RULES AND REGULATIONS FOR THE CONDUCT OF “DIPLOMA IN SECRETARIAL PRACTICE” PROGRAMME UNDER THE STATE BOARD OF TECHNICAL EDUCATION, KERALA

1. DURATION OF THE PROGRAMME

The Diploma in Secretarial Practice (hereinafter referred to as the programme), will be of four semester’s duration within two academic years with public examination at the end of each semester.

2. MEDIUM OF INSTRUCTION

The medium of instruction in all theory and practical subjects, except Malayalam Shorthand and Typewriting shall be English.

3. ELIGIBILITY FOR ADMISSION

3.1 Qualification: Candidates who have successfully completed S.S.L.C./T.H.S.L.C. or equivalent are eligible for admission.

3.2 Age: Applicant should have completed 15 years of age as on 1st June of the corresponding year.

3.3 Selection shall be made based on the prospectus prepared by the Government from time to time. Reservation as per Government norms shall be applicable.

4. REGISTRATION: Every student admitted to the programme shall seek registration from the Board of Technical Examinations with relevant documents in the prescribed form. The registration will be valid for a period of maximum five years.

5. INSTRUCTIONAL DURATION

5.1 Each Semester including intervening holidays shall consist of 15 weeks of instruction excluding the period of examination. There will be 7 instructional periods of 55 minutes duration per day from 9.00 AM to 4.30PM, and there shall be 5 working days in a week from Monday to Friday and there by 35 periods per week.

5.2 The programme shall follow the Semester pattern with examinations being held tentatively in November and April at the end of odd & even semesters respectively.

6. ATTENDANCE

6.1 A candidate must secure a minimum of 80% attendance in each semester to secure the eligibility to appear for the end semester examination.

6.2 Students with 65% or more attendance but could not attain 80% of attendance can request for Condonation of attendance on medical grounds and can be
permitted to appear for the examinations by the Head of Institution subject to the remittance of Condonation fee fixed by the Government from time to time as per G.O (MS) No.222/2013/H.Edn, Thiruvananthapuram dated 03/06/2013, along with a medical certificate issued by a Doctor not below the rank of an Assistant Surgeon or approved/ registered medical practitioner.

6.3 Condonation of attendance is permitted only twice in the entire duration of the programme.

6.4 The Head of Institution is authorized to condone shortage of attendance and permit to appear for the examination for the first time only.

6.5 The authority for permitting Condonation for the second time is vested with the Joint Director of respective Regional directorate/ DTE The Head of Institution shall forward the request for Condonation to RDTE/DTE along with the supporting documents.

6.6 Students who have secured less than 65% attendance are not eligible to apply for “Condonation”, and will not be allowed to appear for the examination under any circumstances and therefore not eligible to be promoted to the next semester. They may seek re-admission and repeat the classes in the subsequent corresponding semester within the validity of registration. Permission for readmission shall be granted by the Joint Director of the respective RDTE/DTE on the recommendation of the Head of the Institution on being satisfied as to the genuineness of the absence.

6.7 Students who have shortage of attendance between 65% and 80% must be condoned and will not be permitted to repeat the same semester under any circumstances.

7. CONTINUOUS ABSENCE, REMOVAL FROM ROLLS AND READMISSION

Any student who is absent from the class for a continuous period of 15 working days will be removed from the rolls. Such students can seek readmission in the same academic semester submitting applications to the Head of the Institution citing genuine reasons. Such students shall remit the required fee for availing readmission. Permission for readmission to the current semester shall be granted by the Head of the institution only on genuine reasons and only if the student can attain the minimum of 65% attendance for the semester. Otherwise the student will not be allowed to seek readmission in the current semester and the student will have to seek readmission in the subsequent corresponding semester within the validity of registration. Students seeking readmission in such cases shall get permission from the Joint Director of the respective Regional Directorate/ DTE.
7.1 In the case of students seeking readmission/repeat of a semester as per clause 6.6 and 7 attendance for eligibility for appearing to the semester examination shall be counted from the commencement of the semester.

8. **ASSESSMENT AND AWARD OF MARKS**

8.1 The assessment shall consist of end semester examination and Internal Assessment (Continuous Evaluation).

8.2 The marks for internal assessment and end semester examinations for theory as well as practical courses, are as detailed in the scheme of evaluation.

8.3 In respect of theory subjects, the award of internal assessment marks will be on a continuous evaluation method, based on tests, assignments and attendance in the proportion of 40% for Tests, 40% for Assignments and 20% for attendance. There will be a minimum of 3 tests and 3 assignments out of which two best performances shall be considered for the award of Internal Assessment Marks. Award of proportional marks for attendance is to be based on the chart given below in table 9.3.1. In respect of practical subjects, distribution of internal assessment marks is detailed in table 9.3.2.

### 8.3.1 ATTENDANCE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>% Of attendance*</th>
<th>Marks to be awarded (Computed for 5 marks)</th>
<th>Marks to be awarded (Computed for 10 marks)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Below 65</td>
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<td>2</td>
</tr>
<tr>
<td>2</td>
<td>65 to 69</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>70 to 79</td>
<td>3</td>
<td>6</td>
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<tr>
<td>4</td>
<td>80 to 89</td>
<td>4</td>
<td>8</td>
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<tr>
<td>5</td>
<td>Above 90</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

### 8.3.2 PRACTICAL

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Marks to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record (Timely submission, Accuracy and Neatness)</td>
<td>40%</td>
</tr>
<tr>
<td>2</td>
<td>Attendance*</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>Test</td>
<td>40%</td>
</tr>
</tbody>
</table>

*Only the attendance in the particular subject will be considered.
8.4 Faculty concerned shall maintain record of all details regarding the attendance, marks secured in test, assignment, record etc. and the internal assessment marks awarded in the prescribed log book. It shall be published in the last week of the semester. The student can represent their grievance, if any, in respect of marks awarded to the Head of Institution for redress.

9. **SEMESTER EXAMINATIONS**

9.1 For each course, there will an examination at the end of each semester.

9.2 Examinations will be conducted by the Board of Technical Examinations Kerala.

9.3 Supplementary Examinations will be conducted along with the respective regular examinations only.

9.4 The duration and methodology of conduct of end semester examination for theory and practical subjects is specified along with the course contents.

9.5 The Question paper format for theory and practical examinations is specified along with the course contents.

9.6 The students are required to keep a record of all their exercises performed in the form of a record book. The record has to be certified by the Head of the Institution. The same has to be presented for the practical examinations. No student will be permitted to attend the practical examination without presenting the bona fide record.

10. **MINIMUM MARKS FOR A PASS**

A candidate must secure a minimum of 40% marks for End Semester examination in theory and practical for a pass in each subject. There will be no separate minimum for pass in the internal assessment but the total marks for end semester examination and internal assessment, put together should not be less than 40% for a pass in each subject.

11. **RULES FOR PROMOTION TO THE NEXT SEMESTER.**

Students will be promoted to the next semester, if he/she has attended the current semester and has fulfilled the conditions of attendance requirement as per clause 6.
12. **CLASSIFICATION OF SUCCESSFUL CANDIDATES.**

12.1 Candidates shall be declared to have passed the Diploma programme, only if he/she has secured a pass in all the theory and practical subjects in all the four semesters of study.

12.2 There will be three classifications of passed students, namely:-

**FIRST CLASS WITH DISTINCTION**

**FIRST CLASS**

**SECOND CLASS**

12.3 The aggregate marks of all the semesters shall be considered for classification of successful candidates.

12.4 **FIRST CLASS WITH DISTINCTION**

A candidate will be declared to have passed the programme in First Class with distinction, if he/she secures not less than 75% of the aggregate marks, provided the candidate pass all the subjects of four semesters within two consecutive years including year of registration of programme.

12.5 **FIRST CLASS**

A candidate will be declared to have passed the programme in First Class, if he/she secures not less than 60% of the aggregate marks, provided the candidate pass all the subjects of four semesters within three consecutive years including year of registration of programme.

12.6 **SECOND CLASS**

All other successful candidates will be declared to have passed in the second Class.
PROGRAMME EDUCATIONAL OBJECTIVES

1. Equip the students with the skills required for taking up secretarial functions in public and private sector organizations.
2. Develop the skills for taking up accounting functions and practice with accounting software for business solutions.
3. Develop the skills in DTP software for producing documents, both in Malayalam and English.
4. Improve communication and interpersonal skills of students.
5. Develop Entrepreneurship skills of students.
PROGRAMME OUTCOMES

1. Students will develop positive changes in attitudes in various life and job situations.
2. Students can work with manual typewriting machine and can develop documents in English and Malayalam at professional speed in a systematic way.
3. Students can take dictation of English and Malayalam materials in shorthand at professional speed and transcribe the same in longhand.
4. Students can identify the different document formats and develop documents from shorthand to longhand and vice versa.
5. Students can translate documents from manuscripts to the desired format.
6. Students acquire skills to make data entry using computer keyboard at professionally accepted speed in a systematic way.
7. Students can work with English and Malayalam Word Processing Software.
8. Students can work with MS Power Point and MS Excel software for developing documents.
9. Students can work with DTP and other supporting software for developing professional quality documents, both in English and Malayalam.
10. Students can work with accounting software for business solutions.
11. Students get acquainted with Internet and its various applications.
12. Students develop the four basic skills in English and use them effectively in day to day life.
13. Students can prepare financial statements of organizations.
14. Students develop positive attitude towards entrepreneurship.
# DIPLOMA IN SECRETARIAL PRACTICE
## SUBJECTS OF STUDY AND SCHEME OF EVALUATION
### SEMESTER - I

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Periods Per Week</th>
<th>Periods Total</th>
<th>Evaluation (Marks)</th>
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<tr>
<td>DSP 1611</td>
<td>COMMUNICATIVE ENGLISH &amp; PERSONALITY DEVELOPMENT - I</td>
<td>5</td>
<td>75</td>
<td>100 25 125</td>
</tr>
<tr>
<td>DSP 1612</td>
<td>ACCOUNTANCY - I</td>
<td>5</td>
<td>75</td>
<td>100 25 125</td>
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<tr>
<td>DSP 1613</td>
<td>BUSINESS STUDIES - I</td>
<td>5</td>
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<td>100 25 125</td>
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<tr>
<td>DSP 1614</td>
<td>SHORTHAND ENGLISH - I</td>
<td>10</td>
<td>150</td>
<td>50 25 75</td>
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<td>DSP 1615</td>
<td>TYPEWRITING ENGLISH - I</td>
<td>5</td>
<td>75</td>
<td>50 25 75</td>
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<tr>
<td>DSP 1616</td>
<td>DATA ENTRY OPERATION</td>
<td>5</td>
<td>75</td>
<td>100 25 125</td>
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<td></td>
<td><strong>TOTAL</strong></td>
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<td><strong>525</strong></td>
<td><strong>350 150 150 650</strong></td>
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</table>
Subject Title : COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT – I  
Subject Code : DSP 1611  
Periods per Week : 5  
Periods per Semester : 75  
Marks : 125

TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>A Face in the Dark</td>
<td>20</td>
</tr>
<tr>
<td>II</td>
<td>The Appointed Day</td>
<td>20</td>
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<tr>
<td>III</td>
<td>Tribute to a Teacher</td>
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<tr>
<td></td>
<td>Reading with a Purpose</td>
<td>18</td>
</tr>
<tr>
<td>IV</td>
<td>Personality Development</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

COURSE OUTCOME:

To develop the four basic skills in English and use them effectively in day-to-day life as well as develop positive changes in attitudes in various life and job situations.

After completing the course the student will be able to:

- ✔ Read articles and essays of various kinds and develop comprehension about the message, images, thoughts and ideas contained in these articles.
- ✔ Understand the meaning of words used in passages by guessing meaning from the context.
- ✔ Acquire proficiency in correct usage of English words.
- ✔ Internalise correct pronunciation and use them in daily conversation.
- ✔ Develop communication skills by taking part in group discussions and present their views in a logical and convincing way.
- ✔ Understand multiple intelligence and its application to develop personality at personal and organisational level.
SPECIFIC OUTCOME

Unit I

1.1 Listen to the story ‘A Face in the Dark’ and appreciate the story on the basis of the horror content in it.
1.2 Practice the correct pronunciation of vowels in the words with reference to the passage.
1.3 Identify the parts of speech, articles and determiners with respect to the chapter.
1.4 Speaking about oneself and introducing people.

Unit II

2.1 Reading the passage and noting the points.
2.2 Summarise the passage and develop comprehension about the message contained in the passage.
2.3 Finding the meanings of new words from the passage and construct sentences using them.
2.4 Understand verb patterns and concords and practice the exercises given. Punctuate short paragraphs.
2.5 Asking questions and answering them in affirmative or negative.
2.6 Develop the skill of presenting short speeches and telling stories.

Unit III

3.1 Reading passages – A Tribute to a Teacher, Reading with a Purpose.
3.2 Finding out meanings of new words with respect to the prose and find out synonyms and antonyms
3.3 Frame question tags, understand the degrees of comparison and frame sentences using phrasal verbs.
3.4 Learn to summarize passages, note making and practice exercises on comprehension.
3.5 Speaking over telephone, understand describing words, describing people and places.

Unit IV

4.1 Personality defined; Importance of Trait & Type approach to personality development
4.2 Maslow’s approach to personality, Behavioral approach to personality improvement
4.3 Intelligence – application in daily life, both personal and organizational
4.4 Application of Multiple Intelligence to personality for Skill development
4.5 Attribution – Application of Attribution theory for self developments
CONTENT DETAILS

UNIT – I

1.1. LISTENING STORY – A FACE IN THE DARK
1.2. Vocabulary – Guessing meaning from the given clues and context
1.3. Grammar – Parts of speech, Articles and Determiners
1.4. Writing: Basic tips of writing
1.5. Speaking – Introducing oneself and others, correct pronunciation of words

UNIT - II

2.1. Reading Passage – The Appointed Day
2.2. Vocabulary – Finding out meanings and exercise on sentence construction
2.3. Grammar – Verb patterns, Concord, punctuations
2.4. Language functions – Question, short answers (Affirmative and negative)
2.5. Speaking – presenting short speeches, developing stories

UNIT – III

3.1. Reading Passages: A Tribute to a Teacher
   Reading with a Purpose
3.2. Vocabulary – Finding out meanings, synonyms and antonyms
3.3. Grammar: Question tags, Degrees of comparison, phrasal verbs
3.4. Writing: Note making, Précis writing, Exercises on Comprehension
3.5. Speaking: Telephone manners, Describing people and Places

UNIT – IV

4.1. Personality Development: Concept of Memory, States of consciousness & Intelligence
4.2. Multiple theory of intelligence
4.3. Problem solving, critical thinking and creativity
4.4. Language functions:
4.5. The concept of Nature and Nurture

RESOURCES: -
1. Course Book for English (SITTTR)
2. Psychology Text for class XI & XII published by NCERT
QUESTION PAPER FORMAT

Duration: 3 hours                                                                 Total Marks: 100
The question paper shall be in 4 parts as detailed below.

