

CURRICULUM - 2023

C -23

DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE



STATE BOARD OF TECHNICAL EDUCATION & TRAINING
ANDHRA PRADESH

**-DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE
CURRICULUM- 2023 (C-23)**

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PREAMBLE

Technical Education is a key driver of economic development and plays a crucial role in providing individuals with the skills and knowledge necessary to thrive in the workplace. As technological advancements continue to reshape industries and create new opportunities, it is critical that technical education curricula remain relevant and up-to-date.

The curriculum has been designed with this in mind, with a focus on practical skills, critical thinking, and problem-solving. We believe that these skills are essential for success in both academic and professional spheres. The revamping of the technical education curriculum is made with collaborative effort from educators, industry experts, policymakers, and students.

At the heart of the curriculum, is the belief that the technical education should be **student-centered**, empowering learners to take ownership of their learning and pursue their passions. We aim to create a learning environment that is safe, supportive, and nurturing, where every student has the opportunity to reach their fullest potential. We acknowledge that learning is a lifelong journey, and our curriculum is designed to provide a solid foundation for continued growth and development. We hope that our students will not only leave with a diploma but with employability and passion for learning.

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. **The Curriculum should be flexible, adaptable, and responsive to the changing needs of the industry and society.** 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.

The design of Curriculum C-23 was started in the month of January - 2023. Feedback was collected from all stake holders: Students, Lecturers, Senior Lecturers, Head of Sections and Principals for all programmes for this purpose. Accordingly, a workshop was convened on 15th February 2023 by Smt. C. Naga Rani, I.A.S, Director of Technical Education & Chairperson, SBTET, AP to discuss on revamping of C-20 curriculum to meet the needs of industries and for improvement of placements.

The meeting was attended by Sri. Saurab Gaur, I.A.S, Principal Secretary, Skill Development & Training, Smt. Lavanya Veni, I.A.S, Director, Employment & Training. Thirteen Representatives from Industries and Fourteen Academicians from Higher Level Institutions and officials of ITI, Skill Development, CTE & SBTET attended the workshop.

Smt. C Naga Rani, I.A.S., Commissioner of Technical Education while addressing in the workshop, emphasized the necessity of industrial training and on-hand experience, that the students need to undergo to support the industries and the Gaps in the Curriculum need to be fixed to make the students passionate to work in the industry in order to support economy of the country.

The committees of each branch consisting of experts from Industries, Higher Level Institutions and Faculty of Polytechnics are informed to study the possibility of incorporating the following aspects while preparation of the curriculum so as to improve employability.

- **To bring out industry oriented Diploma Engineers.**
- **Internet of Things (IoT) for all branches**
- **Theoretical & Practical subjects 50: 50 Ratio**
- **Industry 4.0 concepts.**
- **5G Technology.**
- **Critical Thinking (Quantitative Aptitude, Data Interpretation, Quantitative reasoning etc) to face the written tests conducted by the industries during placements.**

In continuation, series of workshops with subject experts followed in the subsequent weeks for thorough perusal for preparation of draft curriculum. Also, the suggestions received from representatives from various industries, academic experts from higher level institutions, subject experts from Polytechnics, have been recorded, validated for incorporation into the **Curriculum C-23**. Finally, the draft curriculum was sent to academicians of higher-level institutions, industrial experts for Vetting.

The design of new Curricula C-23 for 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 diploma holders 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 and designed to meet the requirements of NBA Accreditation, too.

The Revised Curriculum i.e., Curriculum-2023 (C-23) is approved by 45th Academic Committee of SBTET, A.P for its implementation with effect from Academic Year 2023-24. Also, the SBTET, A.P under the aegis of the Department of Technical Education, Andhra Pradesh in it's 62nd Board Meeting held on 13-07-2023 (vide item no: 17) Approved to update the Polytechnic Curriculum C-23 with effect from the academic year 2023-2024 onwards after revamping the present C-20 curriculum, to meet the latest industrial technological developments including Industry 4.0 concepts.

2. HIGHLIGHTS OF CURRICULUM C-23

The following Courses/ Topics are incorporated in this curriculum C-23 as per the suggestions received from Industrial Experts, Faculty of Higher Level Institutions and Polytechnics to improve the Employability Skills of the Polytechnic Students.

- The curriculum is redesigned keeping in view the overall employability skills after the diploma and also the educational prospects.
- In order that the diploma holder meets the competition in the context of the emerging areas, topics such as quantitative techniques, analytical abilities, tests of reasoning are incorporated in the syllabus only to strengthen their chances of employment immediately after the diploma.
- Besides, skills such as Desktop Publishing, Tally and MS Office, Typewriting and Shorthand offer both employment as well as self employment opportunities.
- The practical training in Communication skills and Life skills radically improves their inter-personal abilities.

3. ACKNOWLEDGEMENTS

The Members of the working group are grateful to Smt C. Naga Rani I.A.S., Commissioner of Technical Education & Chairman of SBTET, for continuous guidance and valuable inputs during process of revising, modifying and updating the Curriculum C-20 to Curriculum C-23.

We are grateful to Sri. S. Suresh Kumar, I.A.S, Principal Secretary, Skills Development & Training for his valuable suggestions to bring the revamped curriculum C-23 in to a final form to meet latest Industry 4.0 concepts.

We are grateful to Sri. Saurab Gaur, I.A.S, former Principal Secretary, Skills Development & Training who actively participated in the Industry-Academia workshop conducted on 15th February, 2023 and offered valuable suggestions and insights into the learning needs and preferences so that the curriculum is engaging, inclusive, and effective.

It is pertinent to acknowledge the support of the following in the making of Curriculum C-23. A series of workshops in different phases were conducted by SBTET, AP, Guntur involving faculty from Polytechnics, Premier Engineering Colleges & representatives from various Industries and Dr. C. R. Nagendra Rao, Professor & Head, NITTTR-ECV to analyse the Previous C-20 Curriculum and in designing of C-23 Curriculum, is highly appreciated and gratefully acknowledged.

We also extend our sincere thanks to Sri. V. Padma Rao, Joint Director of Technical Education, Sri K.V. Ramana Babu, Secretary, SBTE&T, Andhra Pradesh, Sri K. Vijaya Bhaskar, Deputy Director (Academic) , Andhra Pradesh, officials of Directorate of Technical Education and the State Board of Technical Education, Andhra Pradesh and all teaching fraternity from the Polytechnics who are directly or indirectly involved in preparation of the curricula.

4. RULES AND REGULATIONS OF C-23 CURRICULUM

4.1 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.**

4.2 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. Only the candidates satisfying the following requirements will be eligible to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET).
 - a. 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.
 - b. 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.
 - c. 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

4.3 Medium of Instruction

The medium of instruction and examination shall be English.

4.4 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.

4.5 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.

4.6 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.

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.

4.7 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.
- c) 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.

