketing
- 1.4 Explain the importance of Marketing
- 1.5 Explain the benefits of Marketing to Organisation and Consumer.
- 1.6 Distinguish between Marketing and Selling

2.0 Marketing functions and Consumer Behaviour

- 2.1 List the three types of Marketing functions
- 2.2 List the two types of functions of Physical Supply – Transportation & Storage
- 2.3 List the functions of Exchange – Buying, Selling, Pricing, advertising, Sales promotion
- 2.4 Explain the Facilitating functions – Financing, Risk taking, Marketing Information, Marketing Research, Standardisation, grading, Packaging, and Branding.
- 2.5 Define the term Consumer Behaviour

- 2.6 Discuss the factors determining the Consumer's behaviour - Social, Cultural, Personal, and Psychological with relevant examples.
- 3.0 Product Planning
 - 3.1 State the meaning of Market Segmentation
 - 3.2 List and explain the four factors determining the Marketing Segmentation – Geographical, Demographical, Income, Consumption
 - 3.3 Analyse the stages of Product Life Cycle – Introduction, Growth, Maturity, and Decline in a given situation.
 - 3.4 Discuss the stages of Product Development with an example – Idea, Concept and Strategy, development, market testing, and commercialisation
 - 3.5 Describe Product Mix and its importance.
 - 3.6 Define the term 'Brand'
 - 3.7 State the five factors influencing the Branding of a product.
- 4.0 Pricing Strategies and Programmes.
 - 4.1 State the meaning of Pricing and list its objectives.
 - 4.2 Explain the factors influencing pricing – Demand, Costs, Competitor's Price, Offers
 - 4.3 List the different pricing methods with examples.
 - 4.4 List and explain the three types pricing strategies - Promotional Pricing, Discriminatory pricing, Product-Mix pricing
 - 4.5 State the meaning of Skimming and Penetration Pricing methods with suitable examples.
- 5.0 Various Promotional strategies.
 - 5.1 List and explain the three promotional techniques – Advertising, Personal Selling, and Direct Marketing.
 - 5.2 Analyze the impact of Social Media on Promotional techniques
 - 5.3 List and explain the terms Advertising Objectives, Advertising Budgets, Advertisement Copy, Evaluation of the Advertisement
 - 5.4 Analyze the factors affecting the Sales Force – Size, Compensation, Training, Supervising, and Evaluation.
 - 5.5 State the benefits of direct marketing.
 - 5.6 Mention the features of Face-to-face selling, direct mail, catalogue marketing, tele-marketing, kiosk marketing
 - 5.7 Elucidate the advantages and disadvantages of on-line marketing with examples.

COURSE CONTENT:

Principles of Management - Nature and Scope of Marketing – Definition and Importance of Marketing – How Marketing helps the industry and the society – Evolution of Marketing – Distinction between Marketing and Selling.

Marketing Functions and Consumer Behaviour – Functions of Marketing – Consumer Behaviour – Factors determining the consumer's behaviour.

Product Planning – Market Segmentation – Factors determining the market segmentation – Product Life Cycle and its stages – Stages in product development – Product Mix and its importance – Branding of product.

Pricing Strategies and Programmes – Pricing Objective – Factors influencing pricing – Various Pricing Methods – Pricing Strategies.

Promotion – Various promotional techniques – Impact of Social Media on Advertising – Advertising – advertising Budget, Advertisement Copy – Personal Selling – Sales Force, its size– Direct Marketing – Benefits and channels.

Reference Books:

1. Philip Kotler : Marketing – Prentice Hall.
2. William M Pride and O.C.Ferrell :Marketing : Houghton – Maffliin Boston
3. Stanton W.J., Etzel Michale, J. Walker Bruce J; Fundamentals of Marketing, McGraw Hill, New York.
4. Lamb Charless W, Hair Joseph E, and McDaniala Carl: Principles of Marketing; South Western Publishing, Cincinnati, Ohio.
5. Cravens David W, Hills Genrald E., Woodruff Rober B: Marketing Management : Richard D Irwin, Homewood, Illinois.
6. Kotler Philip and Armstrong Gary : Principles of Marketing : Prentice Hall of India, New Delhi.
7. Fulmer RM : The New Marketing, McMillan, New York.
8. McCarthy J.E. Basic Marketing – a Managerial Approach : McGraw Hill, New York.
9. Cundiff, Edward W, and StiuRR : Basic Marketing – Concepts, Decisions and Strategies, Prentice Hall, New Delhi.
10. Bushkirk, Richard H; Principles of Marketing: Dryden Pren, Illinois.
11. R.S.N.Pillai and Bhagavathi, Marketing Management, S.Chand Publishers
12. Dr. R.B.Rudhani , Basics of Marketing Management (Theory and Practice) S.Chand Publishers

BLUE PRINT:

| S. No | Chapter/Unit Title | No. of periods | Weightage Allocated | Marks Wise Distribution of Weightage | | | | Question Distribution Weightage | | | | CO's Mapped |
|-------|--|----------------|---------------------|--------------------------------------|-----------|----------|-----------|---------------------------------|----------|----------|----------|-------------|
| | | | | R | U | Ap | An | R | U | A p | An | |
| 1. | Definition and Principles of Management, Nature and Scope of Marketing | 10 | 11 | 3 | 8 | - | | 1 | 1 | - | | CO1 |
| 2. | Marketing Functions and Consumer behaviour | 15 | 14 | 3+3 | 8 | - | | 2 | 1 | - | | CO2 |
| 3. | Product Planning | 15 | 14 | 3 | 3+8 | - | * | 1 | 2 | - | * | CO3 |
| 4. | Pricing | 15 | 14 | 3 | 3+8 | - | | 1 | 2 | - | | CO4 |
| 5. | Promotion | 20 | 17 | 3+3 | 3+8 | - | * | 2 | 2 | - | * | CO5 |
| | TOTAL | 75 | 70 | 21 | 49 | - | 10 | 7 | 8 | - | 1 | |

NOTE: PART- C Analysis Question can be expected from Chapter 3 or 5 only.

UNIT TEST SYLLABUS DIVISION TABLE FOR C-20 CCP-504 PRINCIPLES OF MARKETING

| UNIT TEST | Learning Outcomes to be covered |
|---------------|---------------------------------|
| UNIT TEST - 1 | 1.1 to 3.3 |
| UNIT TEST - 2 | 3.4 to 5.7 |

MODEL PAPER

State Board of Technical Education & Training : AP : Vijayawada
DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)

SEM 5

Subject Name: MARKETING

Subject Code: CCP-504

Time: 90 minutes

UNIT TEST-1

Max. Marks: 40

PART-A

Instructions: 1) Answer ALL questions.

Marks: 16

2) Q.No.1 carries 4 marks, remaining three questions carry 3 marks each.

1. State "TRUE" or "FALSE" for the following statements:

- 1) Marketing helps to move goods and services from the place of production to the various places of consumption. (T/F)
- 2) "Standardisation and Grading" is NOT one of the facilitating functions of Marketing. (T/F)
- 3) Marketing and Selling are NOT one and the same. (T/F)
- 4) "Destruction" is one of the stages of a Product's Life Cycle. (T/F)

2. Define Marketing.

3. List any three benefits of Marketing to a consumer.

4. What is Market Segmentation?

5. What is Consumer's Behaviour?

PART-B

Instructions: 1) Answer ALL questions.

Marks: 3 x 8 = 24

2) Each question carries 8 marks.

3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

6. (a) Explain the importance of Marketing. (OR)

(b) Explain the evolution of Marketing.

7. (a) Distinguish between Marketing and Selling. (OR)

(b) Discuss the facilitating functions of Marketing.

8. (a) Explain the factors influencing a consumer's behaviour. (OR)

(b) Describe the different stages of a Product Life Cycle.

Model Question Paper with COs mapped.

