

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

1. DURATION OF THE PROGRAMME

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

2. MEDIUM OF INSTRUCTION

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

3. ELIGIBILITY FOR ADMISSION

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

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

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

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

5. INSTRUCTIONAL DURATION

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

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

6. ATTENDANCE

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

6.2 Students with 65 % or more attendance but could not attain 80% of attendance can request for Condonation of attendance on medical grounds and can be

permitted to appear for the examinations by the Head of Institution subject to the remittance of Condonation fee fixed by the Government from time to time as per G.O (MS) No.222/2013/H.Edn, Thiruvananthapuram dated 03/06/2013, along with a medical certificate issued by a Doctor not below the rank of an Assistant Surgeon or approved/ registered medical practitioner

- 6.3 Condonation of attendance is permitted only twice in the entire duration of the programme.
- 6.4 The Head of Institution is authorized to condone shortage of attendance and permit to appear for the examination for the first time only.
- 6.5 The authority for permitting Condonation for the second time is vested with the Joint Director of respective Regional directorate/ DTE The Head of Institution shall forward the request for Condonation to RDTE/DTE along with the supporting documents .
- 6.6 Students who have secured less than 65% attendance are not eligible to apply for “Condonation”, and will not be allowed to appear for the examination under any circumstances and therefore not eligible to be promoted to the next semester. They may seek re-admission and repeat the classes in the subsequent corresponding semester within the validity of registration. Permission for readmission shall be granted by the Joint Director of the respective RDTE/DTE on the recommendation of the Head of the Institution on being satisfied as to the genuineness of the absence.
- 6.7 Students who have shortage of attendance between 65% and 80% must be condoned and will not be permitted to repeat the same semester under any circumstances.

7. CONTINUOUS ABSENCE, REMOVAL FROM ROLLS AND READMISSION

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

7.1 In the case of students seeking readmission /repeat of a semester as per clause 6.6 and 7 attendance for eligibility for appearing to the semester examination shall be counted from the commencement of the semester.

8. ASSESSMENT AND AWARD OF MARKS

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

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

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

8.3.1 ATTENDANCE

Sl. No.	% Of attendance*	Marks to be awarded (Computed for 5 marks)	Marks to be awarded (Computed for 10 marks)
1	Below 65	1	2
2	65 to 69	2	4
3	70 to 79	3	6
4	80 to 89	4	8
5	Above 90	5	10

8.3.2 PRACTICAL

Sl. No.	Criteria	Marks to be awarded
1	Record (Timely submission, Accuracy and Neatness)	40%
2	Attendance*	20%
3	Test	40%

*Only the attendance in the particular subject will be considered.

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

9. SEMESTER EXAMINATIONS

- 9.1 For each course, there will an examination at the end of each semester.
- 9.2 Examinations will be conducted by the Board of Technical Examinations Kerala.
- 9.3 Supplementary Examinations will be conducted along with the respective regular examinations only.
- 9.4 The duration and methodology of conduct of end semester examination for theory and practical subjects is specified along with the course contents.
- 9.5 The Question paper format for theory and practical examinations is specified along with the course contents.
- 9.6 The students are required to keep a record of all their exercises performed in the form of a record book. The record has to be certified by the Head of the Institution. The same has to be presented for the practical examinations. No student will be permitted to attend the practical examination without presenting the bona fide record.

10. MINIMUM MARKS FOR A PASS

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

11. RULES FOR PROMOTION TO THE NEXT SEMESTER.

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

12. CLASSIFICATION OF SUCCESSFUL CANDIDATES.

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

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

FIRST CLASS WITH DISTINCTION

FIRST CLASS

SECOND CLASS

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

12.4 FIRST CLASS WITH DISTINCTION

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

12.5 FIRST CLASS

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

12.6 SECOND CLASS

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

PROGRAMME EDUCATIONAL OBJECTIVES

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

PROGRAMME OUTCOMES

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

**DIPLOMA IN SECRETARIAL PRACTICE
SUBJECTS OF STUDY AND SCHEME OF EVALUATION
SEMESTER - I**

Code	Subject	Periods Per Week	Periods Total	Evaluation (Marks)			
				Theory	Practical	Internal	Total
DSP 1611	COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT - I	5	75	100	-----	25	125
DSP 1612	ACCOUNTANCY - I	5	75	100	-----	25	125
DSP 1613	BUSINESS STUDIES - I	5	75	100	-----	25	125
DSP 1614	SHORTHAND ENGLISH - I	10	150	50	-----	25	75
DSP 1615	TYPEWRITING ENGLISH - I	5	75	-----	50	25	75
DSP 1616	DATA ENTRY OPERATION	5	75	-----	100	25	125
	TOTAL	35	525	350	150	150	650

Subject Title : **COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT – I**
Subject Code : **DSP 1611**
Periods per Week : **5**
Periods per Semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	A Face in the Dark	20
II	The Appointed Day	20
III	Tribute to a Teacher Reading with a Purpose	18
IV	Personality Development	17
	Total	75

COURSE OUTCOME:

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

After completing the course the student will be able to:

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

SPECIFIC OUTCOME

Unit I

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

Unit II

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

Unit III

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

Unit IV

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

CONTENT DETAILS

UNIT – I

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

UNIT - II

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

UNIT – III

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

UNIT – IV

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

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

QUESTION PAPER FORMAT

Duration: 3 hours

Total Marks: 100

The question paper shall be in 4 parts as detailed below.

PART - A:

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

PART - B:

Answer any three questions from the following pattern of exercises, each carrying 5 marks.

- a. Description of persons / places.
- b. Welcome speech / Vote of thanks
- c. Outline story / Picture – story
- d. Introducing a person
- e. Note making
- f. Precise
- g. Completing conversations (3 x 5 = 15)

PART - C: Grammar:

Answer any ten questions out of 13, each carries 2 marks. (10x2=20 marks)
(a tentative list of exercises is attached as under for reference.)

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

PART - D: Answer five questions of 3 marks each from Unit - IV (15 marks)

Subject Title : **ACCOUNTANCY – I**
Subject Code : **DSP 1612**
Period per week : **5**
Period per Semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Introduction to Accounting	17
II	Journals	20
III	Special Journals	18
IV	Ledgers	20
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOMES

UNIT– I

Introduction to Accounting

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

UNIT– II:
Journals

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

UNIT– III
Special Journals

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

UNIT– IV

Ledgers:

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

CONTENT DETAILS

UNIT-I

Accounting – importance – Double entry book keeping –meaning- advantages- Fundamental Rules .

