



**GOVERNMENT OF KERALA
DEPARTMENT OF TECHNICAL EDUCATION**

**CURRICULUM DEVELOPMENT CENTRE
KALAMASSERY**

**CURRICULUM OF
DIPLOMA COURSE**

IN

COMMERCIAL PRACTICE

**SEMESTER SYSTEM
(Revision 2006)**

**Prepared at
CURRICULUM DEVELOPMENT CENTRE, KALAMASSERY**

RULES AND REGULATIONS OF THE DIPLOMA COURSES
IN ENGINEERING/TECHNOLOGY/COMMERCIAL PRACTICE
UNDER THE STATE BOARD OF TECHNICAL EDUCATION,
KERALA STATE. (SEMESTER SYSTEM)

01. Duration of the Diploma Course

The duration of the regular Diploma courses will be of three academic years, consisting of Six (6) consecutive semesters. The first 2 Semesters are combined and run on an year pattern, and called “Combined First and Second Semesters”.

02. Medium of Instruction

The medium of instruction in all the theory and practical subjects shall be English.

03. Eligibility for Selection to the Diploma Course

Candidates for admission shall be required to have passed Xth class examination (S.S.L.C.) conducted by the Board of Public Examinations, Kerala State or any other equivalent examinations already recognized by the Board of Public Examinations, of Kerala State, with the eligibility for Higher Education.

04. Instructional duration in an academic year

- a) The academic year shall consist of 2 Semesters, each consisting of a minimum of 16 weeks of instruction, including intervening holidays, but excluding the period of examinations and study holidays.
- b) The course will follow Semester pattern, with an End semester examinations, conducted by the Board of Technical Examinations, Kerala State. The examinations for first year (Semester I & II Combined) will be conducted at the end of second semester.
- c) There will be 7 Instructional periods of 55 Minutes duration per Day, and there shall be 5 working days in a week from Monday to Friday, and thereby 35 Periods per Week.

05. Minimum attendance required for obtaining eligibility to appear for the Examination.

- a) A candidate must secure a minimum of 80% attendance in the combined First and Second Semester and in each subsequent Semester, in order to secure the eligibility to appear for each End Semester examinations.
- b) In the case of those students with 65% or more attendance but could not attain 80% attendance due to Medical reasons, the Principal of the Polytechnic, at his/her discretion, may grant the eligibility to appear for the examination, subject to the remittance of “Condonation fee”, fixed by the Government from time to time.
- c) 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.

- d) Students who have shortage of attendance, but not condoned, in any of the semesters including first year, are not eligible to appear for the end Semester Examinations, and therefore not eligible to be promoted to the higher semesters. They may seek readmission. Application for readmission may be entertained only for genuine cases on medical grounds and in doubtful cases the Principal may seek report from medical board for verification.
- e) Condonation of attendance is permitted only once in the entire course of study both in the case of regular and part time courses.

06. Scheme of Evaluation.

- a) The scheme of evaluation shall consist of (1) Internal assessment (Sessional) and (2) End Semester examinations in Theory and Practical Subjects. The maximum marks for End Semester Examinations, and Internal Assessment, both for the Theory and Practical papers will be 75 and 25 respectively except for the Combined I & II Semesters. However, for some exceptional subjects, this may vary. Details of break up of marks are given in the Curricula of each discipline.
- b) The Total marks (Internal and End Semester Examinations) will be as follows:
 - Combined I &II Semesters: 1000 Marks
 - III to VI Semesters: 700 Marks/ Semester
- c) All the end examination including the drawing examination will normally be of 180 Minutes duration. In certain specialized disciplines this requirement may not be adhered to strictly and the End Semester Examination of a longer duration may be permitted.

07. Award of internal assessment marks.

- a) In respect of theory subjects the award of sessional mark 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 three tests and Three Assignments, and all the 3 Test papers and 3 Assignments are taken into account for the calculation of Final Internal Assessment Marks.
- b) Split up of Internal Assessment Marks :

A. Attendance:

Sl.No.	Percentage of Attendance*	Marks to be awarded (computed for 5 Marks)
1	Below 65	Zero
2	65 to 79	1
3	80 to 84	2
4	85 to 89	3
5	90 to 94	4
6	95 and above	5

B. Practical:

Sl.No.	Criteria component	Marks to be awarded
1	Observation Note/ Rough Record	20%
2	Fair Record (Timely submission, Accuracy and Neatness)	20%
3	Attendance*	20%
4	Test	40%

C. Drawing

Sl.No.	Criteria component	Marks to be awarded
1	Submission of Completed Drawing Sheets (Timely submission, Accuracy and Neatness)	40%
2	Attendance*	20%
3	Test	40%

*Percentage of attendance for that particular subject only is counted here.

D. Seminar

Sl. No.	Criteria component	Marks to be awarded
1	Relevance of Topic	10%
2	Collection of materials	20%
3	Presentation (Presentation slides, Delivery)	40%
4	Question-Answer,/Discussion	20%
5	Seminar Report	10%

E. Project Work

Sl. No.	Criteria component	Marks to be awarded
1	Relevance of Topic & Selection of	10%
2	Knowledge in the Tool	20%
3	Selection of Tool	20%
4	Fabrication & Final product	20%
4	Role of the individual in the Team	20%
5	Project Report	10%

- c) The Faculty concerned will maintain a record of all details regarding Attendance and Internal Assessment marks awarded in the prescribed log book. The students can represent their grievances, if any, in respect of marks awarded, to the concerned Head of Section for clarification.
- d) The students are required to keep a record of all their laboratory exercises performed by them in the form of a laboratory record. This record has to be authenticated by the teacher-in-charge of the laboratory and certified as the record of the bonafide work done by the student by the Head of Section before he is allowed to take the practical examinations. No student will be permitted to take any practical examinations without the bonafide Record.

08. End Examination

- a) In each theory subject and in the drawing subject there will be an end examination in each Semester conducted by the Board of Technical Examination, Kerala State as per the pre-announced notification of examinations. The Timetable for the examination will also be informed to the students ahead of their conduct.
- b) Regular/Supplementary examination for all semesters will be held at the end of each semester as the case may be.
- c) The question paper for each Theory paper (excluding the Drawing papers) will consist of Two parts:
Part A – is for a maximum of 15 marks consisting of 10 short answer type questions of 1½ (One and a half) marks each (to be answered in one or two sentences) covering the whole subjects area. There will be no choice in Part A.
Part B – consists of 10 structured essay type questions of 12 marks each with two question from each of the five units in a subject. Students will have to attempt one question from each unit to score the prescribed maximum of 60 marks.
The part A and Part B will be given together in one question paper.
- d) For drawing subjects, the design of question paper will be according to the needs of that particular drawing. There will not be any short answer type question in drawing.
- e) For practical end examinations, the Board of Technical Examination, Kerala State will appoint examiners who will set a question paper consisting of practical exercises. This will be used for that practical subject.

09. Minimum marks for a pass

- a) A candidate must secure a minimum of 40% marks in the End Semester examination in Theory and Practical for a Pass in each subject. There will be no separate minimum for a pass in the internal assessment but the total marks of End Semester examination and Internal assessment should not be less than 40% for a pass each subject.

10. Rules for promotion to the Higher Semesters.

- a) A candidate will be allowed to go to the next higher Semester, if he/she attended the Combined I & II Semester/ Previous Semester, and has fulfilled the conditions of attendance requirement. However,
- b) A candidate will be permitted to register for the Fifth Semester Examination if and only if he/she has passed all the subjects of the Combined I & II Semester, and
- c) A candidate will be permitted to register for the Sixth Semester Examination only if he/she has passed all the subjects of Combined I & II, and III Semesters.

11. Classification of successful candidates

- a) Candidates shall be declared to have passed the diploma course only if he/she has secured a Pass in all the theory and practical subjects in all the Six Semesters of study.
- b) There will be 3 classifications of passed candidates namely.
 - First class with distinction
 - First class and
 - Second class
- c) The total marks of the Semesters from 3 to 6 shall be considered to classify the successful candidates. That is all these marks will be added and the percentage of marks out of 2800 worked out.

First Class with Distinction

A candidate will be declared to have passed the Diploma Course in First Class with Distinction if he/she secures not less than 75% of the aggregate marks in all Semesters put together except First Year (Combined I & II Semesters) and passes all the above semesters including the Combined I & II Semesters in the first appearance itself, within the stipulated period of normal study, i.e., Three Years of Six Consecutive Semesters, without any break.

First Class

A candidate will be declared to have passed the Diploma Course in First Class if he/she secures not less than 60% of the aggregate marks in all Semesters put together except First Year (Combined I & II Semesters) and passes all the above semesters including the Combined I & II Semesters, within three consecutive chances including his regular chance offered by the Board of Technical Examination.

Second Class

All other successful candidates will be declared to have passed in the Second Class

12. Provision for Improvement/Betterment:

- a). A candidate, if he desires, may improve his/her marks in any subject, in the immediate chance that follow his regular chance/attempt, in the 3rd, 4th and 5th Semesters. A “regular attempt/chance” is defined as the examination chance of the current semester of his/her study.
- b) A candidate, if he/she desires, will be permitted to better his/her marks of the 6th Semester Subjects by reappearing for the entire subjects of that semester together, by taking the next available chance only. (Betterment can be done only for the 6th Semester)
- c) Improvement/betterment will not be reckoned as another chance/attempt. Candidates appearing for betterment will not be considered for the purpose of ranking.

13. **Award of Rank:** Rank Holder in each Discipline will be selected from among the successful candidates who have passed the Diploma course in “FIRST CLASS WITH DISTINCTION” only. “Grace mark” awarded for the performance in arts/sports/similar extra or co- curricular

activities will not be considered for determining the rank holders subject to rules 11 and 12 above.

14. Maximum duration of the Diploma Course:

Normal duration of the diploma course is 6 consecutive Semesters, spanned in 3 Academic Years, as stated in para 01. However, in the case of those who have not acquired Diploma within the stipulated minimum duration of 3 Years, he/she may acquire the Diploma taking a maximum duration of another 3 Years. However, the maximum number of chances to appear for the End Semester examination is limited to 4, including his/her regular chance.

15. Cancellation of Candidature in the Diploma Examination:

If a candidate desires to cancel his candidature for end semester Examination he/she should forward the duly filled in Application Form, recommended by the Principal of the Polytechnics so as to reach the office of the Controller of Technical Examinations within 10 days after the completion of the last theory Examination of that particular Semester examination. For those who have applied for the examination and absent without canceling their candidature, it will be treated as an attempt/ chance. Cancellation of candidature in any Semester Examination is allowed only once. Candidates reported for malpractice will not be eligible for cancellation of examination.

16. Defaulters of fee:

Defaulters of fee will not be permitted to register for the End Semester examination

17. General Information:

Norms for transfer of students:

- a) Application for transfer from one institution to another will be entertained only at the second year (3rd Semester) of the Diploma course. Candidates who desire to get transfer to another institution in the second year (3rd Semester) should submit the application in the prescribed “format for transfer” to the Principal of the Institution to which transfer is requested, through the Principal of the institution where the candidate is studying within 10 days from the date of re-opening of the institution after midsummer vacation.
- b) All applications received within the stipulated time will be processed and the list of candidates selected for transfer on the basis of the index marks secured by the candidates for admission to Polytechnics to the first year (Combined I and II semester) will be published by the concerned principals of the polytechnics to which transfer is requested for, and the selected candidates will be informed accordingly.
- c) Principals of Polytechnics should intimate the names of candidates transferred with branch of study to other institution to the Joint Controller of Technical examinations with details such as name of institutions to which transferred, date of transfer, and Diploma Examinations Register Number within ten days from the last date of admission.

SUBJECTS OF STUDY AND SCHEME OF EVALUATION

BRANCH: COMMERCIAL PRACTICE

FIRST YEAR (SEMESTERS 1ST AND 2ND COMBINED)

CODE	SUBJECT	PERIODS PER WEEK			EVALUATION MARKS			
		THEORY	PRACTICAL	TOTAL	THEORY	PRACTICAL	INTERNAL	TOTAL
CP101	ENGLISH - I	4	-	4	100	-	25	125
CP102	HINDI	3	-	3	100	-	25	125
CP103	BUSINESS STUDIES	4	-	4	100	-	25	125
CP104	BUSINESS ECONOMICS	4	-	4	100	-	25	125
CP105	ACCOUNTANCY-I	5	-	5	100	-	25	125
CP106	SHORTHAND (ENGLISH) THEORY	2	5	7	100	-	25	125
CP107	COMPUTER APPLICATION FOR BUSINESS - I	1	3	4	-	100	25	125
CP108	TYPEWRITING ENGLISH PRACTICAL	1	3	4	-	100	25	125
	TOTAL	24	11	35	600	200	200	1000

SUBJECT TITLE : ENGLISH PAPER I
SUBJECT CODE : CP 101
PERIODS/WEEK : 4
PERIODS / YEAR : 128x (4x32)

TIME SCHEDULE

<u>Unit</u>	<u>Topic</u>	<u>Periods</u>
I	a. Text: The Portrait of a Lady We are not afraid to die	12
	b. Reading Practice (Unfamiliar text)	4
	c. Grammar	5
	d. Class assignment(Self introduction, Introducing others etc.)	4
II	a. Text: Discovering Tut The Laburnum Top	12
	b. Converting visuals into language	6
	c. Grammar	7
III	a. Text : Landscape of the soul The voice of the rain	12
	b. Note making	4
	c. Grammar	5
	d. Conversation practice	4
IV	a. Text : The Ailing Planet The Browning Version	12
	b. Message /Notice writing	4
	c. Grammar	5
	d. Dialogue Practice	4
V	a. Text : The Adventure The Silk Road	12
	b. Summarizing / Paragraph writing	4
	c. Grammar	5
	d. Discussion / Debate	4
	Test	3
Total		----- 128 =====

AIM

The English for DCP students should be an English of Commerce which is characterized by special terminology and standard phraseology. It should be a Standard English adopted to the needs of Commerce and business in general. The present syllabus focuses on inculcating and equipping learners with essential language skills and granting them confidence to use those skills effectively in various business transactions and public relations. The course aims to enrich the students repertoire of words which fortifies the process of language learning

The main text books are at par with those of the SCERT syllabus to enable the student to pursue higher studies in colleges. But the pattern of questions various to suit our specific purpose. A grammar text has been prescribed. The emphasis is on the practical use of linguistic forms for different functions in different contexts.

OBJECTIVES

- 1.1.0 Assimilate the content of the prescribed text
- 1.1.1 Infer the general and contextual meanings of words
- 1.1.2 Gather an accurate conception of the theme of the lessons
- 1.1.3 Understand the diction(Choice of words) in each context
- 1.1.4 Develop the mechanic of correct spelling and pronunciation
- 1.1.5 Plan compositions to elucidate context and content
- 1.1.6 Practice reading with the apt variations in voice, intonation and pause
- 1.1.7 Assess pertinent details through group discussions
- 1.1.8 Express his/her point of view on the topic -+
- 2.1.0 Make the writing process clear and consistent
- 2.1.1 Discriminate different sentence structure
- 2.1.2 Convert visuals into writing
- 2.1.3 Acquaint discursive passages (argumentative / persuasive)
- 2.1.4 Grasp the methodology of note making
- 2.1.5 Draft Notices / Messages
- 2.1.6 Develop skill in condensation /summarizing
- 2.1.7 Practice paragraph writing with unity and coherence
- 3.1.0 Sharpen the tools of communication
- 3.1.1 Instill a scrupulous understanding in the use of tenses
- 3.1.2 Lay stress on the use of determiners
- 3.1.3 Survey the significance of subject-verb agreement (concord)
- 3.1.4 Distinguish between finites and non finites
- 3.1.5 Introduce common idioms and phrases
- 3.1.6 Accustom commonly used foreign words and phrases
- 3.1.7 Imbibe the finer points of grammar and usage

STUDY MATERIALS

- 1 NCERT Prose Text - Course book prescribed for class XI - Hornbill
2. Grammar Text - Contemporary English Grammar – Structure and Composition, David Green

Suggested Reading

- 1) Essentials of Business Communication by Rajendra pal and J.S.Korlahali, Sulthan Chand and Sons.
- 2) A comprehensive grammar of correct English by Joseph, Myall and Biswas, Inter University Press(Pvt.Ltd.),New Delhi.

First and Second Semester Diploma Examination in Commercial Practice
CP – 101 – ENGLISH - I

English I**Question Paper Pattern****Total Marks 100****Time 3 hours****PART A**

- | | |
|---|----------------|
| 1 Questions based on reference to context | (2x5)10 marks |
| 2 Comprehension Question | (10x1)10 marks |
| 3 Paragraph Question | (5x5)25 marks |
| 4 Sentence making | (5x1)5 marks |

	=====
Total	50 marks

PART B

- | | |
|---|----------|
| 1 Note making | 5 marks |
| 2 Notice / Message writing | 5 marks |
| 3 Converting a visual | 5 marks |
| 4 Paragraph writing | 5 marks |
| 5 Summarizing | 5 marks |
| 6 Dialogue Completion | 5 marks |
| 7 Questions on grammar (Parts of Speech, Determiners,
Conditionals, Tenses, Concord, Finites and non-finite) | 20 marks |

	=====
Total	50 marks

SUBJECT TITLE	: HINDI
SUBJECT CODE	: CP 102
PERIODS/WEEK	: 3
PERIODS / YEAR	: 96(32x3)

TIME SCHEDULE

<u>Unit</u>	<u>Topic</u>	<u>Periods</u>
I	1. First one lesson from Prose Text	18
	2. First one story from short story	
	3. Grammar	
II	1. Next one lesson from Prose Text	17
	2. Next one story from short story	
	3. Grammar	
III	1. Next one lesson from Prose	17
	2. Next one story from Short Story	
	3. Grammar	
IV	1. Next one lesson from Prose Text	17
	2. Next one story from Short Story	
	3. Grammar	
V	1. Next one lesson from Prose	17
	2. Next one story from Short Story	
	3. Grammar	
	Test	10
	Total	96

OBJECTIVES

The objective is to develop the skill of comprehension and verbal expression in Hindi.

CONTENT DETAILS

- 01 A text book of Prose Selection consisting of not less than 5 lessons on biographies, travels, adventures and scientific Literacy, Historical and Commercial topics
- 02 A collection of short stories out of which five stories would be taught
- 03 A text book grammar and composition out of which topics like NOUN, PRONOUN, ADJECTIVE, GENDER and NUMBER, CASE, VERB, TENSE, VOICE, PREFIX AND SUFFIX etc. would be taught. Counting, opposite words and translations also may be taught.

Note:- The text books chosen should not be below the standard of those prescribed for the plus two course and they may be changed in every two / three years.

SCHEME OF EXAMINATION

Duration of Examination	3 hours
Maximum marks	100

Distribution of marks**PART A**

For grammar and one word answer questions
(based on the prescribed Grammar text book) : 25 marks

PART B

For question based on Prose and Story Text Books : 75 marks

UNIT WISE DISTRIBUTION

For each unit there shall be 2 parts in a question (a)&(b)

In part (a) two questions from prose out of which candidate will have to answer one question
Marks for Part (a) – 8.

In part (b) two questions from short story out of which candidate will have to answer one.
Marks for part (b) - 7.

Total marks for a Unit	$8+7=15$
Total marks for units	$15 \times 5 = 75$.

SUBJECT TITLE : **BUSINESS STUDIES**
SBUJECT CODE : **CP 103**
PERIODS/WEEK : **4**
PERIODS/YEAR : **128(32*4)**

TIME SCHEDULE

UNIT	TOPIC	PERIODS
I	1.1 Meaning and definitions of Business, Trade, Industry and Commerce. 1.2 Forms of Business Organisation	20
II	2.1 Formation of Joint Stock company	35
III	3.1 Marketing Salesmanship	30
IV	4.1 Internal Trade 4.2 External Trade	25
V	5.1 Principles of Insurance 5.2 Life Insurance & General Insurance	18
TOTAL		----- 128 =====

OBJECTIVES

UNIT – I

- 1.1.0 Understand economic activities and business
- 1.1.1 State the classification of economic activities
- 1.1.2 State the business activities
- 1.1.3 Outline the characteristics of business activities
- 1.1.4 Define industry
- 1.1.5 State the classification of industries
- 1.1.6 Define commerce
- 1.1.7 Distinguish between commerce, Trade and Industry
- 1.1.8 Outline the functions of commerce
- 1.1.9 State the classification of commerce
- 1.1.10 Define trade
- 1.1.11 State the classification of trade
- 1.1.12 List out the hindrance of trade

- 1.2.0 Recognize the various types of business organization
- 1.2.1 State the different types of business organization
- 1.2.2 Explain sole trader
- 1.2.3 State the advantages & disadvantages of sole trader
- 1.2.4 Define partnership
- 1.2.5 State different types of partnership
- 1.2.6 Explain different kinds of partners
- 1.2.7 List the features of partnership organization
- 1.2.8 Compare the partnership with sole trader

- 1.2.9 List the advantages and disadvantages of partnership form of organization
- 1.2.10 Explain co-operative societies and co-operative principles
- 1.2.11 Explain basic principles of co-operation
- 1.2.12 Define a co-operative society
- 1.2.13 List out the characteristics of a co-operative society
- 1.2.14 Describe the advantage of a co-operative society
- 1.2.15 Compare a joint stock company with a co-operative society
- 1.2.16 Define a state enterprises
- 1.2.17 State the different types of state enterprises
- 1.2.18 State the meaning of joint stock company

UNIT-II

- 2.1.0 Understand the formation of Joint stock company
- 2.1.1 List the types of companies
- 2.1.2 Explain chartered company, statutory company, Registered company, Private company, public company, Holding company, Subsidiary company, Government company, Foreign company
- 2.1.3 State the classification of Registered companies according to liability
- 2.1.4 Explain company limited by share, company limited by guarantee, unlimited company
- 2.1.5 Describe the special features of Private company
- 2.1.6 Distinguish between Private company and a Public company
- 2.2.0 Comprehend the methods and procedures for the formation of a company
- 2.2.1 Explain 'promotion' and 'promoter'
- 2.2.2 Describe the duties of promoters in the formation of a company
- 2.2.3 State the steps for choosing the name of a company
- 2.2.4 Explain the procedure for obtaining the sanction of capital issue
- 2.2.5 Describe the procedure for obtaining the industrial licence
- 2.2.6 List the documents to be filed with the Register for registration of company
- 2.2.7 Explain certificate of incorporation
- 2.2.8 Describe the procedure for obtaining certificate of commencement of business
- 2.3.0 Recognize Memorandum of Association
- 2.3.1 List the contents of Memorandum of Association
- 2.3.2 Describe each clauses in the Memorandum of Association
- 2.3.3 Explain the procedure for the alteration of each clause
- 2.4.0 Recognize Articles of Association
- 2.4.1 List the contents
- 2.4.2 Explain the Table A
- 2.4.3 Describe the procedure for the alteration of Articles of Association
- 2.5.0 Understand the meaning of prospectus
- 2.5.1 List the contents of prospectus
- 2.5.2 Explain the liability for misstatement in the prospectus
- 2.5.3 Explain statement- in-lieu of prospectus
- 2.6.0 Understand issue of shares & debentures
- 2.6.1 Explain the procedure for the issue of shares and debentures
- 2.6.2 List the different classes of shares and debentures
- 2.6.3 Explain the meaning of underwriting
- 2.7.0 Interpret the procedure of allotment of shares
- 2.7.1 Explain essentials of valid allotment
- 2.7.2 Explain minimum subscription
- 2.7.3 Describe share certificate, debenture certificate
- 2.8.0 Understand the meaning of share warrant
- 2.8.1 Describe a share warrant
- 2.8.2 Distinguish between share warrant and share certificate
- 2.8.3 Explain dividend warrant
- 2.8.4 Explain stock

- 2.8.5 Distinguish between shares and stock
- 2.9.0 Understand the terms transfer and transmission of shares
- 2.9.1 Explain the terms transfer and transmission of shares
- 2.9.2 Explain the procedure for transfer and transmission of shares

UNIT III

- 3.1.0 Recognise the term market
- 3.1.1 State the evolution of marketing
- 3.1.2 Explain the meaning of the term market
- 3.1.3 Define marketing
- 3.1.4 Describe the classification of markets
- 3.1.5 State the functions of marketing
- 3.1.6 State the object of marketing
- 3.1.7 Distinguish between marketing and selling
- 3.1.8 Explain marketing-a science/art
- 3.1.9 Describe modern marketing
- 3.1.10 Explain modern marketing concept
- 3.2.0 Understand marketing mix
- 3.2.1 Explain the term marketing mix
- 3.2.2 Define marketing mix
- 3.2.3 State the elements of marketing mix
- 3.2.4 Explain four Ps of marketing mix
- 3.2.5 State the problems of marketing mix
- 3.2.6 Explain marketing system
- 3.2.7 Explain marketing process
- 3.2.8 State the functions of marketing
- 3.2.9 State the classification of marketing function
- 3.2.10 Explain functions of exchange
- 3.2.0 Appreciate the techniques of marketing
- 3.3.1 State the meaning and definition of salesmanship
- 3.3.2 State the object of salesmanship
- 3.3.3 Give the essential attributes of a good salesman
- 3.3.4 State the duties of a salesman
- 3.3.5 Explain the types of salesman
- 3.3.0 Recognise the need for advertisement
- 3.4.1 Explain the importance of advertisement
- 3.4.2 Explain the purpose of advertising goods and services
- 3.4.3 List out the advantages of an advertisement
- 3.4.4 Summarise the requisites of an advertisement