PART - A:
I   Answer 5 out of 7 questions (At least 2 questions from Unit I, II & III)
   in two or three sentences. Each question carries two marks. (5 x 2 = 10)
II  Answer 5 out of 7 questions (At least 2 questions from Unit I, II & III)
   In a paragraph of about 60 words. Each question carries 5 marks (5 x 5 = 25)
III 10 comprehension passage questions. Each question carries 1 mark (10 x 1 = 10)
IV  5 Sentence making questions (words/phrasal verbs) each carry 1 mark (5 x 1 = 5)

PART - B:
Answer any three questions from the following pattern of exercises, each carrying 5 marks.
   a.   Description of persons / places.
   b.   Welcome speech / Vote of thanks
   c.   Outline story / Picture – story
   d.   Introducing a person
   e.   Note making
   f.   Precise
   g.   Completing conversations (3 x 5 = 15)

PART - C: Grammar:
Answer any ten questions out of bn13, each carries 2 marks. (10 x 2 = 20 marks)
( a tentative list of exercises is attached as under for reference.)

   1. Editing : articles, determiners, verb pattern/concord
   2. Identifying parts of speech
   3. Affirmative/Negative short answers
   4. Question tags
   5. Degrees of comparison
   6. Correct spelling
   7. Choosing synonyms/ antonyms
   8. Jumbled sentences
   9. Punctuations
10. Changing words from one form to another
11. Choosing correct form of words from brackets
12. Fill the blanks using proper collective nouns
13. Using suitable modals

PART - D: Answer five questions of 3 marks each from Unit - IV (15 marks)
Subject Title : ACCOUNTANCY – I
Subject Code : DSP 1612
Period per week : 5
Period per Semester : 75
Marks : 125

TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction to Accounting</td>
<td>17</td>
</tr>
<tr>
<td>II</td>
<td>Journals</td>
<td>20</td>
</tr>
<tr>
<td>III</td>
<td>Special Journals</td>
<td>18</td>
</tr>
<tr>
<td>IV</td>
<td>Ledgers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>75</td>
</tr>
</tbody>
</table>

COURSE OUTCOME

1. Student can explain the basic concept of accounting, Double entry system.
2. Students will be able to work with Journals.
3. Students will be able to maintain different types of cash books.
4. Preparation of ledger posting and balancing ledger accounts.

SPECIFIC OUTCOMES

UNIT– I
Introduction to Accounting

1.1.1 Define Accounting.
1.1.2 State the importance of accounting.
1.2.1 Understand Double entry book keeping
1.2.2 State the meaning of Double Entry Book Keeping
1.2.3 State the advantages of Double Entry Book Keeping.
1.2.4 Identify the items and understand the terms used in double entry book keeping.
1.3.1 Understand the Generally Accepted Accounting Principles.
1.3.2 State Accounting Principles.
**UNIT– II:**

**Journals**

2.1.1 Understand the meaning of accounts.
2.1.2 Explain different types of Accounts
2.1.3 State Accounting Equation.
2.1.4 Understand the rules regarding debit and credit.
2.2.1 Define journal.
2.2.2 State the advantages of journal
2.2.3 Understand the process of journalizing
2.2.4 Solve problems related to journals.
2.2.5 Understand the method of recording compound journal entries.

**UNIT– III**

**Special Journals**

3.1.1 Understand various Special Journals.
3.1.2 State the purposes of subsidiary books or special journals.
3.1.3 Distinguish between General and Special journals.
3.2.1 Understand Purchase Day Book
3.2.2 Preparation of Purchase Day Book
3.2.3 Preparation of Invoice
3.3.1 Understand Sales Day Book
3.3.2 Preparation of Sales Day Book
3.4.1 Distinguish between Debit note and Credit note.
3.4.2 Preparation of Sales Returns Book and Purchase Returns Book.
3.5.1 Understand Bills Receivable Book and Bills Payable Book
3.6.1 State the importance of Cash Book
3.6.2 Preparation of simple cash book.
3.6.3 Understand contra entries and cash discount.
3.6.4 Distinguish between cash discount and trade discount.
3.6.5 Preparation of two column and three column cash book
3.7.1 State the purpose maintaining petty cash book.
3.7.2 Preparation of analytical petty cash book.
3.7.3 State Imprest system of maintaining petty cash book.

**UNIT– IV**

**Ledgers:**

4.1 Understand Ledger.
4.2 Understand the practice of posting and balancing.
4.3 Identify personal ledger and impersonal ledger
4.3.1 Preparation of purchase ledger
4.4.1 Preparation of sales ledger
CONTENT DETAILS

UNIT– I


UNIT– II

Types of Accounts – Journal – Preparation of Accounts

UNIT – III


UNIT – IV

Ledger – Posting and Balancing – Different types of Ledger

QUESTION PAPER FORMAT

Duration of examination : 3 hrs Maximum Marks : 100

The question paper shall consist of two parts, PART A & B as detailed.

PART – A: Consists of 10 short Answer type Questions of 2 Marks each, (To be answered in 1 or 2 Sentences), covering all the units and at least two questions from each unit.

PART – B: Consists of two questions from each unit, and altogether 8 questions. Students will have to attempt one question from each unit, and a total of 4 questions. Each question carries 20 marks.

Reference books:

i. Advanced Accountancy Vol.1 - R.L.Gupta and M. Radhaswamy
ii. Advanced Accounts - M.C.Shukla 7 T.S. Grewal
iii. Double Entry Book Keeping - J.R. Batliboi
iv. Principles of Accounting - N. Balakrishnan Nair
v. Double Entry Book Keeping - T.S. Grewal
vi. Introduction to Accountancy - R.L. Gupta and V.K. Gupta
viii. Elements of Book keeping - M.C.K. Nambiar
Subject Title : BUSINESS STUDIES – I
Subject Code  : DSP 1613
Period per week : 5
Period per semester : 75
Marks : 125

TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Introduction to Management</td>
<td>17</td>
</tr>
<tr>
<td>II</td>
<td>Business Ethics</td>
<td>20</td>
</tr>
<tr>
<td>III</td>
<td>Introduction to Economics</td>
<td>18</td>
</tr>
<tr>
<td>IV</td>
<td>Entrepreneurship</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>75</td>
</tr>
</tbody>
</table>

COURSE OUTCOME

1. Students can explain the principles of management and define dimensions of business environment

2. Students can explain responsibilities of business to various interest groups

1. Student can explain the basic concepts of Economics.

2. Students can appreciate the role of an entrepreneur.

SPECIFIC OUTCOME

UNIT - I

1.1 Explain importance and functions of management and various levels of management
1.2 Understand scientific method of management and its techniques.
1.3 Familiarize business environment and the effect of economic, social, political, government policies etc. on business
UNIT - II

2.1 Familiarize with the meaning and objective of ethics
2.2 Understand the Business Ethics, need and importance, scope and meaning of business ethics.
2.3 Explain the responsibilities of business to various interest groups such as responsibility to shareholders, employees, consumers, community etc.
2.4 Students can familiarize with the business obligation to society.

UNIT - III

3.1 Explain the term Economics
3.2 Definition of Economics
3.3 List out the Factors of production-
3.4 Explain the term Production and cost
3.5 List out Production function
3.6 Analyse the terms of Production
3.7 State Law of diminishing Marginal Product.

UNIT - IV

4.1 Understand the term Entrepreneurship
4.2 Meaning of entrepreneurship
4.3 List out Characteristics of entrepreneurship
4.4 Explain Functions of Entrepreneurship in relation to Economic Development
4.5 Describe Need for Entrepreneurship
4.6 Narrate Roles and functions of entrepreneurs in relation to the enterprise
4.7 List out the Differences between Entrepreneurship & Management.

CONTENT DETAILS

UNIT – I

UNIT - II
Meaning of ethics- objectives of ethics- business ethics- nature of ethics- need and importance of business ethics- scope of business ethics- meaning of work ethics- Meaning of social responsibility- social responsibilities of business towards different groups- obligation to society

UNIT - III

UNIT - IV

QUESTION PAPER FORMAT

Duration of examination : 3 hrs    Maximum Marks : 100

The question paper shall consists of two pars, PART A & B as detailed.

PART – A : Consists of 10 short Answer type Questions of 2 Marks each, (To be answered in 1 or 2 Sentences), covering all the units and at least two questions from each unit.

PART – B : Consists of two questions from each unit, and altogether 8 questions. Students will have to attempt one question from each unit, and a total of 4 questions. Each question carry 20 marks.

Reference:
(1) NCERT Text Book for Class XII ( BUSINESS STUDIES )
(2) A Text book on “Corporate Governance, BusinessEthics, Knowledge & Management” by Dr. Manoharan Nair & Mr. P.S Devakumar
(3) Text Book for Business Studies, CBSE class XII
Subject Title : SHORTHAND ENGLISH – I  
Subject Code : DSP 1614  
Periods Per Week : 10  
Periods Per Semester : 150  
Marks : 75

TIME SCHEDULE

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<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Introduction to Shorthand. Phonography, Consonants, Vowels, Alternatives for R &amp; H, Diphthongs</td>
<td>35</td>
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<tr>
<td>II</td>
<td>Phraseography, Circle S and Z, Large Circles.</td>
<td>40</td>
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<tr>
<td>III</td>
<td>Loop St, Str, Revision - Initial hooks, Alternative forms, Circle or Loop to initial hooks.</td>
<td>35</td>
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<tr>
<td>IV</td>
<td>N and F hooks, Circle and Loops to final hooks, Shun hook, Aspirate</td>
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COURSE OUTCOME

1. Student can explain Phonographic system and its importance.
2. Student can explain different signs for consonants and vowels.
3. Student can explain formation of outline for words.
4. Student can explain abbreviating consonants as circles, loops and Hooks.
5. Student can evaluate alternative signs for selected consonants
SPECIFIC OUTCOME

UNIT - I

Introduction to Shorthand

1.1. Understand the need and importance of shorthand in business and Government establishments.
1.2. Illustrate the advantages of phonography system.
1.3. Identify consonants and vowels in English language.

Consonants and vowel signs

1.4. Define consonant
1.5. Categorize consonants as per articulation
1.6. Identify the signs to the consonants
1.7. Practice the exercises on consonant signs
1.8. Illustrate the principles of joined strokes and practice the same
1.9. Apply the vowel signs to the consonants signs
1.10. List out 6 dot vowels and 6 dash vowels and placing of vowel sounds
1.11. Practice the exercises containing vowel chapter

Intervening Vowels and Grammalogues

1.11. Interpret position writing
1.12. Categorise position writing of shorthand characters
1.13. Practice writing of words under 3 position writing rules
1.14. Define grammalogues
1.15. Practice grammalogues
1.16. Identify the punctuation marks

Apply the alternative forms of R and H

1.17 Define the principles of using two forms of R & H
1.18 Illustrate R & H principles
1.19 Application of R & H principles

Use of Diphthongs

1.20 Define diphthongs and triphones
1.21 Identify the 4 diphthongs and their places
1.22 Practice words with diphthongs, joined diphthongs and triphones
1.23 Understand the principles for the use of initial "W" sound and practice the exercises covering "W"

UNIT - II

Define phraseography, state the qualities of good phraseogram
- 2.1 Practice the exercise covering phraseography.
- 2.2 Recognize circles S and Z.
- 2.3 Explain the small circle as abbreviated form of S and Z.
- 2.4 Identify initial and final circles and uses of them in phraseography.
- 2.5 Explain the principles of using stroke S and Z.
- 2.6 Practice the exercises covering large circles.

Recognise the large circles
- 2.7 Explain the principles for using large circle initially, medially and finally
- 2.8 Practice the exercises covering large circles

UNIT - III

Recognise the loops 'ST' and 'STR'
- 3.1 State the uses of loops as abbreviated forms initially, medially and finally
- 3.2 Practice the exercises covering the loops ST and STR

Apply initial hooks, alternative forms FR, VR, etc.
- 3.3 Define double consonants.
- 3.4 Insertion of intervening vowels.
- 3.5 Practice the exercises covering all hooks, R, L.

Understand Circle or loop preceding initial hooks
- 3.6 Describe S before Straight Strokes Hooked for R, S before other Hooked Strokes

UNIT - IV

Categorize N and F/V hooks to straight and curved strokes
- 4.1 State the usages of Hooks medially, syllable – NER
- 4.2 Practice the exercises covering all hooks N and F/V
- 4.3 Recognise Straight Strokes followed by NS, Curves followed by NS, etc...
- 4.4 State Circle S added to F-V Hooks, Medial NS or NZ.

Explain the principles covering shun hooks
- 4.5 Explain Shun following circle S and NS and Shun Hook Medially.
4.6 Practice the exercises on shun Hooks.
4.7 Recognize the various forms of Aspirate in shorthand.
4.8 Practice exercises covering aspirate.

CONTENT DETAILS

UNIT - I

Introduction to Shorthand

State the need and importance of shorthand in business and Government establishments - Explain the advantages of phonography system - Identify consonants and vowels in English Language

Consonants and vowel signs

Define consonant - Categorize consonants as per articulation - Identify the signs to the consonants - Practice the exercises on consonant signs - Explain the principles of joined strokes and practice the same - Apply the vowel signs to the consonants signs - List out 6 dot vowels and 6 dash vowels and placing of vowel sounds - Practice the exercises containing vowel chapter

Intervening Vowels and Grammalogues

Interpret position writing - Categorise position writing of shorthand characters - Practice writing of words under 3 position writing rules - Define grammalogues Practice grammalogues - Identify the punctuation marks.

Apply the alternative forms of R and H

State the principles of using two forms of R & H - Explain R & H principles - Apply R & H principles

Use of Diphthongs

Define diphthongs and triphones - Identify the 4 diphthongs and their places - Practice words with diphthongs, joined diphthongs and triphones - State the principles for the use of initial "W" sound and practice the exercises covering "W"

UNIT - II

Define phraseography, state the qualities of good phraseogram

Practice the exercise covering phraseography.- Recognize circles S and Z.

Explain the small circle as abbreviated form of S and Z. - Identify initial and final circles and uses of them in phraseography. - Explain the principles of using stroke S and Z.- Practice the exercises covering large circles.

Recognise the large circles

Explain the principles for using large circle initially, medially and finally- Practice
UNIT - III

Recognise the loops 'ST' and 'STR'

State the uses of loops as abbreviated forms initially, medially and finally - Practice the exercises covering the loops ST and STR

Apply initial hooks, alternative forms FR, VR, etc.