UNIT- II

Types of Accounts – Journal – Preparation of Accounts

UNIT – III

Special Journals – Day Books – Returns Books – Debit and Credit Notes – Cash Book – Types of Cash Book

UNIT – IV

Ledger – Posting and Balancing – Different types of Ledger

QUESTION PAPER FORMAT

Duration of examination : 3 hrs Maximum Marks : 100

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

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

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

Reference books: -

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

Subject Title : **BUSINESS STUDIES – I**
Subject Code : **DSP 1613**
Period per week : **5**
Period per semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Introduction to Management	17
II	Business Ethics	20
III	Introduction to Economics	18
IV	Entrepreneurship	20
	TOTAL	75

COURSE OUTCOME

1. Students can explain the principles of management and define dimensions of business environment
2. Students can explain responsibilities of business to various interest groups
1. Student can explain the basic concepts of Economics.
2. Students can appreciate the role of an entrepreneur.

SPECIFIC OUTCOME

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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

CONTENT DETAILS

UNIT – I

Management - concept, objectives and importance-Management as Science, Art and Profession-Levels of management-Management functions - planning, organising, staffing, directing and controlling-Coordination - concept, characteristics and importance-Principles of Management - concept, nature and significance-Fayol's principles of management-Taylor's Scientific Management - principles and techniques-Business Environment - concept and importance-Dimensions of Business Environment - Economic, Social, Technological, Political and Legal-Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India.

UNIT - II

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

UNIT - III

Economics- introduction-Factors of production-Land - Labor – Capital – Organisation - Production and cost - Production function - Total Product - Marginal Product - Law of diminishing Marginal Product.

UNIT - IV

Entrepreneurship- Introduction - Meaning of entrepreneurship- Characteristics - Functions of Entrepreneurship in relation to Economic Development – Need for Entrepreneurship - Roles and functions of entrepreneurs in relation to the enterprise- Differences between Entrepreneurship & Management.

QUESTION PAPER FORMAT

Duration of examination : **3 hrs** **Maximum Marks** : **100**

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

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

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

Reference:

(1) NCERT Text Book for Class XII (BUSINESS STUDIES)

(2)A Text book on “*Corporate Governance, BusinessEthics, Knowledge & Management*”
by Dr. Manoharan Nair & Mr. P.S Devakumar

(3) Text Book for Business Studies, CBSE class XII

Subject Title : **SHORTHAND ENGLISH – I**
Subject Code : **DSP 1614**
Periods Per Week : **10**
Periods Per Semester : **150**
Marks : **75**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Introduction to Shorthand. Phonography, Consonants, Vowels, Alternatives for R & H, Diphthongs	35
II	Phraseography, Circle S and Z, Large Circles.	40
III	Loop St, Str, Revision - Initial hooks, Alternative forms, Circle or Loop to initial hooks.	35
IV	N and F hooks, Circle and Loops to final hooks, Shun hook, Aspirate	40
	TOTAL	150

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT - I

Introduction to Shorthand

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

Consonants and vowel signs

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

Intervening Vowels and Grammalogues

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

Apply the alternative forms of R and H

- 1,17 Define the principles of using two forms of R & H
- 1.18 Illustrate R & H principles
- 1.19 Application of R & H principles

Use of Diphthongs

- 1.20 Define diphthongs and triphones
- 1.21 Identify the 4 diphthongs and their places

1.22 Practice words with diphthongs, joined diphthongs and triphones

1.23 Understand the principles for the use of initial "W" sound and practice the exercises covering "W"

UNIT - II

Define phraseography, state the qualities of good phraseogram

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

Recognise the large circles

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

UNIT - III

Recognise the loops 'ST' and 'STR'

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

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

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

Understand Circle or loop preceding initial hooks

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

UNIT - IV

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

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

Explain the principles covering shun hooks

- 4.5 Explain Shun following circle S and NS and Shun Hook Medially.

- 4.6 Practice the exercises on shun Hooks.
- 4.7 Recognize the various forms of Aspirate in shorthand.
- 4.8 Practice exercises covering aspirate.

CONTENT DETAILS

UNIT - I

Introduction to Shorthand

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

Consonants and vowel signs

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

Intervening Vowels and Grammalogues

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

Apply the alternative forms of R and H

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

Use of Diphthongs

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

UNIT - II

Define phraseography, state the qualities of good phraseogram

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

Recognise the large circles

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

the exercises covering large circles.

UNIT - III

Recognise the loops 'ST' and 'STR'

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

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

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

Understand Circle or loop preceding initial hooks

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

UNIT - IV

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

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

Explain the principles covering shun hooks

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

QUESTION PAPER FORMAT

Duration : 2 Hrs.

Total Marks : 50

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

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

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

Fill in the blanks (five questions), each carries 1 mark (5 x 1 = 5)

Write shorthand outlines for the given ten words, each outline carries ½ marks. (10 x ½ = 5)

Write the shorthand passage into longhand (10 marks)

Write the longhand passage into shorthand (10 marks)

Resource Book :- PITMAN SHORTHAND INSTRUCTOR AND KEY

Subject Title : **TYPE WRITING ENGLISH – I**
Subject Code : **DSP 1615**
Periods Per Week : **5**
Periods Per Semester : **75**
Marks : **75**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Introduction to typewriting machine.	18
II	Fingering of keys	17
III	Syllabification	20
IV	Typing practice	20
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOM E

UNIT - I

- 1.1 Introduction of typewriting preliminaries to keyboard mastery; identifying the machine make and its classifications
- 1.2 Practice standard sitting posture
- 1.3 Understanding correct operations
- 1.4 Practice touch system - Depression of keys; Rhythm, Home keys
- 1.5 Practice calculation of speed.
- 1.6 Identification of parts .
- 1.7 Familiarisation of keyboard .

UNIT – II

- 2.1 Practice second row and third row combined.
- 2.2 Familiarization of first, second and third row combined .
- 2.3 Keyboard mastery of the top row, Shift Keys & Shift Lock, Combination sign and characters.

UNIT – III

- 3.1.Familirasation of short passages.
- 3.2 Acquire speed @10 wpm.
- 3.3 Familiarize rules of punctuations.
- 3.4 Understand punctuations and syllabification.

UNIT – IV

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

CONTENT DETAILS

UNIT - I

Familiarising with Keyboard.

History of typewriting preliminaries to keyboard mastery; make and its

Classifications - sitting posture - essentials its correct operations – touchsystem - Depression of keys, Rhythm, Home keys - calculation of speed. - Identify the visible parts of typewriting machine - keyboard and its connections. - Practicing home Keys and extra Keys-G & H.