UNIT IV

- 4.1.0 Understand various aspect of internal trade
- 4.1.1 State the meaning and classification of internal trade
- 4.1.2 State the meaning and characteristics of wholesale trade
- 4.1.3 State the functions of wholesalers
- 4.1.4 State the services of wholesalers to producers and retailers
- 4.1.5 State the meaning and characteristics of retail trade
- 4.1.6 State the functions of retailers
- 4.1.7 Distinguish between wholesale and retail trade
- 4.1.8 State the services rendered by retailers to producers and wholesalers
- 4.1.9 State the services to retailers to consumers
- 4.1.10 Classify retailers into various types
- 4.1.11 State the meaning of each type of retailer

- 4.2.0 Understand various aspects of external trade
- 4.2.1 State the meaning and importance of external trade
- 4.2.2 State the limitation of external trade
- 4.2.3 Distinguish between internal and external trade
- 4.2.4 Classify foreign trade
- 4.2.5 Explain the export procedure
- 4.2.6 Explain the import procedure
- 4.2.7 List and explain various export/import documents
- 4.2.8 State the meaning of various price quotations in foreign trade
- 4.2.9 State and explain various measures adopted for promotion of export(including incentives)
- 4.2.10 Meaning of EPZ
- 4.2.11 List the EPZs in India
- 4.2.12 State the objectives of EPZs
- 4.2.13 State the meaning of Special Economic Zones
- 4.2.14 State the features of Special Economic Zones

UNIT V

- 5.1.0 Understand the principles of Insurance
- 5.1.1 Outline the general principles of insurance
- 5.1.2 Explain the need for insurance
- 5.1.3 State the condition of insurance
- 5.1.4 Explain the principles of utmost good faith
- 5.1.5 Explain insurable interest
- 5.1.6 Describe indemnity
- 5.1.7 Write short note about subrogation, contribution, mitigation of loss, causa proxima
- 5.2.0 Understand functions of insurance
- 5.2.1 Identify different functions of insurance
- 5.2.2 Explain briefly each functions of insurance
- 5.3.0 Recognise different classes of insurance
- 5.3.1 List out different classes of insurance
- 5.3.2 Explain life insurance
- 5.3.3 List out different types of insurance policies
- 5.3.4 Describe each type of insurance policy
- 5.3.5 Explain surrender of life policies
- 5.3.6 Explain assignment & nomination of insurance policies
- 5.3.7 Explain double insurance
- 5.4.0 Understand general insurance policies
- 5.4.1 Explain fire insurance policy
- 5.4.2 List out different kinds of fire policies
- 5.4.3 Describe average policy
- 5.4.4 Explain floating policy, declaration policy
- 5.5.0 Understand marine insurance policies
- 5.5.1 Explain different kinds of marine insurance policies
- 5.5.2 State marine losses
- 5.5.3 State partial loss
- 5.6.0 Understand accident insurance policies
- 5.6.1 Explain motor insurance
- 5.6.2 Describe third party insurance
- 5.6.3 State employers liability insurance
- 5.6.4 Describe fidelity guarantee insurance
- 5.6.5 Explain burglary insurance
- 5.6.6 Explain Re-insurance
- 5.6.7 Compare life insurance with general insurance

CONTENT DETAILS**UNIT I**

Economic activity—meaning and definition of Business and Commerce—Difference between commerce, trade and industry—Types of Trade/Industry—Forms of Business Organisations—Sole trader, Partnership, Co-operative societies, State Enterprises and Joint Stock Companies—Characteristics—Advantages and Disadvantages

UNIT II

Formation of Joint Stock Company—Meaning and definition—Characteristics—Types of companies—stages of formation—promotion, incorporation and commencement of Business—Documents relating to formation—Memorandum of Association, Articles of Association Prospectus—Table A—Statement in lieu of prospectus—contents of memorandum, Articles, prospectus—issue of shares and debentures, underwriting of shares—types of shares and debentures—allotment of sharers—share certificate, share warrant—debenture certificate—dividend warrant—stock—Transfer and transmission of shares.

UNIT III

Introduction—evolution—meaning—definition—classification—features—objects—marketing and selling—science/art Modern marketing modern marketing concept—marketing mix—meaning—definition—elements—problems—marketing system—marketing process—marketing functions—classification—functions of exchange—techniques of marketing salesmanship—meaning and definition of salesmanship—attributes of a salesman—duties—types of salesman—advertisement—importance—purpose—advantages—limitations—advertisement copy—requisites

UNIT IV

Internal and external trade—meaning—classification—wholesale trade—characteristics and functions—services to producers—to retailers—retail trade—meaning—characteristics—features—difference between wholesaler and retailer—services to producers and wholesalers—services to consumers—types of retail trade(meaning only)—external trade—meaning and importance—limitations of foreign trade—distinction between internal and external trade—classification of foreign trade—export—import—export—export procedure—steps—explanation—import procedure—steps—explanation—export documents—explanation—import documents—explanation—important terms—FOB—CIF—CFR—Export promotion—EPZ—incentives—EPZs—listing out—special economic zones—features

UNIT V

Insurance—definition—need—basic principles—functions—classes—life insurance—different types of policies—double insurance—surrender—paid up value—assignment—nomination—general insurance—nature—difference between life insurance and general insurance—kinds—fire, marine, accident—re-insurance

Text for Reference

- | | |
|--|-----------------------------|
| 1. Text Book of Business Studies | M C K Nambiar |
| 2. Text book for commerce | M.C.K. Nambiar |
| 3. Text book for commerce | N. Balakrishnan |
| 4. Elements of commerce | R.C. Sekhar |
| 5. Element of commerce | Neto & Antony |
| 6. Modern marketing Principles and practice | R.S.N. Pillai and Bagavathi |
| 7. Business organisation and management | Y.K. Bhooshan |
| 8. Business studies | N.C.E.R.T. |
| 9. Business organisation and management | M.C.Sukla |
| 10. principles of business organisation and management | P.N. Pamdy & S.S. Gulshan |
| 11. company administration | M.C.K. Nambiar |
| 12. company law | P.P.S. Gogna |
| 13. LIC journals | |
| 14. A hand book on business studies – I | P.K. Lazar |

SUBJECT TITLE	: BUSINESS ECONOMICS
SUBJECT CODE	: CP 104
PERIODS/WEEK	: 4
PERIODS / YEAR	:128

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Nature and Scope of Economics	15
	1.2 Basic terms and concepts of Economics	13
	1.3 Human needs and wants	10
	1.4 Utility of Demand	10
II	2.1 Law of demand	15
	2.2 Law of supply	10
III	3.1 Factors of production	10
	3.2 Scale of production	10
IV	4.1 Cost concept and classification	10
	4.2 Break even analysis	10
V	5.1 Pricing under different market conditions	15
Total		128

OBJECTIVES

Unit I

- 1.1.0 Understand the nature and scope of Economics
- 1.1.1 Outline the scope of Economics
- 1.1.2 State the various definitions of Economics
- 1.1.3 Compare the various definitions of Economics
- 1.1.4 Generalize various definitions of Economics
- 1.2.0 Recognize the basic terms and concepts of Economics
- 1.2.1 Explain the various basic concepts and terms
- 1.2.2 Identify different classes of goods
- 1.2.3 Distinguish between 'free goods' and 'economic goods'
- 1.2.4 Distinguish between producers goods and consumers goods
- 1.2.5 Explain the difference between 'wealth' and 'welfare'
- 1.3.0 Comprehend the nature of consumption & human wants
- 1.3.1 Define human wants
- 1.3.2 State the characteristics of wants.
- 1.3.3 Define the concept of standard of living
- 1.3.4 Explain human wants, necessities, comforts and luxuries.
- 1.4.0 Understand the law of diminishing marginal utility
- 1.4.1 Identify the term utility in economics
- 1.4.2 Explain the initial utility, total utility and marginal utility
- 1.4.3 Evaluate the law of diminishing marginal utility
- 1.4.4 Point out the limitations of the law of diminishing marginal utility.

UNIT II

- 2.1.0 Understand the law of demand
- 2.1.1 Explain the concept of demand
- 2.1.2 State the law of demand and point out its assumptions
- 2.1.3 State the meaning of Demand and distinguish it from Desire
- 2.1.4 State the exceptions to the law of Demand
- 2.1.5 Draw demand curve
- 2.1.6 Point out the practical utility of demand schedule
- 2.1.7 List the factors affecting demand
- 2.1.8 Outline the concept of elasticity of demand
- 2.1.9 Explain the factors determining the elasticity of demand.
- 2.2.0 Understand the law of supply
- 2.2.1 Explain the law of supply
- 2.2.2 State the exception to the law of supply

UNIT III

- 3.1.0 Recognize the factors of production
- 3.1.1 Define the term production
- 3.1.2 List the factors affecting production
- 3.1.3 Explain the factors of production.
- 3.2.0 Recognize the scale of production
- 3.2.1 Explain large scale production and small scale production
- 3.2.2 Point out the advantages of large scale production and its disadvantages
- 3.2.3 Point out the advantages of small scale production and its disadvantages
- 3.2.4 Point out the importance of small scale industries in India

UNIT IV

- 4.1.0 Understand the meaning of Cost
- 4.1.1 Explain Actual Cost, Opportunity Cost, Fixed Cost and Variable Cost
- 4.1.2 Classify Costs
- 4.1.3 Diagrammatic representation of Fixed Cost and Variable Cost
- 4.2.0 Understand cost output relation
- 4.2.1 Draw break even chart

UNIT V

- 5.1.0 Appreciate market structure and pricing theory
- 5.1.1 Identify the difference between perfect competitive and imperfect competitive markets
- 5.1.2 Explain the features and conditions of perfect competition
- 5.1.3 Explain pricing under imperfect competition.

CONTENT DETAILS**UNIT I**

Nature and Scope of Economics—Definition—Economic laws—Characteristics of Economics—Basic terms and concepts—Wealth—Welfare—Needs and Wants—Comforts—Luxuries—Characteristics of Wants—Standard of living—Utility analysis of demand—Law of diminishing utility.

UNIT II

Law of Demand—kind of demand—Income Demand—Price Demand—Cross Demand—Demand Schedule—Demand Curve—Factors determining demand—elasticity of demand—Meaning of Elasticity—Factors determining elasticity of demand—Law of Supply.

UNIT III

Factors of Production—Meaning of Production—Agents of Production—Land –Labour—Capital—Organisation—Scale of Production—Large Scale Production—Small Scale Production—Economies of scale—External Economies—Internal Economies

UNIT IV

Cost concepts—Money cost—Red Cost—Opportunity cost—Cost output relationship—Fixed cost and variable cost—Break even analysis.

UNIT V

Market forms—perfect competition –Monopoly—Imperfect competition—theory of price determination under various market conditions

REFERENCE BOOKS

- | | | |
|----|----------------------------------|----------------------------------|
| 1. | Managerial Economics | :R L Varshney and K L Maheswary. |
| 2 | Managerial Economics | :Mehta P L |
| 3 | Economics | :P P Scaria |
| 4 | Principles of Economics | K P M Sundharam , M C Vaish |
| 5 | Modern Economic Theory | :K K Dewet |
| 6 | Elementary Economics | : K P M Sundharam |
| 7 | Principles of Business Economics | :P N Reddy. |

SUBJECT TITLE	ACCOUNTANCY I
SUBJECT CODE	:CP 105
PERIODS/WEEK	:6
PERIODS / YEAR	:192

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Fundamentals of Double Entry Book Keeping	15
	1.2 Journal	25
	1.3 Ledger	15
	1.4 Trial Balance	8
II	2.1 Sub divisions of Journal	35
III	3.1 Bank Reconciliation Statement	15
	3.2 Bills of Exchange	20
IV	4.1 Preparation of Final Accounts without Adjustments	14
	4.2 Adjustments in Final Accounts	10
	4.3 Final Accounts of Sole Trader Adjustments	25
V	5.1 Errors and their rectification	10
Total		192

OBJECTIVES

UNIT I

- 1.1.0 Comprehend the fundamentals of double entry book keeping
- 1.1.1 Define book keeping
- 1.1.2 Explain the object of book keeping
- 1.1.3 State the need for accounting
- 1.1.4 Explain the accounting concepts , principles and conventions
- 1.1.5 State the advantages of book keeping
- 1.1.6 Describe important terms of the double entry system.
- 1.2.0 Understand procedure for journalizing
- 1.2.1 Define Journal
- 1.2.2 Explain the procedure for journalizing a transaction
- 1.2.3 Explain narration
- 1.2.4 Explain the advantages of journal
- 1.3.0 Understand the preparation of an account
- 1.3.1 Explain the meaning of a ledger
- 1.3.2 Explain the classification of accounts
- 1.3.3 State the rules for accounts
- 1.3.4 Identify different classes of accounts
- 1.3.5 Explain the method of posting and balancing an account
- 1.4.0 Comprehend the preparation of Trial Balance
- 1.4.1 Explain Trial Balance
- 1.4.2 Explain purpose of preparing TB
- 1.4.3 Prepare TB from the given balances

UNIT II

- 2.1.0 Recognize the purpose of subsidiary journals
- 2.1.1 Identify the functions of subsidiary journals
- 2.1.2 Identify the types of transactions entered through various subsidiary journals
- 2.1.3 Give the rulings of various subsidiary journals

UNIT III

- 3.1.0 Interpret the meaning and purpose of Bank Reconciliation Statement
- 3.1.1 State the purpose of BRS
- 3.1.2 Identify discrepancies in the pass book and cash book
- 3.1.3 Explain the causes of differences between the pass book balance and cash book balance
- 3.1.4 Prepare BRS
- 3.2.0 Appreciate Bills of Exchange transaction
- 3.2.1 Define Bill of Exchange, Promissory note and Cheque
- 3.2.2 Distinguish between Bill of Exchange and Promissory Note
- 3.2.3 Compare trade bills and accommodation bills
- 3.2.4 Explain the method of recording accommodation bills on the insolvency of the drawer and acceptor
- 3.2.5 Explain the method of recording bill transactions
- 3.2.6 Give journal entries and ledger accounts on accepting ,discounting, endorsing, retirement and renewal, sending for collection, honouring, dishonouring and insolvency of acceptor

UNIT IV

- 4.1.0 Understand the preparation of final accounts of a sole trader without adjustments
- 4.1.1 Explain the purpose of transferring the balance of nominal accounts to Trading and P&L accounts
- 4.1.2 Give journal entries for transferring nominal accounts
- 4.1.3 Identify the items for Trading account, P&L Account and Balance Sheet.
- 4.1.4 Explain Gross Profit, Gross Loss, Net Profit and Net Loss.
- 4.1.5 Prepare Manufacturing, Trading & P&L Accounts and Balance Sheet
- 4.2.0 Understand the adjustments in the final accounts
- 4.2.1 Explain various adjustments in Final Accounts
- 4.3.0 Understand the preparation of final accounts with all adjustments
- 4.3.1 Describe importance of balance sheet
- 4.3.2 Identify the order in which items are to be written in the balance sheet
- 4.3.3 Prepare Trading and P&L Accounts and Balance Sheet with adjustments.

UNIT V

- 5.1.0 Understand the method of rectifying errors
- 5.1.1 List out the types of errors
- 5.1.2 State the steps to locate errors
- 5.1.3 State journal entries for rectifying errors
- 5.1.4 Explain suspense account
- 5.1.5 State the journal entries to rectify errors through suspense account.

CONTENT DETAILS**UNIT I**

Meaning and objectives of Book Keeping—need for accounting—principles of double entry book keeping—advantages of double entry BK—classification of accounts—meaning of debit and credit—rules for debit and credit—posting—balancing—preparation of TB-from ledger accounts.

UNIT II

Subsidiary journals—Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Bills Receivable Book, Bills Payable Book, Cash Book, Simple Cash Book, Cash Book with Cash and Discount Columns, Cash book with bank and discount columns only, cash book with cash, bank and discount columns., petty cash book-posting from subsidiary books—balancing of cash book—journal proper.

UNIT III

Bank Reconciliation Statement—meaning and purpose—pass book entries—cash book entries Causes of difference—preparing bank reconciliation statement—Bill of Exchange—Promissory Notes—Cheques—advantages of bill of exchange—bill of exchange Vs promissory notes—parties of a Bill of Exchange—purpose of bills—kinds of bills—inland bills –foreign bills—demand bills—time bills—Types of bills—Trade bills—accommodation bills—Acceptance—endorsement—dishonour—noting and protesting—discounting and renewal of bills—retiring of bills—bills send for collection—insolvency of acceptor.

UNIT IV

Final account of Sole trader without adjustments—Manufacturing account—Trading account—P&L accounts –Balance Sheet—difference between TB & BS—Adjustments in final accounts—Outstanding expenses—prepaid expenses-accrued income—un earned income—depreciation of assets—transfer entries—closing entries—interest on capital—interest on drawing—interest on loan—provision for bad debts—provision for discount Final accounts of sole trader with adjustments—importance of balance sheet –stock at end appearing in the TB—Accidental losses—claim from Insurance Co.—commission payable to manager as a % of profit--adjustment of depreciation in final accounts.

UNIT V

Errors—types—steps to locate errors—one sided errors—two sided errors—rectification of errors—suspense account.

REFERENCE BOOKS

- | | | |
|---|--|----------------------|
| 1 | Book keeping and accounts | :Lazer and Thalliath |
| 2 | Principles of Accounting | :N.Balakrishnan Nair |
| 3 | Double entry book keeping | :T S Grewal |
| 4 | Book keeping and accounting Vol.I & II | : Prof.P I Devassy |
| 5 | Elements of Book Keeping Vol I&II | :Prof. M C K Nambiar |
| 6 | Principles and practice of Accounting | :Eapan and Dasan |

SUBJECT TITLE	SHORTHAND ENGLISH
SUBJECT CODE	:CP 106
PERIODS/WEEK	:7
PERIODS PER YEAR	:224

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Introduction of Phonographic system and its importance 1.2 Consonants 1.3 Vowels and position 1.4 Intervening Vowels, Grammalogues	35
II	2.1 Alternative signs for R & H 2.2 Diphthongs, Phraseography 2.3 Circle 'S' and 'Z' strokes S, Z 2.4 Large circle SW and SS or SZ	40
III	3.1 Loops ST and STR 3.2 Initial hooks, third hooks 3.3 Aspirates	24
IV	4.1 Upward and downward R 4.2 Upward and down ward CU SH 4.3 Compound consonants 4.4 Vowel indication 4.5 Halving principles 4.6 Doubling principles	55
V	5.1 Diaphonic or two vowel signs 5.2 Medial semi circle 5.3 Prefixes, Suffixes and termination 5.4 Contractions and figures 5.5 Essential vowels, special contraction	70
TOTAL		224

OBJECTIVES**UNIT I**

- 1.1.0 Understand the phonographic system
 - 1.1.1 State the need and importance of shorthand in modern business and Govt offices
 - 1.1.2 Explain the advantages of phonography system in shorthand and identify consonants and vowels in English language
- 1.2.0 Write consonants
 - 1.2.1 Define consonant
 - 1.2.2 Categorize consonants as per articulation
 - 1.2.3 Identify the signs to the consonants
 - 1.2.4 Practice the exercises on consonant signs
 - 1.2.5 Explain the principles of joined strokes and practice the same
- 1.3.0 Understand the vowel signs to the consonants signs
 - 1.3.1 Apply the vowel signs to the consonants signs
 - 1.3.2 List out 6 dot vowels and 6 dash vowels and placing of vowel sounds
 - 1.3.3 Practice the exercises containing vowel chapter

- 1.4.0 Interpret position writing
 - 1.4.1 categorise position writing of shorthand characters
 - 1.4.2 Practice writing of words under 3 position writing rules
 - 1.4.3 Define grammalogues
 - 1.4.4 Practice grammalogues
 - 1.4.5 Identify the punctuation marks

UNIT II

- 2.1.0 Apply the alternative forms of R and H
 - 2.1.1 State the principles of using two forms of R&H
 - 2.1.2 Explain R&H Principles
 - 2.1.3 Apply R&H Principles
- 2.2.0 Use Diphthongs
 - 2.2.1 Define diphthongs and triphones
 - 2.2.2 Identify the 4 diphthongs and their places
 - 2.2.3 Practice words with diphthongs, joined diphthongs and triphones
 - 2.2.4 State the principles for the use of initial “W” sound and practice the exercises covering “W”
 - 2.2.5 Define phonography, state the qualities of good phraseogram
 - 2.2.6 Practice the exercises covering phraseography
- 2.3.0 Recognize circles S and Z
 - 2.3.1 Explain the small circle as abbreviated form of S and Z
 - 2.3.2 Identify initial and final circle and uses of them in phraseography
 - 2.3.3 Explain the principles of using stroke S and Z
 - 2.3.4 Practice the exercises covering circle S and Z, and stroke S and Z
- 2.4.0 Recognize the large circles
 - 2.4.1 Explain the principles for using large circle initially, medially and finally
 - 2.4.2 Practice the exercises covering large circles

UNIT III

- 3.1.0 Recognise the loops ‘ST and STR’
 - 3.1.1 State the uses of loops as abbreviated forms initially medially and finally
 - 3.1.2 Practice the exercises covering the loops ST and STR
 - 3.1.3 Apply initial hooks and final hooks
 - 3.1.4 Define double consonants
 - 3.1.5 Categorise N and F/V hooks to straight and curved strokes
 - 3.1.6 State the advantages using alternative forms
 - 3.1.7 Explain the principles of using alternative forms
 - 3.1.8 Practice the exercises covering all hooks, R, L, N and F/V
 - 3.1.9 Explain the principles covering shun hooks and practice the exercises on Shun hooks
- 3.2.0 Appreciate the aspirate in shorthand
 - 3.2.1 Define aspirate and categorise various form aspirate
 - 3.2.2 State the principles of using aspirate
 - 3.2.3 Practice exercises covering aspirate
 - 3.2.4 Write R upward and down ward
 - 3.2.5 Practice the exercises covering R
 - 3.2.6 Explain the principles of writing L and SH upward and downwards
 - 3.2.7 Practice exercises covering L and SH

UNIT IV

- 4.1.0 Recognise the compound consonants
 - 4.1.1 Define compound consonants and categorise various types of compound consonants
 - 4.1.2 Explain the principles of compound consonants and practice the exercises covering compound consonants
- 4.2.0 Apply vowel indication

- 4.2.1 Identify the multiplications of consonants and vowels initially and finally
- 4.2.2 Practice the exercises covering vowel indication
- 4.3.0 Interprets the halving principles
- 4.3.1 Explain the principles of halving
- 4.3.2 State the limitations of doubling and uses of halving in phraseography
- 4.3.3 Practice the exercises covering halving principles
- 4.4.0 Interprets doubling principles
- 4.4.1 Explain the doubling principle
- 4.4.2 State the limitations of doubling and uses of doubling in phraseography

UNIT V

- 5.1.0 Apply the diphone to the consonants
- 5.1.1 Define diphone
- 5.1.2 Categorise various diphonic signs and the placing
- 5.1.3 Explain the principles of diphones and practice the exercises covering diphones
- 5.1.4 Know medial semi circle W consonants
- 5.1.5 Define the medial semi circle W
- 5.1.6 Explain the principles of medial W and practice the exercise covering medial doubling
- 5.2.0 Appreciate Prefix
- 5.2.1 State the meaning of prefix.
- 5.2.2 Explains the principles of various prefixes and practice exercisers covering prefixes
- 5.2.3 Stat the meaning of suffix
- 5.2.4 Explain the principles of various suffix and practice exercise covering suffixes
- 5.3.0 Understand the contractions
- 5.3.1 Explain the general and special contractions
- 5.3.2 Practice the exercises covering the contractions
- 5.3.3 Categorise various principles in figures and special monitory symbol
- 5.3.4 Practice exercises covering figures
- 5.4.0 Apply the essential vowels to the consonants
- 5.4.1 Categorise the insertion of initial medial and final vowels
- 5.4.2 Practice the exercises covering essential vowels
- 5.4.3 Understand special contractions
- 5.4.4 Practice the exercises covering special contractions

CONTENT DETAILS

Knowledge on shorthand theory (Pitman system) Transcription from shorthand manuscript to English and from English to shorthand. Given a summary of about 120 layers from a printed matter of about 360 words any one of the following

- (a) public speech of general interest
- (b) A story or essay

SCHEME OF EXAMINATION

SHORTHAND

At the end of first year there will be an examination in shorthand theory which will be equivalent to paper two (Theory) of the Kerala Government Technical Examinations Lower Grade

SHORTHAND THEORY (ENGLISH)

TIME 2 HRS.