4.8 Scheme of Evaluation

a) First Year

Theory Courses: Each Course carries Maximum marks of 80 with an end 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 40/20 Marks for internal assessment i.e. sessional marks for each practical Course with an end examination of 3 hours duration carrying 60/30 marks. However, there are no minimum marks prescribed for sessional.

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 3 hours duration 40/20 sessional marks.

4.9 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. The details are presented below.**

S. No.	Type of Assessment	Weightage Assigned
(i)	Testing of knowledge through mid-examination for year/ sem as (Mid-1+Mid-2+Mid3) or (Mid-1 + Mid-2)	40
(ii)	Assignments	5
(iii)	<i>Dynamic Learning activities : Project Work/ Seminar/Tech-fest/Group Discussion, Quizzes etc./Extra-curricular activities/NSS/NCC/IPSGM/Cleaning & Greening of Campus etc.</i>	5
	TOTAL	50

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

At least one assignment should be completed for each unit which carries 10 marks. The total assignment marks should be reduced to 5.

The dynamic learning activity is to be conducted which carries 10 marks. The total marks should be reduced to 5.

The total 50 marks assigned to internal assignment is to be scaled down to 20 marks.

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 Assessment of Regular Class work Exercises.	From the Average of TWO Unit Tests.	From the Average of Assessment of Regular Class work Exercises.

- For first year engineering drawing each unit test will be conducted for a duration of 2 hours with maximum marks of 40.
- (Part - A: 4 questions x 5 marks = 20 Marks; Part -B: 2 questions x 10 marks = 20 marks).
- For the semester drawing examinations, Two Unit tests shall be conducted as per the Board End Examination Question Paper Pattern.
- All Drawing exercises are to be filed in serial order and secured for further scrutiny by a competent authority

(ii) Laboratory Courses:

- (a) Student's performance in Laboratories / Workshop shall be assessed during the year/ semester of study for 40 marks in each practical Course.
- (b) 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) HoD/Senior Lecture (Selection Grade-II) from the 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 (Guide) and 2. Training in charge (Mentor) of the industry	Learning outcomes as given in the scheme of assessment ,for Industrial Training	120
2	22 weeks			120
3. Final summative Evaluation	24 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

- h) Each staff member including Head of Section shall be assigned a batch of students 10 to 15 for making assessment during industrial training.

4.10 Minimum Pass Marks

a) 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.

b) 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.

C) Industrial Training:

- I. Monitoring: Similar to project work each teacher may be assigned a batch of 10-15 students irrespective of the placement of the students to facilitate effective monitoring of students learning during industrial training.
- II. Assessment: The Industrial training shall carry 300 marks and pass marks is 50% in assessments at industry (first and second assessment) and final summative assessment at institution level put together i.e. 150 marks out of 300 marks. And also student has to secure 50% marks in final summative assessment at institution level.
- III. **In-Plant Industrial Training for 3-Year Diploma (C-23) Courses is scheduled as per the Academic Calendar of the SBTET every year.**

4.11. Provision for Improvement

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

- a) Improvement is allowed in any 4 (Four) Courses of the Diploma.
- b) 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.
- c) No improvement is allowed in Practical / Lab Courses or Project work or Industrial Training assessment. However, improvement in drawing Course(s) is allowed.
- d) If improvement is not achieved, the marks obtained in previous Examinations hold good.
- e) 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.

4.12. 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 up to 10%) 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.
A candidate is eligible to appear for the 3rd semester examination if he/she puts the required percentage of attendance in the 3rd semester and pays the examination fee.

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 puts the required percentage of attendance in the 4th semester and pays the examination fee.

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 puts the required percentage of attendance in the 5th semester and pays the examination fee.

v) A candidate shall be sent to Industrial training / VI semester provided he/she puts in the required percentage of attendance in the 5th 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) puts the required percentage of attendance, i.e., 90% in 6th semester Industrial Training.

For IVC & ITI Lateral Entry students:

i.) A candidate shall be permitted to appear for Third Semester examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds up to 10%) and pay the examination fee for Third semester.

ii) 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 puts the required percentage of attendance in the 4th semester and pays the examination fee.

ii) 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 puts the required percentage of attendance in the 5th semester and pays the examination fee.

- iii) A candidate shall be sent to Industrial training / VI semester provided he/she puts in the required percentage of attendance in the 5th 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) puts the required percentage of attendance, i.e., 90% in 6th semester Industrial Training and pays the examination fee.

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 puts the required percentage of attendance in the 4th semester

For IVC & ITI Lateral Entry students:

- 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 ie.,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

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in the 7th 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

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.

For IVC & ITI Lateral Entry students:

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

IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in 6th semester.
- 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, i.e., 90% in 7th semester Industrial Training.

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance, i.e., 90% in 7th semester Industrial Training.

4.13. 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 the regular 3 years/ 3 ½ years and four subsequent examinations from the year of first admission.

4.14. 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.

4.15. 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 i.e., Either/Or type, and each question carries 8 marks.

The sum of marks of 3 tests for I year and 2 tests for semesters including assignments and Dynamic learning activities (50 marks) 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 mark 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' and 'B'

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

Section 'B' with Max marks of 50 contains 8 essay type questions. Only 5 questions are to be answered and each carry 10 marks, i.e., Max. Marks: $5 \times 10 = 50$.

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, i.e., $4 \times 10 = 40$.

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.

4.16. 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.

4.17. 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.

4.18. 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 fulfil 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.

4.19. 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.
- (vii) After Re-verification of valued answer script the same or change if any therein on Re-verification, will be communicated to the candidate.
- (viii) 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.

4.20. **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 in vogue.

4.21. **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.

4.22. **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.

4.23. 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.

4.24. 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 Mangalagiri.
- iii. In case of any ambiguity in the interpretation of the above rules, the decision of the Secretary, SBTET, and A.P is final.

ABOUT THE COURSE:

The course aims at providing multi-faceted skills in three major areas viz. Computers, Typewriting & Shorthand and Accountancy & Management. Thus the student finds employment in any of the above areas as Data Entry Operator, Typists & Stenographers and Accountants in a majority of the offices both in public and private sectors. The employability for the pass outs is perennial as every organization requires professionals in the administration/office to support the technical personnel. Many of the pass outs find jobs in Central or State Government Offices / Public Sector Undertakings and Courts where the services of Stenographers are essential.

ABOUT THE CURRICULUM:

This curriculum (C-23) is revised and updated keeping in view the industry needs and the students' employability in the market.

In order to improve the employability chances, the analytical abilities of the student are tapped and honed with the introduction of the subject "Analytical Skills" in the curriculum, which covers a majority of the syllabus of competitive examinations, like SSC, IBPS, Railways, and APPSC etc. The subject of "Field Practices" in the V Semester will reinforce and enhance the confidence of the student during their Industrial Training in the VI Semester. The feedback from both the stakeholders' viz., the training organizations vis-à-vis the student trainees in this regard is highly satisfactory that drives the enriching of the curriculum in a more dynamic way.