UNIT – II

Practicing second row and third row combined. (Drill exercises). - Practicing first, second and third row combined (Drill exercises). - Keyboard mastery of the top row, Shift Keys & Shift Lock, sign and characters.

UNIT – III

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

UNIT – IV

Practice A to Z and reverse. - Practice to attain speed on sentences and paragraphs @ 10 wpm.

QUESTION PAPER FORMAT

Duration: 10 minutes

Total Marks: 50

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

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

Reference Books:-

- | | | |
|-----------------|---|---------------------|
| 1) Budget Books | - | Kala Publications |
| 2) “ | - | Sanjay Publications |
| 3) “ | - | Bhagavan Associates |
| 4) “ | - | Star Publications |

Subject Title : **DATA ENTRY OPERATION**
Subject code : **DSP 1616**
Periods Per Week : **5**
Periods Per Semester: **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Introduction to computer	15
II	Softwares	15
III	Operating System Fingering Speed practice.	25
IV	Printing and Scanning	20
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT I

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

UNIT II

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

UNIT III

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

UNIT IV

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

CONTENT DETAILS

UNIT I

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

UNIT II

Computer Languages - High level and Low level - System software - Application software - Operating systems - Windows and Linux based OS s - Free software - Importance - Networking

UNIT III

Folder - Creation – copy – cut – paste – rename - delete - set attributes - Files - Creation save - save as - copy – cut – paste – rename – delete - set attributes etc. - Trash and Recycle bin – familiarize - restore data - Fingering and speed practicing using software

UNIT IV

Printers - types – dotmatrix – inkjet – laserjet – sharing – printing methods - Digital/Desktop Printing- Scanners - scanning – editing – saving (jpg & pdf) documents – photographs – crop – resize – add text - saving as .jpeg, .bmp, .gif - Fingering and speed practicing using software

QUESTION PAPER FORMAT

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

Part A-Speed Test.

Marks: 50

Duration: 10 Minutes

Students will Type an English passage using a keyboard software at a speed of 4500 key impressions per hour. The keyboard software can evaluate the speed. Marks will be awarded accordingly.

Part B: Practical Test

Marks: 50

Duration: 30 Minutes

Students will create two tasks, a sample list attached. Students will have to create the tasks within **30 Minutes**. Each task carry 25 marks

Tasks

Writing of CD, Copying any file to Thumb drive

Scanning any document, saving the same, printing the same.

Reference Books : **COMPUTER FUNDAMENTALS By Pradeep K. Sinha and Priti Sinha**

**DIPLOMA IN SECRETARIAL PRACTICE
SUBJECTS OF STUDY AND SCHEME OF EVALUATION
SEMESTER – II**

Code	Subject	Periods Per Week	Periods Per Semester	Evaluation (Marks)			
				Theory	Practical	Internal	Total
DSP 1621	Communicative English & Personality Development - II	5	75	100	-----	25	125
DSP 1622	Accountancy - II	5	75	100	-----	25	125
DSP 1623	Business Studies - II	5	75	100	-----	25	125
DSP 1624	Shorthand English - II	10	150	100	-----	25	125
DSP 1625	Typewriting English - II	5	75	-----	100	25	125
DSP 1626	Word Processing English - I	3	45	-----	75	25	100
DSP 1627	Desk Top Publishing (DTP)	2	30	-----	100	25	125
	Total	35	525	400	275	175	850

Subject Title : **COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT – II**
Subject Code : **DSP 1621**
Period Per Week : **5**
Periods Per Semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	The Happy Prince	20
II	Qualities to be Developed	20
III	My schooldays Poem : I shall not live in vain	18
IV	Social Skills Development	17
	TOTAL	75

COURSE OUTCOME:

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

After completing the course the student will be able to :

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

- ✓ Understand the concept of ‘Identity Crisis’ and its resolution, and management of stress.

SPECIFIC OUTCOME:

UNIT – I

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

UNIT – II

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

UNIT – III

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

Unit – IV

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

4.5 Stress Management

CONTENT DETAILS

UNIT – I

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

UNIT – II

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

UNIT – III

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

UNIT – IV

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

RESOURCES :-

1. Course Book for English (SITTR)
2. **Psychology** Text for class **XI & XII** published by NCERT

QUESTION PAPER FORMAT

Duration: 3 hours

Total Marks : 100

The question paper shall be in 4 parts as detailed below.

PART A:

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

PART B:

Answer any 5 questions out of 8, each carrying 5 marks from the following.

- 1 Expanding proverbs (2 choices)
- 2 Letter of application / letter of complaint
- 3 Personal letter / official letter
- 4 Essay (some points may be given)
- 5 Advertisement / Notice
- 6 Memo / e-mail
- 7 Telephone conversation
- 8 Reports (5 x 5 = 25)

PART C : Grammar

Answer any ten questions, each carrying 2 marks

(10x2=20 marks)

(a tentative list of exercises attached as under for reference)

- 1 Editing : articles, determiners, verb pattern/concord
- 2 Tenses
- 3 Homophones / homonyms
- 4 Active / passive voice
- 5 Direct / indirect speech
- 6 Relative clauses / conditional clauses
- 7 Prepositions
- 8 Asking questions
- 9 Changing sentences from one form to another.
- 10 Choosing correct words from brackets

PART D :

Answer 3 questions of 5 marks each from Unit - IV

(15 marks)

Subject Title : **ACCOUNTANCY – II**
Subject Code : **DSP1622**
Periods per week : **5**
Periods per Semester: **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Bank Reconciliation Statement	17
II	Trial Balance and Preparation of Final Accounts without adjustment	18
III	Preparation of Final Accounts with adjustment	20
IV	Journal Proper	20
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOMES:

UNIT – I

Bank reconciliation statement:

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

UNIT – II

Trial Balance:

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

UNIT – III

Preparation of Final Accounts with adjustment

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

UNIT – IV

Journal Proper

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

CONTENT DETAILS

UNIT – I

Bank Reconciliation Statement – Cash Book and Pass Book entries – Causes of disagreement between cash book and pass book balance – Bank overdraft

UNIT – II

Trial Balance – Objectives and features – Capital and Revenue Expenditure – Deferred revenue expenditure – Trading Account – Profit and Loss account – Valuation of closing stock – Balance sheet.

UNIT – III

Final accounts with adjustments – Outstanding expenses – prepaid expenses – unearned income – reserve for bad and doubtful debts – reserve for discount on debtors and creditors – depreciation – interest on capital and drawings.