MAXIMUM MARKS : 100

This theory paper contain 5 questions in which questions 1 and 2 covering principles of shorthand including and up to special contractions exercise 144 of pitman shorthand instructor

QUESTIONS

- | | | |
|----|---|----------|
| 1 | The objective type test items – multiples choices Fill in the blanks | 20 marks |
| 2. | a) Short Questions | 20 marks |
| | b) Outline of words/phrases/contractions | 10 marks |
| 3. | Transcription of lithographed shorthand matter containing 200 words into long hand | 15 marks |
| 4. | Transcription of long hand matter containing 200m words into shorthand on the basis of principles | 20 marks |
| 5. | Summaries the given passage containing 360 words into 120 words on any one of the following | |
| | a) A public speech | |
| | b) A story or essay | 15 marks |
- (Minimum for a pass for shorthand theory paper is 40)**

REFERENCES

01. Pitman shorthand instructor with key
02. Shorthand made easy for beginners with key – by Kuthiyala
03. Pocket shorthand dictionary
04. Shorthand theory test paper book by O.P. Kuthiyala

SUBJECT TITLE : **COMPUTER APPLICATION FOR BUSINESS**
SUBJECT CODE : **CP 107**
PERIODS/WEEK : **4**
PERIODS/YEAR : **128 (32 X 4)**

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Basics of Computer hardware	
	1.2 Input and output devices	
	1.3 Storage devices	10
II	2.1 Windows Operating System	
	2.2 Windows Applications	
	2.3 Windows Explorer	15
III	3.1 Word Processing software	42
IV	4.1 Electronic Spread Sheet software	41
V	5.1 DTP Software (English & Malayalam)	20
TOTAL		128

OBJECTIVESUNIT I

- 1.1.0 Understand the basics of Computer Hardware
 - 1.1.1 Explain the block diagram of computer
 - 1.1.2 Describe types of computers
 - 1.1.3 State functions of CPU
 - 1.1.4 Explain the use of memory-RAM,ROM
- 1.2.0 Appreciate the working of input devices
 - 1.2.1 List different types of keys on the key board
 - 1.2.2 State the use of mouse
 - 1.2.3 Explain the working of output devices
 - 1.2.4 State the purposes of monitor
 - 1.2.5 Explain types of printers
- 1.3.0 Recognize the types of storage devices
 - 1.3.1 List the types of storage devices
 - 1.3.2 Explain the working of floppy disk
 - 1.3.3 Describe different compact disks
 - 1.3.4 Explain the working of hard disk drive
 - 1.3.5 Explain the working of magnetic tapes
 - 1.3.6 Identify multimedia devices

UNIT II

- 2.1.0 Understand the use of operating system
 - 2.1.1 State the features of windows operating system in general
 - 2.1.2 State the features of the latest version of windows
 - 2.1.3 Explain windows screen, Screen saver
- 2.3.0 Understand how to use different applications
 - 2.3.1 Use Note pad /word pad to enter and edit text
 - 2.3.2 Drawing pictures using paint brush to practice mouse operations
 - 2.3.3 Use calculator
 - 2.4.0 Manage files in Explorer
 - 2.4.1 Open a program
 - 2.4.2 Create a file in word pad

- 2.4.3 Save a file
- 2.4.4 Print a file-entire contents and selected pages a printer
- 2.4.5 Install a Printer
- 2.4.6 Quit a Program
- 2.4.7 Open the explorer program
- 2.4.8 Identify the parts of Explorer window
- 2.4.9 Open an icon from explorer window
- 2.4.10 Open the hard disk through explorer
- 2.4.11 Open and close folder in explorer
- 2.4.12 Open and close files in explorer
- 2.4.13 Create a new sub folder through explorer
- 2.4.14 Copy a file
- 2.4.15 Move a file
- 2.4.16 Copy a sub folder
- 2.4.17 Remove a sub folder
- 2.4.18 Delete a file
- 2.4.19 Delete a folder
- 2.4.20 Removing contents of recycle bin

UNIT III

- 3.1.0 Use MS Word for creating documents
 - 3.1.1 Use MS Word for creating documents
 - 3.1.2 Describe creating document
 - 3.1.3 Explain the functions of word processing
 - 3.1.4 List the functions of Word Processing
 - 3.1.5 Explain the editing and proofing tools
 - 3.1.6 Prepare tables with borders and shading
 - 3.1.7 Distinguish between Redo and Undo
 - 3.1.8 Apply the rules with borders and shading
 - 3.1.9 Use the word art
 - 3.1.10 Modify the document by inserting pictures, chart and graph
 - 3.1.11 Use mail merge
 - 3.1.12 Print documents

UNIT IV

- 4.1.0 Use spread sheet for business applications
 - 4.1.1 Open excel work sheet
 - 4.1.2 Create a new work sheet
 - 4.1.3 Edit worksheet with inserting row, cell
 - 4.1.4 Delete cells, rows, columns, saving and printing worksheet
 - 4.1.5 Format worksheet, cell range
 - 4.1.6 Copy and move data, naming a range, entering a series
 - 4.1.7 Link worksheet and sort worksheet
 - 4.1.8 Create formulas and functions—time functions, NOW, (), TODAY (), AVERAGE (), MIN(), MAX(), IF, AND, NOT, LEN, UPPER, LOWER, CONCATENATE, SUM, LOOK UP, DB, IPMT, FV, IRR, NPER, PMT, DPMT, RATE, SLN
 - 4.1.9 Create worksheets applying formulas and functions for various business applications(Such as salary Sheet, Budgets, Income Tax Statement, Loan repayment schedule etc)
 - 4.1.10 Create various types of charts using data in the worksheet
 - 4.1.11 Print worksheet and chart

UNIT V

- 5.1.0 Understand DTP Software English and Malayalam
- 5.1.1 Create page frames
- 5.1.2 Create documents
- 5.1.3 Set pages to beautify the document
- 5.1.4 Manipulate document in desired manner
- 5.1.5 Print the document

CONTENT DETAILS**UNIT I**

Basics of computer hardware—Digital computer—Block diagram—Types of computers—Pentium IV, PC, Super computer etc, Functions of CPU—Memory—Types—RAM, ROM—Input-Output devices—Binary number system—BCD—ASCII—Input devices—Layout of keyboard—Types of keys—Character keys, function keys—Control keys—Numeric key—Mouse

Output devices—Purpose of monitor—Screen size—Screen saver—Colour specification—Printers—dot matrix, Laser—Inkjet—printing speed and resolution

Storage devices—Hard disk—Drive-Storage capacity—Floppy disk—Compact disk(CD), CD ROM, CD

Reading and writing—Multimedia devices—Speakers—Microphone

UNIT II

Operating system—need—Windows Screen and Screen savers-Desk Top-Icon—Task bar-Start menu-Title bar-Tool bar-Scroll bar-moving-minimizing-resizing-closing window-Files and folders-Windows Explorer-Finding files and folders-move and copy files-delete, open, rename and edit files.

UNIT III

Word processing for windows—MS Word menus—Creates, save, open, insert files—Format pages—Paragraphs, sections—Create list and number headings—use and create document—Select font type and size—Edit text—Insert, cut, copy, pasting, deleting text, setting tabs-Creating tabs—manipulating tables—finding and replacing text—Inserting page—page numbers—symbols—heading—foot notes—annotations—working with frames, columns, pictures, charts and graphs—spell check-Auto correction—Word art—equations printing a document—Multiple document—Mail merge.

UNIT IV

Concept of worksheet and workbook—Types of data-number, currency, date, time and text information—Title formatting numbers—adding rows and columns—insert numbers, date, month, year-naming cells-range names-entering formulae-creating list-sorting list-auto filter –sorting rows-worksheet-bordering-sharing cells-auto format-printing worksheet—creating charts-adding titles-labels-excel functions-SUM, AVERAGE, MAX, MIN, IF, DB, IPMT, FV, IRR, NPER, PMT, PPMT, RATE, SLN.-Business Applications.

UNIT V

DTP Software—English and Malayalam Features of DTP Software—Create a document such as letters, agenda, invitations, invoice—Print the document.

REFERENCE BOOKS

1. Computer application in Business : R.Pameswaran.
2. Introduction to Computer information system for business : Mark G Simkim
3. Office Automation and Word Processing : Balagurusamy
4. 10 minutes guide to Microsoft Power point 2000 : Faithe Wempen, (PHI)
5. Windows and MS Office 2000 with data base concepts : N. Krishnan, SCITECH Publications
6. Computer fundamentals with MS Office Applications : N. Saravanan, D. Shanti, SCITECH Publications.

SUBJECT TITLE : **TYPEWRITING ENGLISH PRACTICAL**
SUBJECT CODE : **CP 108**
PERIODS/WEEK : **4**
PERIODS/year : **128**

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 General awareness and Keyboard learning of Typewriting 1.2 Identification of visible parts and its uses 1.3 Fingering I st , II nd and III rd Row.	50
II	2.1 Drill Exercise-Words 2.2 Ruler regarding punctuation, Syllabifications-Drill exercise of sentence and paragraphs	40
III	3.1 Important action of typewriters 3.2 Drill exercise on speed	15
IV	4.1 Accuracy, speed development and centering.	15
V	5.1 Speed exercise and practical works.	8
TOTAL		128

OBJECTIVES

UNIT – 1

- 1.1.0 General awareness
- 1.1.1 History of typewriting preliminaries to keyboard mastery; make and its classifications-sitting posture- essentials its correct operations-touch system – Depression of keys; Rhythem, Home keys-calculation of speed.
- 1.2.0 Visible parts
- 1.2.1 Identify the visible part of typewriting based on the upper part of the machine and the visible part on the Keyboard and its connections.
- 1.3.0 Fingering
- 1.3.1 Practicing home Keys and extra Keys-G & H- Practiced Home keys @ wpm
- 1.3.2 Practicing second row to attain speed @ 10 wpm- Practicing I & II Row (drill exercises) @ 10 wpm
- 1.3.3 Practicising this row to attain speed @ 10 wpm – Practicising I ,II & III Row (Drill exercises)
- 1.3.4 Keyboard mastery of the top row, Shift Keys & Shift Lock, Combination sign & characters

UNIT-II

- 2.1.0 Drill exercise of words
- 2.1.1 Practicing of words to attain a speed of 20 wpm
- 2.2.0 Ruler regarding punctuations
- 2.2.1 Explain the uses of punctuations and syllabification.
- 2.2.2 Practice to attain speed on sentences and paragraph @ 20 wpm.

UNIT-III

- 3.1.0 Describe the important movement of typewriter
- 3.1.1 Describe the action of step by step movement
- 3.1.2 Describe ribbon movement – tabulator action-tabulator set key action – bell ring action – locking action – escapement system – space action etc.
- 3.1.3 Practice exercise to attain speed @ 20 wpm

UNIT-IV

- 4.1. Perform typing speed @ 25 wpm

UNIT-V

- 5.1.0 Perform typing speed @ 25 wpm
- 5.1.1 Attain speed @ 25 wpm
- 5.1.2 Upkeep and maintenance of typewriting mechanism-ribbon economy – ribbon changing – Carbon manifolding – envelop addressing – insertion of letters- application of variable line spaces-Advantage & disadvantage of Typewriters- Preparation of Typewriting Practical records.

Scheme of Examination

At the end of the First year or at semester II these will be a practical examination as the same pattern and standard of Kerala Government Technical Examinations in Typewriting Practical Lower Conducted by an External examiner

Typewriting English Practical : Max Marks 100**PART-A-Marks 20 (Record on Typewriting Practical)**

Purpose of this part is intended to get a thorough knowledge of typewriters and method of typing.

PART-B-Marks:20

Identify the visible parts of the typewriter and its functions.

PART-C-Marks :20

Any two actions of a typewriter

PART-D-Marks : 20

Envelop addressing, insertion of letter or words, filling up with one space with two letters, word processing.

PART-E-Marks: 20

Viva-G.K-Spelling of words, Preliminaries of Computer operation.

For a pan in Typewriting Practical Examinations, a minimum 40% mark is to be required.

REFERENCE BOOKS

1. Principles of Typewriting : O.P. Kuthiala
2. Walmsley's commercial Typewriting with Text processing : Pearson Education Asia
3. "Typing" A step-by-step guide to Keyboard Mastery : Pitman college, Pitman books Ltd.
4. Manual for typist and Stenographers.: Sterling Publications Pvt.Ltd. New Delhi-110016
5. Touch Typewriting : A.H.Wheeler & Co.Pvt.Ltd. New Delhi/Madras
6. Mechnism Notes : R.Arulappan, Star commercial Institute,TVPM
7. Secretarial duties 10/R : Harrison- Pearson Education, Asia

SUBJECTS OF STUDY AND SCHEME OF EVALUATION**SEMESTER – III****Branch :D.C.P**

CODE	SUBJECT	PERIODS PER WEEK			EVALUATION MARKS			
		THEOR Y	PRACTIC AL	TOTA L	THEOR Y	PRACTI CAL	INTERNA L	TOTA L
CP301	ENGLISH - Paper	3	-	3	75	-	25	100
CP302	ACCOUNTANCY - II	3	-	3	75	-	25	100
CP303	BANKING	3	-	3	75	-	25	100
CP304	BUSINESS LAWS	4	-	4	75	-	25	100
CP305	BUSINESS MANAGEMENT	3	-	3	75	-	25	100
CP306	BUSINESS STATISTICS	4	-	4	75	-	25	100
CP307	SHORTHAND ENGLISH SPEED	1	5	6	-	-	-	-
CP308	TYPEWRITING ENGLISH	-	3	3	-	-	-	-
CP309	COMPUTER APPLICATION FOR BUSINESS – II	-	3	3	-	75	25	100
-	ISAP SKILLS DEVELOPMENT	-	3	3	-	-	-	-
TOTA L		21	14	35	450	75	175	700

ISAP :- Information Search Analysis and Presentation

SUBJECT TITLE :ENGLISH PAPER II
SUBJECT CODE :CP 301
PERIODS/WEEK :3
PWERIODS/SEMESTER :48

TIME SCHEDULE

UNIT	TOPIC	PERIODS
I	1.1 Text: The Summer of the Beautiful White Horse	4
	1.2 Grammar	3
	1.3 Practice telephone conversation	2
II	2.1 Text: The Address	3
	2.2 Grammar	3
	2.3 Drafting Memo	2
	2.4 Practice formalities in speech	1
III	3.1 Text: Ranga's Marriage	3
	3.2 Grammar	3
	3.3 Designing Advertisements	2
	3.4 Practice Greeting/Thanking people	1
IV	4.1 Text: Albert Einstein at School	3
	4.2 Grammar	3
	4.3 Comprehension/summarizing	2
	4.4 Practice asking permission/apologizing/congratulating etc.	1
V	5.1 Grammar	4
	5.2 Writing informal letters	3
	5.3 Practice making enquiries/replies/complaints etc.	2
	Test	3
		----- 48 =====

AIM

At the third semester, the learner is trained to achieve a sound improvement in the quality of learning process. The Syllabus lays stress on subtle ways of expression which enables the student to handle intricate interactive situations. It aims at familiarizing the students with the culture of English language, its special mode of communication, introducing the usual formalities in special like self introduction, greeting, thanking, apologizing, congratulating etc. Class assignments are promoted which help them to cast away their shyness and diffidence to speak in public. Coherence of ideas is emphasized where thrust is given to specific forms of business communications. The exercises on writing advertisements, summarizing, conducting telephone conversation etc., will help them to fulfill unique language needs.

OBJECTIVES

- 1.2.1 Get acquainted with a variety of prose pieces and their styles
- 1.2.2 Underscore diverse forms of speech
- 1.2.3 Perceive the modalities of telephone conversation
- 1.2.4 Handle the powerful medium of advertisement
- 1.2.5 Learn catchy phrases and usages

- 1.2.6 Master the art of comprehension to widen the learner's perspective
- 1.2.7 Cultivate the skill of letter writing (Informal)
- 1.2.8 Achieve compactness and economy in writing by practicing summarizing
- 1.2.9 Highlight interpretation reading
- 1.2.10 Form an idea about the transformation of sentence.

STUDY MATERIALS

NCERT Supplementary Reader in English for Class XI— Snapshots (First Four Chapters
Of the text)

Grammar - Part II Sentence Structures from Contemporary English Grammar
Chapters XXIII to XXVII

Suggested Reading

1. Essentials of Business Communication': Rajendra Pal and J.S., Korlahali
(Sulthan Chand Publication)
2. Learner's English Grammar and Composition :N D V Prasad Rao,
(S Chand & Co Ltd,
3. English for Technical Communication)
4. English for Technical Communication:Vol. I & II(Combined edition) : K..R Lakshmi Narayanan
(SCITECH Publication (India) Ltd., Chennai).

SUBJECT TITLE : ACCOUNTANCY-II
SUBJECT CODE : CP 302
PERIODS/WEEK : 3
PERIODS/ SEMESTER : 48 (16x 3)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Classification of items into capital, revenue and deferred revenue 1.2 Preparation of accounts on Non-trading concerns	10
II	2.1 Accounts from Incomplete records	10
III	3.1 Depreciation accounting	9
IV	Consignment accounts	10
V	Joint Venture accounts	9
	Total 48 -----

OBJECTIVES

UNIT –I

- 1.10 Understand Revenue and Deferred Revenue Items
 - 1.1.1 Explain the need for the classification of items into capital revenue and deferred revenue
 - 1.1.2 Classify the items into capital, revenue and deferred revenue form the given transactions
- 1.2.0 Construct accounts of Non-trading concerns
- 1.2.1 Describe Receipts and payments account and Income and Expenditure account
- 1.2.2 List out the differences between Receipts and payments account and Income and Expenditure account
- 1.2.3 Prepare Income and Expenditure account and Balance Sheet from Receipt and Payments account and given details
- 1.2.4 Prepare Receipts and Payments account from given Income and Expenditure Account and other details
- 1.2.5 Prepare Balance sheet of non trading concerns

UNIT –II

- 2.1.0 Apply the single system of Book Keeping
 - 2.1.1 Explain the meaning of single entry system
 - 2.1.2 List the disadvantages of single entry system
 - 2.1.3 Explain statement of affairs
 - 2.1.4 Prepare opening statement of affairs and closing statement of affairs
 - 2.1.5 Explain the method of ascertaining profit under single entry system
 - 2.1.6 Prepare final statement of affairs after taking adjustments
 - 2.1.7 Prepare total Drs. A/c, B/R A/c, B/P A/c, Cash book and opening Balance sheet
 - 2.1.8 Distinguish between statement of affairs and Balance sheet.
- 2.2.0 Construct final accounts under Single Entry - by capital comparison method and conversion method

- 2.2.1 Explain conversion method
- 2.2.2 Solve problems relating to preparation of final accounts under single entry system

UNIT -III

- 3.1.0 Understand the meaning, need and methods of providing depreciation
 - 3.1.1 State the meaning of depreciation
 - 3.1.2 List the causes of depreciation
 - 3.1.3 State the object of depreciation
 - 3.1.4 State the different methods
 - 3.1.5 Solve problem under fixed and reducing methods with adjustments on addition and disposal
 - 3.1.6 Explain annuity method of depreciation
 - 3.1.7 Solve problems under annuity method
 - 3.1.8 Explain depreciation fund method
 - 3.1.9 Solve problems under depreciation fund method
 - 3.1.10 Explain Revaluation method

UNIT -IV

- 4.1.0 Understand the meaning and procedure of consignment transactions.
 - 4.1.1 State the meaning of consignment transitions
 - 4.1.2 Describe the procedure of consignment transaction
 - 4.1.3 Distinguish between consignment and sale
 - 4.1.4 Distinguish between invoice& proforma invoice
 - 4.1.5 Distinguish between Account sale and relevant accounts.
 - 4.1.6 Prepare consignment accounts and other relevant accounts.
 - 4.1.7 Solve problems involving consignment at a higher price

UNIT -V

- 5.1.0 Understand the meaning and procedure of joint venture transactions
 - 5.1.1 State the meaning of joint venture transactions
 - 5.1.2 Distinguish between joint venture and Partnership
 - 5.1.3 Distinguish between joint venture and consignment
 - 5.1.4 Solve problems on joint venture transaction when separate sets of books are not maintained.
 - 5.1.5 Solve problems on joint venture transaction when separate set of books are maintained
 - 5.1.6 Solve problems on joint venture transaction when memorandum method is Followed.

CONTENT DETATILS

UNIT -I

Classification of Items into Capital Revenue and Deferred Revenue, Accounts of Non-trading concern Preparation of Receipts and Payments account-Preparation of Income and Expenditure account- Preparation of Balance sheet- Distinction between Income and Expenditure account and Receipts and Payments account.

UNIT – II

Single entry-Definition-Comparison with Double Entry Disadvantages-Statement of affairs-Ascertainment of profit-Capital comparison method-Conversion into Double Entry-Preparation of Trading Profit and loss account and Balance sheet.

UNIT-III

Depreciation-Meaning-needs-methods-causes-objectives-Methods-Fixed installment method –reducing installment method-Adjustments-Addition & disposal –Annuity method –depreciation fund method-revaluation method

UNIT-IV

Consignment Accounts-Meaning and procedure-consignment transactions-procedure of consignment transactions- consignment and sale (distinction)-invoice and pro forma invoice –account sales and sales account –distinction-consignment at higher price.

UNIT-V

Joint venture accounts-meaning and procedure-joint venture and partnership-distinction –joint venture and consignment –joint venture transactions-when separate books are maintained-when separate books are not maintained –memorandum method.

REFERENCE BOOKS

- | | | | |
|----|--|---|--------------------------|
| 1. | Advance Accounts | _ | N.Balakrishnan Nair |
| 2. | Advanced Accountancy | _ | R.L.Gupta & m.Radhaswamy |
| 3. | Advanced Accounting | _ | S.P.Jain and K.L.Narang |
| 4. | Advanced Accountancy | _ | M.C.K.Nambiar |
| 5. | Advanced Accounting | _ | S.N. Maheshwari |
| 6. | Double entry book keeping | _ | T.S.Grewal |
| 7. | Advanced Accounts | _ | M.C.Shukkal,T.S.Grawal |
| 8. | Elements of Book keeping | _ | M.C.K.Nambiar |
| 9. | Elements of Book keeping Part I and II | _ | B.S.Raman |

SUBJECT TITLE : BANKING
SUBJECT CODE : CP 303
PERIODS/WEEK : 3
PERIODS/SEMESTER : 48

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Meaning and definition of Banker and Customer 1.2 Relationship between Banker & Customer 1.3 Rights and Duties of a banker	10
II	2.1 Opening and operation of different types of Accounts 2.2 Closing of different types of accounts 2.3 Special type of customers	10
III	3.1 Meaning and definitions of negotiable instruments. 3.2 Crossing of cheques and marking of cheques. 3.3 Endorsement of cheques 3.4 Payment of cheques 3.5 Collection of cheques	10
IV	4.1 Sound lending principles 4.1 Classification of loans and advances 4.2 Secured and unsecured loans and advances 4.3 Various types of securities 4.4 Modes of creating charges	10
V	5.1 Credit cards 5.2 ATM Cards 5.3 Debit cards 5.4 Internet Banking	8
TOTAL		48

UNIT-I

- 1.1.0 Understand the meaning and definitions of Banker and Customer
- 1.2.0 Reproduce the definitions of Banker given by Dr.H.L.Hart ,Sir.John paget and Banking Companies Act 1949
 - 1.2.1 Define the term customer
- 1.3.0 Appreciate the Banker and Customer relationship
 - 1.3.1 State the General relationship between banker and customer
 - 1.3.2 Describe the General relationship between banker and customer
 - 1.3.3 Give the differences between a bank debt and commercial debt.
- 1.4.0 Understand the Rights and duties of a banker Describe Right of lien and exceptions
 - 1.4.1 Describe the Right of Ser Off
 - 1.4.2 Right to charge interest, commission, incidental; charges etc
 - 1.4.3 Describe Rights of appropriation
 - 1.4.4 Describe the obligation to banker to honour customer's cheques
 - 1.4.5 Describe the obligation to maintain secrecy regarding customer's account
 - 1.4.6 State the consequences of wrongful dishonour of cheques
 - 1.4.7 List out circumstances under which the banker can disclose the details of customers account
 - 1.4.8 State the meaning of garnishee order

UNIT-II

- 2.1.0 Understand the formalities of opening and operation of different types of account
- 2.1.1 List out the various types of account
- 2.1.2 Explain the procedure involved in opening fixed deposit accounts, savings accounts, current accounts and recurring deposit accounts
- 2.1.3 Describe a pass book
- 2.1.4 Explain the legal aspects of entries made in the pass book
- 2.2.0 Understand the procedure for closing of accounts
- 2.2.1 List out the circumstances under which an account may be closed
- 2.2.2 Explain the procedure for closing of an account in the interest of the Account holder and also in the interest of the banker
- 2.3.0 Understand the different types of customers
- 2.3.1 List out the special types of customers
- 2.3.2 State the meaning of NRI, NRE, FCNR, NRO, NR, and Non Resident special Rupee Accounts.