Define double consonants.- Insertion of intervening vowels - Practice the exercises covering all hooks, R, L.

Understand Circle or loop preceding initial hooks

Describe S before Straight Strokes Hooked for R, S before other Hooked Strokes

UNIT - IV

Categorize N and F/V hooks to straight and curved strokes

State the usages of Hooks medially, syllable – NER - Practice the exercises covering all hooks N and F/V - Recognise Straight Strokes followed by NS, Curves followed by NS, etc... - State Circle S added to F-V Hooks, Medial NS or NZ.

Explain the principles covering shun hooks

Explain Shun following circle S and NS and Shun Hook Medially - Practice the exercises on shun Hooks - Differentiate the various forms of Aspirate in shorthand - Practice exercises covering aspirate.

QUESTION PAPER FORMAT

Duration : 2 Hrs.          Total Marks : 50
The question paper shall consists of two pars, PART A & B as detailed.

Part A -  It consists of seven questions, answer any five questions and each question carries two marks          ( 5 x 2 = 10)

Part B -  Answer any two questions out of four each question carries five marks               ( 2 x 5 = 10)

Fill in the blanks (five questions), each carries 1 mark   ( 5 x 1 = 5)
Write shorthand outlines for the given ten words, each outline carries ½ marks.   (10 x ½ = 5)
Write the shorthand passage into longhand                   ( 10 marks )
Write the longhand passage into shorthand                   ( 10 marks )

Resource Book :- PITMAN SHORTHAND INSTRUCTOR AND KEY
TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction to typewriting machine.</td>
<td>18</td>
</tr>
<tr>
<td>II</td>
<td>Fingering of keys</td>
<td>17</td>
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<tr>
<td>III</td>
<td>Syllabification</td>
<td>20</td>
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<tr>
<td>IV</td>
<td>Typing practice</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>75</strong></td>
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</table>

COURSE OUTCOME

1. Student will be able to type systematically using typing Keyboard.
2. Identify the important parts of typewriting machine and explain its functions.
3. Student can relate with different document formats used for typing.

SPECIFIC OUTCOME

UNIT - I

1.1 Introduction of typewriting preliminaries to keyboard mastery; identifying the machine make and its classifications
1.2 Practice standard sitting posture
1.3 Understanding correct operations
1.4 Practice touch system - Depression of keys; Rhythm, Home keys
1.5 Practice calculation of speed.
1.6 Identification of parts.
1.7 Familiarisation of keyboard.
UNIT – II
2.1 Practice second row and third row combined.
2.2 Familiarization of first, second and third row combined.
2.3 Keyboard mastery of the top row, Shift Keys & Shift Lock, Combination sign and characters.

UNIT – III
3.1 Familiarisation of short passages.
3.2 Acquire speed @10 wpm.
3.3 Familiarize rules of punctuations.
3.4 Understand punctuations and syllabification.

UNIT – IV
4.1 Expertise A to Z and reverse.
4.2 Develop speed typing in sentences and paragraphs @ 10 wpm.

CONTENT DETAILS

UNIT - I
Familiarising with Keyboard.
History of typewriting preliminaries to keyboard mastery; make and its Classifications - sitting posture - essentials its correct operations – touchsystem - Depression of keys, Rhythm, Home keys - calculation of speed. - Identify the visible parts of typewriting machine - keyboard and its connections. - Practicing home Keys and extra Keys-G & H.

UNIT – II

UNIT – III
Drill exercise of words. - Practicing of words to attain a speed of @10 wpm.- Rules regarding punctuations.- Explain the rules of punctuations and syllabification.

UNIT – IV
Practice A to Z and reverse. - Practice to attain speed on sentences and paragraphs @ 10 wpm.
QUESTION PAPER FORMAT

Duration: 10 minutes
Total Marks: 50

Type on one side of the paper an ordinary printed matter containing 100 words without figures with minimum capital letters in double line spacing with 10 degree left side margin and 5 degree right side margin. Special attention should be paid to the accuracy and neatness of execution.

5 strokes will be counted as a word. Each depression of character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indication or depression of shift. Two strokes are counted after every full stop, interrogation sign or exclamation mark. Five stroke mistakes are counted as one full mistake every spelling mistake under stroke systems counted as a stroke mistake and 5 stroke mistakes is counted as a full mistake.

Reference Books:-

1) Budget Books - Kala Publications
2) " - Sanjay Publications
3) " - Bhagavan Associates
4) " - Star Publications
Subject Title : DATA ENTRY OPERATION
Subject code : DSP 1616
Periods Per Week : 5
Periods Per Semester: 75
Marks : 125

TIME SCHEDULE

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<td>I</td>
<td>Introduction to computer</td>
<td>15</td>
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<tr>
<td>II</td>
<td>Softwares</td>
<td>15</td>
</tr>
<tr>
<td>III</td>
<td>Operating System Fingering Speed practice.</td>
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<tr>
<td>IV</td>
<td>Printing and Scanning</td>
<td>20</td>
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<td>TOTAL</td>
<td>75</td>
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</table>

COURSE OUTCOME

1. Students will appreciate the importance of various computer functional units.
2. Students can work with computers and prepare documents.
3. Students will be able to make data entry using keyboard in a systematic way.
4. Students will get acquainted with internet and various applications.

SPECIFIC OUTCOME

UNIT I
1. Understand the basic concept of computer
2. List out the functional units of computer
3. State the different input devices
4. State the different output devices
5. Explain the terms Hardware and Software
6. Describe the different hardware peripherals
7. Describe various storage devices
UNIT II

2.1 Learn different Computer Languages
2.2 Describe the various softwares
2.3 Understand Windows and Linux based operating systems
2.4 State the importance of free software
2.5 Explain the concept of Networking

UNIT III

3.1 Demonstrate creation of folders and folder based operations in windows and linux os
3.2 Describe the steps for creation of files and file based operations in windows and linux operating system
3.3 Familiarize Trash and Recycle bin and restore data
3.4 Practicing fingering and speed by using software

UNIT IV

4.1 Demonstrate the different types of Printers
4.2 Understand the Sharing of printers
4.3 Explain different Printing Methods
4.4 Familiarization of Scanners
4.5 Demonstration of scanning photographs
4.6 Understanding the technique of editing photographs using MS Picture Manager, MS Paint, gimp, shot well photo manager
4.8 Understand the different formats to save photographs
4.9 Practicing fingering and speed by using software
CONTENT DETAILS

UNIT I
Computer - Basics - Functional units - Input unit – ALU – CU - MU - Output unit - Input & output devices - Hardware and Software - Hardware peripherals - Printers- scanners- webcam- OMR- Plotter-Joystick etc. - Storage Devices - Primary and Secondary

UNIT II
Computer Languages - High level and Low level - System software - Application software - Operating systems - Windows and Linux based OSs - Free software - Importance - Networking

UNIT III

UNIT IV

QUESTION PAPER FORMAT

The question paper shall consist of two parts, PART A & B as detailed.

Part A-Speed Test.
Marks: 50                                              Duration: 10 Minutes
Students will Type an English passage using a keyboard software at a speed of 4500 key impressions per hour. The keyboard software can evaluate the speed. Marks will be awarded accordingly.

Part B: Practical Test
Marks: 50                                              Duration: 30 Minutes
Students will create two tasks, a sample list attached. Students will have to create the tasks within 30 Minutes. Each task carry 25 marks

Tasks
Writing of CD, Copying any file to Thumb drive
Scanning any document, saving the same, printing the same.

Reference Books : COMPUTER FUNDAMENTALS By Pradeep K. Sinha and Priti Sinha
<table>
<thead>
<tr>
<th>Code</th>
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<th>Periods Per Week</th>
<th>Periods Per Semester</th>
<th>Evaluation (Marks)</th>
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<tr>
<td>DSP 1621</td>
<td>Communicative English &amp; Personality Development - II</td>
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<td>DSP 1622</td>
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<td>5</td>
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<td>Typewriting English - II</td>
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<td>Word Processing English - I</td>
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<td>45</td>
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<td>DSP 1627</td>
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Subject Title : COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT – II

Subject Code : DSP 1621
Period Per Week : 5
Periods Per Semester : 75
Marks : 125

TIME SCHEDULE

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<th>TOPICS</th>
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<tr>
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<tr>
<td>II</td>
<td>Qualities to be Developed</td>
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<td>III</td>
<td>My schooldays</td>
<td></td>
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<tr>
<td></td>
<td>Poem : I shall not live in vain</td>
<td>18</td>
</tr>
<tr>
<td>IV</td>
<td>Social Skills Development</td>
<td>17</td>
</tr>
</tbody>
</table>

TOTAL 75

COURSE OUTCOME:

To develop the four basic skills in English and use them effectively in day-to-day life as well as develop positive changes in attitudes in various life situations.

After completing the course the student will be able to:

✓ Read short stories, poems, conversations and develop aesthetic sense and humanitarian ethos.
✓ Familiarise themselves with different techniques of writing and use them effectively in business correspondences.
✓ Acquire proficiency in correct usage of English words and phrases.
✓ Internalise correct pronunciation and use them in daily conversation.
✓ Develop communication skills by taking part in group discussions and present their views in a logical and convincing way. Learn the usage of intonation and stress by listening to various conversations and news reading.
✓ Prepare reports and present them in a very simple manner expressing the views/ideas in a convincing manner.
✓ Familiarise with the skill of writing notices, e-mails etc.
✓ Acquiring proficiency in answering to questions, to the point, and tactfully handling the difficult ones and achieve confidence to attend an interview through active participation in mock interviews.
✓ Understand the concept of ‘Identity Crisis’ and its resolution, and management of stress.

SPECIFIC OUTCOME:

UNIT – I

1.1 Appreciate the story ‘The Happy Prince’
1.2 Understand the meaning of words used in story by guessing meaning from the context as well as find different words with same meaning that can be used in same context, with the help of dictionary.
1.3 Understand the usage of tenses. Understand homonyms
1.4 Familiarise the skill of letter writing, expansion of proverbs and essays
1.5 Familiarise different ways of making requests, granting permission and rejecting requests.
1.6 Develop stories or write paragraphs based on the ideas presented in pictures.
1.7 Role play based on the story and the exercises given.

UNIT – II

2.1 Reading Passage ‘The Qualities to be Developed’ and develop the aesthetic sense and humanitarian ethos from ideas presented in the passage.
2.2 Develop curiosity about the different topics of current interest and express points of view
2.3 Understand the active – passive voice and use of relative clauses. Familiarise with the ways of offering help, expressing one’s opinion, likes and dislikes
2.4 Preparing Resume, Job applications and advertisements
2.5 Preparation of reports and their presentation.

UNIT – III

3.1 Appreciating Gandhiji’s experience in ‘My School Days’ and the poem ‘I shall not Live in Vain’.
3.2 Learning words by association and finding out homophones from the passage.
3.3 Familiarise with direct and indirect speech
3.4 Write notices, memos and e-mails.
3.5 Conducting mock interviews and thereby enhancing the confidence of the pupil.

Unit – IV

4.1 Importance of Inheritance & Environment leading to Personality Development
4.2 Cognitive approach to problem solving resulting in skill development
4.3 Importance of Adlerian approach to social skill development & contribution to society
4.4 Understanding the concept of ‘Identity Crisis’ and resolution of the same throughout life span.
4.5 Stress Management

CONTENT DETAILS

UNIT – I

1.1. Reading Story : The Happy Prince
1.2. Vocabulary : Vocabulary acquisition through dictionaries
1.3. Grammar : Telling about what is happening, happened and will happen
1.4. Writing : Letter writing, Expansion of proverbs, Essay writing
1.5. Language function : Making requests, Granting permission, Rejecting requests,
1.6. Pictures to words
1.7. Speaking : Role Play, homonyms

UNIT – II

2.1. Reading passage : Qualities to be developed
2.2. Vocabulary : Vocabulary acquisition through developing reading skills
2.3. Grammar : Using relative clauses, Active and Passive voice
2.4. Writing : Resume, Applications and advertisements
2.5. Language function: Offering help, Expressing one’s opinion, likes and dislikes
2.6. Speaking : Presentations, Reports

UNIT – III

3.1. Reading experience : My Schooldays 
   Poem : I shall not live in Vain
3.2. Vocabulary : Learning words by association, Homophones
3.3. Grammar : Direct and Indirect speech
3.4. Writing : Notices, Memos, E-mails
3.5. Language function : Telephone conversation, Saying goodbye, Offering help
3.6. Speaking : Attending interviews

UNIT – IV

4.1. Scientific approach to Stages of development
4.2. Social skills development
4.3. Mental Health

RESOURCES :
1. Course Book for English (SITTTR)
2. Psychology Text for class XI & XII published by NCERT
QUESTION PAPER FORMAT

Duration: 3 hours                                                                 Total Marks : 100
The question paper shall be in 4 parts as detailed below.

PART A:
1 Answer 5 out of 7 questions (At least 2 questions from Unit I, II & III) on two or three sentences. Each question carries two marks. (5 x 2 = 10)
2 Answer 5 out of 7 questions (At least 2 questions from Unit I, II & III) in a paragraph of about 60 words. Each question carries 5 marks. (5 x 5 = 25)
3 Five Sentence making questions (words/phrasal verbs) Each carry 1 mark (5 x 1 = 5)

PART B:
Answer any 5 questions out of 8, each carrying 5 marks from the following.
1 Expanding proverbs (2 choices)
2 Letter of application / letter of complaint
3 Personal letter / official letter
4 Essay (some points may be given)
5 Advertisement / Notice
6 Memo / e-mail
7 Telephone conversation
8 Reports (5 x 5 = 25)

PART C: Grammar
Answer any ten questions, each carrying 2 marks (10 x 2 = 20 marks)
(a tentative list of exercises attached as under for reference)
1 Editing : articles, determiners, verb pattern/concord
2 Tenses
3 Homophones / homonyms
4 Active / passive voice
5 Direct / indirect speech
6 Relative clauses / conditional clauses
7 Prepositions
8 Asking questions
9 Changing sentences from one form to another.
10 Choosing correct words from brackets

PART D:
Answer 3 questions of 5 marks each from Unit - IV (15 marks)
Subject Title : ACCOUNTANCY – II
Subject Code : DSP1622
Periods per week : 5
Periods per Semester: 75
Marks : 125

TIME SCHEDULE

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<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Bank Reconciliation Statement</td>
<td>17</td>
</tr>
<tr>
<td>II</td>
<td>Trial Balance and Preparation of Final Accounts</td>
<td>18</td>
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<tr>
<td></td>
<td>without adjustment</td>
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<tr>
<td>III</td>
<td>Preparation of Final Accounts with adjustment</td>
<td>20</td>
</tr>
<tr>
<td>IV</td>
<td>Journal Proper</td>
<td>20</td>
</tr>
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</tbody>
</table>

COURSE OUTCOME

1. Students can identify cash book and pass book and apply the knowledge to prepare bank reconciliation statement.
2. Students can appreciate the importance of trial balance and can prepare Trial Balance.
3. Students can prepare financial statements such as Trading Account, Profit and Loss Account and Balance Sheet.
4. Students can prepare Journal Proper.