UNIT – IV

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

QUESTION PAPER FORMAT

Duration of examination: 3 hrs

Maximum Marks : 100

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

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

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

Reference Books :

- i. Advanced Accountancy Vol.1 - R. L. Gupta and M. Radhaswamy
- ii. Advanced Accounts - M. C. Shukla & T.S. Grewal
- iii. Double Entry Book Keeping - J. R. Batliboi
- iv. Principles of Accounting - N. Balakrishnan Nair
- v. Double Entry Book Keeping - T. S. Grewal
- vi. Introduction to Accountancy - R. L. Gupta and V. K. Gupta
- vii. Financial Accounting - P. C. Tulsian
- viii. Accountancy II - P. K. Lazar.

Subject Title : **BUSINESS STUDIES –II**
Subject Code : **DSP 1623**
Period per Week : **5**
Period per Semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Commerce & E-Commerce	20
II	Forms of Business Organization	18
III	Banking	20
IV	Negotiable Instruments	17
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT – I

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

- 1.10. List out the Advantages & disadvantages of E-Commerce.
- 1.11. State various types of E-Commerce

UNIT - II

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

UNIT – III

- 3.1. Explain Meaning of Banking
- 3.2. Define Banking.
- 3.3. List out the Functions of Commercial Banks.
- 3.4. Explain Central Bank.
- 3.5. Point out the Functions of Central Bank.
- 3.6. Describe the Different kinds of Bank Accounts.
- 3.7. Narrate the Procedure for opening a Bank Account.
- 3.8. List out the Modern Services of Banks.

UNIT - IV

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

CONTENT DETAILS

UNIT- I

Commerce - importance of commerce - Trade - Home Trade - Wholesale Trade - Retail Trade - Foreign Trade – Import trade- Export Trade- Entrepot Trade - Industry-Extractive Industry-Genetic Industry-Manufacturing Industry-Constructive Industry- E-Commerce – Difference between E-commerce and Traditional commerce -Advantages & disadvantages of E-Commerce-- B2B - B2C – B2G – B2E.

UNIT- II

Business Organizations-forms--Sole Proprietorship-features-Partnership-meaning-defition-features-Partnership Deed-contents-Joint Stock Company-Definition-features – Types-Public Company-Private company-Govt.Company-Co-operative Society-definition-features-Types.

UNIT- III

Banking-. Meaning –definition- Functions of Commercial Banks –Primary functions-secondary function- Central Bank- Functions –Bank Accounts-Savings - Current-Fixed – Recurring- Procedure for opening a Bank Account- Modern service of Banks

UNIT- IV

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

QUESTION PAPER FORMAT

Duration of examination : **3 hrs** **Maximum Marks** : **100**

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

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

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

Reference books :

1. Banking Theory and Practice - Clifford Gomez
2. E-Commerce-Fundamentals and applications-Henry Chan etc. - Wiley India
3. Elements of Commerce - M. C. K. Nambiar
4. A Text Book of Commerce - Sinha and Mughali

Subject Title : **SHORTHAND ENGLISH – II**
Subject Code : **DSP 1624**
Periods per week : **10**
Periods per Semester: **150**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Application of R, L & SH. Compound consonants	38
II	Halving & Doubling principles.	37
III	Prefixes, Suffixes, Contractions and Figures	38
IV	Essential vowels & Special Contractions.	37
	TOTAL	150

COURSE OUTCOME

Students will be able to explain

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

SPECIFIC OUTCOME

UNIT –I

Upward and downward R

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

UNIT-II

Understand Halving Principle.

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

UNIT-III

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

UNIT IV

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

CONTENT DETAILS

UNIT –I

Upward and downward R

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

UNIT-II

Understand Halving Principle.

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

UNIT-III

Understand Medial Semicircle.- . Define medial semicircle- . Explain the principles of Medial W and practice the exercises - . List out Prefixes.- . Explain prefix.

. State the meaning of prefix- . Explain the principles of various prefixes and practice exercises. - . List out Suffixes.- . State the meaning of suffix.- . Explain the various suffixes and practice exercises.- . Explain General Contractions. - Understand the contractions.- . Practice exercise covering contractions.- . Outline Figures.- ategorize the various principles of figures and various monitory symbols - Practice exercises covering figures.

UNIT IV

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

QUESTION PAPER FORMAT

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

PART - A – Speed.

Max Marks: 50

Duration : Dictation: 7 minutes, Transcription : 1 hour 30 minutes

Question consists of a passage containing 400 words and simple letter of 160 words to be dictated at 80 wpm.

PART – B - Theory.

Max. Marks : 50 (split up detailed below)

Duration : 2 hours.

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

	TOTAL = 50
	=====

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

Resource book :

Pitman Shorthand Instructor with Key.

Reference Books:

- 1) Graded Dictation Exercises – Bhagavan Associates.
- 2) Speed Builders – Bhagavan Associates

Subject Title : **TYPEWRITING ENGLISH – II**
Subject Code : **DSP 1625**
Periods Per Week : **5**
Periods Per Semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Mechanism of typewriter	18
II	Development and centering	18
III	Typing of Documents.	19
IV	Speed practice.	20
	TOTAL	75

COURSE OUTCOME

1. Student will be able to type systematically in typewriter Keyboard at 30 wpm
2. Student will be introduced to various document formats used in different offices.
3. Students will be able type documents in desired formats.

SPECIFIC OUTCOME

UNIT – I

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

UNIT – II

- 2.1 Practice speed typing.
- 2.2 Understand various manuscripts

UNIT - III

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

UNIT – IV

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

CONTENT DETAILS

UNIT – I

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

UNIT – II

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

UNIT - III

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

UNIT – IV

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

QUESTION PAPER FORMAT

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

Part A - SPEED

Marks : 50

Duration: 10 minutes

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

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

Part B - MANUSCRIPT

Marks : 50 (detailed split up mentioned below)

Duration : 1½ Hours

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

<u>Topics</u>	<u>Marks</u>
1. Statement	10
2. Official letters , business letters with carbon copy	15
3. Government Orders/Notification	15
4. Display / Advertisement	10
TOTAL	----- 50 =====

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

Reference:-

1. Typewriting Speed Book (of different publications)
2. Typewriting Second Paper Book (of different publications)

Subject Title : **WORD PROCESSING ENGLISH - I**
Subject code : **DSP 1626**
Periods Per Week : **3**
Periods Per Semester : **45**
Marks : **100**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Creation of Documents using MS Word.	12
II	Formatting the Documents and Typing practice.	11
III	Creating Tables.	11
IV	Power Point.	12
	TOTAL	45

COURSE OUTCOME

1. Student can type systematically using computer Keyboard.
2. File management in any word processing software (MS word/Open office.Org).
3. Formatting the document.
4. Students can create documents like Tender notice, Circular, Government Order , Notification, Memo, D.O. Letter ,U.O. Note, Invitation with ornamental borders, Advertisement with ornamental borders, Letter to the Editor, Secretariat letters.