UNIT-III

- 3.1.0 Understand the meaning and importance of Negotiable Instruments
- 3.1.1 Define Negotiable Instruments
- 3.1.2 State different types of negotiable instruments
- 3.1.3 Describe the essential requisites of a valid cheque
- 3.1.4 Describe the terms state cheque , post dated cheque and Ante dated Cheque
- 3.2.0 Understand the meaning and importance of crossing & marking
- 3.2.1 Identify different types of crossing
- 3.2.2 State the meaning and significance of different types of crossing
- 3.2.3 List out the parties who are competent to cross a cheque
- 3.2.4 State the meaning of the terms order cheque and bearer cheque
- 3.2.5 State the meaning of the term marking
- 3.3.0 Understand the meaning and types of endorsement
- 3.3.1 Define endorsement
- 3.3.2 List out the different kinds of endorsement
- 3.3.3 Describe the types of endorsement
- 3.3.4 State the meaning of the term holder and holder in due course
- 3.4.0 Understand the term paying banker
- 3.4.1 State the meaning of the term paying banker
- 3.4.2 State the statutory protection given to a paying banker
- 3.4.3 List out the circumstances where a banker is justified in refusing payment
- 3.4.4 State the customary answers when payment is refused
- 3.5.0 Understand the term collecting banker
- 3.5.1 State the meaning of the term collecting banker
- 3.5.2 State the duties of collecting banker
- 3.5.3 State the statutory protection given to a collecting banker

UNIT-IV

- 4.1.0 Understand the general principles of sound leading
- 4.1.1 List out the general principles of sound leading
- 4.1.2 Explain the sound lending principles
- 4.2.0 Understand the classifications of loans and advances
- 4.2.1 State the types of loans and advances
- 4.2.2 Describe the types of loans and advances
- 4.3.0 Understand the term secured and unsecured loans and advances
- 4.3.1 Describe secured loans and advances
- 4.3.2 Describe unsecured loans and advances

- 4.4.0 Understand the various types of securities
- 4.4.1 State the meaning of the term personal, tangible and collateral security
- 4.4.2 State the attributes of a good security
- 4.4.3 Understand the types of securities for loans and advances
- 4.4.4 List out different types of securities
- 4.5.0 Understand the modes of creating charges
- 4.5.1 State the modes of creating charge
- 4.5.2 State the types of lien
- 4.5.3 State the meaning of the term pledge
- 4.5.4 List out the features of pledge
- 4.5.5 State the meaning of the term mortgage
- 4.5.6 Describe the types of mortgage
- 4.5.7 State the meaning of the term hypothecation
- 4.5.8 List out the features of hypothecation

UNIT-V

- 5.1.0 Understand the terms credit cards, debit cards, and internet banking
- 5.1.1 State the meaning of the term credit cards
- 5.1.2 State the operation of credit cards
- 5.1.3 State the types of credit cards
- 5.1.4 Describe different types of credit cards
- 5.1.5 List out the procedure for issue of credit cards
- 5.1.6 Describe smart card, cheque guarantee card, smart card, affinity groupcard, private label cards
- 5.1.7 List out the advantages of credit cards to the banker, to the card holder and to the merchant
- 5.1.8 Disadvantages of credit cards
- 5.2.0 Understand the term ATM cards
- 5.2.1 State the meaning of ATM cards
- 5.2.2 State the functions of ATM cards
- 5.2.3 List out the advantage and disadvantages of ATM cards
- 5.3.0 Understand the term debit cards
- 5.3.1 State the meaning of the term debit cards
- 5.3.2 State the types of debit cards
- 5.3.3 Describe the types of debit cards
- 5.3.4 State the advantages and disadvantages of debit cards
- 5.4.0 Understand the term internet Banking
- 5.4.1 State the meaning of the term internet banking
- 5.4.2 List out the advantages and disadvantages of Internet banking
- 5.4.3 Identify the recent in Indian banking

CONTENT DETAILS

UNIT-I

Banker and customer-Meaning and definition –Banker-Customer relationship-Debtor-creditor, Agent-principal, Trustee and Beneficiary-Rights and duties of appropriation , Right to charge interest and commission-Duty to honour cheques-duty to maintain secrecy regarding customers account – garnishee order

UNIT-II

Opening and operation of accounts-Fixed deposit, savings Bank, Current accounts, Recurring deposit accounts-special type of account holders-NRI accounts

UNIT-III

Negotiable instruments-Definition –types-Cheques, Bills of exchange, promissory notes-State cheques, Post dated cheques, ante dated cheque-crossing-General, Special, account payee and not negotiable-Marking-Endorsement-types of Endorsement – Holder and holder in due course –paying banker-duties-statutory protection-collecting banker-duties-statutory protection.

UNIT-IV

Loans and advantages –Sound Lending principles-Types of Loans and advances-Secured and unsecured-Types of security-personal and tangible-modes of creating charge-Lien-pledge-Hypothecation-Mortgages

UNIT-V

Credit cards-Operation-Types-smart card-cheque guarantee card-affinity group card, private label cards-ATM cards-Debit cards-Internet banking – Phone banking –Deposit insurance scheme-Gold deposit scheme

REFERENCE BOOKS

- | | | |
|-----|--------------------------------------|--|
| 1. | Practical banking | -H.L.Bedi |
| 2. | Banking Law and Practice | -M.L.Tannan |
| 3. | Banking theory and Practice | - K.C.Seedhar |
| 4. | Banking- Theory Law and Practice | -K.P.M.Sundharam & P.N.Varshney |
| 5. | A Text Book of Banking | - m.Radhaswami & S.V.Vasudevan |
| 6. | Banking Law and Practice | - B.M.Lall |
| 7. | Studies in Banking Theory & practice | - K.P.Karunakaran |
| 8. | Banking Law and Practice | - K.P.Kandasami,S.Natarajan,R.Parameswaran |
| 9. | Indian Banking | - S.natarajan 7 R.Parameswaran |
| 10. | Banking theory and Practice | -Prof.Clifford Gomez |
| 11. | Banking Theory – Law and Practice | -E.Dharmaraj-SCITECH publishers |

SUBJECT TITLE ; **BUSINESS LAWS**
SUBJECT CODE : **CP 304**
PERIODS/WEEK : **4**
PERIODS / SEMESTER : **64**

<u>UNIT</u>	<u>TIME SCHEDULE</u> <u>TOPIC</u>	<u>PERIODS</u>
I	LAW OF CONTRACT-Part I Essential elements—offer, acceptance, Capacity of Part, Consideration	13
II	LAW OF CONTRACT—Part II Essential elements—free consent, Legal object Performance of contract, discharge of contract	13
III	sale of Goods Act	13
IV	Company Law—Board of directors, Secretary, Meetings	13
V	Factories Act	12
Total		64

OBJECTIVES

UNIT I

- 1.1.0 Understand Contract Act, 1872
- 1.1.1 Define contract
- 1.1.2 Distinguish between agreement and contract
- 1.1.3 Classification of contract
- 1.1.4 State the meaning of offer
- 1.1.5 List out the requisites of valid offer
- 1.1.6 State the meaning of acceptance
- 1.1.7 List out the essentials of valid acceptance
- 1.1.8 State the meaning capacity of party competent to enter into a contract
- 1.1.9 State the meaning of minor, idiots, lunatics, drunkards, alien enemy
- 1.1.10 State the meaning of consideration
- 1.1.11 List out the essentials of consideration

UNIT II

- 2.1.0. Understand free consent and legal object.
- 2.1.1 State the meaning of free consent
- 2.1.2 State the meaning of coercion, undue influence, fraud, misrepresentation, mistake
- 2.1.3 State the meaning of Unilateral and Bilateral mistake
- 2.1.4 List out the item considered as against the public policy
- 2.2.0 Understand performance of contract and discharge of contract
- 2.2.1 State the meaning of performance of contract
- 2.2.2 State the meaning of discharge of contract
- 2.2.3 List out the various methods of discharge of contract
- 2.2.4 List out the remedies available to parties in case of breach of contract

UNIT III

- 3.1.0 Understand the contract of sale of goods
- 3.1.1. State the meaning of contract of sale
- 3.1.2. Distinguish between sale and an agreement to sell
- 3.1.3. Distinguish between contract of sale and other contracts
- 3.1.4. State the meaning of conditions and warranties
- 3.1.5. State the meaning of unpaid seller

- 3.1.6. List out various rights available

UNIT IV

- 4.1.0 Understand the organization and selection of executives of companies
 4.1.1. State the meaning of Board of Directors
 4.1.2. State the methods of appointment of directors
 4.1.3. State the qualifications of directors
 4.1.4. State the definition of Company Secretary
 4.1.5. State the qualification and methods of appointment of company secretary
 4.1.6. List out the duties and liabilities of company secretary
 4.2.0 Appreciate company meetings
 4.2.1 Appreciate company meeting
 4.2.2 List out the essentials of company meeting
 4.2.3 Explain the essentials of company meetings
 4.2.4 List out the classes of company meetings
 4.2.5 State the meaning of quorum, agenda, minutes, motions
 4.2.6 List out the different forms of motions and resolutions

UNIT V

- 5.1.0 Understand Factories Act, 1948
 5.1.1 .State the object of Factories Act
 5.1.2 State the meaning of the term factory, manufacturing process, worker, power
 5.1.3 List out the health measures
 5.1.4 List out the different types of safety measures
 5.1.5 List out the welfare measures
 5.1.6 Illustrate working hours of adult and young persons
 5.1.7 List out the special benefit enjoyed by women workers

CONTENT DETAILS

UNIT I

Definition-Agreement-Classification-Offer-Acceptance-Capacity of party-minor-idiots-lunatics-drunkards-alien enemy-consideration

UNIT II

Free consent—legal object—coercion—undue influence—fraud—misrepresentation—mistake-unilateral-bilateral-legality of object—performance—discharge—branch of contract—remedies

UNIT III

Meaning—agreement to sell—condition—warranties—unpaid seller—rights available.

UNIT IV

Board of directors-appointment-qualifications-secretary-definition-appointment-qualifications-duties-liabilities-company meetings-essentials of valid meeting-classes-quorum-agenda-minutes-motions-resolutions—types of motions and resolutions.

UNIT V

Objects of Factories Act-Definition-Factory-manufacturing process-worker-health measures-safety measures-welfare measures-working hours-adult-young persons-special benefits to women workers.

REFERENCE BOOKS

- | | | |
|----|--------------------------------------|----------------------------------|
| 1 | Mercantile Law & Industrial Law | :N. D..Kapoor |
| 2 | Mercantile Law including Company Law | :S N Maheswary and B N Maheswary |
| 3 | Secretarial Practice | :S C Kuchal |
| 4. | Company Law | :R S N Pillai and Bagavathi |

SUBJECT TITLE : BUSINESS MANAGEMENT
SUBJECT CODE : CP 305
PERIODS / WEEK : 3
PWERIODS / SEMESTER : 48(16x3)

TIME SCHEDULE

UNIT	TOPIC	PERIODS
I	Business Management-nature and Meaning and importance of management	9
II	Management levels and Principles of management	10
III	Functions of Management—Planning, Organisation, Directing, Staffing	10
IV	Functions of Management—Co-ordinating, Decision making, Controlling, Motivating	10
V	Scientific management	9
Total		----- 48

OBJECTIVES

UNIT I

- 1.1.0. Understand the meaning and importance of management
- 1.1.1. State the meaning of Business Management
- 1.1.2. State the different types of definitions
- 1.1.3. Examine the relationship between management and administration
- 1.1.4. Evaluate features of management—as an Art, as a Science, as a performance
- 1.1.5. Explain the manager’s role in business.

UNIT II

- 2.1.0 Understand the various levels of management
- 2.1.1 State the various levels of management
- 2.2.0 Understand the various principles of management
- 2.2.1 List out the principles of management identified by Henri Fayol
- 2.2.2 Explain the various principles of management put forward by Elton Mayo, Mary Parker Follet

UNIT III

- 3.1.0 Understand the various functions of management
- 3.1.1 List out the various functions of management PODSCORB
- 3.1.2 State the meaning of the functions of planning
- 3.1.3 List the steps involved in planning
- 3.1.4 State the meaning of organizing
- 3.1.5 State the importance of organizing
- 3.1.6 State the meaning of Directing
- 3.1.7 State the importance of directing
- 3.1.8 State the meaning of Staffing
- 3.1.9 List out different stages of staffing

UNIT IV

- 4.1.0 Understand the various functions of management
- 4.1.1 State the meaning of Co-ordination
- 4.1.2 List out the different principles of Co-ordination
- 4.1.3 State the meaning of controlling

- 4.1.4 State the meaning of decision making
- 4.1.5 State the characteristics of decision making
- 4.1.6 State the steps in decision making
- 4.1.7 State the meaning of motivation
- 4.1.8 State the importance of motivation

UNIT V

- 5.1.0 Understand Scientific management
- 5.1.1. State the meaning of management
- 5.1.2. List out the principles of management
- 5.1.3. Identify scientific task and rate setting(Work study)
- 5.1.4. Explain selection and training
- 5.1.5. State the importance of standardization
- 5.1.6. State the meaning of standardization and mental revolution
- 5.1.7. Explain the criticism leveled against scientific management by workers, employees
- 5.1.8. List out the contributions of scientific management.

CONTENT DETAILS

UNIT I

MANAGEMENT—Business management—Definition—Administration—Management as Art, Science—Profession—Role of manager—Personal Role—Informational role—Decision role.

UNIT II

Levels of management—Top level—Middle level—lower level—principles of management—Fayol(14 Nos.)—Elton Mayo(5 Nos.)—Mary Parket, Follet(5Nos.)

UNIT III

Functions of Management—Planning, Organising, Directing, Staffing, Leadership, Communication, Supervision.

UNIT IV

Functions of management—Co-ordination, principles of co-ordination—Techniques of co-ordination—decision making—characteristics—types of decisions—5 steps in decision making—motivation—controlling.

UNIT V

Scientific management—meaning—work study—method—motion—time study or work measurement—fatigue study—rate setting—task planning—selection and training—standardization—tools—equipments—functions—MBO—mental revolution—criticism by workers—By employers.

REFERENCE BOOKS

- | | | |
|----|--|---------------------|
| 1. | Fundamentals of Business organization and management | : Y.K. Bhushan |
| 2. | Principles of Management | :L M Prasad |
| 3. | Business organization and management | : Dindan Pagare |
| 4. | Management—Theory and Practice | :C B Gupta |
| 5. | Business organization and management | :C B Gupta |
| 6. | Principles of Management Theory and Practice | : Varma and Agarwal |

SUBJECT TITLE : BUSINESS STATISTICS
SUBJECT CODE : CP 306
PERIODS /WEEK : 4
PERIODS / SEMESTER : 64(16x4)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Definition, Meaning, Objectives, Functions and Importance of Statistics	12
	1.2 Statistical Investigation	
	1.3 Classification and Tabulation	
II	2.1 Measures of Central Tendency—Mean, Median and Mode	12
	2.2 Measures of Dispersion-Mean Deviation, Standard Deviation	
III	3.1. Correlation—Types of correlation, simple and rank	14
	3.2 Regression—simple and multiple	
IV	4.1 Index numbers	14
	4.2 Probability	
V.	5.1 Time Series	14
	5.2 Graphical representation of data	
Total		64

OBJECTIVES

UNIT I

- 1.1.0 Know the Definition, Meaning and Scope of Statistics
- 1.1.1 Define statistics
- 1.1.2 State the functions of statistics
- 1.1.3 List the importance of statistics
- 1.1.4 Explain the objects of statistics
- 1.1.5 State the limitations of statistics
- 1.2.0 Understand the meaning of statistics investigation
- 1.2.1 Explain statistical investigation
- 1.2.2 Explain the various steps involved in statistical enquiry
- 1.2.3 State the different types of data
- 1.2.4 Explain the methods of collecting data
- 1.2.5 Distinguish between primary data and secondary data.
- 1.3.0 Understand the meaning and importance of classification and tabulation
- 1.3.1 Define classification
- 1.3.2 List the various objects of classification
- 1.3.3 Explain the various kinds of classification
- 1.3.4 Explain the requisites of a good classification
- 1.3.5 Explain statistical series
- 1.3.6 Prepare individual, discrete and continuous series
- 1.3.7 Define tabulation

- 1.3.8 Explain the rules of tabulation
- 1.3.9 Describe briefly the types of tabulation
- 1.3.10 Explain the objects of tabulation

UNIT II

- 2.1.0 Understand the meaning and importance of measures of central value
- 2.1.1 State the meaning and importance of various measures of central value
- 2.1.2 Define mean, median and mode
- 2.1.3 State the requisites of good average
- 2.1.4 List out the advantages and disadvantages of various measures of central value
- 2.1.5 Solve problems of Mean, Median and Mode
- 2.1.6 Solve problems on combined mean and weighted mean
- 2.2.0 Understand different measures of dispersion
- 2.2.1 List out the various measures of dispersion
- 2.2.2 State the meaning and importance of various measures
- 2.2.3 Explain mean deviation
- 2.2.4 Solve problems on mean deviation
- 2.2.5 Explain standard deviation
- 2.2.6 Solve problems on standard deviation

UNIT III

- 3.1.0 Understand the meaning and measurement of correlation
- 3.1.1 State the meaning and importance of correlation
- 3.1.2 Explain the types of correlation
- 3.1.3 Explain the measurement of correlation
- 3.1.4 Solve problems on correlation—simple and rank
- 3.2.0 Understand the meaning and analysis of regression
- 3.2.1 State the meaning and importance of regression analysis
- 3.2.2 State the meaning of simple and multiple regression
- 3.2.3 Solve problems on regression analysis.

UNIT IV

- 4.1.0 Understand index numbers
- 4.1.1 Describe the uses of index numbers
- 4.1.2 State the types of index numbers
- 4.1.3 State the purpose of index numbers
- 4.1.4 State the various methods of construction of index numbers
- 4.1.5 Solve problems using Laspeyre's method and Fisher's ideal method
- 4.1.6 Solve problems under price relative method
- 4.1.7 Understand time reversal and factor reversal test
- 4.1.8 Solve problem by time reversal test and factor reversal test
- 4.1.9 State cost of living index
- 4.1.10 Solve problems under family budget method and cost of living index
- 4.2.0 Understand probability
- 4.2.1 State the meaning and importance of probability
- 4.2.2 Describe frequency approach
- 4.2.3 Know classified approach
- 4.2.4 Describe addition and multiplication theories

UNIT V

- 5.1.0 Understand time series
- 5.1.1 State the meaning and importance of Time series and its analysis
- 5.1.2 State the components of time series
- 5.1.3 State the uses of time series for business forecasting

- 5.1.4 State the meaning and methods of measuring trend
 5.1.5 Solve problems under graphical, semi average, least square methods.

CONTENT DETAILS

UNIT I

Meaning of Statistics—Definition—Objects—functions—importance—limitation—statistical investigation—meaning and definitions—preliminaries to the collection of data—types of data—primary data—secondary data—methods of collecting data—classification and tabulation—objects of classification—kinds of classification—requisites of good classification—tabulation—meaning and definition of tabulation—essentials of good tabulation.

UNIT II

Measures of Central Value—mean—median—mode—weighted mean—combined mean—measures of dispersion—meaning and importance—various measures—mean deviation.

UNIT III

Correlation—meaning and significance—types of correlation—measurement of correlation—simple and rank—regression—meaning and importance—simple and multiple—linear and non linear-- regression line -- method of drawing regression lines --regression equation—estimating the value key using regression equation.

UNIT IV

Index number—uses and purpose—importance in business—construction of index numbers—different methods—price relative methods—base shifting—weighted index number—quantity index number—cost of living index—probability—meaning and scope—importance in business—basic concepts—frequency approach—classical approach—addition and multiplication theories(Simple calculations only)..

UNIT V

Time series—meaning and importance—components—use of time series for business forecasting—methods of measuring trend—free hand curve method—semi average—moving average—least squares method—graphical representation of data—types—simple, multiple, rectangular—squares—circles—cubes—pictogram—construction of graphs—types of graphs—histograms—frequency polygon, ogives.

REFERENCE BOOKS

- | | | |
|----|-----------------------------|---------------------------------|
| 1 | Statistical Methods | :S C Gupta |
| 2. | Fundamentals of Statistics | :S P Gupta |
| 3 | Fundamentals of Statistics | :D N Elhance |
| 4 | A full course in Statistics | : L R Potti |
| 5 | Statistics for Bcom | :L R Potti |
| 6 | Statistics | :R S N Pillai and V.Bhagavathy. |

SUBJECT TITLE : SHORTHAND –ENGLISH-SPEED
SUBJECT CODE : CP 307
PERIODS /WEEK : 6
PERIODS / SEMESTER : 96(16x6)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIOD</u>
I	Text book exercises up to 144 @ 50 wpm and at higher rates (practice and dictation)	25
II	Speed practice and transcription - Speed of 60 wpm	25
III	Advanced Phraseography	20
IV	Text book exercises from 145 to 183 @ 60 wpm and at higher rates (practice and dictation)	16
V	Speed practice and transcription - Speed of 70 wpm	10
TOTAL		96

OBJECTIVES

UNIT I

- 1.1.0 Take down dictation at 50 wpm
- 1.1.1 Practice various outlines and exercises from the text book upto the exercise 144
- 1.1.2 Practice grammalogues and contractions
- 1.1.3 Rectify the wrong outlines and spelling

UNIT II

- 2.1.0 Take down dictation from unseen passage @ 50 & 60 wpm
- 2.1.1 Practice for transcribing the dictated passage at the rate of 50 wpm
- 2.1.2 Take down dictation @ 60 wpm from unseen passage and practice for transcribe the same by using typewriter/computer

UNIT III

- 3.1.0 Convert with advanced phraseography
- 3.1.1 Practice the outlines of advanced phraseography in the text book
- 3.1.2 Practice Phrases

UNIT IV

- 4.1.0 Take down dictation @ 60 wpm
- 4.1.1 Practice various outlines and exercises from the text book exercise from 145 to 183
- 4.1.2 Rectify wrong outlines and spellings
- 4.1.3 Practice transcribing the dictation in advanced phraseography in a given time

UNIT V

- 5.1.0 Take down dictation at 70 wpm from unseen passage
- 5.1.1 Practice for transcribing the dictated passage at 70 wpm

CONTENT DETAILS

Recognize more shorthand outlines for rapid writing. To undertake repeated practice of exercise

Note:-There will be no examinations at the end of semester III and the examination will be conducted at the end of semester IV. However, the internal evaluation for this paper should consider the performance of the student in S3 also.

REFERENCE BOOKS

- 1 Pitman Shorthand Instructor with key
- 2 Pitman Shorthand writing exercise
- 3 Graded dictation exercises on shorthand made easy
- 4 700 common words
- 5 Stenography Theory in English, National Open School, P-31-B-Kailas Colony,
New Delhi, 110 048.
6. 2000 common words.

N.B. No examination at the end of S3.

SUBJECT TITLE : TYPEWRITING ENGLISH
SUBJECT CODE : CP308
PERIODS / WEEK :3
PERIODS / SEMESTER : 48 (16x3)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	Speed practice to attain a speed @ 25 wpm	10
II	Perform the speed @ 30 wpm	10
III	3.1. Attain the speed @ 30 wpm 3.2 Proof reading and corrections	10
IV	Attain the speed @ 30 / 35 wpm	8
V	5.1 Attain speed @ 30-35 wpm 5.2. Understand deciphering manuscripts and abbreviations 5.3 Simple statement, Invoice and Letters	10
Total		48

OBJECTIVES

UNIT I

- 1.1.0 Speed practice @ 25 wpm
- 1.1.1. Development and enthusiasm of speed
- 1.1.2. A dept correct sitting posture to attain higher rate / fastest speed
- 1.1.3. To acquire a good knowledge of spelling

UNIT II

- 2.1.0 Speed @ 30 wpm, Sped practice @ 30 wpm

UNIT III

- 3.1.0 Speed @ 30 wpm
- 3.1.1. Speed practice to attain a speed of 30 wpm
- 3.1.2. Typing manuscript matters

UNIT IV

- 4.1.0 Speed @ 30-35 words
- 4.1.1 Speed practice to attain a speed of 35 wpm

UNIT V

- 5.1.0 Attain speed @ 35 words
- 5.1.1 Practice speed to maintain @ 35 wpm
- 5.2.0 Understand deciphering manuscripts
- 5.2.1 Candidate can able to decipher manuscripts, abbreviations and correction signs in common use.
- 5.3.0 Simple statement, Invoice and letter
- 5.3.1 To know the proper display of statement/Invoice/from centered manuscript

CONTENT DETAILS

To attain speed @ 35 wpm from manual Type writer and to know about word processing. To know the different forms of document/letter.

Note:-There will be no examinations at the end of semester III and the examination will be conducted at the end of Semester IV. However, internal evaluation for this paper should consider the performance of the student in S3 also.

REFERENCE BOOKS

- | | | |
|----|--|--------------------------|
| 1 | Walmsley's Commercial Typewriting with Text Processing | : Pearson Education Asia |
| 2 | Principles of Typewriting | : O P Kuthiala |
| 3. | Typewriting speed and Accuracy Book | : O P Kuthiala |
| 4. | Typewriting Mode Easy | : Pitman Publications. |

N.B. No examination at the end of S3.