The subjects of "Field Practices", "Communication Skills" and "Life Skills" are better followed up by an interactive and student centric activity session for one hour per week. Further, the students are exposed to Physical Activity, which is complementary to their classroom instruction, by referring to important text books/journals/select periodicals (online or offline) in the Library for one hour each in a week. These activities, not only balance the physical as well as mental abilities, but also improve the same.

This course, besides providing foothold, soon after completion of Diploma, also enables and encourages the student to pursue higher education in professional areas such as Chartered Accountancy, Cost Accountancy, Management, Company Secretary ship and Law, while enjoying the fruits of employment.

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DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE (C-23)
SCHEME OF INSTRUCTIONS AND EXAMINATIONS

I YEAR

Course Code	Name of the Course	Instruction period / week		Total Periods / year	Scheme of Examination			
		Theory	Practical /Tutorials		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 Organisation	4	-	120	3	20	80	100
PRACTICAL:								
CCP-105	Information and Communication Technology (Practicals)	-	6	180	3	40	60	100
CCP-106	English Typewriting-I	-	6	180	10 minutes	0	100	100
CCP-107	English Typewriting-II	-	5	150	45 minutes	0	100	100
ACTIVITIES (Library, Physical and Personality Development)			3	90				
TOTAL:		22	20	660+600	-	120	580	700

NOTE:

- I) FOR CCP-101 ENGLISH-I, THE TEXT BOOK PRESCRIBED BY BOARD OF INTERMEDIATE EDUCATION (BIE), 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 36 marks (being 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 /Tutorials		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	-	75	3	20	80	100
CCP-303	Modern Office Management	3	-	45	3	20	80	100
CCP-304	Business Communication	3	-	45	3	20	80	100
PRACTICAL:								
CCP-305	English Shorthand 60 WPM	-	7	105	3	40	60	100
CCP-306	English Typewriting-I (45 WPM)	-	3	45	10 minutes	0	100	100
CCP-307	English Typewriting-II (45 WPM)	-	3*	45	60 minutes	0	100	100
CCP-308	Desktop Publishing	-	5	75	3	40	60	100
CCP-309	Computer Packages	-	4	60	3	40	60	100
ACTIVITIES (Library, Physical and Personality Development)			3	45				
Total:		17	25	255+375	-	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 "computer based proficiency test" 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 /Tutorials		Duration (hours)	Sessional Marks	End Exam Marks	Total Marks
THEORY:								
CCP-401	English-III	5	-	75	3	20	80	100
CCP-402	Accountancy-III	5	-	75	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)	-	3	45	3	40	60	100
CCP-408	Communication Skills	-	3	45	3	40	60	100
CCP-409	Tally	-	4	60	3	40	60	100
ACTIVITIES (Library, Physical and Personality Development)			3	45				
Total:		22	20	330+ 300	-	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.
- THE PASSING MINIMUM FOR CCP-406 ENGLISH SHORTHAND (80 WPM) IS RETAINED AS 35% AS THERE ARE NO INTERNAL MARKS. BUT, A PASS WITH 45% i.e. 36 each IN THE END EXAMINATION IN CCP-406 AND CCP-103 IS CONSIDERED AS EQUIVALENT TO SHORTHAND ENGLISH LOWER GRADE (80 WPM) OF TECHNICAL EXAMINATIONS.
- 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 /Tutorials		Duration (hours)	Sessional Marks	End Exam Marks	Total Marks
THEORY								
CCP-501	Banking	3	-	45	3	20	80	100
CCP-502	Business Economics	5	-	75	3	20	80	100
CCP-503	Quantitative Techniques - II	5	-	75	3	20	80	100
CCP-504	Principles of Marketing	4	-	60	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
ACTIVITIES (Library, Physical and Personality Development)		-	3					
TOTAL:		17	25	255+ 375	-	260	640	900

DIPLOMA IN COMMERCIAL AND COMPUTER PRACTICE
SCHEME OF INSTRUCTIONS AND EXAMINATIONS
 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

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-1	6	180	20	80

Introduction:

Curriculum C-23 aims at imparting the students the much-needed communicative competence to enable them to be effective communicators in the use of English in both 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 (Marks X No.of Questions)	No. of Short Questions (@ 3 Marks	No. of Essay Questions @ 10 Marks
	1. POETRY	25	3X1=3 10X2=20 Total =23 Marks	1Annotation	2 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 (Marks X No. of Questions)	No. of Short Questions	No. of Essay Questions
	2. PROSE	30	3X2=6 10X2=20 Total= 26Marks	2 Short questions	2Essay Questions
1	Letter to this 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 (Marks X No.of Questions)	No. of Short Questions	No. of Essay Questions
	3. NON DETAILED TEXT	25	10X2=20 Marks	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 Betolt Brecht	5			

SL. No	4. Study of Language	No. of Periods	Weightage of Marks (Marks X No.of Questions)	No. of Short Questions	No. of Essay Questions
	Grammar, Study Skills & Communication Skills	100	3X7= 21 10X2= 20 Total= 41Marks		
	Major Topic				
1	Parts of Speech- Synonyms & antonyms	10	3	1	
2	Prepositions & Articles	10	3	1	
3	Tenses	12	3	1	
4	Voice	6	3	1	
5	Words and Phrases	10	3	1	
6	Degrees of comparison & Framing Questions	10	3	1	
7	Direct, Indirect Speech	12	3	1	
8	Phonetic Transcription	10	4	-	
9	Dialogue Writing	10	6	-	1
10	Reading Comprehension	10	10	-	1
	TOTAL	180	120	10	08

	<ol style="list-style-type: none"> 1. Total Periods of the Course =180 Periods 2. Total weightage of Marks including choice in the End Exam question Paper = 110 Marks 3. Actual weightage of Marks excluding choice that the student should answer for full marks in the End Exam = 80 Marks 4. 3 Unit Tests should be conducted @50 Marks each (Theory 40 Marks+ Assignments 5 M + Learning Dynamic Activities 5 M) that will be averaged for total 20 Marks by SBTET 5. Please follow the Blue prints and Model question papers attached 				
The End Exam Question Paper contains 2 Parts as follows					
	PART-A	10 short questions	@3 Marks	30 Marks	No Choice
	PART-B	5Essay questions+ 3 choice	@ 10 marks	80 Marks (including choice of 30 Marks)	Choice- 3 questions

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 Lord!	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 (situations based)
- 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.**

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	No. Of marks	Short Qns.	Essay qns.	COs Mapped
1	Introduction to Accountancy, Journal and Ledger	45	12+16	4	2	CO1
2	Subsidiary Books	25	3+8	1	1	CO2
3	Cash Book, Petty Cash Book	35	6+16	2	2	CO3
4	Bank Reconciliation Statement	25	3+8	1	1	CO4
5	Trial Balance and Final Accounts of Sole Trading concerns	50	6+26 (8+18)	2	2 *	CO5
	Total	180	30+74	10	8	

NOTE:* In Part-A of question paper, each question carries 3 marks. In Part-B, out of 8 questions, student has to answer any 5 problems, including Q.No.11 on FINAL ACCOUNTS chapter, which is a COMPULSORY PROBLEM carrying 18 marks.