SPESIC OUTCOME

UNIT – I

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

UNIT – II

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

UNIT – III

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

UNIT – IV

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

CONTENT DETAILS

UNIT – I

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

UNIT – II

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

UNIT – III

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

UNIT – IV

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

QUESTION PAPER FORMAT

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

Part A-Speed Test

Marks :25

Duration: 10 Minutes.

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

Part B-Word Processing

Marks : 25

Duration: 30 Minutes

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

- i. Tender Notice
- ii. Circular
- iii. Government Order
- iv. Notification
- v. Memo
- vi. D.O. Letter
- vii. U.O. Note
- viii. Invitation with ornamental boarders
- ix. Advertisement with ornamental boarders,
- x. Letter to editor
- xi. Secretariat letters
- xii. Create slides using Power point presentation.

Subject Title : **DESK TOP PUBLISHING (DTP)**
Subject Code : **DSP 1627**
Periods per Week : **2**
Periods per Semester : **30**
Marks : **125**

TIME SCHEDULE

UNITS	TOPICS	PERIODS
I	Introduction to Desk Top Publishing	8
II	Creating a New document with PageMaker	7
III	Working with Text in PageMaker	8
IV	Handling Pages	7
	TOTAL	30

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT – I

- 1.1 Understand Desk Top Publishing
- 1.2 Familiarise with Hardware requirements
- 1.3 Familiarise with Software requirement
- 1.4 Describe various DTP softwares
- 1.5 Understand other applications supporting DTP
- 1.6 Understanding graphic file formats

1.7 Understanding fonts & colours

1.8 State the differences between Screen colours (RGB) and Printer Colours (CMYK)

UNIT - II

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

UNIT - III

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

UNIT - IV

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

CONTENTS DETAILS

UNIT – I

Desk Top Publishing - Hardware requirement - Scanners - Printers - Software requirement - DTP software - Page maker – InDesign – CorelDraw - Photoshop - other applications for supporting DTP - Text Editors - Word Processors - Vector Illustration Applications or Drawing Applications - Bitmap Image Editing Applications - graphic file formats - Vector Graphics and Raster Graphics - Half tone Images - fonts - Serif and Sans

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

UNIT - II

Starting PageMaker - Creating a New document - Built-in PageMaker template - Document Setup - Page sizes - Page dimensions - Page Orientation - margins -double sided and single sided- facing pages - starting page number - number of pages - Page number style - Save and Save As - file location - Closing the Publication - reverting publication - opening file - quitting PageMaker - PageMaker Workspace - Title Bar - Rulers - Paste board - scroll bars - Tool Box in PageMaker and understanding their usages - Pointer tool - Text tool - Rotate tool - Crop tool - Oblique Line tool – Constrained Line tool - Box tool - Circle tool - Frame Tool - Polygon tool - Hand tool.

UNIT - III

PageMaker- Text - creation – selection – edit – deletion - copy - move - Character level formatting - Fonts - Font size - Font type styles - Superscript – Subscript - case - Scaling - Tracking - leading – kerning -. Alignments - Left alignment - Centre Alignment - Right Alignment – Justified - Paragraph level formatting - Indentation - Paragraph spacing - Tabs – Hyphenation - Drop Caps - Story editor - Spelling - Find and change - Styles - Creating - modifying - deleting - Importing other documents to PageMaker - Manual flow - Auto flow

UNIT - IV

Pages -Inserting – Deleting - locating – View - Zoom in – Zoom out - Sorting - Master Page.

- columns - Space between columns -Other Tools in tool Boxes - Drawing and editing of lines and other shapes - Stroke sizes - Stroke types - Filling style of boxes - circulars and polygons - Images - scanning - resolution – format - Bitmap images - Jpeg images - GIF images - Tiff images - PNG images - Importing images - resizing images - positioning images - Color and Half tone images - objects - Bring to front - Send to back - wrapping text - guides and rulers - view and hide ruler - change measurement system - snap to grid - snap to ruler - lock guide - colors - Spot color - Tint Color - Process color - Control Palette – show – hide –manipulating shapes & objects - character mode - paragraph mode - object mode - Photoshop – File creation - picture scanning –picture cropping – Image size setting – Picture saving with various formats.

Tasks :

Layout of Books, Magazines, News papers - Design Brochures - Creating Greeting Cards - Creating Advertisements - Data entry.

QUESTION PAPER FORMAT

Max. Marks:100

Duration: 45 Minutes

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

- 1 Tables
- 2 Layout of Books
- 3 Layout of Magazines
- 4 Design Brochures
- 5 Greeting Cards
- 6 Advertisements
- 7 Layout of news papers

**DIPLOMA IN SECRETARIAL PRACTICE
SUBJECTS OF STUDY AND SCHEME OF EVALUATION
SEMESTER - III**

Code	Subject	Periods Per Week	Periods Total	Evaluation (Marks)			
				Theory	Practical	Internal	Total
DSP 1631	BUSINESS COMMUNICATION	3	45	100	-----	25	125
DSP 1632	SHORTHAND ENGLISH - III	10	150	100	-----	50	150
DSP 1633	SHORTHAND MALAYALAM - I	4	60	50	-----	25	75
DSP 1634	INFORMATION COMMUNICATION TECHNOLOGY	3	45	-----	50	25	75
DSP 1635	TYPEWRITING ENGLISH - III	5	75	-----	100	25	125
DSP 1636	TYPEWRITING MALAYALAM - I	5	75	-----	50	25	75
DSP 1637	COMPUTERISED FINANCIAL ACCOUNTING	5	75	-----	100	25	125
	TOTAL	35	525	250	300	200	750

Subject title : BUSINESS COMMUNICATION
Subject code : **DSP 1631**
Periods per week : **3**
Periods of semester : **45**
Marks : **125**

TIME SCHEDULE

UNITS	TOPICS	PERIODS
I	Communication	10
II	Correspondence	10
III	Office Correspondence	13
IV	Business Letters	12
	Total	45

COURSE OUTCOME

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

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

SPECIFIC OUTCOME

UNIT – I – COMMUNICATION

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

UNIT- II – CORRESPONDENCE

- 2.1. Familiarize the term ‘correspondence’.
- 2.2. Understand different types of correspondence.