SPECIFIC OUTCOMES:

**UNIT – I**

Bank reconciliation statement:

1.1.1. State the meaning of Bank Reconciliation Statement
1.1.2. Identify the pass book entries and cash book entries
1.1.3. State the causes of disagreement between cash book and pass book balance.
1.1.4. Understand the preparation of bank reconciliation statement.
1.1.5. Preparation of Bank Reconciliation of Statement in case of bank overdraft as per cash book and pass book.
UNIT – II

Trial Balance:

2.1.1. Understand the importance of Trial Balance.
2.1.2 State the features and objectives of trial balance
2.1.3. Preparation of Trial Balance
2.2.1. Understand and identify the capital and revenue expenditure.
2.2.2. Understand and identify deferred revenue expenditure and its treatment in the final accounts.
2.3.1. State the objectives of trading account and list out its features.
2.3.2. Identify the items in trading account, preparation of trading account
2.4.1 State the features and importance of Profit and Loss Account.
2.4.2 Identify the items in Profit and Loss Account and its preparation,
2.5.1 Understand the valuation of closing stock.
2.6.1 State the importance of Balance Sheet and enumerate its features.
2.6.2 Preparation of Balance sheet,

UNIT – III

Preparation of Final Accounts with adjustment

3.1.1. Preparation of final accounts with adjustments such as, Outstanding, Prepaid Expenses, Income received in advance, income earned but not received.
3.1.2. Treatment of Bad debts and Reserve for bad and doubtful debts in final Accounts.
3.1.3. Treatment of Reserve for discount on debtors and creditors in final accounts.
3.1.4 Treatment of Depreciation, Interest on capital, Interest on Drawings in final accounts.
3.1.5 Solving problems relating to final accounts with adjustments.

UNIT – IV

Journal Proper

4.1.1. Understand the meaning of journal proper.
4.1.2. Understand opening entries and their recording.
4.1.3. Understand Adjusting entries and their recording.
4.1.4 Understand Closing entries and their recording.
4.1.5 Identifying miscellaneous entries and their recording.

CONTENT DETAILS

UNIT – I
UNIT – II

UNIT – III

UNIT – IV
Journal Proper – Opening and closing entries – Adjusting entries – Miscellaneous entries

QUESTION PAPER FORMAT

Duration of examination: 3 hrs Maximum Marks : 100

The question paper shall consists of two pars, PART A & B as detailed.

PART – A : Consists of 10 short Answer type Questions of 2 Marks each, (To be answered in 1 or 2 Sentences), covering all the units and at least two questions from each unit.

PART – B : Consists of two questions from each unit, and altogether 8 questions. Students will have to attempt one question from each unit, and a total of 4 questions. Each question carry 20 marks.

Reference Books :

i. Advanced Accountancy Vol.1 - R. L. Gupta and M. Radhaswamy
ii. Advanced Accounts - M. C. Shukla 7 T.S. Grewal
iii. Double Entry Book Keeping - J. R. Batliboi
iv. Principles of Accounting - N. Balakrishnan Nair
v. Double Entry Book Keeping - T. S. Grewal
vi. Introduction to Accountancy - R. L. Gupta and V. K. Gupta
TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Commerce &amp; E-Commerce</td>
<td>20</td>
</tr>
<tr>
<td>II</td>
<td>Forms of Business Organization</td>
<td>18</td>
</tr>
<tr>
<td>III</td>
<td>Banking</td>
<td>20</td>
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<td>IV</td>
<td>Negotiable Instruments</td>
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<td></td>
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</table>

COURSE OUTCOME

1. Student can explain the nature of trading organizations.
2. Students can identify the various forms of Business Organizations.
3. Students can explain Banking Operations
4. Students can identify various Negotiable Instruments.

SPECIFIC OUTCOME

UNIT – I

1.1. Explain meaning of Commerce
1.2. Define Commerce.
1.3. List out the importance of commerce.
1.4. Define Trade
1.5. List out classification of Trade
1.6. Define Industry.
1.7. State various types of Industries.
1.8. Explain meaning of E-Commerce
1.9. Distinguish between E-commerce & Traditional Commerce.
1.10. List out the Advantages & disadvantages of E-Commerce.
1.11. State various types of E-Commerce

UNIT - II

2.1. List out the different forms of Business Organizations.
2.2. Explain Sole Proprietorship.
2.3. List out the Features of Sole Proprietorship
2.4. Define Partnership
2.5. Explain the Meaning of Partnership
2.6. List out the Features of Partnership.
2.7. Understand the Partnership Deed.
2.8. List out the Contents of Partnership Deed.
2.9. Explain Joint stock Company.
2.10. List out the Features of Joint stock Company
2.11. Describe the various Types of companies
2.12. Explain Co-operative Society
2.13. Point out the Features of Co-operative Society
2.14. Explain different types of Co-operative Societies.

UNIT – III

3.1. Explain Meaning of Banking
3.2. Define Banking.
3.3. List out the Functions of Commercial Banks.
3.4. Explain Central Bank.
3.5. Point out the Functions of Central Bank.
3.6. Describe the Different kinds of Bank Accounts.
3.8. List out the Modern Services of Banks.

UNIT - IV

4.1. Define Negotiable Instruments.
4.2. Explain the meaning of Negotiable Instruments
4.3. Define Cheque.
4.4. List out the Features of Cheque.
4.7. Describe different Types of crossing.
4.8. Explain the term Dishonor of Cheque.
4.9. Define bill of exchange
4.10. List out the Features of bill of exchange
4.12. Explain the different Parties of bill of exchange.
4.13. Difference between cheque and Bills of exchange
CONTENT DETAILS

UNIT- I


UNIT- II


UNIT- III


UNIT- IV

Negotiable Instruments-Meaning-Cheque-Definition-Features-Crossing-Types of crossing-Dishonor of cheques-Bill of Exchange-Definition.-Features-Parties-Difference between cheques and Bills of exchange

QUESTION PAPER FORMAT

Duration of examination : 3 hrs Maximum Marks : 100

The question paper shall consists of two pars, PART A & B as detailed.

PART – A : Consists of 10 short Answer type Questions of 2 Marks each, (To be answered in 1 or 2 Sentences), covering all the units and at least two questions from each unit.

PART – B : Consists of two questions from each unit, and altogether 8 questions. Students will have to attempt one question from each unit, and a total of 4 questions. Each question carry 20 marks.

Reference books :

1. Banking Theory and Practice - Cliford Gomez
2. E-Commerce-Fundamentals and applications-Henry Chan etc. - Wiley India
3. Elements of Commerce - M. C. K. Nambiar
4. A Text Book of Commerce - Sinha and Mughali
Subject Title : SHORTHAND ENGLISH – II  
Subject Code  : DSP 1624  
Periods per week : 10  
Periods per Semester: 150  
Marks  : 125  

TIME SCHEDULE  

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
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<tbody>
<tr>
<td>I</td>
<td>Application of R, L &amp; SH. Compound consonants</td>
<td>38</td>
</tr>
<tr>
<td>II</td>
<td>Halving &amp; Doubling principles.</td>
<td>37</td>
</tr>
<tr>
<td>III</td>
<td>Prefixes, Suffixes, Contractions and Figures</td>
<td>38</td>
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<tr>
<td>IV</td>
<td>Essential vowels &amp; Special Contractions.</td>
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COURSE OUTCOME

Students will be able to explain
1. Upward and downward R  
2. Upward and downward L and Sh  
3. Compound consonants.  
4. Halving and Doubling Principles.  
5. Essentials of Speed writing.  
6. Contractions.  
7. To take down dictation @ 80 wpm on various subjects and transcribe the dictated passage.  

SPECIFIC OUTCOME

UNIT –I

**Upward and downward R**  
1.1 Understand the consonant R  
1.2 Understand L and Sh .  
1.3 Familiarize Compound consonants and vowel indication.  
1.4 Categorize various types of compound consonants.  
1.5 Apply vowel indication.  
1.6 Attain the skill of Vowel Indication  

UNIT-II
Understand Halving Principle.
2.1 Understand the halving of strokes
2.2 Familiarize with principles of halving and its rules
2.3 Understand the principles and rules of Doubling Principle.
2.4 Understand diphones
2.5 Expertise Diphone Sign

UNIT-III

3.1 Describe Medial Semicircle
3.2 Familiarize Semi Circles
3.3 Understand Prefixes and Suffixes
3.4 Explain General Contractions.
3.4 Familiarization of contractions and figures

UNIT IV

4.1 Application of essential vowels.
4.2 Application of special contractions.
4.3 Understand note taking and transcription skill.
4.4 Acquire the skill of dictation @ 80wpm

CONTENT DETAILS

UNIT –I

Upward and downward R
Practice the exercise covering R - Explain the principles of writing L and Sh upward and downwards.- Understand Compound consonants and vowel indication.- Recognize the compound consonants. - Define compound consonants and categorize various types of compound consonants - Explain principles of compound consonants and practice the exercise - Covering compound consonants. -Apply vowel indication - Identify the application of consonants and vowels initially and finally - Practice exercises covering vowel indication.

UNIT-II

Understand Halving Principle.
Interpret halving principle - Explain the principles of halving - State the limitations of halving and uses of halving in phraseography - Practice exercises covering halving principles.- Understand Doubling Principle -. Interpret doubling principles - Explain the doubling principles - State the limitations of doubling and uses of doubling in phraseography.- . Understand Diphonic or Two Vowel signs.- . Define Diphone.- . Apply the Diphone to the consonants- . Categorize various Diphonic signs and the placing.- Practice exercises covering Diphones.
UNIT-III


UNIT IV

Understand the essential vowels - Apply essential vowels to the consonants - practice exercises covering essential vowels- Understand special contractions -. Practice exercises covering special contractions- Develop note taking and transcription skill - Take down dictation at a speed up to 50 wpm - Understand importance of contractions in speed writing - Revise exercise special contractions and exercise up to 144 of Shorthand Text - Understand importance of speed writing - Take down dictation @60 wpm - Practice transcription writing from dictated passages -Understand influence of grammalogues and contractions in speed writing - Revise grammalogues and contractions - Understand importance of speed writing - Take down dictation at 70 wpm - Practice transcription writing from dictated passages - Understand importance of rules of pitman shorthand in speed building - Take down dictation at 80 wpm - Practice transcription writing from dictated passages.

QUESTION PAPER FORMAT

The question paper consists two parts i.e. Part A & Part B.

PART - A – Speed.

Max Marks: 50
Duration : Dictation: 7 minutes, Transcription : 1 hour 30 minutes

Question consists of a passage containing 400 words and simple letter of 160 words to be dictated at 80 wpm.
PART – B - Theory.

Max. Marks : 50 (split up detailed below)   Duration : 2 hours.

Answer any 5 questions out of 8 (2 question from each unit) each carry 2 marks  ( 5 x 2 = 10 )
Answer two questions of five marks out of 4(1 question from each unit). (2 x 5 = 10 )
Ten words to be transcribed into shorthand each carrying ½ marks ( 10x1/2 = 5 )
5 fill in the blanks questions each carrying one mark ( 5 x 1 = 5 )
Transcription of a longhand passage into shorthand (Questions from exercises up to 144 of resource book) carrying 10 marks. ( 1x10 = 10 )
Transcription of a lithographed shorthand matter into longhand (Questions from exercises up to 144 of resource book ) carrying 10 marks. ( 1x10 = 10 )

TOTAL = 50

For a pass, aggregate minimum of 40% of marks is required for Part A and Part B put together.

Resource book :

Pitman Shorthand Instructor with Key.

Reference Books:

1) Graded Dictation Exercises – Bhagavan Associates.

2) Speed Builders – Bhagavan Associates
TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Mechanism of typewriter</td>
<td>18</td>
</tr>
<tr>
<td>II</td>
<td>Development and centering</td>
<td>18</td>
</tr>
<tr>
<td>III</td>
<td>Typing of Documents.</td>
<td>19</td>
</tr>
<tr>
<td>IV</td>
<td>Speed practice.</td>
<td>20</td>
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<td>TOTAL</td>
<td>75</td>
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</table>

COURSE OUTCOME

1. Student will be able to type systematically in typewriter Keyboard at 30 wpm

2. Student will be introduced to various document formats used in different offices.

3. Students will be able type documents in desired formats.

SPECIFIC OUTCOME

UNIT – I

1.1 Appreciate the important mechanism of typewriter.
1.2 Describe the action of Machine movement.
1.3 Familiarization of Lithographs

UNIT – II

2.1 Practice speed typing.
2.2 Understand various manuscripts
UNIT - III

3.1 Acquire typing speed @ 25 wpm.
3.2.1. Familiar with Business and Official documents

UNIT – IV

4.1 Acquire typing speed @ 30 wpm.
4.2 Understand ribbon changing, Carbon copy and cleaning

CONTENT DETAILS

UNIT – I

Describe the important mechanism of typewriter - Describe the action of step by step movement- Describe ribbon movement - tabulator action - tabulator set key action - bell ring action - locking action - escapement system - space action etc - Speed practice - Spelling correction of lithographic words.

UNIT – II

Practice Exercise for speed typing - Correction of litho and centering.

UNIT - III

Practice typing speed @ 25 wpm - Type Business letters - Official letters (Secretariat, Government Offices, Independent body and D.O. letters).

UNIT – IV

Practice typing speed @ 30 wpm - Ribbon changing - Carbon manifolding - envelop addressing - insertion of letters - application of variable line spaces - Display, Government Orders.
QUESTION PAPER FORMAT

The question paper consists of two parts, Part A and Part B as detailed below.

**Part A - SPEED**

Marks: 50  
Duration: 10 minutes

Candidates will be directed to type on one side of the paper an ordinary printed passage without heading and a few figures if necessary and not exceeding 3 paragraphs consisting 1500 strokes with the minimum capital letters in double line spacing with 10 degree margin on the left hand side and 5 degree margin on the right hand side. Special attention should be paid to the accuracy and neatness of execution.