SUBJECT TITLE : COMPUTER APPLICATION FOR BUSINESS II
SUBJECT CODE : CP 309
PERIODS / WEEK : 3
PERIODS / SEMESTER : 48 (16x3)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	MS Access—Introduction—Web enabling of database Relational database Management concepts Database design and normalization—Table creation	12
II	Forms—Creating forms—sub forms—synchronizing records between forms-- creating blank form—interface with forms—handling forms	9
III	MS Power point—Introduction of power point—Auto content wizard, Templates— Blank presentation—Inserting objects—power point views---coloms—Transition— Slide show.	9
IV	Internet—Introduction—Web server and Clients—Internet connections— Web with MS office—Internet—HTML—Creating hyper links.	9
V	MS outlook and Binders Features—outlook interfaces—using calculations, notes—Binders.	9
Total		48

OBJECTIVES

UNIT I

- 1.1.0 Understand database and database management system
- 1.1.1 Create a data base
- 1.1.2 Open and close database
- 1.1.3 State the meaning of query, forms, reports and macros
- 1.1.4 Create database using MS-Access
- 1.1.5 Create table using design view, table wizard
- 1.1.6 Insert, delete, rename, and move a field.
- 1.1.7 Add new record
- 1.1.8 Delete record
- 1.1.9 Sort date
- 1.1.10 Create database using data base wizard.

UNIT II

- 2.1.0 Understand and use different auto forms
- 2.1.1 Prepare a form
- 2.1.2 Add controls to a form
- 2.1.3 Create a Sub Form
- 2.1.4 Change the record source of a form
- 2.1.5 Customize forms
- 2.1.6 Add a picture or other objects to a form
- 2.1.7 Add back ground picture to a form
- 2.1.8 Create a link on a form
- 2.1.9 Create a form from filtered records
- 2.1.10 Open a form.

UNIT III

- 3.1.0 Understand Power Point for creating and viewing precautions
- 3.1.1 Create presentations

- 3.1.2 Edit slider
- 3.1.3 Apply background
- 3.1.4 Apply animation
- 3.1.5 Use wizard for presentation
- 3.1.6 Insert objects
- 3.1.7 Apply different Power Point Views
- 3.1.8 Work with coloms and transitions
- 3.1.9 Apply slide show timings
- 3.1.10 Navigate during presentations

UNIT IV

- 4.1.0 Understand exploring the internet
- 4.1.1 Explain how the internet works
- 4.1.2 Create Internet address and domain name
- 4.1.3 Browse on Internet
- 4.1.4 Search resources available on the web
- 4.1.5 Search enquiries
- 4.1.6 Create E-mail
- 4.1.7 Access e-mail
- 4.1.8 Explain Internet
- 4.1.9 Create HTML files—using MS Office
- 4.1.10 Create Hyper Links

UNIT V

- 5.1.0 Understand and use outlook features for business purpose
- 5.1.1 Use outlook interface—using calendar, tasks, notes and binders

CONTENT DETAILS

UNIT I

MS Access—Data Base Management System—query—forms—reports—macros—creating database—creating tables—design view—table—table wizard—field—insert—delete—rename and move—ading, deleting records—sorting data.

UNIT II

Forms—Auto forms—Adding controls—creating sub forms—changing records—source—customizing forms—adding objects, back ground, creating link—creating form from filtered records

UNIT III

Power point—slide creating—modifying slide—colom setting—animation—dealing a slide—using wizard.

UNIT IV

Internet—Introduction—Web services and clients—Internet connections as ISP—Internet HTML—Creating HTML Files using MS Office—Creating hyper links.

UNIT V

MS outlook and binders—Introduction, features—outlook interfaces—calender—tasks—notes—binders.-

REFERENCE BOOKS

- | | | |
|---|---|--|
| 1 | Windows & MS office 2000 with Database Concepts(SCITECH Publishers) | :N Krishnan. |
| 2 | Access 2000 for Windows | : Charles Seigal |
| 3 | Introduction to database with access | : Publisher—Mr.Rangapai, Deputy Registrar, Manipal Academy of Higher Education, Karnataka. |
| 4 | Computer Application in Business | : R Parameswaran.. |

Information Search Analysis and Presentation Skills Development

Periods/Week : 3
 Periods/Semester : 48

Introduction

The average Engineer walking out of education institution is surprised by the amount of non-technical work he or she faces in the real world (by the amount of personal contact, the number of phone calls, meetings, reports and presentation etc). Further many cannot find appropriate jobs, because of the lack of these skills. The problem aggravates in the case of diploma pass outs who are supposed to have interactions with different cadres in an industrial environment.

The time allotted for ISAP skills development are to be utilized to provide a slice of practical training in a form that may be used in a class room setting. This is not to be taught in a conventional manner. Here the emphasis will shift from teacher oriented methods to students oriented methods. While the information – skills acquired by all students will be same, the actual methods & techniques used by each student will vary according to his or her initiative, enthusiasm, effort taken etc.

These hours are to be taken as a supplement to the theory classes. Students will acquire ISAP skills based on the fundamental knowledge he/she has acquired from the theory sessions.

Objectives

Educational researchers have found that 17 year olds, in a single academic year, learn about 200 to 300 new words, in a university environment. However, during the same period they acquire around 4000 words in their informal home and play environment. That is learning is higher in an informal environment than in an academic one designed specifically for that purpose. The primary objective here is to simulate the informal learning environment.

Student is provided an ideal opportunity to acquire skills in learning to learn which is essential for the professional growth. This will inculcate information skills in the students. These skills will be a life long asset to him or her in fact they grow with age.

Oral and written communication skills are of at most importance to any engineer for a positive professional growth. Emphasis is given for this aspect also.

Activities

A. PART ONE.

Write articles on various technical areas and basic research papers. Students can identify simple projects individually or groups of not more than 4 any technical area. Emphasis here is on the acquisition of ISAP skills.

Source of Information

- a. People
- b. Print media – Magazines, News papers, Journals, Vendors catalogues etc.
- c. Electronic information – CD ROM, Usage of internet – User news groups, WWW.

B. PART TWO

Transparency based Presentation

1. Preparation
 - 1.1 Audience Analysis.
 - 1.2 Information Gathering.
 - 1.3 Transparency design using Power Point/Presentation software.
 - 1.4 Production of transparency for OHP.
2. Delivery

Sample Projects

1. Prepare and deliver transparency based presentations on the topics,
 - a. Technicians are not properly appreciated in the society.
 - b. Engineers do not know about non technical topics.
 - c. Lay people do not know enough about technical topics.
 - d. India's products are not competitive in international markets as its quality is not good.
 - e. India's software professionals are paid too much.
2. Prepare transparency based presentation for the opposite side of the issue you choose in project 1.
3. Prepare and deliver a brief autobiographical presentation.
4. Prepare and deliver a sales promotional presentation (Example – Washing machine, Computer , Air conditioner, Microwave oven or other items related to your branch of study)
5. Prepare and deliver a brief sales promotional presentation on a service (Example- Insurance Policy, Credit cards etc)
6. Prepare and deliver a technical presentation before lay audience (Example – Use of computers to common man, energy saving measures in a domestic environment or other topics related to specific branches of study)

C. PART THREE – COMMUNICATION SKILLS**Written Communication**

Preparation of

- a. Reports
 - Formal reports
 - Progress reports
 - Feasibility Reports
 - Laboratory reports.
- b. Technical Proposals.
- c. Email.
- d. User manuals
- e. Job Hunting material
 - Resumes
 - Letters for job hunting
- f. Business letters
- g. Memo, Notices, Agenda and minutes

Oral Communication

Oral communication activities like,

- a. Dyadic communication (Interaction between two persons, example Telephone conversation)
- b. Meetings.
- c. Job interview.
- d. Group Discussions.
- e. Debates.
- f. Case studies.

EVALUATION

There is no separate evaluation for ISAP skills. But the teachers will consider this for the award of internal assessment marks related to the theory subjects in that semester. The performance of the student will be taken equivalent to an Assignment and an Examination while awarding the internal assessment marks.

SUBJECTS OF STUDY AND SCHEME OF EVALUATION**SEMESTER IV****Branch : Commercial Practice**

CODE	SUBJECT		PERIODS PER WEEK			EVALUATION MARKS			
			THEORY	PRACTICAL	TOTAL	THEORY	PRACTICAL	INTERNAL	TOTAL
CP401	ENGLISH – Paper III		3	-	3	75	-	25	100
CP402	ACCOUNTANCY – III		4	-	4	75	-	25	100
CP403	CAPITAL MARKET		4	-	4	75	-	25	100
CP404	E – COMMERCE		4	-	4	75	-	25	100
CP405	SHORTHAND ENGLISH 80 WPM		5	2	7	75	-	25	100
CP406	CP 406 S	TYPEWRITING ENGLISH- 30 wpm	3	1	4	50	-	25	125
	CP 406 M					50			
CP407	TYPEWRITING PRACTICAL WORD PROCESSING – I		-	3	3	-	50	25	75
* CP408	TYPEWRITING MALAYALAM		2	1	3	-	-	-	-
-	ISAP SKILLS DEVELOPMENT			3	3	-	-	-	-
	TOTAL		25	10	35	475	50	175	700

- EXAMINATION WILL BE CONDUCTED AT THE END OF SEMESTER 5

SUBJECT TITLE :ENGLISH-- PAPER III
SUBJECT CODE :CP 401
PERIODS/WEEK :3
PERIODS / SEMESTER :48

TIME SCHEDULE

UNIT	TOPIC	PERIODS
I	1.1 Text: Mother's Day	3
	1.2 Precis writing	1
	1.3 Debate/Group discussion	1
	1.4 Grammar	4
II	2.1 Text: The Ghat of the only World	3
	2.2 Report writing	1
	2.3 Conducting mock interview/viva-voce	2
	2.4 Grammar (errors..contd.)	3
III	3.1 Text: Birth	3
	3.2 Official/Business letter writing	1
	3.3 Simulate Board Meetings/Conferences/press releases	2
	3.4 Grammar	3
IV	4.1 Text: The Tale of Melon City	3
	4.2 Factual description of an event/process	1
	4.3 Practising delivering speeches before a friendly gathering/ Addressing a mole/proposing vote of thanks etc.	2
	4.4 Grammar(idiomatic usages)	3
V	5.1 Writing situational conversation	3
	5.2 Conduct seminar on current topics	3
	5.3 Grammar (Foreign words and phrases in common use)	3
	Test	3
		----- 48 =====

AIM

The 4th semester DCP English streamlines the student to the specific world of commercial communication. The syllabus visualizes making the student self reliant monitoring his own learning techniques. The student equips himself to conduct diplomatically in any delicate lexical power, replenishes his fund of words, prepares him to pick out the apt word in the apt context. Conducting debates, seminars, speeches etc. Must be insisted upon. As commerce students, they should be trained to draft effective business letters with all the essentials of courtesy, tact, persuasion, salesmanship etc., which help to build up good will in customer-company relationships. The student must be guided to do factual description of an event/process that requires a graphic and logical skill of narration. He must master the art of report writing since it is a basic management tool in decision making . To cap it all, he must be thoroughly acquainted with the different expressions that are used as formalities in business conversations.

OBJECTIVES

- 1.1.1 Encourage interpretative reading
- 1.1.2 Understand the implications and make inferences
- 1.1.3 Enrich word hoard
- 1.1.4 Expose the students to good specimens of contemporary English
- 1.1.5 Practice proper precis writing
- 1.1.6 Understand the methodology of reporting
- 1.1.7 Do factual description of an event or process
- 1.1.8 Grasp the fundamentals of office correspondence
- 1.1.9 Digest the language of business letters
- 1.1.10 Highlight situational conversation incorporating the formalities of speech
- 1.1.11 Spot out errors in common usages

Study Materials

- 1 NCERT Supplementary Reader in English for Class XI -- Snapshots (ii half of the text)
Grammar Text—Part II Sentence Structure from Contemporary English Grammar David Green
Chapter 28 to 32

- Suggested Reading**
1. Essentials of Business Communication— Rajendra pal and Korlahali
 2. An Essential English Grammar with usage and Composition—
Dr. H M Williams and Prof.A E Subramanian
 3. Effective Writing—Prof. V. Aravindakshan&
Smt. N Subha, Cosmo Books, Thrissur.

SUBJECT TITLE : ACCOUNTANCY-III
SUBJECT CODE : CP 402
PERIODS /WEEK : 4
PERIODS/SEMESTER : 64

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Accounting for Partnership –Basic concepts 1.2 Reconstitution of a partnership Firm	12
II.	2.1 Reconstitution of Partnership on Admission 2.2 Reconstitution of Partnership on Retirement and death of a partner	14
III	3.1 Dissolution of partnership firm	12
IV	4.1 Accounting for Limited company general 4.2 Accounting for share capital	14
V	5.1 Final accounting of Limited companies	12
Total		<u>64</u>

OBJECTIVES

UNIT I

- 1.1.0 Understand the basic concepts of accounting for partnership
- 1.1.12 State the methods of monitoring capital accounts –fluctuating & fixed
- 1.1.13 Prepare capital accounting under fixed and fluctuating capital methods
- 1.1.14 Prepare profit and loss appropriation account
- 1.1.15 Calculate interest on capital
- 1.1.16 Calculate interest on drawings
- 1.1.17 Define goodwill
- 1.1.18 State the situation under which goodwill is valued/ revalued
- 1.1.19 State the different methods of valuing goodwill
- 1.1.20 Calculate goodwill under different methods.
- 1.2.0 Understand the meaning and reasons for reconstitution of partnership firm.
- 1.2.1 State the reasons for change in constitution of a firm.
- 1.2.2 Calculate new profit sharing ratio and sacrifice ratio as admission of a partner.
- 1.2.3 Calculate new profit sharing ratio and gaining ratio on retirement of partner.
- 1.2.4 Prepare revaluation account.

UNIT II

- 2.1.0 Understanding the accounting treatment on admission of a partner.
- 2.1.1 State the accounting procedure on admission of a partner.
- 2.1.2 Solve problems relating to admission of a new partner .
- 2.1.3 Solve problems relating to admission of new partner with adjustments for revaluation, accumulated profit and loss and goodwill.

- 2.2.0 Understand the accounting treatment on retirement of a partner.
- 2.2.1 State the rights of an outgoing partner.
- 2.2.2 Compute the amount payable to a retirement/death.
- 2.2.3 State methods of revaluation of good will assets and liabilities on retirement/death.
- 2.2.4 Determine the profit/ loss up to date of retirement/death.
- 2.2.5 Calculate the total amount due to a retiring partner.
- 2.2.6 Solve problems on retirement /death of a partner.

UNIT III

- 3.1.0 Interpret the accounting treatment relating to Dissolution and when Partner are Insolvent
- 3.1.1 State the meaning of Dissolution
- 3.1.2 Explain the reason for dissolution of a firm
- 3.1.3 State the journal entries relating to dissolution
- 3.1.4 Prepare Realization Account cash account, and capital account on dissolution of firms
- 3.1.5 Explain the meaning of Insolvency
- 3.1.6 Prepare accounts when a partner become insolvent
- 3.1.7 Summarize the principles laid down in Garner Vs Murray
- 3.1.8 Prepare accounts when all partners are insolvent

UNIT IV

- 4.1.0 Understand procedure of issue of shares
- 4.1.1 Reproduce entries of issue of shares under various situations
- 4.1.2 Explain pro-rata allotment of shares
- 4.1.3 Explain the adjustment of calls in advance and calls in arrears
- 4.1.4 Explain the treatments of premium received on issue of shares
- 4.1.5 Explain the conditions of issue of shares at a discount
- 4.2.0 Understand the procedure of forfeiture and Re-issue of shares
- 4.2.1 Reproduce entries of issue of shares under various situations
- 4.2.2 Explain pro-rata allotment of shares
- 4.2.3 Explain the adjustment of calls in advance and calls in arrears
- 4.2.4 Explain the treatment of premium received on issue of shares
- 4.2.5 Explain the conditions of issue of shares at a discount

UNIT V

- 5.1.0 Construct the final accounts of a joint stock Company
- 5.1.1 Prepare a/c, P&L a/c, P&L Appropriation a/c
- 5.1.2 Identify the items that will appear in different heads of a company balance sheet
- 5.1.3 Prepare the form of a company balance sheet
- 5.1.4 Explain various adjustments for the preparation of final a/c of a joint stock company (simple adjustment)
- 5.1.5 Prepare the final a/c of a joint stock company with given adjustment

CONTENT DETAILS

UNIT I

Basic concept of partnership accounting- maintaining capital accounts- Fixed Capital method- Fluctuating capital method –interest on capital-interest on drawings – methods of valuing goodwill – goodwill under various methods – average profit method - weighted average method –super profit method – capitalization method –PV of super profit method –calculation – reconstitution of partnership firm – reasons for change – New profit sharing ratio –sacrifice ratio on admission – gaining ratio on retirement.

UNIT II

Admission of a partner – accounting procedure – solve problems on admission – revaluation – Retirement of a partner – Rights of an outgoing partner – amount payable – calculation – death of a partner – revaluation of goodwill – revaluation of assets and liabilities – Profit / Loss determination.

UNIT III

Dissolution of partnership – meaning – Reasons for dissolution—Journal entries—Realization—Insolvency—Garner Vs Murray account.

UNIT IV

Issue shares at par—at discount—at premium—calls—calls in arrear—calls in advance—over subscription—pro-rata allotment—forfeiture—re-issue—partial and complete.

UNIT V

Final accounts of companies—P&L Account—P&L appropriation account—Balance Sheet—Final accounts with simple adjustments only.

REFERENCE

- | | |
|---|------------------------------|
| 1. Advanced Accounts | - N. Balakrishnan Nair |
| 2. Advanced Accountancy | - R.L. Gupta & M. Radhaswamy |
| 3. Advanced Accounting | - S.P. Jain & K. L. Narang |
| 4. Advanced Accountancy | -M.C.K. Nambiar |
| 5. Advanced Accounting | - S.N. Maheshwari |
| 6. Advanced Accounts | - M.C. Shukla, T.S. Grewal |
| 7. Double entry Book Keeping | - T.S. Grewal |
| 8. Elements of Book Keeping | - M.C.K. Nambiar |
| 9. Elements of Book Keeping Part I and II | -B.S. Raman |
| 10. Advanced Accounting | - R.S.N.Pillai & Bagawathi. |

SUBJECT TITLE : CAPITAL MARKET
SUBJECT CODE : CP 403
PERIODS /WEEK : 4
PERIODS/SEMESTER : 64(16X4)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Introduction, Meaning, Features and Importance of Capital Markets	10
	1.2 Classification of capital market	
	1.3 Structure of Indian Financial System	
II	2.1 Instruments in capital market—Equity shares-Preference shares-debentures-Govt. Securities	15
	2.2 Primary capital market and secondary capital market	
	2.3 Listing of securities	
III	3.1 Stock Exchange—meaning, definition, Functions	15
	3.2 Membership	
	3.3 Speculation and Gambling	
	3.4 Procedure for buying and selling of securities	
IV	4.1 Recent Trends in Indian Capital market	10
	4.2 SEBI—Role and Functions	
	4.3 Mutual Funds	
V	5.1 Non Banking Financial Institutions and their role in Capital Market	14
TOTAL		64

OBJECTIVES

UNIT I

- 1.1.0 Understand the term capital market
- 1.1.1 State the meaning and definition of the term capital market
- 1.1.2 Identify the functions of capital market
- 1.1.3 List out the importance of capital market
- 1.2.0 Understand the classifications of capital market
- 1.2.1 Identify the types of capital market on the basis of status of market
- 1.2.2 Differentiate primary capital market and secondary capital market
- 1.2.3 Understand the structure of Indian financial system
- 1.2.4 State the meaning and importance of the term money market
- 1.2.5 List out the features of money market
- 1.2.6 Identify the instruments of money market
- 1.2.7 Describe the instruments of money market such as call money, Treasury Bills, Trade Bills, Commercial paper, Certificate of deposits.
- 1.2.8 Differentiate between capital market and money market

UNIT II

- 2.1.0 Understand the Instruments of capital market
 - 2.1.1 State the types of securities dealing in capital market
 - 2.1.2 Classify the types of securities

- 2.1.3 State the meaning of the term equity shares
- 2.1.4 List out the merits and demerits of equity shares
- 2.1.5 State the meaning of the term preference shares
- 2.1.6 List out the advantages and disadvantages of preference shares
- 2.1.7 State the meaning of the term debenture
- 2.1.8 List out the advantages and disadvantages of debentures
- 2.1.9 State the meaning of the term gilt-edged securities
- 2.1.10 Classify the Govt. Securities
- 2.1.11 Identify the term semi-govt securities.
- 2.2.0 Understand the term primary capital market and Secondary capital market
 - 2.2.1 State the meaning of primary capital market
 - 2.2.2 List out the functions of primary capital market
 - 2.2.3 State the meaning of the term secondary capital market
 - 2.2.4 Differentiate between primary capital market and secondary capital market
 - 2.2.5 Understand the listing of securities.

UNIT III

- 3.1.0 Understand stock exchange
- 3.1.1 State the meaning and definition of stock exchange
- 3.1.2 List out the functions of stock exchange
- 3.2.0 Understand the members in a stock exchange
 - 3.2.1 State the eligible criteria for membership of stock exchange
 - 3.2.2 List out the types of exchange member
 - 3.2.3 Describe commission broker, Jobber, Floor Broker, Remisiers, Tarawaniwallas, Budliwalas
 - 3.2.4 Differentiate between broker and jobber
- 3.3.0 Understand speculation and gambling
 - 3.3.1 State the meaning of the term speculation
 - 3.3.2 State the meaning of the term gambling
 - 3.3.3 Differentiate between speculation and gambling
 - 3.3.4 Differentiate between Speculator and Investor
 - 3.3.5 Identify different speculators
 - 3.3.6 Describe Bulls, Bear, Stag, Lame duck.
- 3.4.0 Understand the procedure for buying and selling of securities
 - 3.4.1 Describe the procedure for buying and selling of securities
 - 3.4.2 Describe the terms Kerb , trailing, cornering, arbitrage, wash sales
 - 3.4.3 Describe the steps in buying and selling of securities-finding a broker, opening an account with broker, placing the order, making the contract, preparing contract note and settlement of transaction
 - 3.4.4 Describe the terms Ready delivery contract, forward delivery contract

UNIT IV

- 4.1.0 Understand the recent trends in Indian Capital Market
 - 4.1.1 State the recent trends in Indian Capital Market
 - 4.1.2 Describe the factors which helped for the development of Indian Capital market.
- 4.2.0 Understand the term SEBI
 - 4.2.1 State the meaning of the term SEBI
 - 4.2.2 List out the objectives and functions of SEBI
 - 4.2.3 List out the SEBI guidelines regarding Companies Act.
- 4.3.0 Understand the term mutual funds
 - 4.3.1 State the meaning of the term mutual fund
 - 4.3.2 State the concept of mutual fund
 - 4.3.3 List out the advantages and disadvantages of mutual fund
 - 4.3.4 Describe the rights of investors under SEBI(MF) regulations

UNIT V

- 5.1.0 Understand non-banking financial institutions and their role in capital market
- 5.1.1 State the meaning of the term non-banking financial institutions
- 5.1.2 Classify the non-banking financial institutions that have come into being in the capital market
- 5.1.3 Describe Development Institutions
- 5.1.4 Describe Investment Institutions
- 5.1.5 Describe IDBI and its role in capital market
- 5.1.6 Describe IFCI and its role in capital market
- 5.1.7 Describe ICICI and its role in capital market
- 5.1.8 Describe LIC and its role in capital market
- 5.1.9 Describe UTI and its role in capital market

CONTENT DETAILS**UNIT I**

Capital market—meaning – definition—functions-Importance-Classification-Organised-Unorganised-Primary-Secondary-Structure of Indian Financial System-Meaning and Importance of money market—Instruments of money market—Differences between capital market and money market.

UNIT II

Instruments of capital market—types of securities dealing in capital market—equity share—preference share—debenture—gilt edged securities—Govt. securities—Types—semi-govt. securities-Primary capital market-functions—secondary capital market—differences between primary capital market and secondary capital market—listing of securities

UNIT III

Stock exchange—meaning and definition—functions—members in a stock exchange—exchange members—types—commission brokers—jobbers—floor broker-Remisiers-Tarawaniwalas-Budliwalas- speculation-gambling—differentiation—bull—bear—stag—lameduck—Procedure for buying and selling of securities—Kerb trading and cornering—arbitrage—wash sale—steps in buying and selling of security—settlement of transaction—Ready delivery contract—forward delivery contract

UNIT IV

Recent trends in Indian Capital market—factors helping for development—SEBI—objectives and functions—SEBI guidelines regarding Companies Act—Mutual Funds—Meaning-concept—Advantages—Rights of MF investors and SEBI regulations.

UNIT V

Non – banking financial Institutions and their role in capital market—Meaning—Classification—development institutions—investment institutions—IDBI_IFCI-ICICI-LIC-UTI-and their role in capital market.