- 2.3. Distinguish between Private and Commercial correspondence.
- 2.4. Attain the skill to Draft application for jobs, Personal letter etc.

UNIT – III - OFFICE CORRESPONDENCE

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

UNIT – IV - BUSINESS LETTERS

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

CONTENTS DETAILS

UNIT – I – COMMUNICATION

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

UNIT- II – CORRESPONDENCE

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

UNIT – III - OFFICE CORRESPONDENCE

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

UNIT – IV - BUSINESS LETTERS

Parts of a business letter - Letter of enquiry - offers and quotations- Letter of complaint and adjustment letter -Collection letters (3 stages - reminder, inquiry and warning)- Circular letters

QUESTION PAPER FORMAT

Duration of examination: 3 hrs

Maximum Marks: 100

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

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

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

Reference Books:

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

Subject Title : **SHORTHAND ENGLISH - III**
Subject Code : **DSP 1632**
Periods per week : **10**
Periods per Semester : **150**
Marks : **150**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Advanced Phraseography & Intersections,	35
II	Shipping, Railway, and Legal Phrases.	35
III	Theological Phrases and Special list of words.	40
IV	Revision of Contraction, Intersection & advanced phrases.	40
	TOTAL	150

COURSE OUTCOME

Students will be able to explain

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

SPECIFIC OUTCOME

UNIT - I

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

UNIT - II

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

UNIT-III

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

UNIT-IV

- 4.1 Acquire speed @ 105 wpm.

CONTENT DETAILS

UNIT - I

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

UNIT - II

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

UNIT-III

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

UNIT-IV

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

QUESTION PAPER FORMAT

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

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

Max. Marks: 50

Time: Dictation : 7 minutes
Transcription : 1 hour 30 minutes

PART – B : THEORY

Max. Marks: 50 (split up of marks detailed below)

Duration : 1 Hour 30 Minutes

Answer any 5 questions out of 7 each carrying 2 marks from Unit- I (5 x 2 = 10 Marks)

Write 10 shorthand outlines from Advanced Phrases and important words, each question carries one mark. (10 x 1= 10 Marks)

Transcription of a longhand passage into shorthand, carry 15 marks (1 x 15= 15 Marks)

Transcription of lithographed shorthand matter into longhand(15 marks) (1 x 15= 15 Marks)

Total 50 Marks

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

Resource book:

Pitman Shorthand Instructor with Key.

Reference Books:

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

Subject Title : **SHORTHAND MALAYALAM – I**
Subject Code : **DSP 1633**
Period Per Week : **4**
Period Per Semester : **60**
Marks : **75**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	വൃണ്ണന രേഖകൾ - രേഖാബന്ധങ്ങൾ - പദരേഖാ സ്ഥാനങ്ങൾ സ്വരങ്ങൾ - പ്രത്യയങ്ങൾ,	15
II	ഹ്രസ്വ രേഖകൾ - വൃത്തങ്ങൾ.	15
III	ഹുക്കുകൾ	15
IV	ആവർത്തന വാക്ക് - വാക്കുകൾ ചുരുക്കി എഴുതേ വിധം.	15
	TOTAL	60

COURSE OUTCOME

അരൂൾ സിസ്റ്റം മലയാളം ചുരുക്കെഴുത്ത് പാഠപുസ്തക പ്രകാരം മലയാളം ചുരുക്കെഴുത്ത് എഴുതുവാൻ വേ രേഖകളും അടയാളങ്ങളും എഴുതേ നിയമങ്ങളും രീതികളും പഠിക്കുവാൻ കഴിയുന്നു,

- ചുരുക്കെഴുത്തിന്റെ ആവശ്യകത
- വൃണ്ണന രേഖകൾ തിരിച്ചറിയൽ
- സ്വരങ്ങൾ ഉപയോഗിക്കൽ
- ഇരട്ടയക്ഷരങ്ങൾ പരിശീലിപ്പിക്കൽ
- രേഖകൾ അല്ലാതെ ചുരുക്കെഴുത്തിൽ ഉപയോഗിക്കുന്ന അടയാളങ്ങൾ പരിശീലിപ്പിക്കൽ ,
- രേഖകളെ അർദ്ധപ്പെടുത്തിയും ചുരുക്കിയും എഴുതുവാൻ പരിശീലിപ്പിക്കൽ
- വേഗത കൂട്ടി എഴുതുവാൻ പരിശീലനം,

SPCIFIC OUTCOME

UNIT – I

1.1. വൃണ്ണന രേഖകൾ - രേഖാബന്ധങ്ങൾ - പദരേഖാ സ്ഥാനങ്ങൾ

ര റ രേഖകൾ, ഹ രേഖകൾ അതിവര ഘോഷങ്ങൾ -

ഇരട്ട സ്വരങ്ങൾ - മൂന്നു സ്വരങ്ങൾ - വകാര ചിഹ്നങ്ങൾ - പ്രത്യയങ്ങൾ,

UNIT – II

ഹ്രസ്വ് രേഖകൾ - ഹ്രസ്വ രേഖാ നിയമങ്ങൾ - സ ശ ഷ രേഖകൾ സ്വ സെസ്സ് വൃത്തങ്ങൾ സ്റ്റ സ്റ്റർ വൃത്തങ്ങൾ - സർവ്വ സാർവ്വ എന്നിവ,

UNIT – III

ഹുക്കുകൾ (ആദ്യം അന്ത്യം) ഫർ വർ തർ വിവിധരൂപങ്ങൾ = ഹുകോടുകൂടി വൃത്തങ്ങൾ എഴുതുന്ന രൂപങ്ങൾ = ര റ രേഖകൾ ല ല രേഖകൾ ഷ ഴ രേഖകൾ

UNIT – IV

റ്റർ ഡർ കം കോം കോൺ - ആവർത്തന വാക്ക് - വാക്കുകൾ ചുരുക്കി എഴുതേ വിധം - അദ്ധ്യായം 48 വരെ പരിശീലിപ്പിക്കൽ,

CONTENT DETAILS

UNIT – I

വൃത്തജ്ഞന രേഖകൾ - രേഖാബന്ധങ്ങൾ - പദരേഖാ സ്ഥാനങ്ങൾ - ര റ രേഖകൾ, ഹ രേഖകൾ അതിവര ഘോഷങ്ങൾ -ഇരട്ട സ്വരങ്ങൾ - മൂന്നു സ്വരങ്ങൾ - വകാര ചിഹ്നങ്ങൾ - പ്രത്യയങ്ങൾ,