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

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

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	Short Qns,	CO's Mapped
1	Introduction	02	2	CO1
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	CO3
6	Loops ST & STR	10		
7	Initial Hooks, Alternative Forms	10		
8	Final Hooks	07	1	
9	Circles & Loops to Initial & Final Hooks	10	2	CO4
10	Shun Hook	05		
11	Aspirate, R, L & SH	10	2	CO5
12	Compound Consonants, Vowel Indication	07		
13	Halving Principle	15		
14	Doubling Principle	10	1	CO6
15	Diphones, Medial Semicircle	05		
16	Prefixes, Suffixes & Terminations	10	2	CO7
17	General Contractions & Essential Vowels	10	1	
18	Special Contractions	20		
19	Précis Writing	09	1	CO8
Total		180	12+1+1	

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.

Course Objectives	(i) To familiarize with the rules of writing English Shorthand (ii) To enhance the précis writing skills 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 three positions.
- 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 Curved strokes with initial hooks.
 - 9.4 State how Circles are added to curved 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.
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- 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.A103, Sri Gayathri Thota Residency Apartments, Besides SRL Colony Arch, Vaishnavi Nagar, Kothapet, Hyderabad - 500 035
3. Pitman Shorthand Dictionary
4. New course in Pitman's Shorthand

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

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	04	120	20	80

S. No.	Chapter/ Unit title	No. of Periods	Marks	Short qns	Essay qns.	CO's mapped
1.	Nature and Scope of Business - Forms of Business Organisation - Sole Proprietorship, Partnership	40	39	3	3	CO1
2.	Joint Stock Company - Types of Companies, Incorporation of Joint Stock Companies, Raising of Capital - Management of Company (Indian Companies Act, 2013)	50	29	3	2	CO2
3.	Distribution Network	10	16	2	1	CO3
4.	Foreign Trade	10	13	1	1	CO4
5.	Insurance	10	13	1	1	CO5
	TOTAL	120	110	10	8	

Course objectives	To know the various forms of businesses and their formation.
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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 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, 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, Sultan Chand & Co.
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.

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 2.12
Unit Test-II	From 2.13 to 3.6
Unit Test-III	From 4.1 to 5.12

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)	6	180	40	60

TIME SCHEDULE

S. No	Chapter/unit title	No.of periods	CO's Mapped
1	Fundamentals of I.T	40	C01
2	MS-Word	70	C02
3	MS- Power point	70	C03
	Total periods	180	

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.
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		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	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Check calculator in Standard mode

		mode.	• Check calculator in scientific mode.
12	Exercise using Notepad/WordPad.	i) Able to use Notepad ii) Able to use WordPad	• 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.	• 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.	• Create E-mail id. • Send and Receive messages using E-mail.
22	Exercise on Zip/unzip files/folders.	Able to Zip/Unzip Files/Folders.	• 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/ Square etc.	Check whether able to use Drawing tool bar / water making / Boarder shading / Word art etc.
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	Check whether able to Insert a new slide in the existing Power Point file using new slide option in home

		home menu. Able to Insert a new slide in the existing Power Point file using slide layout option in home menu.	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
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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 @ 30 wpm 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	05	150	-	100

Course Objectives	<ul style="list-style-type: none"> i. To know the various types of correspondence used in Business and Government Organizations. ii. To familiarize with the manuscripts and to amplify the abbreviations iii. To transform various manuscripts into neatly typed formats with accuracy and neatness.
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Course outcomes	The student shall be able to	
	CO1	type the Statement with accuracy and neatness from Manuscripts.
	CO2	type the business correspondence.
	CO3	type 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)	50	CO1
2	Practice of Professional Letter/Business Letter/Application Letter	50	CO2
3	Government Order/Memorandum	50	CO3
	Total	150	

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
PRESCRIBED BY BOARD OF INTERMEDIATE EDUCATION)

Course Code	Course Title	No. Of Period/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 @ 10 Marks	Cos mapped
	I. Poetry	25	36			
1.	On His Having Arrived at the age of Twenty Three- John Milton	05				
2.	The Tables Turned- William Wordsworth	05		1+1	3	CO1
3.	The Builders- H.W. Longfellow	05				
4.	Any Woman- Katherine Tynan	05				
5.	A Challenge to Fate - Sarojini Naidu	05				
	II. Prose	25	36			
1.	Of Studies - Francis Bacon	05				
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		1+1	3	CO2
5.	Learning from West - N R Narayana Murthy	05				
		40				
	III. Grammar and Communication Skills		38			
1	Basic Sentence structures	4		1		
2	Note-Making	4		2		
3	Error analysis	8		1		
4	Comprehension (advertisement)	8		2		CO3
5	Letter Writing: formal & Informal	8			1	
6	General paragraph & Essay writing	8			1	

	Total	90	110	10	8	
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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 Study

a) Grammar:

1. To learn and use the 5 basic sentence structures in English
 - ix) S+V ii) S+V+O iii) S+V+IO+DO iv) S+V+SC v) S+V+ O+ OC
2. 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, usage, word order in a question.. Etc.

b) Reading Comprehension :

Advertisements: To read and comprehend the facts and features in the job notifications and advertisements.

c) Composition : To improve the writing skills:

- i) Note-Making: To make short notes of a long pieces 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) General paragraph & Essay writing: To inculcate the skill of writing a paragraph and general essay. To know the aspects of unity of thought, coherence, cohesion, introduction, supporting details and conclusion of a paragraph and an essay.

Course Contents: The subject consists of two parts - the study of textbook 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 :

- i) To improve the communication skills of students, every weekend, one period maybe allotted to speech practice, seminar, debate, pair work and group work.
- ii) 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.

CCP-302 ACCOUNTANCY - II

Course Code	Course Title	No. Of Period/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	Marks	Short Qns.	Essay Qns.(8 marks each)	Cos mapped
1	RECTIFICATION OF ERRORS	10	11	1	1	CO1
2	DEPRECIATION	15	22	2	2	CO2
3	BILLS OF EXCHANGE	15	22	2	2	CO3
4	A/CS OF NON-TRADING CONCERNS	20	27	3	1 * (18 marks)	CO4
5	CONSIGNMENT	15	22	2	2	CO5
	TOTAL	75	104	10	8	

Course Objectives	To know the Accounting methods in different kinds of organisations
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The student will be able to --

Course Outcomes	CO1	(I) identify the errors in Trial balance and their rectification
	CO2	(II) Calculate the Depreciation on various assets by using different 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 significance of 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, Diminishing Balance and Sinking Fund 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 in-due-course, Noting charges

3.3 Prepare journal entries for (a) honour of bill (b) dishonour of bill (c) endorsement of bill (d) discounting of bill (e) sending bill for collection, in the books of drawer and drawee.