BOOKS FOR REFERENCE

- | | |
|--|-----------------------------------|
| 1. Capital Market | :Prof.Clifford Gomez. |
| 2. Indian Banking | :S.Natarajan and R.Parameswaran.s |
| 3. Engineering Trends in the Capital Market in India | :Edited by S.Saroja |
| 4. Working of security market in India | :Joginder Singh |
| 5. New Capital Issues market in India | :M.A. Mulki |
| 6. Capital market in India for planned growth | :R. C. Mehta. |

SUBJECT TITLE : E-COMMERCE
SUBJECT CODE : CP 404
PERIODS/WEEK : 4
PERIODS/SEMESTER : 64

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	Meaning, definition, scope Terminology E-Commerce Vs Traditional Commerce Benefits of E-Commerce B2B and B2C models	10
II	Computer Networks and Internet 1. Computer Networks 2. Transmission Technology in Networks 3. Video Conferencing	10
III	Web Page Creation HTML Creating simple Web page using HTML	15
IV	Web-Based E-Commerce Requirements, Order Realization Web Server, Web hosting, Hosting Plans Web portals, Internet Service Providers ISP's in India	15
V	Revenue Channels, Various channels, Security Authentication – digital signatures digital Certificates Secure Electronics Transactions	14
TOTAL		<u>64</u>

OBJECTIVES

UNIT- I

- 1.1.0 Understand the meaning scope of E-Commerce
- 1.1.1 Define E-commerce
- 1.1.2 Define the term digital goods & services
- 1.1.3 Distinguish between E-commerce and Traditional commerce
- 1.1.4 State the advantages of E-commerce
- 1.1.5 Explain B2B and B2C models
- 1.1.6 Distinguish between B2B and B2C models
- 1.1.7 Explain the various terms in E-commerce

UNIT- II

- 2.1.0 Understand the concept and use of computer Networks
- 2.1.1 State the meaning of computer networks
- 2.1.2 State the goals of computer networks
- 2.1.3 State the uses of computer networks

- 2.1.4 Classify the networks on the basis of size (Scale) ? –LAN, MAN, WAN, INTERNET
- 2.1.5 Briefly explain LAN
- 2.1.6 Name the LAN topologies
- 2.1.7 Explain BUS topology
- 2.1.8 Explain Star topology
- 2.1.9 Explain Ring topology
- 2.1.10 Explain Mesh topology
- 2.1.11 Explain MAN
- 2.1.12 Explain WAN
- 2.1.13 Explain the meaning of internet
- 2.1.14 State the features provided by internet
- 2.1.15 List the internet services
- 2.1.16 State the meaning of www and the service provided by it
- 2.1.17 State the meaning of E-mail and the services provided by it
- 2.1.18 State the meaning and service provided by Usenet.

UNIT III

- 3.1.0 Understand creating a Web page using HTML
- 3.1.1 Use HTML Tags
- 3.1.2 Use structure Tags of HTML
- 3.1.3 Create simple Web page using HTML
- 3.1.4 Use basic HTML Text formatting Tags
- 3.1.5 Use basic text style tags
- 3.1.6 Use breaks and Paragraphs
- 3.1.7 Change font, colour and size of text
- 3.1.8 Specify back ground color of the page
- 3.1.9 Draw horizontal rule
- 3.1.10 Create lists
- 3.1.11 Link to other sites using anchor tag
- 3.1.12 Add images and graphics
- 3.1.13 Create tables in HTML

UNIT – IV

- 4.1.0. Understand the use of Web – based E- commerce.
- 4.1.1 State the requirements to set up an E- commerce Web site
- 4.1.2 State the meaning of product catalog.
- 4.1.3 State the meaning of shopping cart.
- 4.1.4 State the meaning and importance of merchant accounts, merchants pack office setup.
- 4.1.5 State the procedure of order realization.
- 4.1.6 List the steps in on- line ordering
- 4.1.7 State the meaning of payment gateway
- 4.1.8 List the function of back office
- 4.1.9 Give two customer service aspects in web based E- commerce.
- 4.1.10 Explain the process of buying over interest
- 4.1.11 Explain the secure payment processing model in E- commerce.
- 4.1.12 State the relation between www and e – commerce.
- 4.1.13 State the difference between web server and web browser.
- 4.1.14 State the meaning of DNS server.
- 4.1.15 State the features to be considered in choosing a web server.
- 4.1.16 State the meaning of virtual matt.
- 4.1.17 State the meaning and advantage of a web portal.
- 4.1.18 State the meaning of ISP
- 4.1.19 Give examples of ISPs in India.
- 4.1.20 Explain different Web server options for hosting web sites.

- 4.1.21 State the advantage of leased line internet connection.
- 4.1.22 State the difference between vertical hosting and dedicated hosting.
- 4.1.23 State the primary requirements of hosting a website.

UNIT V

- 5.1.0 Understand various revenue channels.
- 5.1.1 State the meaning of space selling.
- 5.1.2 State the different ways by which web commerce can be undertaken.
- 5.1.3 View two sources of revenue from establishing a web site.
- 5.1.4 State the meaning of the special promotions and on line actions.
- 5.1.5 State the different web based services for which visitors can be changed.
- 5.1.6 Explain different revenue channels in E- commerce.
- 5.1.7 State the meaning of encryption.
- 5.1.8 Name two encryption techniques.
- 5.1.9 State the meaning of symmetric key encryption.
- 5.1.10 State the meaning of asymmetric key encryption.
- 5.1.11 State the meaning of digital signature
- 5.1.12 State the use of digital signature
- 5.1.13 State the potential security risks in making transaction over the internet
- 5.1.14 Explain the secure sockets layer mechanism.

Books Recommended :

- | | | |
|----|---|---|
| 1. | E-Commerce—An Indian Perspective | :P. T. Joseph(Prentice Hall India publication) |
| 2. | e-commerce—new vistas for business | :T.N. Chabra, R.K.Suri & Sanjiv Verma (Dhanpt Rai & CoPublications) |
| 3. | Electronic Commerce | :Bharat Bhasker (Mc Graw Hill) |
| 4. | Understanding Electroni Commerce | :David Kosiur (PHI Publication) |
| 5. | Doing Business on the Internet E COMMERCE | :S.Jaiswal (Galgotia Publications) |

SUBJECT TITLE : SHORTHAND ENGLISH 80 W.P.M.
SUBJECT CODE : CP 405
PERIODS/WEEK : 7
PERIODS/YEAR : 112

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Speed practice to attain a speed of 70 wpm	12
II	2.1 Speed dictation and transcription @ 70 to 80 wpm	25
III	3.1 Speed practice to attain a speed @ 80wpm	25
IV	4.1 Speed Practice to attain a speed @ 80 to 90 wpm	25
V	5.1 Speed practice to attain a speed @ 90 to 100 wpm	25
Total		112

OBJECTIVES

UNIT-I

- 1.1.0 Take down dictation 70 wpm
- 1.1.1 Ability to takedown dictation from an simple passage @ 70 wpm
- 1.1.2 Practice for transcribing the passage within the prescribed time

UNIT-II

- 2.1.0 Take down dictation @ 70 to 80 wpm
- 2.1.1 Ability to take down dictation from any simple passage and transcribe them within the prescribed time
- 2.1.2 Know more shorthand phrases and easy outlines

UNIT-III

- 3.1.1 Take down dictation @ 80 wpm
- 3.1.2 To build up the speed @ 80 wpm and transcribe the same within the prescribed time
- 3.1.3 Practice and attain higher rate of speed dictation of Grammalogues, phrases and contractors.

UNIT-IV

- 4.1.1 To attain speed @ 80 to 90 wpm
- 4.1.2 Ability to take down dictation of any general passage @ 80 wpm for minutes.
- 4.1.3 Transcribe the same passage within one hour
- 4.1.4 Speed practice to attain a speed @ 90 wpm

UNIT-V

- 5.1.1 To attain speed @ 90to 100 wpm
- 5.1.2 To build up a perfect speed @ 90 wpm

CONTENT DETAILS

Shorthand writing @ speed 80 wpm from a passage on 560 words dictated and transcribe it into longhand in one hour

SCHEME OF EXAMINATION

At the end of the 4th semester, there will be an examination as the same standard of Kerala Government Technical Examination in Shorthand English Lower Grade

Shorthand English 80 W.P.M.**Max.Marks****:75****Time for Dictation: 7 mts.****Time for transcription : 1Hr. 30 mts**

To take down in shorthand an easy passage of speech or general topics of 400 words and a simple official or business letter of 160 words dictated @ 80 wpm

Note: The candidate will be eligible for pass in the practical paper if the mistake is up to 10%. Minimum marks for pass is 40%
20% Marks will be allotted for neatness and legibility of outlines, and 80% marks for transcription.

REFERENCE BOOKS

1. Pitman shorthand Instructor with Key
2. 700 Common Words
3. 2000 Common words
4. Graded Dictation exercises

SUBJECT TITLE : TYPEWRITING ENGLISH – 30 W.P.M
SUBJECT CODE : CP 406
PERIODS/WEEK : 4
PERIODS/YEAR : 64

TIME SCHEDULE

UNIT	TOPIC	PERIODS
I	1.1 Speed practice	14
II	2.1 Speed practice	
	2.2 Simple statement	10
III	3.1 Speed practice	
	3.2 Proper forms of invoice/ letters/correspondence	10
IV	4.1 Speed practice	
	4.2 Govt.orders, professional letters, Business letters	10
V	5.1 Speed practice (to attain perfect speed @ 35 wpm)	
	5.2 Various letters and display work on advertisement, Notice, Govt circular ,Memorandum, Notification	20
TOTAL		64

OBJECTIVES

UNIT-I

- 1.1.0 Speed @ 35 wpm
- 1.1.1 Attain speed @ 35 wpm

UNIT-II

- 2.1.0 Perform typing speed @ 35 wpm
- 2.1.1 Practice to maintain speed @ 35 wpm
- 2.1.2 Type simple statements

UNIT-III

- 3.1.0 Speed practice @35 wpm
- 3.1.1 Maintain typing speed of 35wpm
- 3.2.0 Understand proper forms of different types of letters/ correspondences.
- 3.2.1 Type letters, statement and invoice and correspondence

UNIT-IV

- 4.1.0 Speed practice @ 35 wpm
- 4.1.1 Maintain typing speed of 35 wpm
 - 4.1.2 Type letters from confused manuscript
 - 4.1.3 Describe the forms of different types of letters such as private letters, business letters, official letters, professional letters and Government Orders.
 - 4.1.4 Type the above types of letters from printed matter
 - 4.1.5 Type the above types of letters from confused manuscript. with two carbon copies

UNIT-V

- 5.1.0 Speed practice @ 35 wpm
 5.1.1 Maintain typing speed of 35 wpm
 5.2.0 Understand the forms of letters (private, business, official).
 5.2.1 Type the various kinds of letters/ Advertisements/ Tender Notices/ Letters etc from confused manuscripts.

CONTENT DETAILS

Type 300 words (under stroke system) @ 30 wpm for a period of 10 minutes.

SCHEME OF EXAMINATION

At the end of semester IV there will be an examination as the same standard of Kerala Government Technical Examination in Typewriting English Lower Grade. This paper consists of two parts viz; **Typewriting English (speed)** and **Typewriting English (Manuscript)**

Typewriting English 30 W.P.M.**Speed Test**

Time : 10 mts

Marks : 50

Type on one side of paper, an ordinary printed passage considering of 1500 strokes with the minimum capital letters and figures in double line spacing with 10 degree margin on left and 5 degree margin in right side. Special attention should be given to accuracy and neatness of execution.

A minimum mark required for pass in the examination is 40%. If the mistake amounts to more than 10% the students will not be eligible for pass in the examination.

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. Two strokes are counted after every full stop, interrogation sign or exclamation mark. No stroke is counted for paragraph indentation or depression of shift key.

Typewriting English (Manuscript)

Time : 1 hour 30 minutes

Marks : 50

Typewriting Part – II

Time: 1 hour 30 mnts

Marks: 50

This paper will contain 4 questions. It is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's correction and common abbreviation and their ability to present in proper form the fair copies for signature.

- | | |
|--|----|
| I. Type any one-question form the manuscript matter covering | 15 |
| (a) Statistical matters (b) Inland invoice (c) Debit or Credit note | |
| II. Display typing of any advertisement/notice/programme/invitation with simple ornamental borders | 10 |
| III. Type any one question from manuscript matter of the following (With Carbon copy): | 15 |
| (a) Govt. Order (b) Circular/Circular memorandum (c) Govt. Notification | |
| IV. Type any one question from manuscript matter of the following: | 10 |
| (a) Business letter (b) Professional letter (c) Official letter (d) D.O. Letter (e) Tender Notice. | |

REFERENCE BOOKS

Speed Book : O.P.Kuthiala
 Typewriting made easy : O.P.Kuthiala

SUBJECT TITLE : TYPEWRITING PRACTICAL (WORD PROCESSING – I)
SUBJECT CODE : CP 407
PERIODS/WEEK : 3
PERIODS/YEAR : 48

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	Fundamentals of Computer MS Windows, Word Processing MS Word 2000 (or higher version) Getting started with Word, Creating and saving a Document Working on a new document, Editing a Document Formatting Text	16
II	Working with several documents Managing Word environment, Formatting Long Documents Creating Consistant	8
III	Creating Sections, Advanced features of editing Incorporating tables	8
IV	Printing a document Using Mail Merge	6
V	Typing and submitting documents using typewriter	10
TOTAL		48
		48

OBJECTIVES

UNIT I

- 1.1.0 Understand the fundamentals of computer
- 1.1.1 State the application of Computers
- 1.1.2 State the uses of computers in offices – both private and govt.
- 1.1.3 Classify Computers
- 1.1.4 Draw and explain the functional block diagram of a computer
- 1.1.5 Explain the various Input / Output devices
- 1.1.6 Explain the terms CPU and memory
- 1.1.7 Explain the terms Hardware and Software
- 1.1.8 State the meaning of High /Low level Languages
- 1.1.9 State the meaning and functions of Operating System
- 1.2.0 Understand the features of MS Windows
- 1.2.1 State the features of Windows (2000 / Higher version) Operating System
- 1.2.2 Explain the components of a Window
- 1.2.3 Explain the terms Desk Top, Task bar, Recycle bin
- 1.3.0 Understand the features Word Processing
- 1.3.1 State the basic features of Word Processing
- 1.3.2 State the basic features of Word Processing in Windows environment

- 1.3.3 List out the advantages of Typewriting and Computer
- 1.4.0 Understand starting and exiting MS Word
- 1.4.1 Start MS Word
- 1.4.2 Explain the components of a Word Window
- 1.4.3 Exit MS Word
- 1.5.0 Understand how to create Save and Open a document
- 1.6.0 Create and save a document
- 1.6.1 Close a document
- 1.7.0 Open an existing document
- 1.7.1 Understand how to edit a document
- 1.7.2 Navigate in a Word document using Keyboard and mouse
- 1.7.3 Select a text
- 1.7.4 Insert and delete text
- 1.7.5 Move and copy text
- 1.8.0 Understand how to format text
- 1.8.1 Format text with tool bar
- 1.8.2 Format text with Menus and dialogue boxes
- 1.8.3 Set and clear tabs and indentations

UNIT II

- 2.1.0 Understand how to work with several documents
- 2.1.1 Open several documents simultaneously
- 2.1.2 Switch between documents
- 2.1.3 Display multiple codes
- 2.2.0 Understand how to manage Word environment
- 2.2.1 Format long documents
- 2.2.2 Display hidden codes
- 2.2.3 Split the documents
- 2.2.4 Zoom the documents
- 2.3.0 Understand how to format long documents
- 2.3.1 Format long documents using Styles
- 2.3.2 Format long documents using lists
- 2.4.0 Understand how to create consistent look with Templates
- 2.4.1 Use Templates to create consistent look for documents
- 2.4.2 Modify Templates

UNIT III

- 3.1.0 Understand how to create Sections
- 3.1.1 Divide the documents into Sections
- 3.1.2 Create Headers and Footers
- 3.2.0 Understand how to do more on editing
- 3.2.1 Find and replace a word in a document
- 3.2.2 Check and correct spelling
- 3.3.0 Understand how to incorporate Table in a document
- 3.3.1 Create a Table
- 3.3.2 Format a Table

UNIT IV

- 4.1.0 Understand how to print a document
- 4.1.1 Set up the page for Printing
- 4.1.2 Preview the document
- 4.1.3 Print a document
- 4.2.0 Understand how to use mail merge
- 4.2.1 Create form letters and data source

- 4.2.2 Merge Mail lists with form letters
- 4.2.3 Create labels
- 4.2.4 Edit a Data Source

UNIT V

- 5.1.0 Typing and submitting documents using typewriter.

CONTENT DETAILS

UNIT I

Application and usage of computers- classification of computers- functional blocks of a computer- input/output unit- CPU- Memory unit- Block diagram- hardware/ software- High/ Low level Languages- operating devices.

MS Windows – fundamentals – Components of a Window – Application and usage of a Window – Desk top – Task bar – Recycle bin

Word Processing – Basic features and advantages over typewriting

Getting started with Word—starting Word—Word window—Exiting Word—Creating a document—Saving a document—Opening an existing document—Editing the document –Navigating in a document—Selecting , inserting, deleting, moving and copying text.—formatting text—with tool bar, with menus and dialogue boxes—setting tabs.

UNIT II

Managing word environment—Formatting long documents—displaying hidden codes—Zooming documents—splitting the document—formatting long documents using Styles—using list—creating consistent look using templates—modifying templates.

UNIT III

Creating sections— dividing document into sections--Giving headers and footers-Advanced features of editing—Finding and replacing text in a document—checking and correcting spelling—Incorporating tables—Creating a word table –formatting the table

UNIT IV

Printing a document—Setting up page for printing—preview and print—using mail merge—conducting a simple mail merge—merging mail lists with form letters—creating labels—editing data source.

UNIT V

Evaluate the accuracy and neatness in typing and filing of documents by the students. Purpose of this part is to evaluate the accuracy of the students in typing and submitting the documents. Each student should submit 10 documents either in a file or in the form of a record. Attempt one question in any 10 of the following.

Account sales, Debit note, Credit note, Tender notice, Govt. Order, Govt. Circular, Govt. notification, Govt. Memo, D.O. Letter, U.O. Note, Invitation with ornamental borders, Advertisement with ornamental borders, Letter to editor, Secretariat letters.

SCHEME OF EXMINATION

Typewriting (English) Practical (Word Processing -1)

At the end of IV Semester there will be a practical examination conducted by an external examiner.

Maximum marks : 50

Part A - Record – 20 (Record including the computer word processing and documents typed using typewriter.

Part B – Formatting of a word document - 15

Part C – Viva based on computer and typewriter - 15

SUBJECT TITLE	:TYPEWRITING MALAYALAM
SUBJECT CODE	:CP 408
PERIODS/WEEK	:3
PWERIODS/SEMESTER	:48 (16x3)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	Key board Mastery	26
II	Drill experience based on Key board(Upper and Lower case) Built up speed @ 15 to 20 wpm(words/sentences)	22
	Total	----- 48 =====

OBJECTIVES

UNIT I

- 1.1.0 Fingering Malayalam Typewriter
- 1.1.1 Understand to presses the Home Keys—tap them with a light, quick blow and understand the degree of pressure that is necessary to obtain the test result
- 1.1.2 Understand the difference in typing the Home Key row in English and Malayalam
- 1.1.3 Drill exercise on the Home keys (II row) and practice additional keys
- 1.1.4 Practice III row(Upper row of Home Keys) and IV row
- 1.1.5 Drill exercise on II and III including Uppercase characters
- 1.1.6 Identify and practice the I row(Bottom row) UC & LC.

UNIT II

- 2.1.0 Typewriting speed(Malayalam)
- 2.1.1 Type speed @ 15 wpm Malayalam Typewriting
- 2.1.2 Drill exercise @ 15 to 20 wpm.

CONTENT DETAILS

Key board mastery—Home keys—2nd row, 3rd row or upper Home keys: 1st row(bottom row) and 4th row the top most row. Practice both the Upper and Lower case Characters. Find out the cause of errors—un—even Key depressions, wrong fingering etc., corrections typed several times. Place the copy of the matter in the right hand side of the typewriter in order to prevent the copy from being hidden by left fore—arm when the carriage is returned.

Note:- There will be examination only at the end of the 5th semester. However, internal evaluation for this paper should consider the performance of the students in S4 also.

SUBJECTS OF STUDY AND SCHEME OF EVALUATION**SEMESTER V****Branch : Commercial Practice**

CODE	SUBJECT		PERIODS PER WEEK			EVALUATION (MARKS)			
			THEORY	PRACTICAL	TOTAL	THEORY	PRACTICAL	INTERNAL	TOTAL
CP 501	ENGLISH PAPER IV		2	-	2	75	-	25	100
CP 502	COST ACCOUNTING		4	-	4	75	-	25	100
CP 503	BUSINESS COMMUNICATION		4	-	4	75	-	25	100
CP 504	CP 503 E	SHORTHAND (ENG) ELABORATION & CONDENSATION	2	8	10	75	-	50	175
	CP 503 C					50			
CP 505	SHORTHAND MALAYALAM		1	2	3	-	-	-	-
** CP 506	TYPEWRITING PRACTICAL (WORD PROCESSING II)		1	4	5	-	75	25	100
CP 507	CP 506 S	TYPEWRITING MALAYALAM	1	4	5	50	-	25	125
	CP 506 M					50			
CP 508	PROJECT & SEMINAR (ACCOUNTING PRACTICE)		-	2	2	-	-	-	-
	TOTAL		15	20	35	450	75	175	700

** Typewriting English speed and Manuscript will be taught in Semester 5 onwards and exam will be conducted on completion of Semester 6 only

Word processing exam will be conducted on completion of Semester 5 itself.

Shorthand Malayalam examination will be conducted at the end of Sem. VI.

SUBJECT TITLE : ENGLISH PAPER IV
SUBJECT CODE : CP 501
PERIODS/WEEK : 2
PERIODS/YEAR : 32 (16x 2)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Text: The Last Lesson	3
	1.2 Vocabulary in Text	1
	1.3 Idioms and Phrases	2
II	2.1 Text: Lost Spring	3
	2.2 Abbreviation and Punctuations	1
	2.3 Grammar	2
III	3.1 Text : Deep Water	3
	3.2 Connecting Device	1
	3.3 Grammar	2
IV	4.1 Text : The Rat trap	3
	4.2 Rewriting Material	1
	4.3 Grammar	2
V	5.1 Text : Indigo	3
	5.2 Affixes	1
	5.3 Grammar	2
	Test	2
	Total	----- 32 =====

Study Material

1. NCERT Course Book for Class XII Flamingo
(First 5 Prose Chapters)
2. Grammar Part III and IV of Contemporary English Grammar
Chapter 33 to 37.

SUBJECT TITLE : COST ACCOUNTING**SUBJECT CODE : CP 502****PERIODS/WEEK : 4****PERIODS/YEAR : 64 (16x 4)****TIME SCHEDULE**

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I.	1.1 Meaning , Nature and scope of Accounting 1.4 Methods of costing 1.5 Elements of cost	10
II	2.1 Unit, Output and operating costing	15
III	3.1 Process costing	15
IV	4.1 Job costing 4.2 Contract costing	10
V	5.1 Marginal costing	14
	Total	<u>64</u>

OBJECTIVES**UNIT I**

- 1.1.0 Understand the meaning and definition of cost accounting
 - 1.1.1 State the meaning of various terms –cost, Costing and cost accounting
 - 1.1.2 State the advantages & disadvantages of cost accounting
 - 1.1.3 Distinguish between cost accounting and financial accounting
- 1.2.0 Understand various methods of costing
 - 1.2.1 List the various methods of costing
 - 1.2.2 Describe the methods of costing
 - 1.2.3 List the techniques of costing
 - 1.2.4 Describe the techniques of costing
 - 1.2.5 State the meaning and definition of cost centre and cost unit
- 1.3.0 Understand the various elements of cost and their relationship
 - 1.3.1 List out the various elements of cost
 - 1.3.2 State the meaning of each element of cost
 - 1.3.3 Classify the cost on the basis of function, variability, controllability and normality
 - 1.3.4 Prepare statement of cost

UNIT- II

- 2.1.0 Understand the meaning and applicability of unit, output and operating costing
 - 2.1.1 State the meaning of unit, output and operating costing
 - 2.1.2 Identify the cost unit suitable for various enterprises
 - 2.1.3 State the meaning of cost sheet
 - 2.1.4 Ascertain cost of production. and cost of sales.
 - 2.1.5 Preparation of cost estimates
 - 2.1.6 Preparation of tenders
 - 2.1.7 State the meaning and purpose of operating costing
 - 2.1.8 Calculate cost units for transport costing
 - 2.1.9 Calculate the total and cost permit under transport costing

UNIT-III

- 3.1.0 Apply the method of process costing
 - 3.1.1 Describe the features of process costing
 - 3.1.2 List out the areas of application of process costing
 - 3.1.3 Compare job costing and process costing
 - 3.1.4 Identify the elements of production costs

- 3.1.5 Explain process accounts
- 3.1.6 Prepare process accounts
- 3.1.7 Explain process losses
- 3.1.8 Describe normal process loss and abnormal process losses
- 3.1.9 Explain abnormal gain
- 3.1.10 Prepare process accounts with abnormal loss and abnormal gain

UNIT-IV

- 4.1.0 Understand the procedures for preparing job cost sheet
 - 4.1.1 State the meaning of job costing
 - 4.1.2.1 State the purpose of job costing
 - 4.1.3 Prepare job cost sheet from the given data
- 4.2.0 Understand the procedure and methods of ascertaining profit on contract
 - 4.2.1 State the meaning of contract costing
 - 4.2.2 Ascertain profit on uncompleted contracts

UNIT-V

- 5.1.0 Understand marginal costing
 - 5.1.1 Explain marginal cost
 - 5.1.2 Explain marginal costing
 - 5.1.3 State the meaning of marginal costing
 - 5.1.4 Define marginal costing
 - 5.1.5 Explain total cost—fixed and variable
 - 5.1.6 Outline the application of marginal costing
 - 5.1.7 Explain BEP in units and value
 - 5.1.8 Solve problems in marginal costing—calculate BEP in units, in value, ascertainment of total units to obtain a desired profit, P/V Ratio, margin of safety
 - 5.1.9 Explain Break Even Analysis

CONTENT DETAILS**UNIT I**

Meaning and definition—cost, costing and cost accounting—Advantages and disadvantages of cost accounting—cost accounting and financial accounting—differences—methods of costing—describe methods of costing—Techniques of costing—Explanation—Cost center—cost unit—Elements of cost—Classification of cost—on the basis of function—variability—controllability and normality—statement of cost.