UNIT – II

ഹ്രസ്വ് രേഖകൾ - ഹ്രസ്വ രേഖാ നിയമങ്ങൾ - സ ശ ഷ രേഖകൾ സ്വ സെസ്സ് വൃത്തങ്ങൾ സ്റ്റ സ്റ്റർ വൃത്തങ്ങൾ - സർവ്വ സാർവ്വ എന്നിവ,

UNIT – III

ഹുക്കുകൾ (ആദ്യം അന്ത്യം) ഫർ വർ തർ വിവിധരൂപങ്ങൾ = ഹുകോടുകൂടി വൃത്തങ്ങൾ എഴുതുന്ന രൂപങ്ങൾ = ര റ രേഖകൾ ല ല രേഖകൾ ഷ ഴ രേഖകൾ

UNIT – IV

റ്റർ ഡർ കം കോം കോൺ - ആവർത്തന വാക്ക് - വാക്കുകൾ ചുരുക്കി എഴുതേ വിധം - അദ്ധ്യായം 48 വരെ പരിശീലിപ്പിക്കൽ,

QUESTION PAPER FORMAT

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

Duration : 1 hour.

Maximum Marks : 50

- | | | |
|------|---|---------------------|
| I. | 2 മാർക്ക് വീതമുള്ള 5 ചോദ്യങ്ങൾക്ക് രണ്ടോ മൂന്നോ വാചകത്തിൽ ഉത്തരമെഴുതൽ | (2 X 5) 10 മാർക്ക് |
| II. | 5 മാർക്ക് വീതമുള്ള തന്നിരിക്കുന്ന 4 ചോദ്യങ്ങളിൽ ഏതെങ്കിലും 2 എണ്ണത്തിനെക്കുറിച്ച് വിവരിക്കൽ | (5 X 2) 10 മാർക്ക് |
| III. | വിട്ടുപോയ ഭാഗം പൂരിപ്പിക്കുക
(5 ചോദ്യങ്ങൾ) | (1 X 5) 5 മാർക്ക് |
| IV. | 1 മാർക്ക് വീതമുള്ള 10 മലയാളം വാക്കുകളുടെ ചുരുക്കെഴുത്ത് രൂപം എഴുതൽ, | (1 X 10) 10 മാർക്ക് |
| V. | മലയാളത്തിൽ തരുന്ന ഭാഗം ചുരുക്കെഴുത്തിൽ എഴുതുക. | 10 മാർക്ക് |
| VI. | മലയാളം ചുരുക്കെഴുത്തിൽ തന്നിരിക്കുന്ന ഭാഗത്തെ മലയാളത്തിലേക്ക് വിവർത്തനം ചെയ്യുക. | 5 മാർക്ക് |

ആകെ

50 മാർക്ക്

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Resource Book :

മലയാളം ചുരുക്കെഴുത്ത് പാഠ പുസ്തകം (Arul System) : R. Arulappan.

Subject Title : **INFORMATION & COMMUNICATION TECHNOLOGY**

Subject code : DSP 1634

Periods Per Week : 3

Periods Per Semester : 45

Marks : 75

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Introduction to internet	11
II	Creation of e-mail accounts	11
III	Using search engines	11
IV	Familiarising with online applications	12
	TOTAL	45

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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

CONTENT DETAILS

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

Online application - submission – downloading – saving – copying – Printing the same - Internet Banking - Mobile recharging etc. - scanners – scanning the document - saving the same – copying – printing and sending by e-mail – scanning photographs – edit – uploading – forwarding – saving – copying – printing.

QUESTION PAPER FORMAT

Maximum Marks : **50**

Duration: 30 Minutes

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

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

References :

- 1 www.wikipedia.org
- 2 www.yahoo.com
- 3 www.googlemail.com
- 4 www.blogs.com

Subject Title : **TYPEWRITING ENGLISH – III**
Subject Code : **DSP 1635**
Periods Per Week : **5**
Periods Per Semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Typing of invoice and Speed Practice	17
II	Typing of proceedings.	18
III	Type of memorandum & circulars	20
IV	Typing U.O. Note & Personal Letters.	20
	TOTAL	75

COURSE OUTCOME

1. Student will be able to type systematically @40 wpm.
2. Student will be able to type the different document formats used in various offices.
3. Students can prepare documents in the desired format.

SPECIFIC OUTCOME

UNIT - I

- 1.1 Acquire speed @ 35 wpm
- 1.2 Familiarization of invoice

UNIT - II

- 2.1 Understand typing of proceedings

UNIT - III

- 3.1 Familiarization of Memorandum and Circular

UNIT - IV

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

CONTENT DETAILS

UNIT - I

Speed practice @ 35 wpm - Typing of invoice

UNIT - II

Speed practice @ 35 wpm - Practice to type proceedings

UNIT - III

Speed Practice @ 40 wpm - Practice memorandum / circular

UNIT - IV

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

QUESTION PAPER FORMAT

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

Part – A - Speed

Marks : 50

Duration : 10 minutes

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

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

Part - B - Manuscript.

Marks : 50 (split up of marks detailed below)

Time : 1½ Hours

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

	Exercise	Marks
1.	Personal/Private letters	10
2.	Circular/U.O. Note/Memorandum	15
3.	Proceedings	15
4.	Invoice	10

	TOTAL	50
		=====

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

Reference Books:-

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

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

Subject Title : **TYPEWRITING MALAYALAM - I**
Subject Code : **DSP 1636**
Periods Per week : **5**
Periods Per Semester: **75**
Marks : **75**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	<p>മെ മ ക ത ര ി ഴ ാ . ന ന എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ കൊള്ള വാക്കുകളും പരിശീലിക്കൽ,</p> <p>ഓ ജ പ ന എ റ യ വ ഴ ങ . ക എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ ഉപയോഗിച്ചുള്ള വാക്കുകളും പരിശീലിക്കൽ.</p>	18
II	<p>ഗ ഉ സ ച ണ ണ ട ഷ ങ ഡ എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ കൊള്ള വാക്കുകളും പരിശീലിക്കൽ</p> <p>റ റേ മ ൾ ൽ ി ഉ അ ; എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും വാക്കുകളും പരിശീലിക്കൽ. വേഗതയിൽ പരിശീലിക്കൽ</p>	19
III	<p>ഒ ഒ ഫ ന്ൻ ഇ ്ര ്ര ്ര യ ്ര ്ര എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ ഉപയോഗിച്ചുള്ള വാക്കുകളും പരിശീലിക്കൽ,</p> <p>ഘ ൾ ക ഛ ണ ൾ റ ഹ ബ ഡ എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും വാക്കുകളും വേഗതയിൽ പരിശീലിക്കൽ.</p>	19
IV	<p>1 2 3 4 5 6 7 8 9 0 എന്ന വരിയിലുള്ള അക്കങ്ങളും മറ്റും പരിശീലിക്കൽ</p> <p>മിനിറ്റിൽ 15 വാക്ക് വേഗതയിൽ ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ.</p>	19
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT- I

മലയാളംകീബോർഡ് പരിശീലിക്കൽ,

UNIT - II

വാക്കുകൾ വേഗതയിൽ പരിശീലിക്കൽ.