*Five strokes will be counted as a word. Each depression of character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indication or depression of shift. Two strokes are counted after every full stop, interrogation sign or exclamation mark. Five stroke mistakes are counted as one full mistake every spelling mistake under stroke systems counted as a stroke mistake and 5 stroke mistakes is counted as a full mistake.*

**Part B - MANUSCRIPT**

Marks: 50 (detailed split up mentioned below)  
Duration: 1½ Hours

Candidates will be directed to type neatly and accurately in proper format within the prescribed time from manuscript copies covering official letters, business letters, simple display, statement and Government Order etc.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Statement</td>
<td>10</td>
</tr>
<tr>
<td>2. Official letters, business letters with carbon copy</td>
<td>15</td>
</tr>
<tr>
<td>3. Government Orders/Notification</td>
<td>15</td>
</tr>
<tr>
<td>4. Display/Advertisement</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>-------</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>50</strong></td>
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</table>

For a pass in Typewriting examination an aggregate minimum of 40% marks is required for speed and manuscript parts put together.

Reference:-

1. Typewriting Speed Book(of different publications)
2. Typewriting Second Paper Book(of different publications)
Subject Title : WORD PROCESSING ENGLISH - I
Subject code : DSP 1626
Periods Per Week : 3
Periods Per Semester : 45
Marks : 100

TIME SCHEDULE

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<tr>
<th>UNIT</th>
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<th>PERIODS</th>
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<tr>
<td>I</td>
<td>Creation of Documents using MS Word.</td>
<td>12</td>
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<tr>
<td>II</td>
<td>Formatting the Documents and Typing practice.</td>
<td>11</td>
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<tr>
<td>III</td>
<td>Creating Tables.</td>
<td>11</td>
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<tr>
<td>IV</td>
<td>Power Point.</td>
<td>12</td>
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<td>TOTAL</td>
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</table>

COURSE OUTCOME

1. Student can type systematically using computer Keyboard.
2. File management in any word processing software (MS word/Open office.Org).
3. Formatting the document.

SPESIC OUTCOME

UNIT – I

4.6.1. Understanding the Creation and saving of a document.
4.6.2. Practice formatting pages.
4.6.3. Setting up of Page margins.
4.6.4. Practicing Cut, Copy and Paste
4.6.5. Familiarise the use of tab stops and indents
4.6.6. Familiarise spell checking
4.6.7. Practicing Speed @15 wpm
UNIT – II

4.7.1. Familiarise with formatting text and paragraphs
4.7.2. Apply different styles
4.7.3. Apply auto formatting, numbering and bulleting.
4.7.4. Study Page numbering
4.7.5. Creating headers and footers
4.7.6. Speed practice @20 wpm.

UNIT – III

3.1. Creating tables
3.2. Practice to insert rows and columns.
3.3. Creating indexes.
3.4. Apply Page boarders
3.5. Develop Speed @25 wpm.

UNIT – IV

2.1.1. Understand the document printing
2.1.2. Create letters through Mail merge.
2.1.3. To Prepare business letters and official letters etc.
2.1.4. Familiarise statement preparation
2.1.5. Apply the ornamental boarders
2.1.6. Develop Speed @30 wpm.
2.1.7. Familiarise with Power Point

CONTENT DETAILS

UNIT – I
Documents - Create - save - edit - formatting - pages – layout - page margins – cut - copy – paste - tab stops - indents - spell checking - Speed practice @15 wpm

UNIT – II
Formatting - text - paragraphs - styles - auto formatting - numbering - bulleting - page numbering - headers and footers - Speed practice @20 wpm.

UNIT – III
Creating - tables - insert rows and columns – indexes - page boarders - Speed practice @25 wpm.

UNIT – IV
Document – printing - mail merging - prepare business letters and official letters -
statements - ornamental boarders - Speed practice @30 wpm. - Power Point – Slide
creation – Saving the slides and Presentation.

**QUESTION PAPER FORMAT**

The question paper will be of two parts, Part A & B as detailed below.

**Part A-Speed Test**

<table>
<thead>
<tr>
<th>Marks</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>25</td>
<td>10 Minutes</td>
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</tbody>
</table>

A English text of around 1200 characters will be provided as hardcopy and
the students have to type it in the computer using MS Office or Open Office.Org for
Word processing test. The evaluation will be done by counting the correct number
of words inside the typed text and a mark will be provided out of the maximum mark
for that test is 25.

**Part B-Word Processing**

<table>
<thead>
<tr>
<th>Marks</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>30 Minutes</td>
</tr>
</tbody>
</table>

Students should create one document by using MS Word/Open Office.Org. from the given
exercises. A tentative list of exercises attached.

i. Tender Notice
ii. Circular
iii. Government Order
iv. Notification
v. Memo
vi. D.O. Letter
vii. U.O. Note
viii. Invitation with ornamental boarders
ix. Advertisement with ornamental boarders,
x. Letter to editor
xi. Secretariat letters
xii. Create slides using Power point presentation.
Subject Title : DESK TOP PUBLISHING (DTP)
Subject Code : DSP 1627
Periods per Week : 2
Periods per Semester : 30
Marks : 125

TIME SCHEDULE

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<tr>
<th>UNITS</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tr>
<td>I</td>
<td>Introduction to Desk Top Publishing</td>
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<tr>
<td>II</td>
<td>Creating a New document with PageMaker</td>
<td>7</td>
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<tr>
<td>III</td>
<td>Working with Text in PageMaker</td>
<td>8</td>
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<tr>
<td>IV</td>
<td>Handling Pages</td>
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</tbody>
</table>

COURSE OUTCOME

1. Students will familiarize with various DTP softwares
2. Students can create documents in PageMaker
3. Students can design pages
4. Students will be able to work with various tools available in the tool box and design various documents like Magazines, News Paper, Greeting cards, advertisements

SPECIFIC OUTCOME

UNIT – I

1.1 Understand Desk Top Publishing
1.2 Familiarise with Hardware requirements
1.3 Familiarise with Software requirement
1.4 Describe various DTP softwares
1.5 Understand other applications supporting DTP
1.6 Understanding graphic file formats
1.7 Understanding fonts & colours
1.8 State the differences between Screen colours (RGB) and Printer Colours (CMYK)
UNIT - II

2.1 Starting PageMaker
2.2 Creating a New document in PageMaker
2.3 Built-in PageMaker template
2.4 Develop Document Setup
2.5 Practice with PageMaker Workspace
2.6 Create Title Bar
2.7 Create Tool Box in PageMaker and understand their usages

UNIT - III

3.1 Working with Text in PageMaker
3.2 Creating new text with text tool box
3.1 Familiarise with character level formatting
3.3 Understand Scaling, Tracking, leading, kernel
3.4 Familiarise Alignments
3.5 Formatting paragraphs
3.6 Familiarise using Story editor
3.7 Familiarise using Styles
3.8 Importing other documents to PageMaker

UNIT - IV

4.1 Understanding the handling of Pages
4.2 Understand how to create columns
4.2 Practice with Other Tools in tool Boxes
4.3 Create ability to work with Images
4.4 Ability to arrange objects & wrapping text
4.5 Ability to work with guides and rulers
4.6 Ability to work with colors
4.7 Understand the Control Palett
4.8 Understand the Photoshop software
4.9 Practice with scanning of pictures, cropping and saving in various formats.

CONTENTS DETAILS

UNIT – I

UNIT - II


UNIT - III


UNIT - IV


Tasks:

Serif  - Screen colours (RGB) - Printer Colours (CMYK) - Spot Colours - Process Colours - Colour Separation.
QUESTION PAPER FORMAT

Max. Marks:100 Duration: 45 Minutes

Students shall create a layout using PageMaker software within the stipulated time.
A tentative list of layout exercises attached for reference.

1. Tables
2. Layout of Books
3. Layout of Magazines
4. Design Brochures
5. Greeting Cards
6. Advertisements
7. Layout of newspapers
## Diploma in Secretarial Practice
### Subjects of Study and Scheme of Evaluation
#### Semester - III

<table>
<thead>
<tr>
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<th>Subject</th>
<th>Periods Per Week</th>
<th>Periods Total</th>
<th>Evaluation (Marks)</th>
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<tbody>
<tr>
<td>DSP 1631</td>
<td>BUSINESS COMMUNICATION</td>
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<td>45</td>
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<td>DSP 1632</td>
<td>SHORTHAND ENGLISH - III</td>
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<td>150</td>
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<td>DSP 1633</td>
<td>SHORTHAND MALAYALAM - I</td>
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<td>DSP 1634</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
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<tr>
<td>DSP 1635</td>
<td>TYPEWRITING ENGLISH - III</td>
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<td>TYPEWRITING MALAYALAM - I</td>
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<td>DSP 1637</td>
<td>COMPUTERISED FINANCIAL ACCOUNTING</td>
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<td>Theory: 100, Practical: 25, Total: 125</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>35</strong></td>
<td><strong>525</strong></td>
<td><strong>Theory: 250, Practical: 300, Internal: 200, Total: 750</strong></td>
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Subject title: BUSINESS COMMUNICATION
Subject code: DSP 1631
Periods per week: 3
Periods of semester: 45
Marks: 125

TIME SCHEDULE

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<th>UNITS</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Communication</td>
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<tr>
<td>II</td>
<td>Correspondence</td>
<td>10</td>
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<tr>
<td>III</td>
<td>Office Correspondence</td>
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<tr>
<td>IV</td>
<td>Business Letters</td>
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<td><strong>Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

COURSE OUTCOME

After completion of the course the student will be able to;

- Develop the skill and knowledge to communicate effectively within the office and with other offices.
- Handle the correspondence independently and confidently.
- Understand the importance and priority of business and correspondences.
- Drafting of the business letters.

SPECIFIC OUTCOME

UNIT – I – COMMUNICATION

1.1 Understand the term “communication”.
1.2 Familiarize with various types of communication
1.3 Understand the process of communication.

UNIT- II – CORRESPONDENCE

2.1. Familiarize the term ‘correspondence’.
2.2. Understand different types of correspondence.
2.3. Distinguish between Private and Commercial correspondence.
2.4. Attain the skill to Draft application for jobs, Personal letter etc.

UNIT – III - OFFICE CORRESPONDENCE

3.1 Define Official correspondence.
3.2 Familiarize with procedure of the making office correspondence
3.3 Understand the handling of inward and outward mail.

UNIT – IV - BUSINESS LETTERS

4.1 Identify the parts of a business letter
4.2 Familiarize with various kinds of business letters and documents.
4.3 Understand the Stages of collection letters, circulars etc..

CONTENTS DETAILS

UNIT – I – COMMUNICATION

Meaning and definition of communication.- Types of communication - upward, downward, horizontal, diagonal – verbal – Face-to-face communication - non verbal - written communication - formal – informal - grapevine communication-Process of communication - sender, message, means, receiver, feed back.

UNIT- II – CORRESPONDENCE

Meaning and definition of correspondence- Different types of correspondence. Private correspondence- Commercial correspondence -Drafting application letter for job Personal letter - different personal letters.

UNIT – III - OFFICE CORRESPONDENCE

Official correspondence- Production of office correspondence - drafting, noting, typing, printing. Procedure of handling inward mail- Procedure of handling outward mail- Letters to the editor

UNIT – IV - BUSINESS LETTERS

QUESTION PAPER FORMAT

Duration of examination: 3 hrs                                    Maximum Marks: 100

The question paper shall consist of two parts, PART A & B as detailed.

PART – A: Consists of 10 short Answer type Questions of 2 Marks each, (To be answered in 1 or 2 Sentences), covering all the units and at least two questions from each unit.

PART – B: Consists of two questions from each unit, and altogether 8 questions. Students will have to attempt one question from each unit, and a total of 4 questions. Each question carries 20 marks.

Reference Books:

1. Business Communication & Management Information System - (M. V. Abramam, Dr. G. S. Gireesh Kumar)
2. Commercial Correspondence - M. C. K. Nambiar
TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
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<tbody>
<tr>
<td>I</td>
<td>Advanced Phraseography &amp; Intersections,</td>
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</tr>
<tr>
<td>II</td>
<td>Shipping, Railway, and Legal Phrases.</td>
<td>35</td>
</tr>
<tr>
<td>III</td>
<td>Theological Phrases and Special list of words.</td>
<td>40</td>
</tr>
<tr>
<td>IV</td>
<td>Revision of Contraction, Intersection &amp; advanced phrases.</td>
<td>40</td>
</tr>
<tr>
<td>TOTAL</td>
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<td>150</td>
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COURSE OUTCOME

Students will be able to explain
1. Advanced Phraseography
2. Intersections
3. Business Phrases, Political Phrases
4. Banking and Stock broking phrases,
4. Shipping, Railway, Legal, Theological Phrases
6. Attend dictation at a speed of 100 wpm.

SPECIFIC OUTCOME

UNIT - I
1.1 Understand the influence of essential vowels in speed building.
1.2 Acquire Speed with special contractions and advanced phrases.
1.3 Develop speed @ 90 wpm.

UNIT - II
2.1 Understand Insurance, Shipping, Railway and Legal phrases
2.2 Develop speed @ 95 wpm.
UNIT-III

3.1 Understand Theological and Special List of words.
3.2 Develop speed @ 100 wpm.

UNIT-IV

4.1 Acquire speed @ 105 wpm.

CONTENT DETAILS

UNIT - I

Understand the influence of essential vowels in speed building - Practice the exercises under essential vowels - Recognise special contractions and advanced phrases - Practice the list of special contractions and exercises - Practice the lists of Advanced Phrases and exercises - Take dictation of the exercises under special contractions & Advanced Phrases - Develop speed at 90 wpm. and understand the importance of transcription - Take down dictation at 90 wpm and transcribe the same - Practice the exercises under Intersections - Practice the exercises under Business Phrases - Practice the exercises under Political Phrases - Practice the exercise under Banking and stock broking phrases.

UNIT - II

Practice Insurance and Shipping Phrases - Practice Technical and Railway phrases - Practice Legal Phrases - Take down dictation @ 95 wpm.

UNIT-III

Practice Theological phrases - Practice Special list of words - Take down dictation @100wpm speed - Transcribe the dictated portion in the prescribed time.

UNIT-IV

Revision of advanced phrases, intersections - Take down dictation @100 wpm.- Develop speed @ 105 wpm - Practice the phrases under all chapters - Take down dictation @105 wpm.
QUESTION PAPER FORMAT

Question paper consists of two Parts, Part - A and Part - B.

PART - A : SPEED : It consists of a passage containing 700 words.

Max. Marks: 50         Time:        Dictation : 7 minutes
                      Transcription: 1 hour 30 minutes

PART – B : THEORY

Max. Marks: 50 (split up of marks detailed below)       Duration: 1 Hour 30 Minutes

Answer any 5 questions out of 7 each carrying 2
marks from Unit- I                                     (5 x 2 = 10 Marks)
Write 10 shorthand outlines from Advanced Phrases and
important words, each question carries one mark.       (10 x 1 = 10 Marks)
Transcription of a longhand passage into shorthand, carry 15 marks
(1 x 15 = 15 Marks)
Transcription of lithographed shorthand matter into longhand (15 marks) (1 x 15 = 15 Marks)

----------------
Total          50 Marks

For a pass minimum 40% of marks is required for Part - A & Part - B put together.