UNIT II

Unit, output and operating costing—meaning—suitability—cost sheet—preparation of cost sheet—tenders—quotations—operating costing—transport costing—calculation of cost/unit—total cost under transport costing.

UNIT IV

Job costing—Meaning and purposes—job cost sheet—preparation—contract costing—meaning—contract accounts—ascertainment of profit—notional profit—work certified.

UNIT V

Marginal cost—Marginal costing—meaning—definition—division of total cost into fixed and variable—application of marginal costing—BEP in units—BEP in value—BE analysis.

REFERENCE BOOKS

- | | | |
|----|----------------------|---|
| 1 | Cost Accounting | : S P Jain & K L Narang |
| 2 | Cost Accounting | : V K Saxena & Vashist |
| 3 | Cost Accounting | : M C Shukla & T C Grewal |
| 4 | Practical costing | : S P Arora |
| 5 | Costing Advisor | : P V Retnam |
| 6 | Lecturers on costing | : Swaminathan |
| 7 | Cost Accounting | : R S N Pillai and Bagavathy |
| 8. | Practical costing | : S C L Batra, Ahuja, I M Pandey, Khanna. |

SUBJECT TITLE : **BUSINESS COMMUNICATION**
SUBJECT CODE : **CP 503**
PERIODS/WEEK : **4**
PERIODS/SEMESTER : **64(16 X 4)**

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Communication	
	1.2 Organizational pattern of communication	
	1.3 Types of Communication	
	1.4 Principles of communication	
	1.5 Barriers to effective Communication	16
II	2.1 Business Letters	
	2.2 Importance of commercial correspondence	
	2.3 Qualities of good business letter	
	2.4 Format of Business Letter	
	2.5 Trade references, status enquiry and reply	
	2.6 Offers and Quotations	
	2.7 Orders- Execution and cancellation	
	2.8 Complaints and their adjustments	22
III	3.1 Collection Letters	
	3.2 Agency Letters	
	3.3 Circular Letters	20
IV	4.1 Correspondence with Bank	
	4.2 Correspondence with Insurance	
	4.3 Company Correspondence	
	4.4 Government Correspondence	20
V	5.1 Report writing	
	5.2 Market Reports	
	5.3 Latest Communication Techniques	18
Total		----- 96 =====

OBJECTIVES

UNIT I

- 1.1.0 Understand the concept of communication.
- 1.1.1 State the meaning and definition of communication.
- 1.1.2 List out the objectives of communication.
- 1.1.3 List out the merits and demerits of oral communication.
- 1.1.4 List out the merits and demerits of written communication.
- 1.2.0 Understand the organizational pattern.
- 1.2.1 State the organizational pattern in firms.
- 1.3.0 Understand the type of communication.
- 1.3.1 List the types of communication.
- 1.3.2 Describe the types of communication such as Upward, Downward, Horizontal, Vertical, Grapevine and Consensus.

- 1.4.0 Understand the principles of communication.
- 1.4.1 List out the various principles of communication and their importance in communication.
- 1.5.0 Understand the barriers of communication.
- 1.5.1 List out the important barriers of communication.
- 1.5.2 Describe the obstacles of communication.

UNIT II

- 2.1.0 Understand the business letters.
- 2.1.1 State the meaning and importance of commercial correspondence.
- 2.2.0 Explain the qualities of business letter.
- 2.2.1 Explain the essentials of good business letter.
- 2.2.2 List out the characteristics of business letter.
- 2.3.0 Understand the parts of business letter.
- 2.3.1 Outline the parts of business letter.
- 2.3.2 Describe each parts of business letter.
- 2.3.3 Construct business letters.
- 2.4.0 Understand the letters of Trade reference and their reply.
- 2.4.1 State the meaning of letters of trade reference.
- 2.4.2 Prepare letters of trade reference.
- 2.4.3 Prepare reply to trade reference.
- 2.4.4 Prepare letters of status enquiry and reply.
- 2.5.0 Understand letters of offers and quotations.
- 2.5.1 Construct letters of offers and quotations.
- 2.6.0 Understand the letter placing order, execution and cancellation.
- 2.6.1 Construct letters placing order.
- 2.6.2 Construct letters of execution of order, delay in execution, defective order.
- 2.6.3 Construct cancellation letters.
- 2.7.0 Understand complaints and adjustments letters.
- 2.7.1 Construct letters of complaints and adjustments.

UNIT III

- 3.1.0 Understand collection letters.
- 3.1.1 State the meaning of collection letters.
- 3.1.2 State the need for collection letters.
- 3.1.3 Understand collection tools and series.
- 3.1.4 Construct collection letters.
- 3.2.0 Understand agency letters.
- 3.2.1 Draft letters between agent and principal.
- 3.2.2 Draft letters requesting an agency, appointing an agent and canceling agency.
- 3.3.0 Understand circular letters.
- 3.3.1 State the meaning and importance of circular letters.
- 3.3.2 Construct circular letters relating to establishment of business, introduction of new product, change in the price of the product, announcement with shifting of office to new premises, change in the establishment of partnership on admission, death and retirement of partner.

UNIT IV

- 4.1.0 Understand bank correspondence.
- 4.1.1 State the circumstances for bank correspondence.
- 4.1.2 Draft letters to bank for opening current account.
- 4.1.3 Draft letters to bank for asking overdraft.
- 4.1.4 Draft letters to bank for cash credit facility.
- 4.1.5 Draft letters to bank for loan facility to construct house, purchase vehicles.

- 4.1.6 Describe letters of credit.
- 4.1.7 Draft letter of credit.
- 4.1.8 Draft letter for closing an account.
- 4.2.0 Understand the letters of insurance.
- 4.2.1 State the meaning of life insurance.
- 4.2.2 Draft letters seeking insurance policies, surrendering the policy, assignment of policy, seeking loan on the basis of life policy.
Understand the secretarial correspondence.
- 4.3.1 State the meaning and importance of company correspondence.
- 4.3.2 Draft letters of allotment.
- 4.3.3 Draft letters of regression.
- 4.3.4 Reply to complaint about non-intimation of co's affairs.
- 4.3.5 Draft letter declaring dividend.
- 4.3.6 Draft letter issuing bonus share.
- 4.3.0 Understand Government correspondence.
- 4.4.1 State the importance of Government correspondence.
- 4.4.2 List out the correspondence using in Government offices.
- 4.4.3 Describe Govt. order, D.O. Lr, UO Notice, and Proceedings, Official letter.
- 4.4.4 Differentiate between official correspondence and business correspondence.

UNIT V

- 5.1.0 Understand report writing.
- 5.1.1 State the meaning of the term report.
- 5.1.2 Describe the essentials of a good report.
- 5.1.3 Describe the types of report.
- 5.1.4 Prepare reports on opening branch, decline in sales, need for computerization in the branch office.
- 5.2.0 Understand market reports.
- 5.2.1 State the meaning and importance of market reports.
- 5.2.2 List out the functions of market report.
- 5.2.3 Draft market reports.
- 5.3.0 Understand latest communication techniques.
- 5.3.1 State the significance of latest communication techniques.
- 5.3.2 Understand the latest devices of communication.
- 5.3.3 State the importance of telex, fax, internet, E-mail, voice- mail, multimedia, teleconferencing machine, video conferencing.

CONTENT OUTLINE

UNIT I

Communication – meaning and definition – Process of communication – objectives – oral and written communication – merits and demerits of oral and written communication – organizational pattern – types of communication – upward – downward – horizontal – vertical – grapevine and consensus – principles of communication – barriers of communication.

UNIT II

Business letter – essentials – parts – explanation of parts – letters of trade reference, status enquiry – offers and quotation letters – letters placing order – execution and cancellation – complaint and adjustment letters.

UNIT III

Collection letters – meaning and need – collection tools – statement of account – notification – Reminder – persuasion and coercion letters – Agency letters – circular letters.

UNIT IV

Correspondence with bank – Draft letters for opening current account – overdraft – cash credit – asking loan-stopping payment-enquiring dishonor of cheque-letters of credit-closing account-insurance letters-letter seeking policy-letter for surrendering policy-assignment of policy-seeking loan-claims by fire-co. correspondence-letters of allotment-letters of regression-declaring dividend-issuing bonus shares-Govt. correspondence-forms of Govt. correspondence.

UNIT V

Report writing-essentials – types - preparation of reports - market report - important functions – preparation - Latest communication techniques – devices – importance –telex – fax – internet – voicemail - voice recorder – multimedia - teleconferencing-telephone answering machine – video conferencing.

Reference

1. Commercial Correspondence & Office Management –RSN Pillai & Bhagavathy
2. Manual of Office Management & Correspondence – B N Tandon
3. Manual of Commercial Correspondence – Hume & Bailey
4. Business communication – MCK Nambiar
5. Elements of Business communication – Rajendrapal & Korlahali
6. Commercial Correspondence – B S Raman
7. Effective Writing - Prof V Aravindakshan & N Sudha
8. Business communication – Namita Gopal
9. Business communication – M.S Ramesh, C.C Pattan Shetti, Madhumati M Kulkarni
10. Modern commercial correspondence – R.S.N Pillai & Bagavathi
11. Model Business Letters – Shirly Taylor and Leonard Gartside
(Pearson Edn.Asia)

SUBJECT TITLE :SHORTHAND --ENGLISH (ELABORATION AND CONDENSATION)

SUBJECT CODE :CP 504

PERIODS / WEEK :10

PERIODS /SEMESTER :160

TIME SCHEDULE

<u>UNIT</u>	<u>TOPICS</u>	<u>PERIODS</u>
I	1.1 Speed practice & transcription to attain a speed @ 100 wpm	25
	1.2 Intersections, Business phrases and political phrases	
II	2.1 Speed practice to attain speed @ 110 wpm	25
	2.2 Application of modern phrases under various fields	
III	3.1 Speed practice to attain speed @ 120 wpm	20
	3.2 Special list of words	
	3.3 Principles of elaboration and condensation	
IV	4.1 Take down elaboration and condensation @ 120 wpm accurately	30
V	5.1 Dictation and transcription of elaboration and condensation notes @ 120 wpm	35
	5.2 Speed dictation @ 120 wpm	25
Total		160

OBJECTIVES

UNIT I

- 1.1.0 Write shorthand dictation @ 100 wpm and transcribe it into long hand
- 1.1.1 Ability to take down dictation from any simple passage @ 100 wpm
- 1.2.0 Apply intersection
- 1.2.1 Explain intersection
- 1.2.2 Practice the phrases by intersection and exercise covering the chapter of intersection and business phrases

UNIT II

- 2.1.0 Shorthand dictation @ 110 wpm
- 2.1.1 Take down various passages @ 110 wpm and transcribe it.
- 2.1.2 Practice Legal /Railway/ Banking/Political/Insurance and shipping phrases etc.etc.

UNIT III

- 3.1.0 Write shorthand dictation @ 120 wpm
- 3.1.1 Ability to attain a speed @ 120 wpm and transcribe it.
- 3.2.0 Practicing special list of words
- 3.2.1 Ability to attain the higher rate of speed for dictation of exercises including special list of words
- 3.3.0 Principles of elaboration and condensation
- 3.3.1 Write documents in proper form from the points dictated @120 wpm
- 3.3.2 Explain the different forms of letters/documents
- 3.3.3 Making précis of the dictated passage @ 120 wpm.

UNIT IV

- 4.1.0 Take down elaboration and condensation accurately @ 120 wpm

UNIT V

- 5.1.0 Take down the dictation of letters/documents/correspondences @ 120 wpm and Elaborate them within a prescribed time
- 5.1.1 Practice to attain a speed @ 120 wpm and transcribe it within a prescribed time.

CONTENT DETAILS

The student is to be given all sorts of training in taking down dictation and reproducing it in its proper form. Elaboration is intended to enable the student to take down the points in shorthand and then reproduce it into the proper form elaborating the points dictated. The intention of condensation is to make the student proficient in reporting matters to news papers. Newspapers for want of space publish matters in brief. As such only brief and condensed form of speeches is required.

SCHEME OF EXAMINATION

At the end of the V Semester, there will be an examination, the standard of which will be that of K.G.T.E. Shorthand Higher Grade. The candidates are expected to answer two papers as detailed below:-

SHORTHAND (ENG) ELABORATION & CONDENSATION**SECTION A – ELABORATION****Max. Marks: 75****Time for dictation : 6 mts.****Time for Elaboration : 1 Hr. 45 mts.**

Brief notes on varied matter covering any five of the following shall be dictated at a speed of 120 wpm for a period of 6 minutes carrying equal marks (5x15) and instructed to elaborate the points into the correct format.

- a) Official/Business Correspondence.
- b) Notice inviting Tenders
- c) Advertisement for jobs and application thereto
- d) Government Order/Circular
- e) Notice covering Annual General Meeting
- f) Press Note
- g) Eye witness account to an accident/incident
- h) Matters on public interest.
- i) Letters to the editor of a daily
- j) Legal Notice

SECTION B - CONDENSATION

Max Marks: 50

Time for dictation : 4 mts.

Time for condensation : 1 Hr.

Candidates will have to take down a dictation of a speech at a speed of 120 w.p.m. for 4 mts. (480 words) and condensed it into 1/3 of its length (i.e. 160 words) in reported style.

Separate answer books and dictation books should be supplied. Dictation for Section A for 6 mts will be given and instructed to elaborate the same within 1 hr.45 mts. Dictation book should be tied with the answer book. Again dictation for Section B for 4 mts will be given for condensing in reported style within 1 hr. The dictation book used for condensation passage is to be tied with the answer book. Each section should be valued separately

The candidate will have to get 40% marks for Section A and Section B together in order to pass this paper.

REFERENCE BOOKS

- 1 Pitman Misc. Correspondence in Shorthand book 1,2,3
- 2 Pitman New phonographic phrase book
- 3 Elaboration and Condensation Notes----Bhagavan Associates.
- 4 Elaboration and condensation
Pitman S S Publications (A H Wheeler and Co. Pvt.Ltd, Delhi/Madson.)
- 5 Model Shorthand Test paper for junior/senior, Central State—
O. P. Kuthiala Govt. Examination.

SUBJECT TITLE	:SHORTHAND MALAYALAM
SUBJECT CODE	:CP 504
PERIODS / WEEK	:3
PERIODS/SEMESTER	:48(6X3)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Consonants and vowels 1.2 Theory	10
II	2.1 Grammalogues, phrases and signs	10
III	3.1 Speed practice to attain 20 wpm	10
IV	4.1 Speed practice and transcription	10
V	5.1 Speed practice to attain speed @ 30 wpm.	8
	Total	48

OBJECTIVES

UNIT I

- 1.1.0 Explain the importance of Malayalam Shorthand
- 1.1.1 Define Consonants, Identify the sign of Consonants
- 1.1.2 Explain 10 vowel sounds in Malayalam language
- 1.1.3 Practice the exercises covering consonants and vowels
- 1.2.0 Understand the application of theory
- 1.2.1 Apply the theory and Construction of outlines.

UNIT II

- 2.1.0 Understand grammalogues and other signs
- 2.1.1 Practice grammalogues , phrases and other signs in Malayalam Shorthand (Arul System) Patapusthakam.

UNIT III

- 3.1.0 Speed practice to attain speed @ 20 wpm
- 3.1.1 Practice the exercises to attain speed @ 20 wpm

UNIT IV

- 4.1.10 Speed practice and transcription
- 4.1.1 Attain speed @ 20 wpm in the text book exercises and transcribe it into Malayalam language.

UNIT V

- 5.1.0 Speed practice to attain a speed of 30 wpm
- 5.1.1 Take down dictation @ 30 wpm
- 5.1.2 Rectify the wrong outlines.

CONTENT DETAILS

Understand more outlines for rapid writing. To undertake repeated practice of exercises.

Note:-There will be no examination at the end of S5 and the examination will be conducted at the end of S6..However, the internal evaluation should be made on the performance of the students in S5 also.

Reference Book

Malayalam Shorthand Pata pusthakam (Arul System) :R.Arulappan.

SUBJECT TITLE : **TYPEWRITING PRACTICAL
(WORD PROCESSING II)**
SUBJECT CODE : **CP 505**
PERIODS/WEEK : **7**
PERIODS/ SEMESTER : **112 (16X 7)**

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	<u>MS WORD – More on formatting</u> Advanced features of formatting Word documents <u>Organizing the document views</u> Outline view - Creating and Editing Outline Text Reorganizing Outline Families Showing and Hiding Outline Text Writing efficiently with the help of shortcut keys	40
II	Making Spelling painless Documenting points with footnotes Organizing the Reports with a Table of contents	15
III	<u>Automating Letters</u> Letter templates-Letter wizard - addressing Correspondence Using Auto text - Inserting Address - Printing envelopes - memo wizard Sending a Fax	17
IV	Advanced features of Mail Merge Preparing documents in Workgroups Web Page features of Word	20
V	Parts of typewriter and Duplicator. Stencil cutting and taking copies using duplicator. Taking copies using Photostat.	20
Total		112

OBJECTIVES

UNIT I

- 1.1.0 Understand the advanced features on formatting
- 1.1.1 Format documents automatically with auto format
- 1.1.2** Use Shrink to Fit feature
- 1.1.3 Format drawing objects, Clip art, Auto shapes, etc
- 1.1.4 Apply the above features for Tenders, Advertisements, Notices, Letters, etc
- 1.2.0 Understand how to organize documents with different views
- 1.2.1 Switch to outline view
- 1.2.2 Create and Edit Outline Text
- 1.2.3 Reorganise Outline Families
- 1.2.4 Showing and Hiding Outline Text
- 1.2.5 Assign Styles to Shortcut keys
- 1.2.6 Assign Word Commands to Shortcut keys

UNIT II

- 2.1.0 Understand how to make Spellings painless
- 2.1.1 Use Auto correct feature
- 2.1.2 Check Spelling as You type
- 2.1.3 Add words to Auto correct list
- 2.1.4 Find just the right word
- 2.1.5 Check grammar
- 2.1.6 Check spelling and grammar at once
- 2.1.7 Document points with footnotes
- 2.2.0 Organize Reports with a Table of contents
- 2.2.1 Create Table of Contents
- 2.2.2 Update Table of Contents

UNIT III

- 3.1.0 Understand how to auto format letters
- 3.1.1 Auto format letters with Letter templates
- 3.1.2 Auto format letters with Letter wizard
- 3.1.3 Create Letter templates
- 3.1.4 Address Correspondence automatically
- 3.1.5 Use Auto text
- 3.1.6 Insert Address
- 3.1.7 Print envelopes
- 3.1.8 Use a memo wizard
- 3.1.9 Send a Fax

UNIT IV

- 4.1.0 Understand the advanced features of Mail Merge
- 4.1.1 Merge from other databases – Excel, Access, Outlook Contract List
- 4.1.2 Select recipients
- 4.1.3 Sort and Select records
- 4.1.4 Prepare documents in Workgroups
- 4.1.5 Create Master documents and subdocuments
- 4.1.6 Rename subdocuments
- 4.1.7 Protect documents
- 4.1.8 Expand and Collapse Master documents
- 4.1.9 Split and merge Subdocuments
- 4.1.10 Use Web Page features of Word

UNIT V

- 5.1.0 Carriage releaser, Line finder, Thumb knob, Cylinder, Ratchet wheel
- 5.1.1 Tab all clear, Variable line spacer, Line space lever
- 5.1.2 Escapement wheel, Pinion wheel, Rigid dog, Loose dog, Main spring, Draw band
- 5.1.3 Feed Tray, Receiving Tray, Impression Roller, Drum, Silk Screen, Operating lever
- 5.2.0 Various types of stencil, Stylus pen, Signature plate
- 5.2.1 How to take copies using duplicator.
- 5.3.0 Taking copies using photocopier.

CONTENT DETAILS**UNIT I MS WORD – More on formatting**

Formatting documents automatically, Letting Word to do the work with Auto format, Using Shrink to Fit feature, Formatting drawing objects, Clip art, Auto shapes, etc. Switching to outline view, Creating and Editing Outline Text, Reorganising Outline Families, Showing and Hiding Outline Text, Writing efficiently with the help of shortcut keys, Assigning Styles to Shortcut keys, Assigning Word Commands to Shortcut keys

UNIT II Making Spelling painless

Using Auto correct feature, Checking Spelling as You type, Adding words to Auto correct list, Finding just the right word, Checking grammar, Checking spelling and grammar at once, Documenting points with footnotes, Organising the Reports with a Table of contents, Creating Table of Contents, Updating Table of Contents

UNIT III Automating Letters

Using Letter templates, Using Letter wizard, Creating Letter templates, Automatically addressing Correspondence, Using Auto text, Inserting Address.

UNIT IV More on Mail Merge

Merging from other databases – Excel, Access, Outlook Contract List, Selecting recipients, Sorting and Selecting records, Preparing documents in Workgroups, Creating Master documents and subdocuments, Renaming subdocuments, Protecting, Expanding and Collapsing Master documents, Splitting and merging Subdocuments, Web Page features of Word

UNIT V

Knowledge of the use of following parts of the typewriter such as pinion wheel, escapement wheel, dogs, carriage rack, type bar, universal bar, beveled gears, spool shafts, back space pawl, line space pawl, cylinder ratchet wheel, detent spring, carriage tension, key tension, type basket, segment, bell mechanism, duplicator and its uses, stencil cutting. Operating Photostat machine.

SCHEME OF EXAMINATION

Maximum marks : 100

At the end of V Semester there will be an examination conducted by an external examiner.

Part A	-	20
Record on computer word processing, Parts of typewriter and duplicator, Stencil, Photostat		
Part B	-	20
Formatting of a word document.		
Part C	-	20
Mail merge		
Part D	-	20
Stencil Cutting and duplicating		
Part E	-	20
Viva on Computer, Typewriter, Duplicator and Photostat		

SUBJECT TITLE	:TYPEWRITING –MALAYALAM
SUBJECT CODE	:CP 506
PERIODS/WEEK	:5
PERIODS/SEMESTER	:80 (16X5)

TIME SCHEDULE

UNIT	TOPIC	PERIODS
I	Speed Practice	15
II	Typing simple tabular statement/invoice/bills	10
III	3.1 Type properly from deciphering manuscripts	20
	3.1 Type using Latest Malayalam DTP Software	35
Total		80

OBJECTIVES

UNIT I

- 1.1.0 Speed practice @ 20 wpm for 10 minutes
- 1.1.1 Practice speed @ 25 wpm
- 1.1.2 Attain perfect speed @ 25 wpm for 10 minutes

UNIT II

- 2.1.0 Type simple tabular statement/bills/invoice
- 2.1.1 Able to type statements, cash bills, invoices
- 2.1.2 Type properly the deciphering manuscripts with abbreviations of D O Letters/ Official letters.
- 2.1.3 Type properly the Business/Professional Letters.

UNIT III

- 3.1.0 Type G.O s /Proceedings/display work on advertisements/Notices/Tender Notices
- 3.1.1 Type sped @ 30 wpm
- 3.1.2 Using latest Malayalam DTP Software.

CONTENT DETAILS

Speed practices @ 15 to 25 wpm and perform to an accurate speed @ 25 wpm—acquiring good knowledge of spellings, correctness of punctuations, abbreviations, Display work—statement—invoices—cash bills—deciphering manuscript of D. O Letters—Official Letters—Professional/Business Letters—copying carbon and awareness of proper forms of official and other correspondences. Using the latest Malayalam software..

SCHEME OF EXAMINATION

At the end of the 5th semester there will be an examination, which will also be equal to K G T E Malayalam Typewriting Lower Grade. It consist5s of two parts.