C-20-CCP-504

BOARD DIPLOMA EXAMINATIONS
C-20 - CCP-504 PRINCIPLES OF MARKETING
SEM 5
MODEL PAPER – YEAR END EXAMINATION

TIME : 3 HOURS

MAX. MARKS : 80

| | Part-A | 10 x 3 = 30 |
|--|---|-------------|
| Instructions: (1) Answer all Questions (2) Each question carries three marks (3) Answer should be brief and straight to the point and shall not exceed five simple sentences | | |
| 1. | Define Management. | CO1 |
| 2. | Define the term Consumer Behaviour | CO2 |
| 3. | List the three types of Marketing functions | CO2 |
| 4. | What is Market Segmentation? | CO3 |
| 5. | What is Product Mix. Give an example? | CO3 |
| 6. | List any three objectives of Pricing. | CO4 |
| 7. | Briefly state the influence of demand in pricing of a product | CO4 |
| 8. | State the meaning of Direct marketing? | CO5 |
| 9. | State the five types of major channels for direct marketing | CO5 |
| 10. | List any three advantages and disadvantages of online marketing | CO5 |

| | Part-B | 5x8=40 |
|--|---|--------|
| Instructions: (1) Answer all Questions (2) Each question carries eight marks (3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the Answer. | | |
| 11. | a) Explain the importance of Marketing OR b) Explain the benefits of Marketing to Consumer | CO1 |
| 12. | a) Explain the Facilitating functions OR b) Explain the factors determining the Consumer behaviour. | CO2 |
| 13. | a) Explain the four factors determining the Market Segmentation. OR b) Explain the stages of Product life cycle | CO3 |
| 14. | a) Explain the three types Pricing Strategies. OR b) Explain the factors influencing the Pricing | CO4 |
| 15. | a) Explain the three Promotional Techniques. OR b) Explain the following terms i) Face to face selling ii) kiosk marketing | CO5 |

Part-C

1x10=10

Instructions: (1) Answer the question below. It carries 10 marks

(2) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

16. Design different stages in developing the product "Ayush Sanitizer" CO5

CCP-505 LIFE SKILLS

| Course Code | Course Title | No. of periods/week | Total No. of periods | Marks for FA | Marks for SA |
|-------------|--------------|---------------------|----------------------|--------------|--------------|
| CCP-505 | Life Skills | 3 | 45 | 40 | 60 |

| Sl no | Unit | Hours Allotted |
|-------|-------------------|----------------|
| 1 | Attitude | 4 |
| 2 | Adaptability | 4 |
| 3 | Goal Setting | 4 |
| 4 | Motivation | 4 |
| 5 | Time Management | 4 |
| 6 | Critical thinking | 4 |
| 7 | Creativity | 4 |
| 8 | Problem Solving | 5 |
| 9 | Team work | 4 |
| 10 | Leadership | 4 |
| 11 | Stress Management | 4 |
| Total | | 45 |

Course Objectives:

The students shall learn to:

- understand the need for life skills for filling the gap between desirable work environment of industry and their behaviour.
- know what life skills are and apply them in personal and professional lives.
- actively involve in the learning process through activities rather than being passive spectators.
- manage their time, cope with stress, work in teams and solve problems methodically.
- think laterally and be creative.

Course Outcomes:

- Develops positive attitude towards people and events to achieve success in life.
- Adapts to the ever changing and often unpredictable physical, interpersonal, cultural and work place environments.
- Learns to set personal and professional goals with SMART features.
- Learns to motivate oneself and others.
- Manages time effectively to meet targets.
- Learns to plan, prioritise, schedule and monitor the given task.
- Develops reasoning ability and forms sound judgement.
- Develops imaginative skill and creates a new form in which original patterns are formed and expressed.

- Learns to identify the problem, define the problem, explore possible solutions and act on the solution chosen.
- Knows the importance and advantages of team work. Becomes a good team player and a team leader.
- Learns characteristics of effective leadership and styles of leadership. Assess one's own strengths and limitations as a leader.
- Understands stress and be aware of its causes and effects in one's life and applies effective stress management strategies.

Course Delivery:

Text book: The common text book prescribed and brought out by the State Board of Technical Education and Training, AP, Vijayawada for other engineering diplomas (C-20-C-508 Life Skills) is to be adopted.

Course Content:

UNIT I: Attitude *matters!*

Preparatory activity-Role play; Generating word bank; Types of attitude. Read the passage and answer the related questions, read the story and discuss issues raised; Express opinions on the given topic and fill the grid with relevant words.

UNIT 2: Adaptability...*makes life easy!*

Pair work-Study the given pictures and understand adaptability -read the anecdote and discuss, read the story and answer the questions, role play

UNIT 3: Goal Setting...*life without a goal is a rudderless boat!*

Short term goals and long term goals-SMART features, observe the pictures and answer questions-matching-read the passage and answer questions-filling the grid.

UNIT 4: Motivation...*triggers success!*

Types of motivation-difference between motivation and inspiration- matching different personalities with traits - dialogue followed by questions - writing a paragraph based on the passage.

UNIT 5: Time Management... *the need of the hour!*

Effective Time Management- Time quadrant-Group task on management of time- Time wasters-fill in the grid, read the story and answer the questions- prioritising tasks.

UNIT 6: Critical Thinking...*Logic is the key!*

Preparatory activity-read the passage and answer the questions- differentiate between facts and assumptions-components of critical thinking- complete the sets of analogies- choose the odd one out-true or false statements- decide which of the conclusions are logical.

UNIT 7: Creativity....The essential YOU!!

Definition- Pre-activity-read the anecdote and answer the questions- matching celebrities with their fields of specialisation- think of creative uses of objects- think creatively in the given situations.

UNIT 8: Problem Solving...*there is always a way out!*

Preparatory activity-read the story and answer the questions- discuss the given problem and come out with three alternative solutions- group activity to select the best solution among available alternatives- discuss the problem and plan to analyse it.

UNIT 9: Team Work... *Together we are better!*

Advantages of team work- Characteristics of a team player- Activity-Observe the pictures and classify them into two groups-team game - read the story and answer the questions- fill in the grid.

UNIT 10 : Leadership... *the making of a leader!*

Characteristics of effective leadership- styles of leadership- Activity-read the dialogue and answer the questions- identify the people in the picture and describe them- discuss leadership qualities of the given leaders- filling the grid- read the quotes and write the name of the leader.

UNIT 11: Stress Management ... *live life to the full !!*

Types of stress- Strategies for Stress Management- Activity-read the passage and answer the questions, read the situation and write a paragraph about how to manage stress.



CCP-506 E-COMMERCE(Practicals)

| Course Code | Course Title | No. of periods/week | Total No. of periods | Marks for FA | Marks for SA |
|-------------|-------------------------|---------------------|----------------------|--------------|--------------|
| CCP-506 | E-Commerce (Practicals) | 4 | 60 | 40 | 60 |

TIME SCHEDULE

| S.NO | MAJOR TOPICS | NO. OF PERIODS | CO's mapped |
|------|---|----------------|-------------|
| 1 | e-office and e-filing | 10 | CO1 |
| 2 | Online shopping to buy goods and services | 10 | CO2 |
| 3 | Online Reservation Ticket booking of Bus/Train/Flight/Event | 10 | CO3 |
| 4 | Electronic Funds Transfer methods – NEFT, RTGS, UPI, IMPS, etc. | 10 | CO4 |
| 5 | Online Merchant Payment methods using Credit Card/Debit Card/Net Banking. | 10 | CO5 |
| 6 | Online Application processing for various recruitments | 10 | CO6 |
| | TOTAL | 60 | |

Course Objectives:

| | |
|-------------------|---|
| Course Objectives | i) To Know e-office procedure and to E-File Income Tax returns for individuals ii) To understand the E-commerce applications iii) To make use of internet for all types of digital payments |
|-------------------|---|

Course Outcomes:

| The student will be able to | | |
|-----------------------------|-----|--|
| Course Outcomes | CO1 | Understand the e-office procedure and E-file the Income Tax returns for individuals. |
| | CO2 | To know the Online Purchases |
| | CO3 | Understand different online reservation procedures |
| | CO4 | Understand various Electronic Fund Transfer methods |
| | CO5 | Know the different Online Merchant Payment Methods |
| | CO6 | Apply for various recruitments through online mode. |

LEARNING OUTCOMES:

1.0 e-office and e-filing

- 1.1 Know the meaning and benefits of e-office
- 1.2 Know the meaning of various modules of e-file – Receipts, Files, Migrate Files, Digital Signature Certificate, Reports etc.
- 1.3 Know the meaning of back file, current file, source file etc.
- 1.4 Learn the procedure for scanning of a document and sending/receiving the files through e-office
- 1.5 Practise sending a file through e-Office
- 1.6 List out the rates of Income Tax for individuals

- 1.7 Write the list of items required to file the IT return online
- 1.8 Create account in income tax department's e-filing web site
- 1.9 Register using PAN details of the individual
- 1.10 List the ITR forms applicable to various categories of assesses.
- 1.11 Log into the e-filing web site.
- 1.12 Fill the ITR-1 form online using the given data.
- 1.13 Enter the Income details from all sources.
- 1.14 Fill the deduction amounts applicable observing the ceiling limits indicated.
- 1.15 Enter the TDS amounts, as per the Form-16 / Form-16A.
- 1.16 Enter the Donation amounts, if any, qualifying for 50% or 100% exemptions.
- 1.17 Derive the Refund amount, if any.
- 1.18 Enter the Bank account details of the individual.
- 1.19 List the types of e-verification available to the individual assesses.
- 1.20 Select the relevant e-verification mode and submit the return.

