

Program : Diploma in Commercial Practice	
Course Code : 6148	Course Title: Malayalam Word Processing
Semester : 6	Credits: 1.5
Course Category: Program Core	
Periods per week: 3 (L:0, T:0, P:3)	Periods per semester: 45

Course Objectives:

- To provide the students with ample training to acquire speed in Malayalam word processing.
- To enable the students to prepare documents in Malayalam.

Course Prerequisites:

Topic	Course code	Course name	Semester
Computer keyboard practice		Word Processing	1 & 2
Microsoft word		Data Entry Operations	4 & 5
Typing various forms of documents		Typewriting Malayalam	5

Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Make use of ISM Publisher software for typing Malayalam on computer keyboard and develop speed @ 15 wpm.	7	Applying
CO2	Develop speed @ 20 wpm in typing Malayalam passages. Create statements, invoices and formatting various letters using ISM software.	8	Applying
CO3	Improves peed in Malayalam typing @ 20 – 25 wpm and formatting Government Order, Circular, proceedings. Experiment with Spread sheet operations.	14	Applying

CO4	Develop speed in Malayalam typing @ 35 wpm. Experiment with Spread sheet operations.	14	Applying
	Series Test	2	

CO - PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	2			3			
CO2				3			
CO3				3			
CO4				3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Make use of ISM Publisher software for typing Malayalam on computer keyboard and develop speed @ 15 wpm.		
M1.01	Make use of ISM Publisher software.	1	Applying
M1.02	Outline the various settings of ISM- selecting script as Malayalam, Keyboard either inscript or typewriter, setting the tune.	2	Applying
M1.03	Develop speed @ 15 wpm by typing simple Malayalam passages.	4	Applying
Contents: ISM Malayalam - Malayalam fonts installation procedure using any word processing software – know Script selection and various settings such as Tune application, Inscript to English Switch, Select Keyboard - Speed Practice @ 15 wpm.			
CO2	Develop speed @ 20 wpm in typing Malayalam passages. Create statements, invoices and formatting various letters using ISM software.		
M2.01	Develop speed @ 20 wpm in typing Malayalam passages.	2	Applying
M2.02	Construct statements and invoices in Malayalam.	2	Applying
M2.03	Construct tables, insert rows and columns, split & merge cells, inserting pictures and Shapes, special characters etc. either in MS Word/Open	2	Applying

	Office Writer.		
M2.04	Construct documents such as official letters like secretariat, independent body, other Government official letters in proper form; and also type business letters.	2	Applying
	Series Test - I	1	
Contents: Speed Practice - Type letters – Statements – Invoices – Create Tables – Insert Rows – Columns – Merge Cells – Split Cells – Delete Tables – Text Direction – Table Properties – Insert Picture – Shapes – Special Characters – Create Documents in proper form – Secretariat – Independent Body – Other Government Official letters.			
CO3	Improve speed in Malayalam typing @ 20 – 25 wpm and formatting Government Order, Circular, proceedings. Experiment with Spread sheet operations.		
M3.01	Apply speed in typing @ 25 wpm.	2	Applying
M3.02	Construct Government Order, Circular, proceedings in ISM.	4	Applying
M3.03	Construct Government Order, D.O. letter, circular, proceedings in proper form.	2	Applying
M3.04	Make use of Spread Sheet operations.	6	Applying
Contents: Speed Practice @ 25 wpm – create Government Order – Circular – Proceedings in proper form. Spread sheet operations – Insert, rename and delete work sheet; Insert and delete rows and columns in worksheet. Modify row height and column width - Formatting cells – Formatting rows and columns – alignment – wrap text & merge and centre.			
CO4	Develop speed in Malayalam typing @ 35 wpm. Experiment with Spread Sheet operations.		
M4.01	Develop speed in typing @ 30 wpm.	2	Applying
M4.02	Build the skill of formatting Display, Tender Notice with ornamental borders.	2	Applying
M4.03	Make use of spreadsheet operations.	4	Applying
M4.04	Develop typing speed @ 35 wpm.	2	Applying
M4.05	Open Ended Experiments.	4	Applying
	Series Test – II	1	
Contents: Speed Practice @ 35wpm in ISM– Design - Display –Tender Notice with ornamental			

boarders – Attain Speed @ 35 wpm. Construct Table, different types of text Page Layout Margins, Orientation, size, print area, Print Titles, Grid lines. Formulae, Auto Sum, Average and Basic arithmetic calculations using cell address, Data Sort, Filter, Advanced filter.

Text / Reference:

T/R	Book Title/Author
T1	Malayalam Typewriting (Speed & Manuscript) - Kala publications, Ernakulam.
R1	Malayalam Typewriting (Speed & Manuscript) - Sanjay Publications, Palakkad.
R2	Malayalam Typewriting (Speed & Manuscript) - Star Publications, Thiruvananthapuram.

Online Resources:

Sl. No	Website Link
1	https://www.youtube.com/watch?v=cRrJcQdJkYE
2	https://www.youtube.com/watch?v=9t8vz3KtqX8
3	http://ranjithkumarak.blogspot.com/p/malayalamtyping.html