3.4 Explain Retirement of bill

3.5 Explain Renewal of bill

3.6 Explain an Accommodation bill

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 / 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 non-trading concern's final accounts.

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 Income and Expenditure Account with the Profit and Loss Account.

4.11 Compare the Receipts and Payments Account with the Cash book.

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 or list of balances.

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 Loss and Abnormal Loss

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.
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 Balance Sheet of a Non-Trading Organisation
5. Consignment - Meaning and features - Difference between Consignment and Sale -- Normal, Del credere and Over-riding commission - Accounting treatment in the books of consignor and consignee - valuation of Unsold stock - normal/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

UNIT TEST SYLLABUS DIVISION TABLE FOR C-23 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

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	3	45	20	80

S. No.	Chapter/Unit Title	No. of Periods	Marks	Short Qns.	Essay Qns.	CO's Mapped
1	Office Management, Departmentation	10	26	2	2	CO1
2	Organization Structure and Layout	10	16	2	1	CO2
3	Filing and Indexing	10	26	2	2	CO3
4	Inward and Outward Mail, Office Stationery	7	16	2	1	CO4
5	Payment Methods, Meetings	8	26	2	2	CO5
	Total	45	110	10	8	

Course Objectives	To familiarize with various Modern Office Procedures and Practices
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	The student will be able to	
Course Outcomes	CO1	observe the importance of office and departmentation
	CO2	understand the Organization structure and Layout of an Office
	CO3	Observe various Methods of Filing and Indexing
	CO4	Understand the Mailing procedure and issues related to stationery
	CO5	Identify the Payment methods 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 – Personnel, Sales, Purchases, Finance and Dispatch Departments.

- 1.10 Explain the functions of each department.
 - 1.11 What is e-office?
 - 1.12 Explain the environment of e-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 List the consequences of poor organization.
 - 2.7 Explain the importance of office layout.
 - 2.8 List and explain the objectives of office layout.
 - 2.9 Design the Layout of an 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- Old methods and Modern methods
 - 3.4 Compare different methods of filing
 - 3.5 Define Note file, current file, back-file
 - 3.6 Precautions while writing a Note file
 - 3.7 State the meaning of Indexing
 - 3.8 List and explain the objectives of Indexing.
 - 3.9 Explain various types of indexing and prepare the models for various types indexing.
 - 3.10 Differentiate various types of Indexing.

 - 4.0 Office Stationery, Inward and Outward Mail.**
 - 4.1 State the meaning Stationery
 - 4.2 State the importance of stationery.
 - 4.3 List out the types of stationery used in an office.
 - 4.4 Explain the procedure for issues, control and consumption of stationery.
 - 4.5 State the meaning and proforma of Indent and Stock Register
 - 4.6 Explain the procedure to maintain stock register.
 - 4.7 State the receiving and sorting of letters.
 - 4.8 State the opening, recording, marking and distributing letters.
 - 4.9 Explain the procedure for Inward Mail.
 - 4.10 . Give the proforma of Inward Mail Register and prepare with imaginary data
 - 4.11 State the sorting, sealing, weighing and stamping of letters
 - 4.12 Explain the procedure for Outward Mail.
 - 4.13 Give the proforma of outward mail register and prepare with imaginary data

 - 5.0 Payment Methods, Office Meetings.**
 - 5.1 List the various methods of making payments (traditional and modern)
 - 5.2 State the meaning of Money Order
 - 5.3 State the meaning of Indian Postal Order
 - 5.4 State the meaning of Bank (Demand) Draft.
 - 5.5 State the meaning of Internet Banking – NEFT, RTGS, phone pay etc.
 - 5.6 Compare the above methods of making Payments.
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- 5.7 State the meaning of Meeting Notice and give the proforma of office meeting notice and agenda
- 5.8 Illustrate the procedure to record minutes of the Office Meeting.
- 5.9 Draft the meeting notice, agenda and minutes of meeting of an office.

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 – Consequences of poor organization – Layout of an office – Design of office layout.
3. Filing and Indexing- Objectives of filing – Various 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 consumption of stationery-Maintenance of stock register -Office Correspondence –Inward mail procedure – Outward mail procedure.
5. Payment Methods - Various methods of making payments –Comparison of various methods of payments – Office Meetings – Meeting notice –Procedure for recording of minutes of an office meeting.

REFERENCES:

1. RSN Pillai Bhagavathi, Office Management, S Chand Publications
2. V.Balachandran, V.Chandrasekharan, Office Management, Mc Graw Hill Companies
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.

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

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	03	45	20	80

S. No.	Chapter/ Unit title	No. of Periods	Marks	Short Qns.	Essay qns.	CO's Mapped
1.	Introduction, Essentials of Business letter, lay out	05	13	1	1	CO1
2.	Enquiries, Offers, Quotations, Acceptance and Order, Confirmation, Execution and Cancellation of orders	18	42	4	3	CO2
3.	Claims, Complaints and Adjustments	9	16	2	1	CO3
4.	Collection letters and Circular Letters	5	26	2	2	CO4
5.	Application for a Situation	8	13	1	1	CO5
	TOTAL	45	110	10	8	

Course objectives	1.To use the communication skills in improving business 2.To familiarize with business correspondence
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	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.
- 1.6 Submitting Online Applications on websites of – ISRO, BDL, NMDC, ECIL, UPSC, APPSC, SSC, IBPS, RRB, etc. for Apprenticeship/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.

UNIT TEST SYLLABUS DIVISION TABLE FOR C-23 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

CCP-305 ENGLISH SHORTHAND 60 WPM (PRACTICAL)

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
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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.

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)	03	45	-	100

S. No	Major Topics	No of Periods	CO's Mapped
1	Practice of running matter-selected exercises @ 30 wpm	15	CO1
2	Practice - 35 WPM	15	CO2
3	Practice - 45 WPM	15	CO3
	Total	45	

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

Course outcomes	The student shall be able to	
	CO1	Practice the speed at 30 WPM with neatness and accuracy
	CO2	Practice the 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	03	45	-	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	20	CO1
2	Official Letter, Business Letter	12	CO2
3	Government Order /Government Memorandum /Notification/Judgement	13	CO3
	Total	45	

Course Objectives	<ul style="list-style-type: none"> 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.
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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	5	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
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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	Use history palette to make	Acquaint to make correction

	palette	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	4	60	40	60

TIME SCHEDULE

S. No	Chapter/unit title	No. of periods	CO's Mapped
1	MS-Excel	25	C01
2	MS-Access	35	C02
	Total periods	60	

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

BOARD OF INTERMEDIATE, SECOND YEAR TEXT BOOK SYLLABUS

Course Code	Course Title	No. Of Period/Week	Total No. Of Periods	Marks for FA	Marks for SA
CCP 401	English - III	5	75	20	80