2.0 Online shopping to buy goods and services

- 2.1 List out various web sites offering e-commerce services.
- 2.2 Create account and register in one of the online shopping web sites.
- 2.3 Log into the online shopping website.
- 2.4 Search for the product/service to buy online.
- 2.5 Compare the prices of similar products/services.
- 2.6 Confirm the purchase and place the order using the available options.

3.0 Online Reservation Ticket booking of Bus/Train/Flight/Event

- 3.1 List out various bus ticket service providers online.
- 3.2 Create account and register in the online bus ticket portal.
- 3.3 Select the date and time for the travel.
- 3.4 Select the type of bus.
- 3.5 Select the seat/birth and confirm the seat selection.
- 3.6 Enter the details of passengers to be travelled.
- 3.7 Derive the total booking amount including the taxes and internet service charges.
- 3.8 Proceed to the payment using one of the merchant payment methods.
- 3.9 Pay the amount online.
- 3.10 Print the e-ticket, if required.
- 3.11 Book the Reserved Train Ticket for seat/berth using similar procedure in IRCTC web site.
- 3.12 Book the Flight Ticket using similar procedure in any of the Airlines portals.
- 3.13 Book the Event/Movie ticket using similar procedure in any one of the movie ticket booking web sites.

4.0 Electronic Funds Transfer methods – IMPS, NEFT, RTGS, UPI, etc.

- 4.1 List out various modes of Electronic Funds Transfer.
- 4.2 Note down the timings and charges for different modes of Funds transfer.
- 4.3 Register for Net Banking using the credentials given by the bank.
- 4.4 Log into the Net Banking.
- 4.5 Transfer money to other Bank account using NEFT (National Electronic Funds Transfer).

- 4.6 Transfer money to other Bank account using RTGS (Real Time Gross Settlement).
- 4.7 Transfer money to other Bank account using UPI (Unified Payments Interface).
- 4.8 Transfer money to other Bank account using IMPS (Immediate Payment Service).
- 4.9 Note down the precautions to be taken, while transferring funds to other bank accounts.
- 4.10 List out the DO's and DONT's, during the process of Funds Transfer.

5.0 Online Merchant Payment methods using Credit Card/Debit Card/Net Banking/Online Wallet

- 5.1 List out various Merchant Payment methods.
- 5.2 Register Debit Card for online purchases.
- 5.3 Generate PIN for online transactions.
- 5.4 Register Credit Card for online purchases.
- 5.5 Generate PIN for online transactions.
- 5.6 Enter the Card details for merchant payment.
- 5.7 Generate OTP for confirmation of payment.
- 5.8 Enter the One Time Password, into the payment portal.
- 5.9 Complete the Merchant Payment.
- 5.10 Register Online Wallet for online purchases.
- 5.11 Generate PIN for online transactions
- 5.12 Note down the precautions to be taken, during the process of merchant payments.

6.0 Online Application processing for various recruitments

- 6.1 Apply for a job vacancy using online mode.
- 6.2 Note the procedure for Online application process.
- 6.3 Register your profile in online job application portal.
- 6.4 Log into the Online portal of Public Service Commission.
- 6.5 Note the eligibility criteria given in the notification for recruitment.
- 6.6 Keep the soft copies of required documents, i.e., photo, signature, educational qualifications, etc.
- 6.7 Reduce the size of the soft copies, as per the requirement of the portal.
- 6.8 Use the appropriate photo editing software for reduction/enlargement.
- 6.9 Keep ready the entire details required to be entered.
- 6.10 Complete the application process.
- 6.11 Pay the relevant examination fees, either online/offline.
- 6.12 Take the printout of the application.
- 6.13 Send the hard copy to the organization, if required.

COURSE CONTENT:

1. E-Office procedures – E-Filing of income tax returns.
2. E-commerce web sites – Online shopping – Selection of products/services – Placing of orders – Choosing Payment methods – Confirmation.
3. E-ticket booking – Train/Bus/Flight/Movie – Registration with the portal – Selecting date and time – Selecting seat/berth – Confirmation of booking – Payment.
4. Various modes of Electronic Funds Transfer – NEFT – RTGS – UPI – IMPS – Registration with Bank web site – Use of OTP – Security measures.
5. Various modes of Merchant Payments – Credit Card/Debit Card/Net Banking – Payment using Card details – Use of OTP – Security measures.

6. Online application process – Procedure for application – Payment of Exam fees – Submission of application – Printing of application.

REFERENCE WEB SITES:

1. <https://www.incometaxindia.gov.in>
2. <https://www.incometaxindiaefiling.gov.in/>
3. <https://www.amazon.in/>
4. <https://www.flipkart.com/>
5. <https://www.myntra.com/>
6. <https://www.shopclues.com/>
7. <https://www.jabong.com/>
8. <https://www.apsrtconline.in/>
9. <https://www.redbus.in/>
10. <https://www.irctc.co.in/>
11. <http://www.airindia.in/>
12. <https://www.makemytrip.com/>
13. <https://www.yatra.com/>
14. <https://in.bookmyshow.com/>
15. <https://www.onlinesbi.com/>
16. <https://www.andhrabank.in/>
17. <https://psc.ap.gov.in/>
18. <https://ssc.nic.in/>
19. <https://upsc.gov.in/>
20. <http://gramasachivalayam.ap.gov.in/>
21. <https://www.linkedin.com>
22. <https://www.indgovtjobs.in/>

| Exp No | Name of the Experiment | Objectives | Key Competencies |
|--------|---|--------------------------------|---|
| 1 | Create a note file using e-Office | e-office and e-filing | Opening a file in e-Office |
| 2 | Practice the procedure to attach a reference to e-file | | Attaching a reference to e-file |
| 3 | Practice the process to attach a digital signature to the file | | Attaching a digital signature to the file |
| 4 | Practice the procedure for sending and receiving the e-file using e-Office | | Acquaints the procedure of e-filing through e-Office |
| 5 | Create a new user account for an individual assessee in https://www.incometax.gov.in | E filing of income tax returns | Opening a new user account for an individual in https://www.incometax.gov.in |
| 6 | Log in to the account to e-File Income tax return | | Signing into the Income Tax Website |
| 7 | Practice the procedure for e-Filing | | To enable the Filing of income tax return in |

| | | | |
|----|--|--|--|
| | of IT return of an individual assessee in ITR – I | | ITR-1 |
| 8 | Practice e-Filing of Income details from all sources of an Individual assessee. | | Identifies different Income sources of an Individual |
| 9 | Practice e-Filing of donations and TDS of an Individual assessee. | | Identifies different donations and TDS of an Individual |
| 10 | Practice the procedure for submitting the ITR Form through different e-verification modes. | | Identifies suitable mode of submitting the IT return |
| 11 | Create an account in any Online shopping website | Online shopping | Opening an account in Online Shopping website. |
| 12 | Practice the searching process of a product/service to purchase in online shopping platforms | | To know the searching process in online shopping platforms |
| 13 | Practice the process of selecting, confirming the product and placing the order using Cash on Delivery | | To enable the process of selecting the product and confirmation through COD option |
| 14 | Practice the process of selecting, confirming the product and placing the order using Credit Card/Debit Card/UPI/Wallets | | To enable the process of selecting the product and confirmation through Credit Card/Debit Card/UPI/Wallets |
| 15 | Create an account in any online Bus ticket booking website like www.redbus.in | Online Bus/Train/Flight/Movie ticket booking | Opening an account in Online Bus ticket booking website |
| 16 | Practice the process of booking an online bus ticket | | To know the process for booking Online Bus Ticket |
| 17 | Practice the procedure for tracking the location of bus using Google Maps | | To enable the location tracking status of a Bus |
| 18 | Create an account in www.irctc.co.in | | Opening an account in www.irctc.co.in |
| 19 | Practice the process of booking an online train ticket in IRCTC website | | To know the train ticket booking process |
| 20 | Create an account in any online flight booking website like www.makemytrip.com | | Opening an account for booking online flight ticket |
| 21 | Practice the process of booking an online flight ticket. | | To know the process for booking online flight ticket |
| 22 | Practice the process to book an Event/Movie ticket in online | | To know the process for booking online Event/Movie ticket |
| 23 | Practice the process of cancellation of a Bus/Train/Fight Event/Movie ticket | | To know the ticket cancellation process |
| 24 | Register in the Net Banking | Electronic fund | To enable the Net Banking facility |

| | | | |
|-----|---|---|---|
| | service using the credentials given by the bank. | Transfer | |
| 25 | Practice the procedure to transfer the fund through IMPS | | To know the process of Transferring funds using IMPS |
| 26 | Practice the procedure to transfer the fund through NEFT | | To know the process of Transferring funds using NEFT |
| 27 | Practice the procedure to transfer the fund through RTGS | | To know the process of Transferring funds using RTGS |
| 28. | Practice the procedure to transfer the fund through UPI | | To know the process of Transferring funds using UPI |
| 29 | Create an account in any online job portal | Online application registration with a job portal | Opening an account in online job portal |
| 30 | Prepare a suitable CV and upload your CV in online job portal | | Acquaint the knowledge in preparing and upload the CV in online job portal |
| 31 | Practice the process to uploading the Photo and signature in .jpg/png < 50 kb in online job portal | | To know the procedure for uploading the Photo and signature with a specified size |
| 32 | Practice the process of taking the print out of submitted online application. | | To know the printing process of submitted application |
| 33 | Practice the process of saving the submitted application in pdf format | | Saving of an application in pdf format |
| 34 | Create an account in www.digilocker.gov.in | | Opening an account in www.digilocker.gov.in |
| 35 | Practice the process to upload the certificates in www.digilocker.gov.in | | Uploading of certificates in www.digilocker.gov.in |