PAPER I (SPEED TEST) MALAYALAM

Max. Marks: 75

Time: 10 minutes

To typewrite an ordinary printed passage of 1250 strokes (925 wpm) in double line spacing on one side of the paper, with 10 degrees margin on the left. Special attention must be paid to accuracy and neatness of execution.

Note: -

- (1) Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key.
- (2) The standard required for a pass will be able to type without more than 7% mistakes.

1. PAPER II--TYPEWRITING MALAYALAM MANUSCRIPT

Time 1.30 hours

Marks 75

This paper is interested to serve as a list of candidates knowledge of Malayalam Spellings, proof reading corrections, punctuations, abbreviations etc. and to present the various correspondences/letters from deciphering manuscripts of the following:-

- | | | |
|---|--|----|
| 1 | Type short simple statement/bills/invoice | 20 |
| 2 | Type in proper form taking two carbon copies on any one Of the following
a) Official Letters
b) Professional Letters
c) Proceedings | 15 |
| 3 | Type any one of the following by taking one carbon copy
a) Govt. Order
b) Proceedings | 25 |
| 4 | Display with borders(any one of the following)

a) Advertisement
b) Notice
c) Tender forms | 15 |

Note:-In order pass this paper, one should secure minimum 40% marks for Section A and Section B parts put together.

SUBJECT TITLE	:PROJECT AND SEMINAR (ACCOUNTING PRACTICE)
SUBJECT CODE	: CP 507
PERIODS / WEEK	: 2
PERIODS / SEMESTER	:32 (16x2)

INTRODUCTION

The students while undergoing the DCP course have to familiarize with the documentation, keeping of books of accounts, usage of software and preparation of reports. To become fully aware of the various aspects mentioned above, they have to undergo an industrial study for a minimum period of one week undertaken in various firms. The industrial study may be in manufacturing concerns, trading concerns, service undertakings of Govt. or Private sector.

After successful completion of the industrial study, the students have to submit a report, which consists of the brief working of the firm, the various documents used, accounting software and the methods of accounting followed. This will enable the students to gain a good exposure to the accounting method followed by the organization.

Methods of doing Industrial Work

- | | |
|---|--|
| 1 | Grouping of students (subject to a maximum of 6 in a group) |
| 2 | Doing industrial study based work in various organizations like banks, insurance companies, Joint stock companies, Partnership firms, super markets, departmental store etc. |
| 3 | Study the nature of work in selected organization |
| 4 | Collect various documentary evidences relating to the subject |
| 5 | Prepare report on the basis of the documents collected |

The report should consist of

- Bonafide certificate signed by the Head of Section and the teacher in charge of this subject.
- Certificate from the organization
- Declaration of the student
- Preface
- Aims and objectives
- Brief history of the organization
- Existing method followed in accounting
- Various documentary evidences(Specimens)
- Findings

The report should specify the accounting software used in the organization and the procedure followed for accounting. Evaluation for this paper will be made on completion of Semester 6, considering the performance in the subject in S5 and S6.

SUBJECTS OF STUDY AND SCHEME OF EVALUATION**SEMESTER VI**

CODE	SUBJECT	PERIODS PER WEEK			EVALUATION (MARKS)			
		THEORY	PRACTICAL	TOTAL	THEORY	PRACTICAL	INTERNAL	TOTAL
CP 601	English Paper V	2	-	2	75	-	25	100
CP 602	CP 602 S	6	4	10	50	-	50	150
	CP 602 T				50			
CP 603	CP 603 S	4	3	7	50	-	25	125
	CP 603 T				50			
CP 604	CP 604 S	1	3	4	50	-	25	125
	CP 604 M				50			
CP 605	COMPUTER ISED FINANCIAL ACCOUNTING	2	6	8	-	75	25	100
CP 606	PROJECT & SEMINAR - ACCOUNTING PRACTICE	-	4	4	-	75	25	100
	TOTAL	15	20	35	375	150	175	700

SUBJECT TITLE : ENGLISH PAPER V
SUBJECT CODE : CP 601
PERIODS/WEEK : 2
PERIODS/YEAR : 32 (16x 2)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I.	1.1 Text: Poet and Pancake	4
	1.2 Grammar	2
II	2.1 Text: The Interview	4
	2.2 Grammar	2
III	3.1 Text : Going Places	4
	3.2 Grammar	2
IV	4.1 Text : (Poem) A Thing of Beauty	4
	4.2 Grammar	2
V	5.1 Text : (Poem) Roadside Stand	4
	5.2 Grammar	2
	Test	2
	Total	----- 32 =====

Study Material

1. NCERT Course Book for Class XII Flamingo
(Second Half of the book 3 Prose Chapters and 2 Poems)
2. Grammar Part III and IV of Contemporary English Grammar
Chapter 38 to 42.

SUBJECT TITLE : **SHORTHAND – ENGLISH I & II–120 WPM**
SUBJECT CODE : **CP 602**
PERIODS/WEEK : **10**
PERIODS/SEMESTER : **160 (16 X 10)**

<u>UNIT</u>	<u>TOPIC</u>	<u>TIME SCHEDULE</u>	<u>PERIODS</u>
I	Speed Drill exercises based on the Pitman Shorthand Instructor Exercises 145 to 195 @ 110 wpm		40
II	Speed practice based on Pitman Shorthand writing exercises @ 120 wpm		30
III	Speed practice based on Pitman Shorthand Instructor Exercises 196 to 231 @ 120 wpm		25
IV	4.1 Speed practice on general passages/ Speeches/ Letters @ 120 wpm 4.2 Transcription of the dictated matter within the prescribed time		30
V	5.1 Speed practice @ 120 wpm 5.2 Transcription within the prescribed time 5.3 Revision – Theory portion of Pitman Shorthand Instructor		35
TOTAL			160

OBJECTIVES

UNIT – I

- 1.1.0 Speed drill exercise @ 110 wpm
- 1.1.1 Acquire thorough knowledge in theory portions covering exercises from 145 to 195
- 1.1.2 Practice exercises from 145 to 195 @ 110 wpm

UNIT – II

- 2.1.0 Speed practice based on Pitman Shorthand writing exercises
- 2.1.1 Practice exercises based on Pitman Shorthand writing exercises @ 120 wpm

UNIT – III

- 3.1.0 Speed drill exercises @ 110 wpm
- 3.1.1 Acquire through knowledge in the theory portions covering from the exercises 196 to 231
- 3.1.2 Practice the exercise from 196 to 231 @ 110 wpm

UNIT – IV

- 4.1.0 Speed @ 120 wpm
- 4.1.1 Acquire good knowledge and through mastery of taking down dictation @ 120 wpm
- 4.1.2 Transcribe the dictation passage within the prescribed time

UNIT – V

- 5.1.0 Speed attain to 120 wpm
- 5.1.1 Ability to take down dictation on any passage @ 120 wpm

- for 5 minutes and a letter/correspondence @ 120 wpm for 2 minutes
- 5.1.2 Ability to transcribe the dictated passage within 1.30 hour
- 5.1.3 Revising the theory portions of Pitman Shorthand Instructor

CONTENT DETAILS

Application of Advanced phrases, intersection, political, banking, stock broking, shipping, Railway, legal and theological phrases and special list of words – Shorthand speed @ 120 word per minute. Transcription of passage dictated @ 120 wpm may be done on Computer/Typewriter or by Pen.

SCHEME OF EXAMINATION

At the end of the 6th Semester there will be an Examination consisting of two Sections viz; Section A (Shorthand English Speed II (Practical)) and Section- B Theory in the same standard of Kerala Government Technical Examination in Shorthand English Higher Grade Separate Answer Books should be used for answering Section A & Section B of this paper (as in the case of Applied Science).

SHORTHAND ENGLISH – 120 WPM

Section A – speed
Maximum Marks : 50

Time for dictation : 7 Minutes
Time of transcription : 1hr.30 mts

1. To take down in shorthand a simple passage of a speech consisting of 600 words and a letter consisting of 240 words dictated @ 120 wpm.
 2. Transcription : Transcribe the same in to longhand using Computer/Typewriter/by Pen.
- Note: 8% mistakes is permissible to get the minimum marks.

Section B – Theory

Max Marks: 50

Time : 1 hr.30mts.

To answer questions on principles of shorthand which will also include Higher branches of the subject such as Advanced Phraseography, Intersections, Technical and commercial phrases.

This part will consist of:

- | | |
|---|---------------------------|
| (a) Any five questions out of 8 questions | - 25 marks (5 marks each) |
| (b) Write Advanced phraseogram | - 5 marks |
| (c) Translation to shorthand from Longhand matter about 1150 words | - 10 marks |
| (d) Translation from shorthand matter to Longhand matter about 150 words (Any exercises from 144 to 231 of Pitman Shorthand Instructor) | - 10 marks |

Note: The candidate will have to get 40% marks for Sections A and Section B together in order to pass this examination. i.e. 40/100.

SUBJECT TITLE : SHORTHAND MALAYALAM – A&B (50 WPM)
SUBJECT CODE : CP 602
PERIODS/WEEK : 7
PERIODS / SEMESTER : 112

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Speed Practice to attain @ 30 wpm	23
	1.2 Intersection & Corrections	
II	2.1 Speed practice and transcription	23
III	3.1 Speed practice and transcription @ 40 wpm	18
IV	4.1 Practice phrases & Grammalogues & contractions	13
V	5.1 Practice to attain @ 50 wpm	35
	5.2 Translation from shorthand to Malayalam and from Malayalam to shorthand	
Total		112

OBJECTIVES

UNIT I

- 1.1.0 Speed practice to attain speed @ 30 wpm
- 1.1.1 Take down the dictation @ 30 wpm
- 1.1.2 Rectify the errors
- 1.2.0 Explain Intersection
- 1.2.1 Understand the interaction and contraction
- 1.2.2 Practice the exercises on interaction and contraction.

UNIT II

- 2.1.0 Speed Practices
- 2.1.1 Take down dictation @ 30, 40 wpm and transcribe it into Malayalam language

UNIT III

- 3.1.0 Perform speed @ 40 wpm
- 3.1.1 Ability to take down dictation from the text book @ 40 wpm
- 3.1.2 Practice the correct outlines to attain speed

UNIT IV

- 4.1.0 Practice Grammalogues
- 4.1.1 Take down dictation based on Grammalogues, contractions, phrases @ 30/40 wpm

UNIT IV

- 5.1.0 Ability to take down dictation @ 50 wpm
- 5.1.1 Perform the speed @ 40/50 from General Passage
- 5.1.2 Attain speed of 50 wpm and transcribe it within the prescribed time
- 5.1.3 Revision of Theory

CONTENT DETAILS

Dictation @ 50 wpm from a simple/general Malayalam passage containing 350 wpm and transcribe the same into long hand correctly within 90 minutes. Knowledge of shorthand theory (Arul System)—transcription from shorthand manuscript to Malayalam and from Malayalam to Shorthand.

SCHEME OF EXAMINATION

At the end of the 6th semester, there will be an examination as the same standard which will be equivalent to the Kerala Government Technical Examination Lower Grade. The examination will consist of two sections as Section -A and Section -B. Separate Answer Books should be used for answering Section A and Section B

SHORTHAND MALAYALAM – 50 W.P.M.**Section A**

Time for dictation :7 Minutes

Time for transcription : 1Hr.30mts.

Maximum Marks:50

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. The candidate who make more than 5% of mistakes in the transcription will be deemed not to have attained the required standard.

Section B—Theory**Time: 1 hour****Max.Marks :50**

I	First 10 questions should be answered in One or two sentences	10 marks (10x1)
II	Short questions on any three out of five questions	6 marks (3x2)
III	Short notes any three out of four questions	9 marks (3x3)
IV	Outline of words/Phrases	5 marks
V	Translation into Malayalam from shorthand	10 marks
	Matter about 200 words	
VI	Translation from shorthand to Malayalam about 200 words	10 marks

Total

50marks

The candidate will have to get 40 % marks for Section A and Section B together in order to pass this paper.

SUBJECT TITLE : **TYPEWRITING ENGLISH- S&M-II**
SUBJECT CODE : **CP 603**
PERIODS/WEEK ; **4**
PERIODS/SEMESTER : **64 (16X4)**

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Speed practice to maintain a speed of 45 wpm 1.2 Speed practice to attain speed of 50 wpm	12
II	2.1 Typing advanced statistical statement with vertical heading 2.2 Revise the manuscript matters typed in the 5 th semester I.e. 1) Official letter (secretariat, independent body and other Office letters) 2) Demi-Official letter 3) Govt. order	10
III	3.1 Revise other manuscript matters typed in the 5 th semester i.e. 1) Official proceeding 2) Professional letter and personal letter 3) Business letter 3.2 Type Receipts and Payments Account from manuscript	10
IV	4.1 Revised manuscript matters i.e. a) Balance Sheet b) profit loss account and c) Income and expenditure account 4.2 Typing U.O. note , Debit note, credit note	20
V	5.1 Typing legal notice/court notice 5.2 Typing central Govt. letter.	12
		64

OBJECTIVES

UNIT I

- 1.1.0 Perform typing at a speed of 45 wpm
Type the given passage at a speed of 45 wpm
- 1.1.1 Type the manuscript at a speed of 45 wpm
- 1.2.0 perform typing at a speed of 50 wpm
- 1.2.1 Type the given passage at a speed of 590 wpm

UNIT II

- 2.1.0 Type statistical statement with vertical heading
- 2.1.1 From the given manuscript type advanced statistical statement with vertical heading
- 2.2.0 Revise the letters typed in the 5th semester
- 2.2.1 Type official letter (secretariat, independent body and other Govt. Office letter)
- 2.2.2 Type Demi-official letter
- 2.2.3 Type Government order

UNIT III

- 3.1.0 Revise the letters typed in the 5th semester
- 3.1.1 Type Official letter
- 3.1.2 Type professional letter and personal letter
- 3.1.3 Type Business letter
- 3.2.0 Type the form of Receipts and payment account
- 3.2.1 Type Receipts and payment account from manuscript

UNIT IV

- 4.1.0 Type manuscript matters
- 4.1.1 Type Balance Sheet
- 4.1.2 Profit and loss account
- 4.1.3 Income and expenditure account
- 4.2.0 Type form of U.O note, Debit note, credit note
- 4.2.1 Type U.O note from manuscript
- 4.2.2 Type debit note from manuscript
- 4.2.3 Type credit note from manuscript

UNIT V

- 5.1.0 Typing form of legal notice/court notice
- 5.1.1 Type legal notice from manuscript
- 5.1.2 Type court notice from manuscript
- 5.2.0 Type form of central Govt. letter
- 5.2.1 Typing central Govt. letters from manuscript

CONTENT DETAILS

Typewriting @ 45 wpm under stroke system, typing statements with vertical headings and sub-headings, Balance Sheet, profit and loss account, Income and expenditure account, Receipts and payments account into two separate sheets so as to match each other, letters in the prescribed form from confused manuscripts.

SCHEME OF EXAMINATION

At the end of the final year there will be an examination as the same standard of the Kerala Govt. Technical Examination in Typewriting English Higher. It consists of three practical papers-Typewriting practical part I (speed test), Typewriting practical part-II and Typewriting practical part III(viva and practical).

TYPEWRITING ENGLISH (SPEED TEST)

Max. Marks.50

Time 10 minutes

Typewrite on one side of the paper an ordinary printed passage without heading and few figures if necessary and not exceeding three paragraphs, consisting of 2,250 strokes with the minimum capital letters in double line spacing with 10 degrees margin on the left hand and 5 degrees margin on the right. Special attention should be paid to accuracy and neatness of execution.

Note:-

1. Five strokes will be counted as a word. Each depression of character key or the spacebar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift two strokes are counted after every full stop, interrogation sign or exclamation mark.
2. Candidates will not be eligible for pass in this paper if the mistakes exceed 8% (36 words).

TYPEWRITING ENGLISH (MANUSCRIPT)

Max. Marks. 50

Time 2hours 30 minutes

This paper is intended to serve as a test of the candidate's knowledge of spelling, Punctuation, Printer's corrections and common abbreviations and ability to present in proper form of the fair copies for signature.

This paper contains four questions

Type anyone question correctly from manuscript matter covering the following:

- | | | |
|----|---------------------------------------|----|
| I. | (a) Balance Sheet | |
| | (b) Profit and loss account | |
| | © Statement of Income and expenditure | |
| | (d) Receipts and payments account | 20 |

Note:- The question under this part should be typed as two separate sheets with headings and Auditor's Report across both the sheets so as to match properly.

II Manuscript matter of unarranged, rough nature covering any one of the following:

- | | | |
|----|--|----|
| a) | Official letter (from secretariat/other departments) | |
| b) | Demi-official letter | |
| c) | Govt. order | |
| d) | Official proceedings | |
| e) | Professional letter | |
| f) | Business letter | 10 |

III	Display typing such as advertisement, notice, tender notice, programme and invitation with simple ornamental borders.	10
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IV	Any statistical statements with vertical headings	10
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For a pass in typewriting examination, an aggregate minimum of 40% marks is required for speed and manuscript part together I.e. 40/100.

SUBJECT TITLE	: COMPUTERISED FINANCIAL ACCOUNTING
SUBJECT CODE	: CP 604
PERIODS/WEEK	: 8
PERIODS/SEMESTER	: 128(16X8)

TIME SCHEDULE

<u>UNIT</u>	<u>TOPIC</u>	<u>PERIODS</u>
I	1.1 Introduction and start up of TALLY.	15
	1.2 Create company, Account groups, Ledgers.	
	2.1 Accounting vouchers.	
II	2.2 Final accounts, Reports and Audit.	25
	2.3 ODBC server.	
	2.4 Bank reconciliation statement.	
III	3.1 Cost Centers.	25
	3.2 Budgets.	
	3.3 Interest calculation.	
IV	4.1 Inventory Management.	30
	4.2 Inventory vouchers and reports.	
	4.3 Accounts with inventory.	
	4.4 Pricing stock items.	
V	5.1 Duties and taxes.	33
	5.2 VAT.	
	5.3 TDS.	
Total		128

OBJECTIVES

UNIT I

- 1.1.0 Understand creation of company, Account groups and ledgers.
- 1.1.1 Create company.
- 1.1.2 Alter company.
- 1.1.3 Delete company.
- 1.1.4 Select a company.
- 1.1.5 Shut company.
- 1.1.6 Change current period and date.
- 1.1.7 Create alter and delete account groups.
- 1.1.8 Create, display, alter, and delete ledger accounts.
- 1.1.9 Display trial balance.

UNIT II

- 2.1.0 Understand various types of vouchers.
- 2.1.1 List vouchers in TALLY.
- 2.1.2 Identify the function keys for each type of vouchers.
- 2.1.3 Alter, delete, cancel a voucher.
- 2.1.4 Create additional type voucher.
- 2.1.5 Enter the given transactions using appropriate vouchers.
- 2.2.1 Display account books, day books, final accounts, final flow statements, cash book.

- 2.2.2 Enter closing stock.
- 2.2.3 Solve problems on final accounts with adjustments.
- 2.2.4 Rectify accounting errors.
- 2.3.1 Enable ODBC connectivity and solve problems.
- 2.4.1 Prepare bank reconciliation statement.

UNIT III

- 3.1.0 Understand creating, altering, and deleting cost centres.
- 3.1.1 Create, alter, and delete cost categories.
- 3.2.1 Create, alter, and delete budgets.
- 3.2.2 Display budget variance report.
- 3.2.3 Create budget for individual ledger accounts.
- 3.2.4 Create budget fro account groups.
- 3.2.5 Create budget for cost centres.
- 3.2.6 Understand the calculation of interest in different modes.
- 3.2.7 Calculate interest in different.

UNIT IV

- 4.1.0 Understand how to manage inventory.
- 4.1.1 Create, display, alter, delete stock groups.
- 4.1.2 Create, display, alter, delete stock categories.
- 4.1.3 Create, display, alter, delete stock go downs.
- 4.1.4 Create, display, alter, delete stock units.
- 4.2.1 Configure for inventory vouchers.
- 4.2.2 Enter data in inventory vouchers.
- 4.2.3 Enter transactions in stock journal.
- 4.2.4 Create and enter data in manufacturing journal, physical stock journal
- 4.2.5 Solve problems involving inventory reports and statements.
- 4.3.1 Integrate accounts with inventory.
- 4.3.2 Enter transactions and display.
- 4.4.1 Create multiple price list for different classes of customers.
- 4.4.2 Solve problems involving multiple pricelist.

UNIT V

- 5.1.0 Understand the accounting of duties and taxes.
- 5.1.1 Calculate duties and taxes based on item – rate.
- 5.1.2 Calculate duties and taxes based on total sales.
- 5.1.3 Calculate surcharge on tax.
- 5.1.4 Calculate additional duty.
- 5.2.1 Solve problems involving VAT.
- 5.2.2 Solve problems involving TDS.

CONTENT DETAILS

UNIT I

Fundamentals of computerized accounting – features - grouping of accounts - grouping in TALLY - reserved groups - Function keys - procedure of accounting in TALLY - start up TALLY-structure of TALLY screen - methods of maintaining accounts in TALLY - creation, alteration, selection, shutting and deleting the company.

UNIT II

Accounting vouchers-voucher types-corresponding function keys-voucher entry procedures, alter, delete, cancel voucher.

Creating ledger during voucher entry – using automatic calculator – creation of additional voucher types.

UNIT III

Final accounts – Display of account books – Day books – Steps of preparing final accounts, Preparation of balance sheet, Profit & loss account, Trial balance, fund flow statement, cash flow statement, cash book, entering closing stock, final accounts with adjustments – Rectification of errors. TALLY audit features. Open Database Connectivity Server (ODBC)

Bank Reconciliation statement – Steps for preparing Bank Reconciliation statement.

UNIT III

Cost centres – create, alter, delete. Cost categories – create, alter, delete budget for individual ledger accounts, Budget – create, alter, delete.

Budget – variance report. Budget for account groups, cost centers, Interest calculation – steps involved.

UNIT IV

Inventory management – inventory information menu stock groups – creating, displaying, altering, deleting stock groups. Stock categories – Creating, displaying, altering, deleting stock categories. Godowns / locations – Creating, displaying, altering, deleting. Units of measure - Creating, displaying, altering, deleting. Inventory voucher types. Closing stock valuation methods. Inventory vouchers and reports – configuring for inventory vouchers – inventory voucher types. Entering data in vouchers Stock journals, manufacturing journal, Physical stock journal, Inventory reports and statements. Account with inventory. Pricing stock items (Price levels)

UNIT V

Duties and taxes - special points regarding calculation of tax – Methods of Duties and taxes in TALLY – tax or duty based on item rate, on total sales, surcharge on tax, additional duty VAT – concept – computerization specialties – procedures involved – solving problems regarding VAT.

TDS – concept, procedures involved and solving problems regarding tax deducted at source.

REFERENCE BOOKS

1. Systematic approach to computerized accounting - Ramachandran & Sajeev
2. Computer applications – Joy John, G.S. Anilkumar, Johnkutty

SUBJECT TITLE	: PROJECT & SEMINAR (ACCOUNTING PRACTICE)
SUBJECT CODE	: CP 605
PERIODS/WEEK	: 4
PERIODS/SEMESTER	: 64 (16 x 4)

Method of doing Industrial Work

1. Grouping of students (subject to a maximum of 6 in a group)
2. Doing industrial study based work in various organization like banks, insurance companies, joint stock companies, partnership firms, super market, departmental store etc.
3. Study the nature of work in the selected organization
4. Collect various documentary evidences relating to the subject
5. Prepare report on the basis of the documents collected.

The report should consists of: -

- Certificate form the organization
- Preface
- Aims and objectives
- Brief history of the organization
- Existing method followed in accounting
- Various documentary evidence
- Findings

In addition to the above, the report should consists declaration of the student, acknowledgement and certificate of the guide.

6. Prepare specimen forms of the following:-
 - Pay in slip to remit cash to Savings Bank account or Current Account in a Bank.
 - Drawing Demand Draft from a Scheduled/Nationalised Bank.
 - Money order to remit money through post office.
 - C.V. to apply for the post of Secretary/Accountant/C.A. in a Company.
7. Fill up the following applications:-
 - To purchase shares/units of a limited company/bank/mutual fund.
 - Income tax return
 - Income tax statement (Form 16)
 - Application for Pan Card
 - SB Account opening Form of a Bank.

SCHEME OF EVALUATION

Preparatory work of the project will begin in Semester-5 . Evaluation of the project will be made in semester-6 only.

Seminar topics: Latest trends in banking in India, Stock market, Union Budget, Vat, Income tax, Computerisation etc.

List of Faculty who made Contributions to the Curriculum Revision 2006

Sl. No	Name	Designation
1	Shri. Ramesh Babu	Dy. Chief Engineer, TRAC, KSEB
2	Sri. Philip Kurian	Asst. Professor&Head in Charge, NITTTR Extn Centre, Kalamassery
3	Sri. P.S. jayakumar	Head of Section in DCP
4	Sri. Udyan P	
5	Smt. Bindu	
6	Smt. Mini Krishna	
7	Smt. Vanaja	
8	Sri. Ramla Beevi	