Time schedule

S. No.	Major Topics	No. of periods	Weightage of Marks	No. of short questions @3 Marks	No. of Essay questions @10 Marks	Cos mapped
	I. Non - Detailed Text		Marks X			
1.	<i>The Adventures of Tom Sawyer</i> - by Mark Twain (an abridged version)	35	No. of Questions. 10X5=50		5	CO1
	II. Composition and Communication Skills	40	3X 10=30 10X3= 30			
2.	i) Describing a process	3		1		CO2
	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			1	
	ix) Reading Comprehension	5			1	
	x) Role-play (dialogue writing)	7			1	
	<i>Total</i>	75	110	10	08	

OBJECTIVES :

1.Non-Detailed :

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

Language Work :

2. Composition and Communication skills:

3.Composition

- 1) Describing a process: To learn to describe a recipe, drawing money from ATM, building /arranging something etc.
- 2) Filling-in different kinds of forms: To learn to fill Railway reservation forms, bank forms, applications etc.
- 3) Note Making: To learn to make notes of the long text, to learn short forms and abbreviations to make notes
- 4) 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) An unseen passages or from Non detailed Text: To read and comprehend the factual information, general details, specific details, making inferences, suggesting a title, answering experiential and vocabulary questions.

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/ Dialogue making: To construct dialogue or conversation between two people on the given situation with proper use of different sentences like questions, assertive, exclamatory. Discussion on job interviews can be focussed to inculcate employability skills.

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.

Bifurcation of Syllabus/ Topics for Unit Tests- C23-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	i) Describing a process ii) Word power (Vocabulary) iii) Syllabification of words iv) Filling in forms v) Curriculum Vitae	
U.T-2	Chapters 5 to 8	vi) Non-verbal Interpretation vii) Framing Questions viii) Note Making ix) Dialogue Writing x) Reading Comprehension	

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	5	75	20	80

Sl. No.	Chapter/Unit Title	No of periods	Marks	Short Qns.	Essay Qns. @ 8 each	CO's Mapped
1	AVERAGE DUE DATE	10	11	1	1	CO1
2	ACCOUNTCURRENT	10	11	1	1	CO2
3	PARTNERSHIP ACCOUNTS – Profit and Loss Appropriation Account, Maintenance of Capital Accounts and Methods of calculating Goodwill	10	14	2*	1	C03
4	ADMISSION OF PARTNER	15	27	3*	1* (18 marks) + 2 + 1	CO4
5	RETIREMENT & DEATH OF PARTNER	10	19	1*		CO5
6	PARTNERSHIP DISSOLUTION & GARNER Vs MURRAY	10	11	1		CO6
7	JOINT VENTURE	10	11	1	1	CO7
	T o t a l	75	104	10	8	

NOTE 1: In Part-A, small problem questions (*) carrying 3 marks each under topics mentioned specifically above may be given

Note 2: Question No. 11 (compulsory for 18 marks) may be from Admission/Retirement/Death of partners.

Course Objectives	i) Know the preparation of Average due Date and Account Current ii) Know the preparation of Partnership Accounts
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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 different methods and calculate the Interest and Red Ink Interest
	C03	prepare the Profit and Loss Appropriation Account, maintain Capital Accounts of Partners and know the methods of valuation of Goodwill
	CO4	calculate the New Profit sharing ratio, Revalue Assets and Liabilities, adjust the undistributed profits, treat the Goodwill, adjust Partner's capitals and prepare new Balance Sheet
	CO5	Give accounting treatment in case of Retirement or death of Partner.

	CO6	Give accounting treatment for dissolution of partnership firm.
	CO7	Prepare the Joint Venture Accounts in different methods.

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 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
- 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 of 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 Partner's Loan, Interest on Capital, and Interest on drawings 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 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 account and revaluation account
- 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.
- 5.15 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.
4. 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.
5. Retirement or death of a partner - New profit-sharing ratio - Various methods of treatment of goodwill - Accounting treatment in case of retirement of partner.
6. 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.

7. 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) Telugu Academy publications for Intermediate course.
- 8) Basu & Das - Advanced Accountancy Vol I and Vol. II
- 9) Basu & Das - Problems in Advanced Accountancy, Vol.I & Vol. II

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 3.9 to 5.14

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

Sl. No.	Chapter/ Unit Title	No. of periods	Marks	Short Qns.	Essay Qns.	CO's mapped
1	Introduction to STATISTICS - Data collection methods - TABULATION and FREQUENCY DISTRIBUTION - Graphical representation of data	8	29	3* (1 graph)	2*	CO1
2	MEASURES OF CENTRAL TENDENCY - ARITHMETIC, GEOMETRIC & HARMONIC MEAN, MEDIAN, MODE	20	26	2*	2*	CO2
3	MEASURES OF DISPERSION - QUARTILES, DECILES and PERCENTILES - Range and Co-efficient of Range	20	13	1*	1*	CO3
4	QUARTILE DEVIATION, MEAN DEVIATION, STANDARD DEVIATION and CO-EFFICIENT OF VARIATION	20	16	2*	1*	CO4
5	SKEWNESS	7	26	2*	2*	CO5
	TOTAL	75	110	10	8	

Note 1: *Indicates problem questions in Part A, and B.
Part-A contains one question on Graph.

Course Objectives	(i) To know the various statistical tools and their uses across different fields.
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Course outcomes		The student will be able to
	CO1	Explain the importance of data collection, tabulation of data and graphical representation of data, Central Tendency (Arithmetic Mean)
	CO2	Calculate of various Measures of Central Tendency - Various techniques such as Arithmetic Mean, Median & Mode
	CO3	Calculate 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 collection of data.
- 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 Geometric & Harmonic Mean.

- 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.

4.0 Understand the Measures of Dispersion.

- 4.1. Explain the meaning of Dispersion.
- 4.2. Explain the importance of Measures of Dispersion.
- 4.3. List out the various Measures of Dispersion.
- 4.4. Calculate Quartiles.
- 4.5. Calculate Deciles.
- 4.6. Calculate Percentiles.
- 4.7. Calculate Range & Coefficient of Range for different types of data.
- 4.8. Calculate Quartile Deviation for different types of data.

4.9. 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
- 2. MEASURES OF CENTRAL TENDENCY- Merits and demerits of Measures of Central Tendency - Calculation of Arithmetic Mean, Median, and Mode
- 3. GEOMETRIC MEAN AND HARMONIC MEAN
- 4. MEASURES OF DISPERSION - Meaning - objectives of dispersion - QUARTILES, DECILES and PERCENTILES - Range and Co-efficient of Range - QUARTILE DEVIATION, MEAN DEVIATION,
- 5. STANDARD DEVIATION and 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 Sancheti & 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 2.8
Unit Test-II	From 3.1 to 5.7

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	Marks	Short Qns.	Essay Qns.	CO's mapped
1.	Indian Contract Act , 1872	20	39	3	3	CO1
2.	Sale of Goods Act, 1930	20	32	4	2	CO2
3.	Indian Partnership Act, 1932	20	39	3	3	CO3
	Total	60	110	10	8	

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.