CCP-507 BANKING (PRACTICALS)

| Course Code | Course Title | No. of periods / week | Total No. of periods | Marks for Formative Assessment | Marks for Summative Assessment |
|-------------|----------------------|-----------------------|----------------------|--------------------------------|--------------------------------|
| CCP-507 | Banking (Practicals) | 3 | 45 | 40 | 60 |

| Sl. No. | Unit title | No. of Periods | Cos Mapped |
|---------|--|----------------|------------|
| 1 | SB Account (Documentation), Withdrawal forms – Pay-in-slips, Cheques, Crossing and Endorsement of cheques, Application for Demand Drafts, Application for debit cards etc. | 10 | CO1 |
| 2. | ATM, Usage of Debit Cards, Credit Cards - Precautions against misuse of debit/credit cards, online banking. | 10 | CO2 |
| 3. | Loan appraisal procedures of a bank, Documents required for Housing, Personal, Education and Vehicle Loans and Marketing Techniques of banking products adopted by banks. | 10 | CO3 |
| 4. | Grievance procedures in respect of service deficiencies by banks | 10 | CO4 |
| 5. | Nearest Bank visit and Guest Lectures on the issues of Banking Sector. | 5 | CO5 |
| TOTAL: | | 45 | |

| | |
|-------------------|--|
| Course Objectives | To know the various banking activities in day-to-day life. |
|-------------------|--|

| | |
|-----------------|--|
| Course Outcomes | 1. Familiarize with Account opening (documentation), filling up of various forms to perform banking transactions etc. |
| | 2. Explain the Usage of Electronic cards and Precautions against misuse of electronic cards and online banking. |
| | 3. Loan appraisal procedures of a bank, documents required for Housing, Personal, Education and Vehicle Loans and Marketing Techniques of banking products adopted by banks. |
| | 4. Describe the Grievance procedures in respect of service deficiencies by banks |
| | 5. Familiarize with the different issues of banking sector. |

Learning outcomes:

- 1.0 SB Account (Documentation), Withdrawal forms – Pay-in-slips, Cheques, Crossing and Endorsement of cheques, Application for Demand Drafts, Application for debit cards etc.**
 - 1.1 Demonstrate the Savings Account Opening (documentation)
 - 1.2 Demonstrate use of various forms for withdrawals, Remittance, Application for Demand drafts, cheques, Application for debit cards etc.
 - 1.3 Demonstrate Nomination form and its importance
 - 1.4 Practice filling of the various forms to perform various banking transactions.
 - 1.5 Practice crossing and endorsement of cheques
 - 1.6 Learn about the material alterations of cheques and provisions of bouncing of cheques

- 2.0 ATMs, Usage of Debit Cards, Credit Cards - Precautions against misuse of debit/credit cards, online banking.**
 - 2.1 Practice withdrawal of funds from ATM
 - 2.2 Practice the other services offered by ATM -Balance Enquiry, Password Modification, Mini Statement, Internet Banking, Request for cheque book.
 - 2.3 Practise use of plastic money – debit card, credit card etc.
 - 2.4 Practise the fund transfer from debit card to Account using Cash Deposit Machine.
 - 2.5 Understand the limitations and provisions of debit/credit card.
 - 2.6 Learn the precautions against the misuse of the plastic money.
 - 2.7 Understand the online banking
 - 2.8 Understand different online banking frauds – Phishing, Spoofing, Vishing, Skimming
 - 2.9 Know the Key concepts of NEFT / RTGS, IMPS, WALLETS, e-Rupi.

- 3.0 Loan appraisal procedures and Marketing Techniques of banks.**
 - 3.1 Observe the procedure for issue of loans/advances by the bank
 - 3.2 Observe the different funding priorities of the bank
 - 3.3 Observe the various documents to be submitted to obtain various loans
 - 3.4 Prepare applications for housing loan, education loan and vehicle loan.
 - 3.5 Observe the marketing techniques adopted by banks to sell their products

- 4.0 Grievance procedures in respect of service deficiencies by banks.**
 - 4.1 Guide the customer about the grievance procedure.
 - 4.2 Enlighten the role of Banking Ombudsman

- 5.0 Nearest Bank visit and Guest Lectures on the issues of Banking Sector.**
 - 5.1 Collect various documents to be submitted to obtain various loans
 - 5.2 Enlighten on the issues of banking with Guest lectures
 - 5.3 Visit the official web site of RBI for latest and updated developments www.rbi.org.in/

COURSE CONTENTS

1. SB Account (Documentation), Withdrawal forms – Pay-in-slips- Cheques - Crossing and Endorsement of cheques - Application for Demand Drafts - Application for debit cards etc.
2. ATMs - Withdrawal of funds from ATM – Other services offered by ATM — Plastic Money – Debit cards- Credit Cards – Limitations of Credit/Debit Cards –Online Banking Frauds– Precautions against misuse– NEFT / RTGS, IMPS, WALLETS, e-Rupi
3. Loan appraisal procedures - Various loans offered by banks - Marketing Techniques of banks –

4. Grievance redressal procedures in respect of service deficiencies by banks– Role of Ombudsman
 5. Nearest Bank visit and Guest Lectures on the recent trends in Banking Sector post privatization.

Objectives and Key Competencies:

| Exp No | Name of the Experiment | Objectives | Key Competencies |
|--------|---|--|--|
| 1) | Opening of New Savings account | To adhere to Bank Account opening rules. | know the KYC compliance as per Banking Regulation Act. |
| 2) | Pay in Slip | To deposit the amount by cash or by cheque/Demand Draft enclosing cheque/Demand Draft | Make deposits using various forms |
| 3) | Withdrawal | To understand the various modes of withdrawal of amount by withdrawal slip/cheque | Make withdrawals using various forms |
| 4) | Nomination form in the opening of application | To ensure registration of nomination along with respective account. | Know the importance of nomination form |
| 5) | Crossing of cheques | 1) Handling of cheques, precautions to prevent misuse 2) Multi City Cheques 3) Conformity with RBI standard of CTS 2010 http://www.rbi.org.in/scripts/FAQView.aspx?Id=63 | Make crossing of cheques |
| 6) | Endorsement of cheques | Different types of Endorsements of cheques | Make Endorsement of cheques |
| 7) | Payment of cheque/bouncing | 1. The right of banker to refuse the payment 2. Implications of Bouncing of cheque | Know the consequences of material alterations of the cheques and reasons for bouncing of cheques |
| 8) | Demand Draft Form | To distinguish between cheque and demand draft | Fill the Demand Draft, Bankers cheque etc. carefully |
| 9) | NEFT/ RTGS | Forms filling for funds transfer under NEFT/RTGS | Make the funds transfer through NEFT/RTGS |
| 10) | Debit Card Application/Debit Card Usage | Promote cashless transactions and enable usage of debit cards at Point of Sale | Make use of Debit cards |
| 11) | Credit Card usage | Promote cashless transactions and enable usage of credit cards in purchase / net banking for e ticketing/ commerce/donations etc. | Make use of credit cards |
| 12) | Withdrawal of funds from ATM | Withdrawal cash from ATM through Debit/credit Card | Make withdrawal of cash from ATM |
| 13) | Shopping / payment through credit cards / debit cards | Shopping / payment through credit cards in business establishments, travel online banking and hotels etc. | Know the use of debit cards/credit cards in making online shopping |