Resource book:

Pitman Shorthand Instructor with Key.

Reference Books:

1 Graded Dictation Exercises – Bhagavan Associates.
2 Speed Builders – Bhagavan Associates
3 New Current Phrase Book – Bhagavan Associates
TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>മുല്യാന്താള ഭാഷകൾ - ഉചിതപ്രകടന മജനെയം - കാശിമേടി - (മലയാളം),</td>
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<td>II</td>
<td>(മലയാളം) ഭാഷാംശം - ഉചിതപ്രകടനം.</td>
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<tr>
<td>III</td>
<td>രാജാകല്യാണം</td>
<td>15</td>
</tr>
<tr>
<td>IV</td>
<td>അനുവാദി വാക്കുകൾ - മജനെയം പ്രകടിച്ച പിതാ</td>
<td>15</td>
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<td></td>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

COURSE OUTCOME

- മുല്യാന്താളം പ്രകടനം
- ഉചിതപ്രകടനം
- അന്തരജാതിക പ്രകടനം
- മലയാളം അന്തരജാതിക
- മലയാളം മജനെയം

SPECIFIC OUTCOME

UNIT – I

1. മുല്യാന്താള ഭാഷകൾ - ഉചിതപ്രകടനം - കാശിമേടി -
2. രാജാകല്യാണം, മലയാളം ഭാഷാംശം -
UNIT – II

(ബാഹ്യ) സംവാദം - (ബാഹ്യ) സംവാദ നിയന്ത്രണം - സ് ഉ ല സംവാദം നിർമ്മാണം നിയന്ത്രിക്കാൻ പ്രോസസ്സ് ആണ് സംവാദം - നടത്തേണ്ടെങ്കിൽ അല്ലായി സംവാദം –

UNIT – III

വൈജ്ഞാനിക സമാഹാരം (ആന്റർ സാന്തു) മാത്ര നിർദ്ദേശിക്കപ്പെട്ടു നിര്‍മ്മാണം -
വൈജ്ഞാനികസംവാദം നിരപ്പാണ് നിയന്ത്രിക്കാൻ പ്രോസസ്സ് - ത ഓ സംവാദം എന്ന സംവാദം ആയും സംവാദം

UNIT – IV

വൈജ്ഞാനിക സമാഹാരം (അന്റർ സാന്തു) മാത്ര നിർദ്ദേശിക്കപ്പെട്ടു നിര്‍മ്മാണം -
വൈജ്ഞാനികസംവാദം നിരപ്പാണ് നിയന്ത്രിക്കാൻ പ്രോസസ്സ് - ത ഓ സംവാദം എന്ന സംവാദം.

CONTENT DETAILS

UNIT – I

അദ്ധ്യായത്തിലെ സംവാദം - സംവാദംകേന്ദ്രം - പ്രക്രിയയിലെ സംവാദം - ന ഡ് ല സംവാദം, ന ഡ് ല സംവാദം

UNIT – II

(ബാഹ്യ) സംവാദം - (ബാഹ്യ) സംവാദ നിയന്ത്രണം - സ് ഉ ല സംവാദം നിർമ്മാണം നിയന്ത്രിക്കാൻ പ്രോസസ്സ് ആണ് സംവാദം - നടത്തേണ്ടെങ്കിൽ അല്ലായി സംവാദം –

UNIT – III

വൈജ്ഞാനിക സമാഹാരം (ആന്റർ സാന്തു) മാത്ര നിർദ്ദേശിക്കപ്പെട്ടു നിര്‍മ്മാണം -
വൈജ്ഞാനികസംവാദം നിരപ്പാണ് നിയന്ത്രിക്കാൻ പ്രോസസ്സ് - ത ഓ സംവാദം എന്ന സംവാദം ആയും സംവാദം

UNIT – IV

വൈജ്ഞാനിക സമാഹാരം (അന്റർ സാന്തു) മാത്ര നിർദ്ദേശിക്കപ്പെട്ടു നിര്‍മ്മാണം -
വൈജ്ഞാനികസംവാദം നിരപ്പാണ് നിയന്ത്രിക്കാൻ പ്രോസസ്സ് - ത ഓ സംവാദം എന്ന സംവാദം ആയും സംവാദം.
QUESTION PAPER FORMAT

Questions will be based on Exercise No.1 to No.48 of the Arul System Malayalam Shorthand Padapushthakam.

Duration : 1 hour.                              Maximum Marks : 50

I. 2 æã (Arul System) 5 æã (Arul System) ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ ææ æae
Subject Title : INFORMATION & COMMUNICATION TECHNOLOGY

Subject code : DSP 1634
Periods Per Week : 3
Periods Per Semester : 45
Marks : 75

TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction to internet</td>
<td>11</td>
</tr>
<tr>
<td>II</td>
<td>Creation of e-mail accounts</td>
<td>11</td>
</tr>
<tr>
<td>III</td>
<td>Using search engines</td>
<td>11</td>
</tr>
<tr>
<td>IV</td>
<td>Familiarising with online applications</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>45</td>
</tr>
</tbody>
</table>

COURSE OUTCOME

1. Students will be able to handle internet – Online submission of application – Search Engines.
2. Students will be able to create and operate E-Mail Account – Blog
3. Students will be able to write CD, copy files in to pen drive and other secondary storage devices.

SPECIFIC OUTCOME

UNIT - I

1.2. Develop the ability to operate internet.
1.3. Familiarise with various types of internet connections.
1.4. Understand the various applications of internet.

UNIT - II

2.1. Understand how to create e-mail accounts
2.2. Develop the ability to attach and Send e-mails
2.3. Understand how to download files attached to the e-mail
2.4. Understand how to create e-mail address groups
2.5. Understand how to create Blogs
UNIT - III

3.1. Familiarise with the Search engines.
3.2. Practice to download the topics from website.
3.3. Understand how to save, Copy and print the downloaded.
3.4. Understand how to copy and save the topics in different secondary memory devices like CD, Pen drive etc.
3.5. Understand about the Wikipedea.
3.6. Able to search the topic in Wikipedea.

UNIT - IV

4.1. Familiarise with submission of online application form.
4.2. Understand how to download application forms.
4.3. Create the ability to take print outs of downloaded forms using different printers.
4.4. Familiarise with Internet Banking, Mobile recharging etc.
4.5. Practice to use scanners.
4.6. Familiarise for scanning the document, saving the same and sending by e-mail.
4.7. Familiarise scanning the photographs and editing the size and forwarding.

CONTENT DETAILS

UNIT - I

Internet - introduction - Types of internet connections - understand the technology – various applications.

UNIT - II

E-mail accounts – Creation - Sending e-mails - Attaching files - Downloading files attached to the e-mail - E-mail address groups – Creation – sending mails - Blogs – Creation.

UNIT - III

Search engines - searching any topic - downloading the topic – save the topic – printing the downloaded files – Saving, Copying and printing the topic in different secondary memory devices like CD, Pen drive etc. – Wikipedea – Searching – downloading from Wikipedea – saving – copying – printing.

UNIT - IV

QUESTION PAPER FORMAT

Maximum Marks : 50  Duration: 30 Minutes

Students will have to create certain tasks within the prescribed time. A tentative list of tasks is detailed for reference.

1) E-mail account creation
2) Blog creation
3) Searching any topic, downloading the same, saving and printing the same.
4) Writing of CD, Copying any file to Thumb drive
5) Searching any topic from the Wikipedia
6) Online submission of an application.
7) Scanning any document, saving the same, printing the same.

References :
1  www.wikipedea.org
2  www.yahoo.com
3  www.googlemail.com
4  www.blogs.com
TIME SCHEDULE

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<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Typing of invoice and Speed Practice</td>
<td>17</td>
</tr>
<tr>
<td>II</td>
<td>Typing of proceedings.</td>
<td>18</td>
</tr>
<tr>
<td>III</td>
<td>Type of memorandum &amp; circulars</td>
<td>20</td>
</tr>
<tr>
<td>IV</td>
<td>Typing U.O. Note &amp; Personal Letters.</td>
<td>20</td>
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<td>TOTAL</td>
<td>75</td>
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COURSE OUTCOME

1. Student will be able to type systematically @40 wpm.

2. Student will be able to type the different document formats used in various offices.

3. Students can prepare documents in the desired format.

SPECIFIC OUTCOME

UNIT - I

1.1 Acquire speed @ 35 wpm

1.2 Familiarization of invoice

UNIT - II

2.1 Understand typing of proceedings

UNIT - III

3.1 Familiarization of Memorandum and Circular
UNIT - IV

4.1 Acquire speed @ 40 wpm.
4.2 Familiarization of U O Note, Personal and Private letters.

CONTENT DETAILS

UNIT - I

Speed practice @ 35 wpm - Typing of invoice

UNIT - II

Speed practice @ 35 wpm - Practice to type proceedings

UNIT - III

Speed Practice @ 40 wpm - Practice memorandum / circular

UNIT - IV

Speed practice @ 40 wpm - Practice U O Note - Practice Personal / Private letters

QUESTION PAPER FORMAT

Question paper consists of two Parts, Part - A and Part - B.

Part – A - Speed Marks : 50 Duration : 10 minutes

Type on one side of the paper an ordinary printed passage without heading and a few figures if necessary and not exceeding 3 paragraphs consisting 2000 strokes with the minimum capital letters in double line spacing with 10 degree margin on the left hand side and 5 degree margin on the right hand side. Special attention should be paid to the accuracy and neatness of execution.

Five strokes will be counted as a word. Each depression of character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indication or depression of shift. Two strokes are counted after every full stop, interrogation sign or exclamation mark. Five stroke mistakes are counted as one full mistake every spelling mistake under stroke systems counted as a stroke mistake and 5 stroke mistakes is counted as a full mistake.
Part - B - Manuscript.

Marks: 50 (split up of marks detailed below)  

Time: 1\(\frac{1}{2}\) Hours

There will be four questions to be typed neatly and accurately and in desired format within the prescribed time from manuscript copies covering invoice, Personal / Private letters, Circulars, Proceedings, Memorandum, U O Note etc.

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>1. Personal/Private letters</td>
<td>10</td>
</tr>
<tr>
<td>2. Circular/U.O. Note/Memorandum</td>
<td>15</td>
</tr>
<tr>
<td>3. Proceedings</td>
<td>15</td>
</tr>
<tr>
<td>4. Invoice</td>
<td>10</td>
</tr>
</tbody>
</table>

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TOTAL 50

For a pass minimum 40% of marks is required for Part -A & Part - B together.

Reference Books:-

Typewriting Speed Book :
1. Kala Publications
2. Sanjay Publications
3. Bhagavan Associates
4. Star Publications

Typewriting Second Paper Book:
1. Kala Publications.
2. Sanjay Publications
3. Bhagavan Associates
4. Star Publications
Subject Title : TYPEWRITING MALAYALAM - I
Subject Code : DSP 1636
Periods Per week : 5
Periods Per Semester: 75
Marks : 75

TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
</tr>
</thead>
</table>
| I    | എണ്ണ, കാല, തവണ, ക്രമം, സ്വഭാവം, മേഖലകൾ, സ്ഥാനം,
|      | ഇന്ത്യൻ, മലയാള പ്രക്രിയകൾ, സമയം, സ്ഥലം,
|      | ക്രമം, സ്വഭാവം, മേഖലകൾ, സ്ഥാനം, ഇന്ത്യൻ, മലയാള പ്രക്രിയകൾ |
|      | 18    |
| II   | പ്രചാരം, വിദ്യാഭ്യാസം, സമയം, സ്ഥലം, ക്രമം, സ്വഭാവം,
|      | മേഖലകൾ, ഇന്ത്യൻ, മലയാള പ്രക്രിയകൾ |
|      | 19    |
| III  | പ്രചാരം, വിദ്യാഭ്യാസം, സമയം, സ്ഥലം, ക്രമം, സ്വഭാവം,
|      | മേഖലകൾ, ഇന്ത്യൻ, മലയാള പ്രക്രിയകൾ |
|      | 19    |
| IV   | 1234567890 സസ്തനി മലയാള പ്രക്രിയകൾ, പ്രചാരം,
|      | മേഖലകൾ, ഇന്ത്യൻ, മലയാള പ്രക്രിയകൾ |
|      | 19    |

TOTAL 75

COURSE OUTCOME

1. Student will attain the skill to type in Malayalam at speed of 10 wpm.
2. Student will get acquainted with different document formats.
3. Students will be able to identify the difference between English and Malayalam keyboard.
SPECIFIC OUTCOME

UNIT - I

UNIT - II

UNIT - III

UNIT - IV

CONTENT DETAILS

UNIT - I

UNIT - II

UNIT - III

UNIT - IV
QUESTION PAPER FORMAT

Duration : 10 Minute  Maximum Mark : 50

Candidates will be directed to type an ordinary Printed passage of 100 words at a speed of 10 wpm in double line spacing on one side of the paper with 10 degree margin on the left side and 5 degree on the right side. Special attention must be paid to accuracy and neatness of execution.

Note: - Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke.

Reference Books:

1) Budget Book, Speed Book - Kala Publications
2) “ - Sanjay Publications
3) “ - Star Publications
**Subject Title**: COMPUTERISED FINANCIAL ACCOUNTING  
**Subject Code**: DSP 1637  
**Periods per week**: 5  
**Periods per year**: 75  
**Marks**: 100

**TIME SCHEDULE**

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction to Computerised Financial Accounting &amp; Tally</td>
<td>19</td>
</tr>
<tr>
<td>II</td>
<td>Preparation of Financial Statements.</td>
<td>18</td>
</tr>
<tr>
<td>III</td>
<td>Cost Centers &amp; Interest calculation</td>
<td>18</td>
</tr>
<tr>
<td>IV</td>
<td>Inventory Management.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>75</td>
</tr>
</tbody>
</table>

**COURSE OUTCOME**

1. Students will be introduced the Computerised Financial Accounting and the software’s.
2. Students will be able to develop financial statements in TALLY.
3. Students will be able to create cost centers and apply interest calculations.
4. Students will have the ability to manage inventory with Tally software.

**SPECIFIC OUTCOME**

**UNIT I**

1.1. Understand computerized financial accounting.  
1.2. Familiarise with TALLY software and its applications.  
1.3. Understand how to Create a company.  
1.4. Understand how to Alter and Delete a company.
1.5. Understand how to Select and Shut a company.
1.6. Practice to Change current period & Date.
1.7. Practice to create, display, alter and delete account groups.
1.8. Understand how to Create, display, alter and delete ledger accounts.
1.9. Develop the ability to display trial balance, Profit & Loss A/c, Balance Sheet.