Course objectives	To familiarize with the law related to business.
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	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, 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 in 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 Explain the disadvantages of an unregistered firm
- 3.10 Explain Dissolution of partnership firm
- 3.11 State the various types 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

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

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	Marks	Short Qns.	Essay Qns.	CO's Mapped
1	Programming methodology	5	19	3	1	CO1
2	Variables, data types	5	19	3	1	CO2
3	Input / Output statements	5	16	2	1	CO3
4	Decision making & looping statements	20	30	-	3	CO4
5	Arrays, functions, strings	10	26	2	2	CO5
	Total	45	110	10	8	

Course Objectives	(a) To know the basics of C Programming (b) To execute simple programs in C
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		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.

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 3.7
Unit test-2	From 4.1 to 5.8

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)	07	105	0	100

S. No	Major Topics	No of Periods	CO's Mapped
1	Practice of Speed @ 60wpm	35	CO1
2	Practice of speed @70 WPM	35	CO2
3	Practice of speed @ 75 & 80 WPM	35	CO3
	Total	105	

Course Objectives	1.To write the dictation @ 80 WPM
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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. The question paper should be from the common words from the "Manual on Shorthand" prepared and supplied by SBTET, AP.

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	3	45	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	25		C03	
4	Arrays	5		C04	
5	Functions and strings	5		C05	
	Total periods	45			
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	Write a C program that	❖ Identify different arithmetic

	and expressions	uses different arithmetic operators	<p>operators</p> <ul style="list-style-type: none"> ❖ 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	Write a C program	<ul style="list-style-type: none"> ❖ Build the three expressions for

	conditional operator	using (?:) conditional operator	<p>conditional operator</p> <ul style="list-style-type: none"> ❖ 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 iterations are performed by the while loop ❖ 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-	<ul style="list-style-type: none"> ❖ Create a two-dimensional array with correct syntax

		dimensional array	<ul style="list-style-type: none"> ❖ 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
16	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

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

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

Course Objectives:

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:

Textbook: COMMUNICATION SKILLS by State Board of Technical Education and Training, AP, the same book which is prescribed for all other Engineering branches of Diploma in Andhra Pradesh

S1 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

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	4	60	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	15	CO1
3	Display and Reports	10	CO1, CO2
4	Accounts with Inventory	15	CO3
5.	Manufacturing Company Entries by using Bills of Materials option	8	CO4
6.	Pay bill preparation	7	CO5
	TOTAL	60	

Course Objectives	(i) To familiarise with the Accounting features of Tally (ii) To familiarise with the Inventory concepts of Tally (iii) 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

4.0 Accounts with Inventory and GST

- 4.1 Prepare Accounts with Inventory and GST
- 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

5.0 Manufacturing 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.

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	3	45	20	80

S. No.	Chapter/Unit Title	No of periods	Marks	Short Qns.	Essay Qns.	CO'S MAPPED
1	Banking – Types of Banks – Functions of Banks	5	26	2	2	CO1
2	Indian Banking industry – Growth	10	13	1	1	CO2
3	Customer Service in Banks	10	13	1	1	CO3
4	Negotiable Instruments	10	16	2	1	CO4
5	Lending Policies of a Bank	5	19	3	1	CO5
6	Customer Facilities of a Bank	5	23	1	2	CO6
	Total	45	110	10	8	

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 Account and Current Account.
- 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 and explain the various types of crossing of a cheque 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 general principles of sound lending
- 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 Bill, Term loans.)
- 5.4 Define long term, medium- and short-term loans according tenure of the loans 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 various types of Charges.
- 5.8 Define various types of "Charges" - lien, pledge, hypothecation, mortgage
- 5.9 Define non-performing asset.
- 5.10 Explain the measures taken by a banker to control the non-performing assets.

6.0 MODERN BANKING

- 6.1 List the various facilities offered by the bank to the customer in modern banking.
- 6.2 Explain the features of Automated Teller Machines, List the Advantages of ATMs.
- 6.3 Explain the features of Debit cards
- 6.4 Explain the features of Credit cards
- 6.5 State the meaning and importance of internet Banking and facilities offered in Internet Banking.
- 6.6 Understand the meaning and limitations of NEFT
- 6.7 Understand the meaning and limitations of RTGS
- 6.8 Understand the meaning and Limitations of IMPS.
- 6.9 Precautions to be taken while doing online/digital transactions.

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 - Networking and Automation - A.T.Ms. - Debit/credit Cards - Internet & mobile Banking - Transfer of funds using NEFT/RTGS/IMPS

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 Avenue, Abhiramapuram, Madras.

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 3.12
Unit Test-II	From 4.1 to 6.9

CCP-502 BUSINESS ECONOMICS & ENVIRONMENTAL STUDIES

Course Code	Course Title	No. of periods / week	Total periods/ semester	Marks for FA	Marks for SA
CCP-502	BUSINESS ECONOMICS & ENVIRONMENTAL STUDIES	5	75	20	80

S. No.	Chapter/Unit Title	No. of Periods	Marks	Short Qns.	Essay Qns.	CO's Mapped
1	Introduction to Economics and Theories of Consumption	15	19	3	1	CO1
2	Indifference Curve Analysis and Production Theories	20	26	2	2	CO2
3	Markets, Cost and Revenue Analysis	20	26	2	2	CO3
4	Trade Cycles, National Income	10	26	2	2	CO4
5	Environmental Pollution and Ecological Environment	10	13	1	1	CO5
Total		75	110	10	8	

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 Economy at Micro and Macro levels 4. To know the causes of pollution and the need for Sustainable Development.
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	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 Objectives

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 definition, welfare definition, 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
- 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 - Elasticity of Demand – 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 - Environmental Pollution- define pollution – types of pollution - causes of pollution – global environmental issues – measures to control environmental pollution - 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, S Chand Publications
2. P.N.Chopra, Seema Ghosh, Business Economics, Kalyani Publications

3. Dr.J.P.Mishra, Sahitya, Business Economics, Bhawan Publications
4. SK.Agarwal, Business Economics, S Chand Publications
5. Dr.S.Sankaran, Business Economics, Margham Publications
6. Dr.P.K.Mehta, Business Economics, Taxmann's Publications
7. Sundaram & Sundaram, Business Economics
8. Karpagam M, (1991), Environmental Economics, Sterling Publishers, Pvt. Ltd., New Delhi
9. Ayila Subrahmanyam, Environmental studies, Radiant Publishers.