| | | | |
|-----|-------------------------------------|---|--|
| 14) | Online banking frauds | To Understand different online banking frauds | Identify different Online Banking frauds – Phishing, Spoofing, Vishing, Skimming |
| 15) | Precautions | Precautions while using debit/credit cards and online banking | Understand the present-day cybercrimes, phishing etc. |
| 16) | Loan application | Credit appraisal | know the rules of lending adopted by banks and preparation of project reports. |
| 17) | Funding priorities | Sectoral allocation | Understand the various funding priorities- Agriculture, industrial and priority sectors like services etc., weaker sections, women empowerment (Self Help Groups), disabled welfare and minority etc. with differential rate of interest and subsidies / margin money. |
| 18) | Housing Loan application processing | To know the mechanism of loan application processing | Understand the terms of documentation such as PAN, Title Deeds, site plan, with permissions and financial outlay etc. |
| 19) | Educational Loan Processing | To know the mechanism of Education Loan | Understand the different types of Educational Loans in India and Abroad without surety and repayment of the same. |
| 20) | Personal loans | To know the mechanism of processing personal loan applications | Understand the various documents like PAN, income proof, address proof and Income Tax returns etc. |
| 21) | Vehicle Loans | To know the mechanism of processing Two wheeler / Three wheeler/ Four Wheeler loans | Understand the various documents like PAN, income proof, address proof, Income tax returns, invoice of dealers etc. |
| 22) | Deficiency in Banking services | Redressal mechanism | Make complaint against deficiency in banking services to various levels. |
| 23) | Banking Ombudsman | Role of Ombudsman in grievance redressal | Know the Arbitration methods and measures of seeking remedy / compensation. |
| 24) | Field Visit | Visits to Commercial Banks | Awareness about various commercial banks' activities. |
| 25) | Guest Lectures | To track the recent trends in Banking Sector post privatization | To keep tab on the recent developments in Banking Industry post privatization |

CCP – 508 ANALYTICAL SKILLS

| Course Code | Course title | No. of periods/week | Total no. of periods | Marks for FA | Marks for SA |
|-------------|-------------------|---------------------|----------------------|--------------|--------------|
| CCP-508 | Analytical Skills | 05 | 75 | 40 | 60 |

TIME SCHEDULE

| Sl. No. | Unit title | No. of Periods | Cos Mapped |
|---------|--------------------------|----------------|------------|
| 1 | General Mental Abilities | 30 | CO1 |
| 2. | Numerical Abilities | 20 | CO2 |
| 3. | Logical Abilities | 25 | CO3 |
| TOTAL: | | 75 | |

| | |
|-------------------|---|
| Course Objectives | (iii) To know the various arithmetic applications useful for Business Organizations. (iv) To improve analytical skills |
|-------------------|---|

| | | |
|-----------------|---|--|
| Course outcomes | At the end of the course, the student will be able to | |
| | CO1 | Apply various techniques in improving general mental abilities |
| | CO2 | Apply various techniques to solve numerical problems. |
| | CO3 | Apply various techniques in improving logical abilities |

Learning Outcomes:

1.0Apply various techniques in improving general mental abilities

- 1.1Analyse the relationship between a pair of words or letters and then to recognize a similar relationship.
- 1.2 Find out the odd one out from the set of data based on a common rule.
- 1.3Recognize the pattern and complete the given series with the most suitable alternative.
- 1.4Recognize how family relations are intertwined and mixed up and how the branches flow through the families.
- 1.5Identify the strange figure from a given set of figures.
- 1.6Identify the direction in respect of a person who has moved in different directions from his original position.
- 1.7Find out the original form of a word/number from a set of coded words/numbers.
- 1.8Rearrange the words as in a Dictionary.
- 1.9Relate a certain given group of items with the suitable Logical Venn Diagrams.
- 1.10 Find out the frequency of correct number based on the set condition.
- 1.11 Identify the ranking of different persons in a group of members

2.0 Apply various techniques in improving numerical reasoning abilities

- 2.1 Apply BODMAS rule in solving a simple mathematical expression.
- 2.2 Practise the application of BODMAS rule in solving a simple mathematical expression by Substitution/ Interchanging of different signs or numbers.
- 2.3 Analyse the concept of Average.
- 2.4 Practise the formulae for calculating Average.
- 2.5 Solve the problems on Average.
- 2.6 Analyse the following concepts – 1) Cost Price 2) Selling Price 3) Profit/Gain 4) Loss of a business.
- 2.7 Practice the formulae for calculating 1) Cost Price 2) Selling Price 3) Profit/Gain 4) Loss of a business.
- 2.8 Solve the problems to find out the following: 1) Cost Price 2) Selling Price 3) Profit/Gain 4) Loss of a business 5) Percentage of profit/loss of a business.

3.0 Apply various techniques in improving logical reasoning abilities

- 3.1 Analyze the terms 'Assertion and 'Reasoning'.
- 3.2 Find out whether the reason is making correct sense towards assertion.
- 3.3 Practice different examples on "Assertion" and "Reasoning".
- 3.4 Analyze the statement with different given conclusions.
- 3.5 Find out the logical conclusion for the given statement.
- 3.6 Practice different examples on 'Statement' and 'Conclusions'.
- 3.7 Read and analyze the given passage.
- 3.8 Find out the desirable facts from the given brief passage.
- 3.9 Practice different examples on 'deriving conclusions from a brief passage'.
- 3.10 Interpret and draw conclusions on data from Tables and from various Graphs.

Course Content:

I. General Mental Abilities:

Analogy–Words and Alphabet Analogy, Classification–Words and Alphabets, Series Completion–Words and Numbers, Blood Relations–Simple Relation Puzzle, Figure Classification, Simple Direction Test, Coding and Decoding–Letter, Number and Number to letter, Alphabet Test–Order of words, Logical Venn Diagrams, Number and Ranking Test.

II. Numerical Abilities:

Mathematical Operations(BODMAS)–Substitution/Interchange of signs and Numbers, Averages, Profit and Loss.

III. Logical Abilities:

Assertion and Reason, Statement and Conclusions, Deriving Conclusions from Passages, Data Interpretation –Tabulation, Bar and Pie Graph.

REFERENCE BOOKS:

1. R.S.Aggarwal, A Modern Approach to Verbal Reasoning, Revised Ed.(2017), S. Chand and Company Limited.
2. R.S.Aggarwal, Quantitative Aptitude, Revised Ed (2017), S. Chand and Company Limited.
3. R.S.Aggarwal, A Modern Approach to Verbal and Non-Verbal Reasoning, Revised Ed (2018), S. Chand and Company Limited.
4. Showie Thorpe, Analytical Skills, S. Chand and Company Limited.
5. R.V. Praveen, Quantitative Aptitude and Reasoning, PHI
6. Abhijit Guha, Quantitative Aptitude for Competitive Examinations, TMH Publications.
7. Mathematics Text books by NCERT.
8. Previous Question papers of SSC Stenographers Examination.
9. Previous Question Papers of IBPS Clerks Examination
10. <https://sscportal.in/cgl/tier-1/papers>
11. <https://questionpaper.org/ssc-previous-year-question-papers/>
12. <https://gradeup.co/online-test-series-ssc-cgl/>
13. <https://www.bankexamstoday.com/>

Objectives and Key Competencies:

| Exp. No. | Name of the Experiment | Objectives | Key Competencies |
|----------|--|--|---|
| 1. | A particular relationship (relationship may center around synonyms, antonyms, cause and effect) is given and another relationship has to be identified from the alternatives provided. | Determining the relationship between a pair of words or letters and then to recognize a similar relationship. | Acquaint enriched vocabulary, identifies different phenomena and relationships. |
| 2. | A group of certain words or pair of words are given-Find the item which does not fit into the given words or pair of words. | Able to find out that, which doesn't follow the common rule and then spot the stranger out. | Identifying the odd man out. |
| 3. | A series of numbers or alphabetical letters are given with some pattern-Find the missing number/wrong number. | To recognize the pattern and complete the given series with the most suitable alternative. | Careful observation of given sequence. |
| 4. | A description is given regarding the blood relationship of the members-Find out the relation puzzle. | Recognizing how family relations are intertwined and mixed up and how the branches flow through the families. | Acquaint the knowledge about Family Tree. |
| 5. | A group of certain similar figures are given-Find the figure which does not fit in that group. | Able to find the strange figure. | Identifying the odd figure out. |
| 6. | A Successive follow-up of directions is formulated- Find the Final direction. | Ability to identify the direction in respect of a person who has moved in different directions from his original position. | Sense the different Directions correctly. |