UNIT II

2.1. Understand various types of vouchers
2.2. Identify the list of vouchers in TALLY
2.3. List out the function keys for each type of vouchers
2.4. Understand how to enter, alter, delete a voucher
2.5. Able to create additional types of voucher
2.6. Develop the ability to enter the given transactions using appropriate vouchers
2.7. Understand how to display account books, day books, final accounts, final flow statements, cash book.
2.8. Practice to enter closing stock
2.9. Develop the ability to solve problems on final accounts with adjustments
2.10. Understand how to rectify accounting errors
2.11. Understand how to prepare Bank reconciliation statement

UNIT III

3.1. Understand how to create, display, alter and delete cost centers
3.2. Understand how to create, display, alter and delete cost categories
3.3. Develop the ability of calculation of interest in different modes
3.4. Understand how to account the duties and taxes
3.5. Develop the ability to calculate duties and taxes based on item – rate
3.6. Develop the ability to calculate duties and taxes based on total sales
3.7. Develop the ability to calculate surcharge on tax
3.8. Develop the ability to calculate additional duty
3.9. Practice to solve problems involving VAT
3.10. Practice to solve problems involving TDS
UNIT IV

4.1. Understand how to manage inventory.
4.2. Understand how to Create, display, alter and delete stock groups
4.3. Understand how to Create display, alter and delete stock categories
4.4. Understand how to Create, display, alter and delete stock godowns
4.5. Understand how to Create display, alter and delete stock modules
4.6. Able to configure for inventory vouchers
4.7. Practice to enter data in inventory vouchers
4.8. Practice to enter transactions in stock journal
4.9. Understand how to create and enter data in manufacturing journal, physical stock journal
4.10. Solve problems involving inventory reports and statements
4.11. Able to integrate accounts with inventory
4.12. Able to enter transactions and display
4.13. Understand how to create multiple price list for different classes of customers
4.14. Solve problems involving multiple pricelist

CONTENT DETAILS

UNIT I


UNIT II

UNIT III


UNIT IV


QUESTION PAPER FORMAT

Max Marks : 100 Duration : 2 hours.

Accounting exercises questions has to be solved through application of Tally Software to deliver the desired result. Students shall secure 40% marks for a pass.

Split up of Marks detailed below :

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<tr>
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<tr>
<td>Record</td>
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<td>Work</td>
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Reference Books:

1. Systematic Approach to Computerised Accounting - Ramachandran & Sajeev
2. Computer Applications - Joy John, G.S. Anilkumar, Johnkutty
<table>
<thead>
<tr>
<th>Code</th>
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<th>Periods Per Week</th>
<th>Periods Total</th>
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<td>SECRETARIAL PRACTICE</td>
<td>3</td>
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<td>PROJECT &amp; VIVA</td>
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<td>DTP &amp; WORD PROCESSING MALAYALAM</td>
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TIME SCHEDULE

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<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Private Secretary</td>
<td>11</td>
</tr>
<tr>
<td>II</td>
<td>Meeting</td>
<td>11</td>
</tr>
<tr>
<td>III</td>
<td>Secretary and Communication</td>
<td>11</td>
</tr>
<tr>
<td>IV</td>
<td>Computer File Management system</td>
<td>12</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
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</table>

COURSE OUTCOME

1. Students can perform various duties of an office secretary.
2. Student can draft Agenda and Minutes of the meeting.
3. Student will be capable of managing files in computers.
4. Student will acquire the skill to protect the documents and other contents from cyber attacks.

SPECIFIC OUTCOME

UNIT – I: PRIVATE SECRETARY

1.1 Understand the concept of Secretarial Practice.
1.2 Acquire the ability and knowledge to handle the functions of a secretary
1.3 Identify the different kinds of duties assigned to secretaries in public and private firms
1.4 Appreciate the importance of various types of meetings.
UNIT – II: MEETING

2.1 Understand the activities preliminary to a meeting.
2.2 Preparation of the Agenda of a meeting.
2.3 Importance of the Minutes of the previous meeting and other connected papers.
2.4 Familiarize with the arrangements and importance of pre and post sessions of meeting
2.5 Acquire the skill for taking minutes.

UNIT – III: SECRETARY AND COMMUNICATION

3.1 Understand the importance of communication in the duties of secretary.
3.2 Realize the importance of English in communication.
3.3 Develop and improve the ability of Spoken communication and written communication.
3.4 Ability to prepare Circulars, Reports and other documents.
3.5 Earn the skill and knowledge to handle Electronic communication.

UNIT – IV: COMPUTER FILE MANAGEMENT SYSTEM

4.1 Ability to Create various types file in computer.
4.2 Acquire the knowledge to Save, Secure, Modify and Retrieve the documents and files.
4.3 Understand the basics and importance of Cloud computing.
4.4 Get the awareness relating to Cyber Laws.

CONTENT DETAILS

UNIT – I PRIVATE SECRETARY

What is Secretarial Practice - Secretary - Private Secretary - Qualities required for a secretary - Personal Qualities of a Secretary - Position of the Secretarial Work Area - Importance of meetings - Various types of meetings.

UNIT – II: MEETING

Activities preliminary to a meeting - The Agenda of a meeting - Minutes of the previous meeting - Other important papers - Activities on the day of the meeting - the conduct of meeting - Taking minutes - Secretarial duties subsequent to a meeting.

UNIT – III: SECRETARY AND COMMUNICATION

Secretary and communication - Nature of communication - Command of English - Spoken communication - Giving and Receiving instructions - Written communication - Drafting – circulars – Reports – memoranda – E-mail.
UNIT – IV: COMPUTER FILE MANAGEMENT SYSTEM


QUESTION PAPER FORMAT

Duration of examination: 3 hrs  Maxmum Marks: 100

The question paper shall consist of two pars, PART A & B as detailed.

Part – A : Consists of 10 short questions of 2 marks each (10 x 2 = 20 ) covering the four units and at least two questions from each unit without choice.

Part - B : Consists of two sets of descriptive questions of 20 marks from each unit. Students should answer one set question from each unit.

Reference Books :

1. Secretarial Practice - Geoffrey Whitehead
2. Business Communication & Management Information System ( M. V. Abramam, Dr. G. S. Gireesh Kumar)
3. Office Management - Prasanta K. Ghosh
Subject Title : SHORTHAND ENGLISH – IV
Subject Code : DSP 1642
Periods Per Week : 10
Periods Per Semester : 150
Marks : 200

TIME SCHEDULE

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<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Practice of Elaboration.</td>
<td>40</td>
</tr>
<tr>
<td>II</td>
<td>Dictation of Business Documents</td>
<td>35</td>
</tr>
<tr>
<td>III</td>
<td>Practice Condensation.</td>
<td>35</td>
</tr>
<tr>
<td>IV</td>
<td>Speed practice of elaboration &amp; Condensation.</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>150</td>
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</tbody>
</table>

COURSE OUTCOME
1. Students will be able to take dictation of English presentation @130 wpm and transcribe the same.
2. Student will be able to create business documents.
3. Students will be able to condense the English Speech to the specified size.
4. Students will be able to elaborate the dictated questions in proper form.

SPECIFIC OUTCOME

UNIT - I
1.1. Student will be able to take down dictation @ 110 wpm and transcribe the same.
1.2. Familiarize with elaboration
1.3. Understand the method of elaboration of various documents.

UNIT - II
2.1. Acquire the skill to take dictation @ 120 wpm
2.2. Expertise in elaboration by using various kinds of documents and letters.
2.3. Familiarize with various kinds of business documents
UNIT - III

3.1. Familiarize with Condensation of various kinds of Passages
3.2. Expertise in condensing documents.

UNIT - IV

4.1. Acquire skill to take English Dictation @ 120 wpm accurately.
4.2. Familiarize to take Dictation of elaboration questions @ 120 wpm and transcribe the same accurately in proper format.
4.3. Expertise in writing Condensation of question dictated @ 120 wpm and transcribe the same accurately.

CONTENT DETAILS

UNIT - I
Take down dictation @ 110 wpm and transcribe the same- Practice Advertisement - Practice Application - Practice Tender Notice - Take dictation of Advertisement @ 110 wpm and transcribe the same - Take dictation of Application @ 110 wpm and transcribe the same - Take dictation of Tender Notice @ 110 wpm and transcribe the same

UNIT - II
Practice speed @ 120 wpm - Practice notice of Annual General Meeting @ 120 wpm - Practice Official Letter @ 120 wpm - Practice Business Letter @ 120 wpm - Practice Government Order / Circular - Take Dictation of various Letters @ 120 wpm and transcribe the same

UNIT - III
Practice Press Note - Practice Personal Letter @ 120 wpm.- Practice Letter to the Editor - Take Dictation of Letter to the Editor, Personal Letters & Press Note @ 120 wpm and transcribe the same - Practice Condensation of Simple Passage - Take Dictation of Condensation and transcribe the same

UNIT - IV
Speed practice @ 130 wpm - Practice to take Dictation of elaboration questions @ 130 wpm and transcribe the same - Practice of Condensation question @ 130 wpm and transcribe the same.
QUESTION PAPER FORMAT

Question paper consists of three parts, Part–A, B & C as detailed.

**Part - A - Speed** - It consists of a passage of 600 words and a letter of 240 words (840 words) to be dictated @ speed of 120 wpm.

Marks : 50  Duration: Dictation - 7 minutes
          Transcription - 1½ hour

**Part - B - Elaboration** - Dictate five questions @ 120 wpm speed in 4 to 6 minutes passage and elaborate the same. Each questions carries 15 marks.

Marks : 75  Duration: Dictation - 4 to 6 minutes
          Transcription - 2 hours

**Part - C - Condensation** - Dictate a passage of 360 words in 3 minutes, i.e. 120 wpm and condense the same into 120 words.

Marks : 25  Duration: Dictation - 3 minutes
          Transcription - 1 hour

For a pass in Shorthand English an aggregate minimum of 40% marks is required for Part A, B and C put together i.e. 60 out of 150.

**Reference Books:**

- Elaboration of Notes, : 1) Bhagavan Associates.
- Condensation of Notes : 2) Kala Publications.
TIME SCHEDULE

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<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<td>I</td>
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<td>II</td>
<td>മലയാളം സ്റ്റേറ്റ്‌ഷിപ്‌</td>
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<td>III</td>
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<td>IV</td>
<td>മലയാളം സ്റ്റേറ്റ്‌ഷിപ്‌ 50 വിശ്വാസം സമയം പഠനം</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>75</td>
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</table>

COURSE OUTCOME

Student will be able to take dictation of Malayalam presentations in shorthand @ 50wpm and transcribe the same.

SPECIFIC OUTCOME

UNIT -I

മലയാളം സ്റ്റേറ്റ്‌ഷിപ് ഓഫ് സ്റ്റേറ്റ്‌ഷിപ്‌, പഠനം

UNIT -II

മലയാളം സ്റ്റേറ്റ്‌ഷിപ് ഓഫ് വൈഡോ 30 വിശ്വാസം സമയം പഠനം

UNIT –III

മലയാളം സ്റ്റേറ്റ്‌ഷിപ് ഓഫ് വൈഡോ 40 വിശ്വാസം സമയം പഠനം
UNIT-IV

അജുകാരാധനയില്‍ പഠിപ്പിക്കുന്ന 50 പേറകള്‍ പ്രധാനമായും

CONTENT DETAILS

UNIT - I

1.1. അവിഭാജ്യ നൂറിന് കൂടിയിടുന്ന 20 അവസ്ഥകത്തുകള്‍ പ്രകാരമാണ്‌ അവസ്ഥകത്തുകള്‍ പ്രകാരമാണ്‌ അവസ്ഥകത്തുകള്‍ പ്രകാരമാണ്‌ അവസ്ഥകത്തുകള്‍

UNIT - II

2.1. പ്രവേശനം കുറഞ്ഞത്രേളില്‍ പ്രവേശനം കുറഞ്ഞത്രേളില്‍ അവസ്ഥകത്തുകള്‍ പ്രകാരമാണ്‌ 20 അവസ്ഥകത്തുകള്‍ പ്രകാരമാണ്‌

2.2. അവസ്ഥകത്തുകള്‍ പഠിപ്പിക്കുന്ന 30 മണിക്കൂറ് അവസ്ഥകത്തുകള്‍ പ്രകാരമാണ്‌ അവസ്ഥകത്തുകള്‍ പ്രകാരമാണ്‌ അവസ്ഥകത്തുകള്‍

UNIT – III

3.1. 21 മണിക്കൂറില്‍ 50 മണിക്കൂറ്

3.2. അവസ്ഥകത്തുകള്‍ പഠിപ്പിക്കുന്ന 40 മണിക്കൂറ്

3.3. അവസ്ഥകത്തുകള്‍ പഠിപ്പിക്കുന്ന 40 മണിക്കൂറ്

UNIT - IV

4.1. 51 മണിക്കൂറില്‍ 75 മണിക്കൂറ്

4.2. അവസ്ഥകത്തുകള്‍ പഠിപ്പിക്കുന്ന 50 മണിക്കൂറ്

4.3. അവസ്ഥകത്തുകള്‍ പഠിപ്പിക്കുന്ന 50 മണിക്കൂറ്
QUESTION PAPER FORMAT

Question paper consists of two Parts, Part - A and Part - B. Separate Answer Books should be used for answering Part - A and Part - B.

PART - A - Speed

Maximum Marks : 50 Duration: Dictation : 7 minutes
Transcription : 1 Hr. 30 minutes

To take down dictation in Shorthand, a simple Malayalam passage of 350 words @ 50 wpm and the candidate will have to transcribe the dictated matter into Malayalam within 90 minutes.

PART – B - Theory

Duration : 1 Hour30 Minutes Max. Marks : 50 ( split p as detailed.)

I Five questions should be answered in
one or two sentence, each carries 2 marks. (5 x 2=10 marks )

II 15 questions of 1 mark each- Outline of words
From Intersection and phrases (15 x1=15 marks )

III Translation into Shorthand from
Malayalam matter, carries 10 marks (1x10=10 marks)

IV Translation into Malayalam from
Shorthand matter, carries 15 marks (1x15=15 marks)

Total 50 marks

The candidate will have to secure 40% marks for Part A & B together for a pass.

ঐতিহাসিকতা:

লিখিত মানবামুলাম (Arul System) : R. Arulappan.
Subject Title : PROJECT & VIVA
Subject Code : DSP 1644
Periods Per Week : 1
Periods Per Semester : 15
Marks : 125

COURSE OUTCOME

The students will get exposed to the real business environment and acquaint with the secretarial and accounting activities of an establishment.