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

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

TIME SCHEDULE

S. No.	Chapter/Unit Title	No. of Periods	Marks	Short Qns.	Essay Qns.	Cos Mapped
1	Measures of CORRELATION - Types - Co-efficient of Correlation	15	26	2	2*	CO1
2	REGRESSION ANALYSIS - Meaning, utility, equations and Co-efficients	15	26	2	2*	CO2
3	SET THEORY - concepts, operations, Venn diagrams and Demorgan Laws	15	19	3>(*1 problem on Venn diagram)	1*	CO3
4	PROGRESSIONS - Arithmetic, Geometric and Harmonic Progressions	15	13	1	1*	CO4
5	MATRIX ALGEBRA - Matrix operations	15	26	2(*1 problem)	2*	CO5
Total		75	110	10	8	

Note 1: * indicates problem question to be given.

Course objectives	<ol style="list-style-type: none"> 1. To measure correlation and coefficient of correlations 2. To analyse regression and calculate the regression equations and coefficients. 3. To understand the set theory and various operations on Set theory. 4. To understand progressions and calculate arithmetic, geometric and harmonic progressions. 5. To understand matrix algebra and various operations on matrices
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	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 of Correlation Coefficient when two Regression co-efficient 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-efficient' 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 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 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

UNIT TEST SYLLABUS DIVISION TABLE FOR C-23 CCP-503 QUANTITATIVE 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-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	04	60	20	80

S. No.	Chapter/ Unit title	No. of Periods	Marks	Short Qns.	Essay Qns.	CO's Mapped
1.	Principles of Management, Nature and Scope of Marketing	07	16	2	1	CO1
2.	Marketing Functions & Consumer Behaviour	08	26	2	2	CO2
3.	Product Planning	15	26	2	2	CO3
4.	Pricing	15	16	2	1	CO4
5.	Promotion	15	26	2	2	CO5
	TOTAL	60	110	10	8	

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.
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	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 influencing 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 Analyse 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 Illustrate 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 Analyse and explain the terms Advertising Objectives, Advertising Budgets, Advertisement Copy, Evaluation of the Advertisement

5.3 List and explain the terms - Advertising objectives, advertising budgets, advertisement copy, evaluation of the advertisement.

5.4 Explain 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:

Definition and the FIVE 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 - 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 – Maffilin 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.

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 3.4
UNIT TEST - 2	3.5 to 5.7

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

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 in 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: Life Skills – by State Board of Technical Education and Training, A.P., the same book which is prescribed for all other Engineering branches of Diploma courses

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 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	CO2
4	Electronic Funds Transfer methods - NEFT, RTGS, UPI, IMPS etc.	10	CO3
5	Online Merchant Payment methods using Credit Card/Debit Card/Net Banking.	10	CO2
6	Online Application processing for various recruitments	10	CO4
	TOTAL	60	

Course Objectives:

Course Objectives	<ul style="list-style-type: none"> 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
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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	Make payments for online buying.
	CO3	Transfer funds to various Bank Accounts using NEFT, RTGS, UPI, etc.
	CO4	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 Practice 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 assesseees.
- 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 assessee.
- 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.

- 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 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 Log into the Online portal of Public Service Commission.
- 6.4 Note the eligibility criteria given in the notification for recruitment.
- 6.5 Keep the soft copies of required documents i.e., photo, signature, educational qualifications, etc.
- 6.6 Reduce the size of the soft copies, as per the requirement of the portal.
- 6.7 Use the appropriate photo editing software for reduction/enlargement.
- 6.8 Keep ready the entire details required to be entered.
- 6.9 Complete the application process.
- 6.10 Pay the relevant examination fees, either online/offline.
- 6.11 Take the printout of the application.
- 6.12 Send the hard copy to the organization, if required.
- 6.13 Register yourself on line for Apprenticeship with <https://mhrdnats.gov.in>

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://mhrdnats.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	C01
2.	ATM, Usage of Debit Cards, Credit Cards - Precautions against misuse of debit/credit cards, online banking.	10	C02
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	C03
4.	Grievance procedures in respect of service deficiencies by banks	10	C04
5.	Nearest Bank visit and Guest Lectures on the issues of Banking Sector.	5	C05
TOTAL:		45	

Course Objectives	To know the various banking activities in day to day life.
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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 Practise withdrawal of funds from ATM
- 2.2 Practise 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 Understand the limitations and provisions of debit/credit card.
- 2.5 Learn the precautions against the misuse of the plastic money.
- 2.6 Understand the online banking
- 2.7 Know the Key concepts of NEFT / RTGS

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.

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 – Precautions against misuse.
- 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 issues of Banking Sector.

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)	Precautions	Precautions while using debit/credit cards and	Understand the present-day cyber crimes, phishing etc.

		online banking	
15)	Loan application	Credit appraisal	Know the rules of lending adopted by banks and preparation of project reports.
16)	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.
17)	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.
18)	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.
19)	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.
20)	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.
21)	Deficiency in Banking services	Redressal mechanism	Make complaint against deficiency in banking services to various levels.
22)	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.

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

Sl. No.	Unit title	No. of Periods	Cos Mapped
1	General Mental Abilities	30	C01
2.	Numerical Abilities	20	C02
3.	Logical Abilities	25	C03
TOTAL:		75	

TIME SCHEDULE

Course Objectives	(ii) To know the various arithmetic applications useful for Business Organizations. (iii) To improve analytical skills
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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:

1.0 Apply various techniques in improving general mental abilities

- 1.1 Analyse 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.
- 1.3 Recognize the pattern and complete the given series with the most suitable alternative.
- 1.4 Recognize how family relations are intertwined and mixed up and how the branches flow through the families.
- 1.5 Identify the strange figure from a given set of figures.
- 1.6 Identify the direction in respect of a person who has moved in different directions from his original position.
- 1.7 Find out the original form of a word/number from a set of coded words/numbers.
- 1.8 Rearrange the words as in a Dictionary.
- 1.9 Relate 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 Analyse the terms 'Assertion and 'Reasoning'.
- 3.2 Find out whether the reason is making correct sense towards assertion.
- 3.3 Practise 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 Practise 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 Practise different examples on 'deriving conclusions from a brief passage'.
- 3.10 Interpret and draw conclusions on data from Tables, 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

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 – Analyse 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 – Analyse 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 – Analyse 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 – Analyse 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	CO-1
2.	STENOGRAPHY ORIENTED	35	CO-2
3.	COMPUTER ORIENTED	35	CO-3

COURSE OBJECTIVES:

Course Objectives	To acquire and exhibit various secretarial, stenography and computer skills
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COURSE OUTCOMES:

At the end of the course, the student will be able to

Course Outcomes	CO-1	CO-2	CO-3
	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% GST 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.Arnab Technologies informing them to attend for repair of the xerox machine supplied by them which is in warranty period.

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 of 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 in 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.
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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.
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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

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
- Training Area: Students can be trained in either in In-house/Industry/Cisco CCNA certification
- 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.

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