| | | | |
|-----|---|--|---|
| 7. | A Letter in a word or a Number in a numerical Code is replaced by certain other letters/numbers – Analyze the code as per the direction. | Decipher the given code in original form. | Encryption and Decryption of codes. |
| 8. | Certain words are given-Arrange those words in an Alphabetical Order. | Arrangement of words as in the Dictionary. | Usage of Dictionary |
| 9. | Certain Venn diagrams are given-Find the suitable Venn diagram that depicts the given relationship. | Ability to relate a certain given group of items diagrammatically. | Deriving the diagrammatic conclusions. |
| 10. | A long series of numbers are given-Find out how many times a number satisfying the conditions, specified in the question occurs. | Ability to find the correct numbers based on the conditions. | Deriving the frequency of numbers |
| 11. | Rank of a person is given from different positions – Find the total number of persons and ranks, specified in the question. | Identifying the ranking of different persons in a group of members. | Ranking System |
| 12. | Practice a simple mathematical expression by applying BODMAS rule. | Practicing the BODMAS rule. | Order of precedence of operations to solve a mathematical expression. |
| 13. | With the application of BODBAS rule, solve a simple mathematical expression by substituting the signs/number as directed in the question. | Practicing the BODMAS rule. | Substituting of signs/numbers and application of BODMAS rule. |
| 14. | By Applying the BODMAS rule, solve a simple mathematical expression by interchanging the signs/number as directed in the question. | Practicing the BODMAS rule. | Interchanging/numbers of signs and application of BODMAS rule. |
| 15. | A series of numbers/data are given – Find the average for the given data. | Summarizing the large amount of data into a single value. | Deriving a single value which represents the whole data. |
| 16. | Find out the cost price or selling price of a product from the given data. | Practicing different concepts like cost price or selling price of a product. | Finding out the cost price or selling price of a product. |
| 17. | Find out the profit or loss of a business from the given data. | Practicing different concepts like profit or loss relating to a business. | Finding out the profit / loss of a business. |
| 18. | Find out the percentage of profit or loss of a business from the given data. | Practicing different concepts like profit or loss relating to a business. | Finding out the percentage of profit / loss of a business. |

| | | | |
|-----|--|--|--|
| 19. | Two statements referred to as the Assertion and Reason respectively are provided, five alternative options on these are given – Choose the correct option. | Identifying that the reason is making any sense towards assertion. | Capacity to reason out correctly. |
| 20. | A statement followed by a set of conclusions will be given – Choose the conclusion that logically follows the statement. | Identifying the correct conclusion for the given statement. | Arriving at the suitable conclusion to the given statement. |
| 21. | A brief passage is given, followed by certain inferences based on it – Examine each inference separately in context of the passage and decide upon its degree of truth or falsity. | Analyze the passage and grasp the desirable facts from it. | Deriving the conclusions based on inferences in the passage. |
| 22. | Certain data is provided in the form of Table – Analyze the data and answer the given questions. | Interpretation of data from Tables. | Data interpretation |
| 23. | Certain data is provided in the form of Line Graph – Analyze the data and answer the given questions. | Interpretation of data from Line graphs. | Data interpretation |
| 24. | Certain data is provided in the form of Bar Graph – Analyze the data and answer the given questions. | Interpretation of data from Bar graphs. | Data interpretation |
| 25. | Certain data is provided in the form of Pie Graph – Analyze the data and answer the given questions. | Interpretation of data from Pie graphs. | Data interpretation |

CCP-509 FIELD PRACTICES

| Course Code | Course Title | No. of periods / week | Total No. of periods | Marks for Formative Assessment | Marks for Summative Assessment |
|-------------|-----------------|-----------------------|----------------------|--------------------------------|--------------------------------|
| CCP-509 | Field Practices | 7 | 105 | 40 | 60 |

TIME SCHEDULE

| Sl. No. | Major Topics | No. of periods | CO's mapped |
|---------|----------------------------|----------------|-------------|
| 1. | COMMERCE / OFFICE ORIENTED | 35 | CO1 |
| 2. | STENOGRAPHY ORIENTED | 35 | CO2 |
| 3. | COMPUTER ORIENTED | 35 | CO3 |

COURSE OBJECTIVES:

| | |
|-------------------|---|
| Course Objectives | To acquire and exhibit various secretarial, stenography and computer skills |
|-------------------|---|

COURSE OUTCOMES:

At the end of the course, the student will be able to

| Course Outcomes | CO1 | CO2 | CO3 |
|-----------------|--|--|---|
| | Acquire and exhibit Secretarial skills including Office/Finance Management | Acquire and exhibit Stenography skills | Acquire and exhibit computer skills for data processing as well as e-office management. |

Learning Outcomes:

COMMERCE/OFFICE ORIENTED

- 1.1 Prepare a meeting notice for Annual General Meeting of Shanti Gears Limited, Kolkatta.
- 1.2 Prepare a partnership deed with a profit-sharing ratio of 20:30:50 with Ram as Dormant Partner and Gopal as Active Partner.
- 1.3 Prepare a notice for extraordinary general meeting to consider the removal of One Director and the existing auditors and to appoint new ones.
- 1.4 Prepare the minutes to be adopted by the members of the Shanti Gears Limited, Kolkotta declaring a dividend of 30% for all paid up shareholders
- 1.5 Prepare a Memorandum of Association to establish New Company Limited at 35, Ring Road, Guntur for taking up purchase, stock and sell tobacco and its allied products as the main business and cotton and allied products as the subsidiary business.
- 1.6 Messrs. Ameer & Sons, Chennai exports spices to South America. Prepare a letter of credit.
- 1.7 Prepare a bill of lading to send the above products to the consignee.
- 1.8 Mr. Venkaiah who has Rs.20.00 lakhs of money approaches you for an advice to establish a suitable business. Considering the resources, please offer him a suitable type of business organization.

- 1.9 Mr. Surya and Mrs. Gopika who have Rs.50 lakhs of money want to establish a suitable business. As an adviser, please help them to select the type of business.
- 1.10 The residents of the N.G.O.s colony of your area want to profit themselves. Please advise them how to proceed about.
- 1.11 As the office manager of your organization, prepare a meeting notice to be sent to various heads of departments of your office to attend the meeting at 10.00 AM on 25th of this month in the Meeting Hall to discuss about the issues related to expansion of the business, method for recruiting new staff, purchasing new furniture etc.
- 1.12 Prepare agenda for the above meeting.
- 1.13 Prepare the minutes of the above meeting
- 1.14 You want to create a new post of Cashier-cum-Stores Clerk for your organization. Prepare the duties and responsibilities to be entrusted to him.
- 1.15 Prepare an advertisement calling for applications for the above post with a salary of Rs. 35,000 p.m. for the experienced persons.
- 1.16 Raju Associates, Kurnool supplied goods worth Rs.25,000/- with 10% VAT to Kulkarni Brothers, Ananthapur. Prepare an invoice.
- 1.17 You have visited the local Branch of State Bank of India. Please draw a lay out of the bank.
- 1.18 You want to take a life insurance policy and called on the LIC Agent. What points do you discuss with him?
- 1.19 As an office Manager of your organization, you are asked to take an insurance policy. Please discuss with the Branch Manager of the General Insurance Corporation about the different policies available.
- 1.20 You attended an interview for the post of Data Entry Operator in Chandana Brothers, Patni Centre, Hyderabad. How do you present yourself as a suitable candidate?
- 1.21 Narrate your interview for the above post to your juniors.
- 1.22 Prepare Inward Mail Register and Outward Mail Register of your organisation.
- 1.23 Prepare petty cash book for your organisation for one month.

STENOGRAPHY

- 2.1 Take down the minutes of the office meeting chaired by the office manager and prepare the resolutions.
- 2.2 The Principal of your institute conducted the Institution Level Purchase Committee meeting. Attend the meeting and prepare the minutes of the meeting.
- 2.3 Prepare a condensed version of the Independence Day Speech of a leader.
- 2.4 As Personal Secretary of your boss, please prepare a T.A. Bill to be submitted to the Secretary, SBTET, Vijayawada for attending the Principals' Conference conducted at the Office of the Commissioner, Department of Technical Education, A.P., Vijayawada for two days.
- 2.5 Prepare a tour diary of your Officer for 4 days to visit various industries in the district to inspect and review the training programmes being undertaken by them under Skill Development Scheme.
- 2.6 Prepare a requisition of requirements of stationery items required for 6 months. Place an indent for one month.

- 2.7 You received a phone call from a lady customer while your boss is away. How do you communicate the same and request her to call back after two hours?
- 2.8 Your boss is invited for participation in an international conference at New Delhi on 20th instant. Please communicate the acceptance/rejection for approval of your boss to be sent by e-mail.