DETAILS

The students will acquaint with the various activities performed in an establishment like documentation, keeping of books of accounts, working with softwares, preparation of reports, minutes, etc. The students will have to undergo the Project Study for a minimum period of one week within the course duration. The project may be in manufacturing concerns, trading concerns, service undertakings of Public or Private sector.

After completion of the project, the students have to prepare a report on various activities of the establishment with special reference to the secretarial and accounting functions. This will enable the students to acquire practical knowledge in the office administration, accounting and other day to day activities of the office/firm.

Assessment

Total Marks : 100

Split up of marks for the semester examination is detailed below.

Report : 50
Presentation & Viva : 50

Candidates have to secure 40% marks for a pass.
TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Typing of vertical statement &amp; Government Orders.</td>
<td>18</td>
</tr>
<tr>
<td>II</td>
<td>Typing of Legal Notice &amp; Business Letters.</td>
<td>19</td>
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<tr>
<td>III</td>
<td>Typing of Financial statements.</td>
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<tr>
<td>IV</td>
<td>Speed practice.</td>
<td>19</td>
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<tr>
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COURSE OUTCOME

1. Student will be able to type systematically @50 wpm.

2. Student will be able to identify and type various financial statements.

SPECIFIC OUTCOME

UNIT - I
1.1. Acquire speed typing @ 45 wpm.
1.2. Understand vertical statement and Government Orders.

UNIT - II
UNIT - III
3.1 Acquire speed @ 50 wpm.
3.2. Expertise in Financial Statements.

UNIT - IV
4.1 Expertise Vertical Statement, Display etc.

CONTENT DETAILS

UNIT - I
Practice typing @ 45 wpm. - Practice vertical statement and Government Orders -
Perform to type the vertical statement and Government Orders

UNIT - II
Practice type Legal Notice and Business Letters - Practice type D.O letter

UNIT - III
Practice speed @ 50 wpm. - Practice Balance Sheet - Practice P & L Account -
Practice Official letters

UNIT - IV
Practice Income and Expenditure Account - Practice Receipts and Payments
Account - Practice Statements - Practice Displays

QUESTION PAPER FORMAT

Question paper consists of two parts, Part–A and Part-B.

Part – A : Speed

Marks : 50 Duration : 10 minutes

Type on one side of the paper, an ordinary printed passage without heading with a few figures if necessary and not exceeding 3 paragraphs consisting of 2250 strokes with the minimum capital letters in double line spacing with 10 degree margin on the left hand side and 5 degree margin on the right hand side. Special attention should be paid to the accuracy and neatness of execution.

Five strokes will be counted as a word. Each depression of character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indication or depression of shift. Two strokes are counted after every full stop, interrogation sign or exclamation mark. Five stroke mistakes are counted as one full mistake every spelling mistake under stroke systems counted as a stroke mistake and 5 stroke mistakes is counted as a full mistake.
Part - B : Manuscript.

Duration : 2 Hours Total Marks: 50

There will be five questions to be typed neatly and accurately and in proper format in the prescribed time limit from manuscript copies of Personal Letters, Vertical Statement, Legal Notice, Balance Sheet, P & L Account, Income & Expenditure, Receipts and Payments, Government Orders, Business Letters, Official Letters, Display etc.

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>1. Statement / Vertical Statement</td>
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<tr>
<td>2. Balance Sheet/P &amp; L Account/Income</td>
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<tr>
<td>&amp; Expenditure/Receipts &amp; Payments</td>
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<tr>
<td>Letters/Legal Notice</td>
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<tr>
<td>4. Government Orders/Circular</td>
<td>10</td>
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<tr>
<td>5. Display/Invoice</td>
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TOTAL = 50

For a pass an aggregate minimum of 40% marks is required for Part A and Part B

Reference Books:-

Speed Book,
Second Paper Book : 1) Kala Publications
                   2) Sanjay Publications
                   3) Bhagavan Associates
                   4) Star Publications
### TIME SCHEDULE

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>I</td>
<td>Practice alphanumerical passages.</td>
<td>20</td>
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<tr>
<td>II</td>
<td>Practice Statement &amp; bills.</td>
<td>17</td>
</tr>
<tr>
<td>III</td>
<td>Practice Official and Business letter.</td>
<td>18</td>
</tr>
<tr>
<td>IV</td>
<td>Practice Government &amp; Commercial documents.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

### COURSE OUTCOME

1. Student will be able to type in Malayalam systematically @ 25 wpm.
2. Student will be able to identify and type different formats in Malayalam used in various establishments.

### SPECIFIC OUTCOME

**UNIT – I**

Acquire typing speed @ 15 wpm

**UNIT - II**

Acquire speed @20 wpm.
Understand invoice and statement.

**UNIT – III**

Practice and expertise Tender Notice, Office and Business letters.
UNIT – IV
Acquire speed @25 wpm.

Understand G.Os, Proceedings, Display and Advertisements.

CONTENT DETAILS

UNIT – I
1.1. Type short passages with words and numbers.
1.2. Practice speed @ 15 wpm.

UNIT - II
2.1. Practice speed @ 20 wpm
2.2. Practice Statement, invoice/bills.

UNIT – III
3.1. Practice Tender notices.
3.2. Practice Official and Business letters.

UNIT – IV
4.1. Practice Government Orders.
4.2. Practice Proceedings.
4.3. Practice Displays.
4.4. Practice Advertisements
4.5. Practice speed @25wpm.

QUESTION PAPER FORMAT

Question paper consists of two parts, Part A and Part B.

PART - A : SPEED

Marks : 50
Duration : 10 minutes

To type an ordinary printed passage of 1250 strokes (25 wpm) in double line spacing on one side of the paper, with 10 degrees margin on the left and 5 degree on the right. Special attention must be paid to accuracy and neatness of execution.

Note:- Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke.
PART - B : MANUSCRIPT.

Marks: 50 Duration: 1 Hour 30 Minutes

This paper is intended to serve as a test of candidate’s knowledge of Malayalam spellings, proof reading corrections, abbreviations, punctuations etc. and to present the various correspondences/letters from deciphering manuscripts.

Marks

1. Type short simple statement/bills/invoice 15
2. Type in proper form of Official letters/Professional letters 10
3. Type Government Order/Proceedings 15
4. Type Display Advertisement/Notice/Tender forms 10

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TOTAL 50

For a pass minimum 40% marks aggregate for Part - A and Part - B together i.e.40/100.

Reference Books:-

Speed Book, Manuscript Book : 1) Kala Publications
2) Sanjay Publications
3) Star Publications
TIME SCHEDULE

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<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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<tbody>
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<td>Creation of Documents using MS Word and Typing speed practice</td>
<td>8</td>
</tr>
<tr>
<td>II</td>
<td>Spread Sheet and Speed practicing</td>
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<tr>
<td>III</td>
<td>Formulas and functions and Typing skill</td>
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</tr>
<tr>
<td>IV</td>
<td>Power Point</td>
<td>7</td>
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<tr>
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<td>TOTAL</td>
<td>30</td>
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COURSE OUTCOME

1. Students will be able to work with advanced features of Word Processing software.
2. Students will familiarise with spread sheet program.
3. Students will be able to create documents in spread sheet software like salary sheet, mark list etc. and attach various attributes.
4. Students will be able to create PowerPoint presentation.

SPECIFIC OUTCOME

UNIT - I

1.1. Familiarise with advanced features of Word processing software.
1.2. Practice the feature Auto correct – adding word to the autocorrect list
1.3. Understand to create Foot notes and endnotes
1.4. Develop the ability to use templates
1.5. Understand how to print envelopes and labels
1.6. Practice the options find and replace
1.7. Practice Key board to achieve a speed at 35 - 40 wpm.
**UNIT - II**

2.1 Familiarise with basics of Spreadsheet
2.2 Demonstrate Workbook and Worksheet
2.3 Familiarise with components of MS Excel window
2.4 Understand how to insert New Worksheet, Hide and Delete worksheet.
2.5 Understand how to insert Rows, Columns.
2.6 Create the ability to Rename Worksheet
2.7 Practice to modify Row height and Column width.
2.8 Understand how to format Worksheets
2.9 Familiarise with formatting Toolbar, Formatting Cells, Formatting Rows and Columns.
2.10 Understand how to handle Page setup option
2.11 Create the ability to set Print Area, Page break and Background.

**UNIT - III**

3.1. Understand the functions in spreading.
3.2. Practice with different functions like FV, EFFECT, FVSCHEDULE, IPMT, AND, FALSE, IF, NOT, OR, TRUE, CLEAN, CONCATENATE, FIND, REPLACE, LEFT, RIGHT, LEN, LOWER, TRIM, NOW etc. Creating formula using cell reference
3.3. Understand how to copy a Formula.
3.4. Understand how to create and edit Charts.
3.5. Familiarise with different types of Charts.
3.6. Develop the ability to insert Header, footer, Text box, Pivot table
3.7. Practicing with Hiding and filling Text Box WordArt, and symbol
3.8. Familiarise with Page layout, Font colour and font effects

**UNIT - IV**

4.1. Understand how to Insert Pictures, Clip Art, Auto Shapes and Smart Art.
4.2. Understand how to enter Data – Sorting of Data – Filtering – Conditional formatting.
4.3. Practice to create Macros.
4.4. Familiar with View menu zoom, layout
4.5. Study all Keyboard shortcuts in excel
4.6. Understand how to prepare documents like Salary sheet, Mark list, Statements, Invoices, Bills etc.
4.7. Practice to create documents with running text, Tables, Pictures, Shapes, symbols etc.
4.8. Understand the Power point software
CONTENTS DETAILS

UNIT - I

Word processing software  -  Advanced features - Auto correct – adding word to the autocorrect list - Foot notes and endnotes - Using templates - Printing envelopes and labels - Find and replace - Key board speed practice at 35 - 40 wpm.

UNIT – II


UNIT - III


UNIT - IV

QUESTION PAPER FORMAT

Question Paper shall be in two parts as detailed.

Part A-Speed Test       Marks -25       Duration-10 Minutes

A passage of 2000 characters will be provided as hardcopy and the students have to type it in the computer using MS Word or Open Office Org.

Part B-Word Processing   Marks -50       Duration -30 Minutes.

   a) Students should create a document using Microsoft Office/Open Office.Org, a tentative list of exercises given below.

       i) Salary sheet
       ii) Mark list
       iii) Statements
       iv) Invoices
       v) Bills
       vi) Documents with running text, Tables, Pictures, Shapes, Symbols etc.
       vii) Power point slide creation
Subject Title : DTP & WORD PROCESSING MALAYALAM  
Subject Code : DSP 1648  
Periods per Week : 4  
Periods per Semester: 60  
Marks : 125

TIME SCHEDULE

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<tr>
<th>UNIT</th>
<th>TOPICS</th>
<th>PERIODS</th>
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</thead>
<tbody>
<tr>
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<td>Fingering practice</td>
<td>15</td>
</tr>
<tr>
<td>II</td>
<td>Editing Documents</td>
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<td>DTP Malayalam</td>
<td>15</td>
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<td>Total</td>
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COURSE OUTCOME

1. Student will be able to type in Malayalam systematically using ISM software (Font MLTT Revathy/Karthika).

2. Familiarise with file management in a word processing software (MS word/Open office Org.)

3. Students will be able to produce letters, Government Orders, Statements etc. with the help of MS Word/Open Office Org.

4. Students will be able to produce documents in Malayalam fonts MLTT Revathy/Karthika using PageMaker software.

SPECIFIC OUTCOME

UNIT – I

1.1. Practice Fingering in Malayalam.
1.2. Practicing Speed in Malayalam
1.3. Familiarise switching between Malayalam and English Keyboard
1.4. Practice to create Page setup
1.5. Practice to save, Copy and Delete documents.
1.6. Demonstrate Font setting of MLTT Revathy/Karthika fonts
UNIT – II

2.1. Practice to edit documents – Typing test, Inserting, copying, cutting, pasting, deleting, undo, redo etc.
2.2. Understand how to format text using different fonts, typestyles etc.
2.3. Practice to set tabs and indents.
2.4. Understand how to Manage toolbars
2.5. Practice Speed

UNIT – III

3.1. Understand how to create tables.
3.2. Understand how to insert Tables, rows, columns
3.3. Understand how to delete Tables, rows and columns
3.4. Practicing Merging and splitting of cells
3.5. Develop the ability to Change text directions in tables.
3.6. Understand how to create Headers and Footers
3.7. Familiarise with using of Word art, shapes, clipart, pictures, symbols etc.

UNIT – IV

4.2. Understand Document setup
4.3. Familiarise with Page size
4.5. Demonstrate previewing the documents
4.6. Understand how to take Print of documents.

CONTENT DETAILS

UNIT – I

UNIT – II

Documents – Editing - Typing test, Inserting, copying, cutting, pasting, deleting, undo, redo etc. - Formatting text using different fonts, typestyles etc. - Setting tabs and indents - Managing toolbars - Speed practice

UNIT – III

Tables - Drawing – Inserting – Inserting rows and columns - Deleting Tables, rows and columns – Merging and splitting cells – Changing text directions in tables - Creating Headers and Footers - Using Wordart, shapes, clipart, pictures, symbols etc. - speed practice.

UNIT – IV


QUESTION PAPER FORMAT

Question Paper shall be in two parts as detailed.

Part A - Speed Test
Marks -50
Duration-10 Minutes

A Malayalam text of around 1250 characters will be provided as hardcopy and the students have to type it in the computer using ISM software.

Part B-Word Processing
Marks -50
Duration -30 Minutes

Students should prepare a Malayalam document using ISM Software, a tentative list of exercises attached

i) Government Orders
ii) Business letters
iii) Circular
iv) Notification
v) Official letters
vi) Creation of documents with running text, Tables, Pictures, Shapes, Symbols etc.

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LIST OF EQUIPMENTS REQUIRED FOR THE CONDUCT OF THE CURRICULUM.

1. English Typewriters : 30 Nos.
2. Malayalam Typewriters : 30 Nos.
4. Color Printer : 1 No
5. Laser Printer : 1 No.
6. Dot Matrix Printer : 5 Nos
7. 5 KVA UPS : 4 Nos.
8. Scanner : 5 Nos.
9. LCD Projector : 3 Nos.
10. Networked Lab with Internet Facility for 60 computers. : 1 No.
11. Photocopier : 1 No.

Software’s:-

1. Microsoft Windows
2. Linux (Ubuntu)
3. MS Office
4. Open Office.Org
5. Adobe PageMaker
6. Adobe In Design
7. Adobe Photoshop
8. Corel Draw
9. Tally Software
10. ISM Software