COMPUTER RELATED

- 3.1 Create an official letter template of your Principal in MS-Word.
- 3.2 Create a template to be used by Messrs. Geetha Agencies, 48, Chowranghi Lane, Kolkotta for sending the invoice using MS-EXCEL.
- 3.3 Create an official Letter in Telugu using the MS-Word and Telugu Software and convert the same into PDF.
- 3.4 Place an on-line order on Flipkart for the purchase of the following books:
 - a. Financial Code .. 2 copies
 - b. Treasury Code .. 4 copies
 - c. Fundamental Rules .. 10 copies
- 3.5 Mr. Jagan is a Marketing Executive for the child care products. As his personal assistant, prepare a power point presentation to market the product.
- 3.6 Create a circular letter template of Syndicate Bank to be sent to various High Net worth Individuals regarding the introduction new Savings Scheme.
- 3.7 Create a circular letter template of your organisation to be sent to various departments on various occasions.
- 3.8 Create a pamphlet in Telugu using MS-Word and Telugu Software explaining the salient features of a Polytechnic Diploma.
- 3.9 Prepare the pay bill in MS-EXCEL for your staff of 20 nos. for the month of January.
- 3.10 You have received the Purchase Committee recommendations of your institution. Prepare a PowerPoint describing the salient points of the report for presenting the same before the members.
- 3.11 Prepare a PowerPoint presentation of various activities done by your team of students in the Independence Day function held in your institution.
- 3.12 Prepare your resume in MS-Word incorporating your Photograph and Signature by scanning the same.
- 3.13 Scan your photograph and other certificates and upload your application for scholarship.
- 3.14 Prepare an e-mail to your Head Office informing the leave of your boss who is going out of station on some important personal work for one week.
- 3.15 Prepare an e-mail to M/s. Arnav Technologies informing them to attend for repair of the xerox machine supplied by them which is in warranty period.
- 3.16 Register and upload your certificates in digilocker website

REFERENCE BOOKS:

1. RSN Pillai Bhagavathi, Office Management, S Chand Publications
2. V.Balachandran, V.Chandrasekharan, Office Management, Mc Graw Hill Company
3. Dr.R.K.Chopra Ankita Bhatia,Office Organization, Himalaya Publishing House.
4. [youtube.com/user/sankarharita/playlists](https://www.youtube.com/user/sankarharita/playlists) (Online Shorthand Dictations of Sri. T.Sankar Rao, Retired Joint Director of Technical Education.)
5. <https://www.shorthandspeed.com/>
6. <http://nssbooks.com/product/>
7. <https://twinarts.webs.com/>
8. <https://www.digilocker.gov.in>

Objectives and Key Competencies:

| Skill Set Sl. No | SKILL SET | Key competencies |
|--|------------------------------|---|
| 1 | OFFICE MANAGEMENT | <i>Prepare a Note file and draft letter</i> |
| | | <i>Send the file to the District Collector of your district</i> |
| | | <i>As Office Manager, provide for the accommodation, furniture and equipment to a newly recruited typist in your organisation</i> |
| | | <i>Prepare the duties/responsibilities of the newly recruited system administrator</i> |
| 2 | FINANCIAL MANAGEMENT | <i>Send the note file and attach files for signature using e office</i> |
| | | <i>Prepare the cash book of your organization for one month</i> |
| | | <i>Make payments using 1) Money Order 2) digital payments – debit card/credit/card/net banking/ wallets / UPI</i> |
| | | <i>Make purchases – Direct purchase / Quotations / Tenders</i> |
| 3 | SECRETARIAL ABILITIES | <i>Prepare the tour schedule of your officer for 4 days</i> |
| | | <i>Prepare the tour diary of your officer after the visit to Delhi for five days</i> |
| | | <i>Prepare the meeting notice of the Board of Director of a private limited company</i> |
| | | <i>Identify and prepare the Agenda for the above meeting</i> |
| | | <i>Chalk out the steps to be taken for the conduct of the above meeting</i> |
| | | <i>Prepare the minutes of the Directors’ meeting</i> |
| | | <i>Send e-mail to your Officer, marking CC and BCC to two other officers</i> |
| | | <i>Regret participation of your officer for a meeting. Offer deputing another officer.</i> |
| | | <i>As Secretary, prepare the TA Bill of your Officer for his official trip to Chennai</i> |
| | | <i>1) Book Train tickets using IRCTC/Flight Tickets using GOIBIBO 2) Book accommodation using OYO rooms / MAKEMYTRIP</i> |
| <i>1) Prepare a budget for a meeting of 25 participants for six days in a moderate Hotel in Vijayawada 2) Prepare a budget for three directors in a resort in Goa for two days</i> | | |
| <i>Prepare a detailed bill of the above meeting of the Directors</i> | | |
| <i>Prepare a press report of the anniversary of your organization</i> | | |

| | | |
|----------|-----------------|--|
| | | <i>Prepare a complaint to the Police about the theft of valuables worth Rs.3.00 lakhs</i> |
| | | <i>Prepare a Memo holding the watchman responsible for the theft.</i> |
| 4 | COMPUTER | <i>Prepare a meeting notice and agenda in Local Language</i> |
| | | <i>Send the meeting notice through e-mail and WhatsApp appending the agenda and relevant explanatory notes</i> |
| | | <i>1)Send e-mail confirming to chair the meeting of Heads of Offices 2)Regret attending the meeting due to preoccupied engagements</i> |
| | | <i>1)Convert the Telugu letter into PDF 2) Convert your passport size photo into .jpg <50 KB</i> |
| | | <i>Prepare a Google form for collecting opinions of the students for online and offline instruction and the reasons therefor</i> |
| | | <i>1)Place an order for supply of Books on Amazon.com with COD 2) Return the defective goods</i> |
| | | <i>Prepare a CV for Registration in Job Portals</i> |
| | | <i>1) Find Out the best degree college in your State / University Area 2)Search for "Stenographer" post offering more than Rs.30000 p.m. salary in Hyderabad</i> |
| | | <i>Prepare annual financial statements using Tally</i> |
| | | <i>Generate Bills using Tally</i> |
| | | <i>Prepare financial ratios using Tally</i> |
| | | <i>Prepare an invitation to District Collector for Anniversary of your institution with Photo of the Institution</i> |
| | | <i>Prepare a presentation on the Anniversary chaired by the Joint Collector with necessary photos using PowerPoint.</i> |
| | | <i>Prepare a data base having the details of your employees, address photo, date of entry and date of retirement</i> |
| | | <i>Prepare pay bill of employees based on the above data</i> |
| | | <i>Scan your photograph and signature for submitting your application for a job</i> |
| | | <i>Editing the image using Photoshop</i> |

VI SEMESTER

CCP -601 INDUSTRIAL TRAINING

| Course Code | Course title | No of periods/week | Duration | Marks for FA | Marks for SA |
|-------------|---|--------------------|----------|--------------|--------------|
| CCP-601 | INDUSTRIAL TRAINING (In Industry only) | 42 | 6 months | 240 | 60 |

| S No | Unit Title | Duration | COs Mapped |
|------|---|-----------|------------|
| 1 | Acquaint and appraise the structure, functions and the objectives, duties and responsibilities of the staff in the organization | ½ month | CO1 & CO5 |
| 2 | Acquire and exhibit the Secretarial skills including Office/Finance Management and have exposure to areas like Personnel, Accounts, Inventory (Stores). | 2 months | CO2 |
| 3 | Acquire and exhibit Stenography skills and have exposure to personal assistant duties. | 2 months | CO3 |
| 4 | Acquire and exhibit computer skills for data processing as well as e-office management | 1 ½ month | CO4 |
| | Total | 6 months | |

Note: After successful completion industrial training the student should present/demonstrate the skills achieved during the industrial training before expert committee

| | |
|-------------------|--|
| Course Objectives | <ol style="list-style-type: none"> 1. Acquaint and appraise the organizational structure and the objectives of the organization. 2. Acquire the required skills in the functional areas of office management - 3. Acquire and exhibit the skills stenography and computer skills for data processing. 4. Acquire and exhibit the skills in e-office and data processing using computer softwares. 5. Instill the good qualities of integrity, responsibility and self-confidence. |
|-------------------|--|

| | |
|------------------|--|
| Course Out comes | Acquire and exhibit the Secretarial skills including Office/Finance Management and to have exposure to areas like Personnel, Accounts, Inventory (Stores). |
| | Acquire and exhibit Stenography skills and have exposure to personal assistant duties. |
| | Acquire and exhibit computer skills for data processing as well as e-office management. |

LEARNING OUTCOMES (In Industry):

1.1 Acquire and exhibit the Secretarial skills including Office/Finance Management and have exposure to areas like Personnel, Accounts, Inventory (Stores).

1.2 Acquire and exhibit Stenography skills and have exposure to personal assistant duties.

1.3 Acquire and exhibit computer skills for data processing as well as e-office management

Scheme of evaluation

| Sl. No. | Subject | Duration | Scheme of evaluation | | |
|--------------------|---------------------|-----------|---|---|------------|
| | | | Item | Nature | Max. Marks |
| 1 | Industrial training | 6 months | 1.First Assessment at Industry (After 12 Weeks) | Assessment of learning outcomes by both the faculty and training mentor of the industry | 120 |
| | | | 2.Second Assessment at the Industry (After 20 weeks)) | Assessment of learning outcomes by both the faculty and training mentor of the industry | 120 |
| | | | Final Summative assessment at institution level | Training Report | 20 |
| | | | | Demonstration of any one of the skills listed in learning outcomes | 30 |
| | | Viva Voce | 10 | | |
| TOTAL MARKS | | | | | 300 |

SKILL SETS ACQUIRED AND TESTED

| <i>Skill Set Sl. No</i> | <i>SKILL SET</i> | <i>Max Marks Allotted For each parameter</i> | <i>Precisely completes the task</i> | <i>Completes the task, mistakes are absent, but not Precise</i> | <i>Completes the task, Mistakes are a few</i> | <i>Makes attempt, Mistakes are many</i> |
|-------------------------|---|--|-------------------------------------|---|---|---|
| 1 | <i>OFFICE MANAGEMENT</i> | 30 | 30 | 30 | 20 | 10 |
| | <i>Prepare a Note file and draft letter</i> | 3 | 3 | 3 | 2 | 1 |
| | <i>Send the file to the District Collector of your district</i> | 2 | 2 | 2 | 1 | 1 |
| | <i>As Office Manager, provide for the accommodation, furniture and equipment to a newly recruited typist in your organisation</i> | 4 | 4 | 3 | 2 | 1 |
| | <i>Prepare the duties/responsibilities of the newly recruited system administrator</i> | 4 | 4 | 3 | 2 | 1 |
| | <i>Send the note file and attach files for signature using e office</i> | 4 | 4 | 3 | 2 | 1 |
| 2 | <i>FINANCIAL MANAGEMENT</i> | | | | | |
| | <i>Prepare the cash book of your organization for one month</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Make payments using 1) Money Order 2) digital payments – debit card/credit/card/net banking/wallets / UPI</i> | 5 | 5 | 4 | 3 | 2 |
| | <i>Make purchases – Direct purchase / Quotations / Tenders</i> | 5 | 5 | 4 | 3 | 2 |
| 3 | <i>SECRETARIAL ABILITIES</i> | | | | | |
| | <i>Prepare the tour schedule of your officer for 4 days</i> | 4 | 4 | 3 | 2 | 1 |
| | <i>Prepare the tour diary of your officer after the visit to Delhi for five days</i> | 4 | 4 | 3 | 2 | 1 |
| | <i>Prepare the meeting notice of the Board of Director of a private limited company</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Identify and prepare the Agenda for the above meeting</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Chalk out the steps to be taken for the conduct of the above meeting</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Prepare the minutes of the Directors' meeting</i> | 3 | 3 | 2 | 2 | 1 |

| | | | | | | |
|---|--|---|---|---|---|---|
| | <i>Send e-mail to your Officer, marking CC and BCC to two other officers</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Regret participation of your officer for a meeting. Offer deputing another officer.</i> | 2 | 2 | 2 | 1 | 1 |
| | <i>As Secretary, prepare the TA Bill of your Officer for his official trip to Chennai</i> | 2 | 2 | 2 | 1 | 1 |
| | <i>3) Book Train tickets using IRCTC/Flight Tickets using GOIBIBO 4) Book accommodation using OYO rooms / MAKEMYTRIP</i> | 3 | 3 | 2 | 1 | 1 |
| | <i>1) Prepare a budget for a meeting of 25 participants for six days in a moderate Hotel in Vijayawada 2) Prepare a budget for three directors in a resort in Goa for two days</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Prepare a detailed bill of the above meeting of the Directors</i> | 4 | 3 | 3 | 2 | 1 |
| | <i>Prepare a press report of the anniversary of your organization</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Prepare a complaint to the Police about the theft of valuables worth Rs.3.00 lakhs</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Prepare a Memo holding the watchman responsible for the theft.</i> | 3 | 3 | 2 | 2 | 1 |
| 4 | COMPUTER | | | | | |
| | <i>Prepare a meeting notice and agenda in Local Language</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>Send the meeting notice through e-mail and WhatsApp appending the agenda and relevant explanatory notes</i> | 3 | 3 | 2 | 2 | 1 |
| | <i>1)Send e-mail confirming to chair the meeting of Heads of Offices 2)Regret attending the meeting due to preoccupied engagements</i> | 2 | 2 | 1 | 1 | 1 |
| | <i>1)Convert the Telugu letter into PDF 2) Convert your passport size photo into .jpg <50 KB</i> | 3 | 3 | 2 | 2 | 1 |

| | | | | | |
|--|---|---|---|---|---|
| <i>Prepare a Google form for collecting opinions of the students for online and offline instruction and the reasons therefor</i> | 3 | 3 | 2 | 2 | 1 |
| <i>1)Place an order for supply of Books on Amazon.com with COD 2) Return the defective goods</i> | 3 | 3 | 2 | 2 | 1 |
| <i>Prepare a CV for Registration in Job Portals</i> | 3 | 3 | 2 | 2 | 1 |
| <i>1) Find Out the best degree college in your State / University Area 2)Search for “Stenographer” post offering more than Rs.30000 p.m. salary in Hyderabad</i> | 4 | 3 | 2 | 2 | 1 |
| <i>Prepare annual financial statements using Tally</i> | 2 | 2 | 2 | 1 | 1 |
| <i>Generate Bills using Tally</i> | 2 | 2 | 2 | 1 | 1 |
| <i>Prepare financial ratios using Tally</i> | 2 | 2 | 2 | 1 | 1 |
| <i>Prepare an invitation to District Collector for Anniversary of your institution with Photo of the Institution</i> | 3 | 3 | 2 | 2 | 1 |
| <i>Prepare a presentation on the Anniversary chaired by the Joint Collector with necessary photos using PowerPoint.</i> | 2 | 2 | 2 | 1 | 1 |
| <i>Prepare a data base having the details of your employees, address photo, date of entry and date of retirement</i> | 2 | 2 | 2 | 1 | 1 |
| <i>Prepare pay bill of employees based on the above data</i> | 2 | 2 | 2 | 1 | 1 |
| <i>Scan your photograph and signature for submitting your application for a job</i> | 3 | 3 | 2 | 2 | 1 |
| <i>Editing the image using Photoshop</i> | 3 | 3 | 2 | 2 | 1 |

*Mistakes are with reference to Technique, Procedure & precautions, while precision refers to technique, procedure, precautions, time & result

(Marks awarded in words:)

Signature of the Training In-charge (Mentor)
Name
Designation

Signature of the faculty incharge (Guide)
Name
Designation

Weightage of marks for Assessment of Learning Outcomes during first and second assessment

| <i>Sl. No</i> | <i>Learning Outcome</i> | <i>Max Marks Allotted For first assessment</i> | <i>Max Marks Allotted For second assessment</i> |
|---------------|--|--|---|
| 1 | Analyse and appraise the structure, functions and the objectives, duties and responsibilities of the staff in the organization and exhibiting the personal as well as organizational values. | 20 | 20 |
| 2 | Analyse and exhibit the Secretarial skills including Office/Finance Management and have exposure to areas like Personnel, Accounts, Inventory (Stores) etc. | 60 | 20 |
| 3 | Acquire and exhibit Stenography skills and have exposure to personal assistant duties. | 20 | 40 |
| 4 | Acquire and exhibit computer skills for data processing as well as e-office management | 20 | 40 |
| | <i>Total</i> | <i>120</i> | <i>120</i> |

GUIDELINES FOR INDUSTRIAL TRAINING OF DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE

- Duration of the training: 6 months.
- Eligibility: As per SBTET norms
- The Industrial Training shall carry maximum 300 marks
- Pass mark is 50% in assessment at industry (first and second assessment put together) and also 50% in final summative assessment at the institution level
- Formative assessment at industry level shall be carried out by the representative of the industry, where the student is undergoing training and the faculty from the concerned section in the institution.
- If the student fails to secure 50% marks in assessment at industry (first and second assessment put together), the student should reappear for 6 months industrial training at his/her own expenses.
- If the student fails to secure 50% marks in final summative assessment at institution level, the student should reappear for final summative assessment in the subsequent board examination.
- Final summative assessment at institution level is done by both internal, external examiners and faculty members who assessed the students during industrial training.
- During industrial training the candidate should maintain a minimum of 90% attendance.
- If the student fails to secure 90% attendance during industrial training, the student should reappear for 6 months industrial training at his/her own expenses.

Guidelines to the Training Mentor in the industry:

- Shall train the students in all the skill sets as far as possible.
- Shall assess and award the marks in both the assessments along with the faculty member.
- Shall check and approve the log books of the students.
- Shall approve the attendance of each student at the end of the training period.
- Shall report to the guide about student's progress, personality development or any misbehaviour as the case may be.
- ✓ **Every Teacher (including HoD if not holding any FAC) shall be assigned a batch of students of 10 to 15 for industrial training irrespective of student's placements for training.**

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