UNIT -III

“മിനിട്ടിൽ 10 വാക്ക് വേഗതയിൽ പരിശീലിക്കൽ.

UNIT -IV

അക്കങ്ങൾ ചേർത്ത “മിനിട്ടിൽ 10 വാക്ക് വേഗതയിൽ പരിശീലിക്കൽ.

CONTENT DETAILS

UNIT - I

മെ ക ത ര ി ഴ ാ . ന്ന എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ കൊള്ള വാക്കുകളും ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ,
ഊ പ ന എ റ യ വ ു ദ , ക എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ ഉപയോഗിച്ചുള്ള വാക്കുകളും മിനിറ്റിൽ 5 വാക്കുകളിലധികം വേഗതയിൽ പരിശീലിക്കൽ.

UNIT - II

ഗ ള സ ച ണ ണ ട ഷ ങ ഡ എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ കൊള്ള വാക്കുകളും ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ
റ റേ മ രീ തീ ഉ അ ; എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ കൊള്ള വാക്കുകളും ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ. ഈ വാക്കുകൾ ടൈപ്പ് ചെയ്യുമ്പോൾ വേഗതയിൽ 10 വാക്ക് വേഗത പരിശീലിക്കൽ.

UNIT - III

ഒ ഒ ഫ ന്നു ള ്ല ്ല ്ല എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ ഉപയോഗിച്ചുള്ള വാക്കുകളും ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ,
ഘ ശ് ക ഛ ണ െ റ ഹ ണ ഡ എന്ന വരിയിലുള്ള അക്ഷരങ്ങളും അവ ഉപയോഗിച്ചുള്ള വാക്കുകളും ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ. ഈ വാക്കുകൾ ടൈപ്പ് ചെയ്യുമ്പോൾ 10 വാക്കുകളിലും വേഗതയിൽ പരിശീലിക്കൽ,

UNIT - IV

1 2 3 4 5 6 7 8 9 0 എന്ന വരിയിലുള്ള അക്കങ്ങളും മറ്റും ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ
ഏതെങ്കിലും മലയാള ഭാഗങ്ങൾ മിനിറ്റിൽ 10 വാക്ക് വേഗത ഉറപ്പാക്കുന്ന രീതിയിൽ ടൈപ്പ് ചെയ്ത് പരിശീലിക്കൽ

QUESTION PAPER FORMAT

Duration : 10 Minute

Maximum Mark : 50

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

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

Reference Books:-

- | | | | |
|----|-------------------------|---|---------------------|
| 1) | Budget Book, Speed Book | - | Kala Publications |
| 2) | “ | - | Sanjay Publications |
| 3) | “ | - | Star Publications |

Subject Title : **COMPUTERISED FINANCIAL ACCOUNTING**
Subject Code : **DSP 1637**
Periods per week : **5**
Periods per year : **75**
Marks : **100**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Introduction to Computerised Financial Accounting & Tally	19
II	Preparation of Financial Statements.	18
III	Cost Centers & Interest calculation	18
IV	Inventory Management.	20
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT I

- 1.1. Understand computerized financial accounting.
- 1.2. Familiarise with TALLY software and its applications.
- 1.3. Understand how to Create a company.
- 1.4. Understand how to Alter and Delete a company.

- 1.5. Understand how to Select and Shut a company.
- 1.6. Practice to Change current period & Date.
- 1.7. Practice to create, display, alter and delete account groups.
- 1.8. Understand how to Create, display, alter and delete ledger accounts.
- 1.9. Develop the ability to display trial balance, Profit & Loss A/c, Balance Sheet.

UNIT II

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

UNIT III

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

UNIT IV

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

CONTENT DETAILS

UNIT I

Fundamentals of computerized accounting - features – grouping of accounts – grouping in TALLY – reserved groups – Function key – procedure of accounting in TALLY – start up TALLY – structure of TALLY screen – methods of maintaining accounts in TALLY – company – create – alter- select- shut – delete - Change period and date- account groups – Create – display - alter – delete - ledger accounts – Create – display - alter – delete - Display - Trial Balance – Profit & Loss A/c - Balance Sheet.

UNIT II

Accounting vouchers –voucher types – function keys – voucher entry – alter - delete - Creating ledger during voucher entry – using automatic calculator – creation of additional voucher types. Display - account books – Day books – final accounts - balance sheet - Profit and loss account - Trial balance - Fund flow statement - cash flow statement - cash book - entering closing stock - final accounts with adjustments – Rectification of errors - Bank Reconciliation statement – Steps for preparing Bank Reconciliation statement.

UNIT III

Cost centers – create – display – alter - delete - Cost categories – create – display – alter – delete - Interest calculation – steps involved - 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 - solving problems regarding .

UNIT IV

Inventory management – inventory information menu - stock groups – create – display - alter - delete - Stock categories – create – display - alter – delete - Godowns – create – display – alter – delete - Modules of measure – create – display - alter – delete - Inventory voucher types - Closing stock valuation methods - Inventory vouchers - reports – configure –types - Enter data in vouchers - stock journals - manufacturing journal - Physical stock journal - Inventory reports – statements - Accounts with Inventory - multiple price lists - Create.

QUESTION PAPER FORMAT

Max Marks : 100

Duration : 2 hours.

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

Split up of Marks detailed below :

Record	-	10
Procedure	-	20
Work	-	20
Result	-	30
Viva	-	20

Total = 100

Reference Books:

1. Systematic Approach to Computerised Accounting - Ramachandran & Sajeev
2. Computer Applications - Joy John, G.S. Anilkumar, Johnkutty

**DIPLOMA IN SECRETARIAL PRACTICE
SUBJECTS OF STUDY AND SCHEME OF EVALUATION
SEMESTER – IV**

Code	Subject	Periods Per Week	Periods Total	Evaluation (Marks)			
				Theory	Practical	Internal	Total
DSP 1641	SECRETARIAL PRACTICE	3	45	100	-----	25	125
DSP 1642	SHORTHAND ENGLISH - IV	10	150	150	-----	50	200
DSP 1643	SHORTHAND MALAYALAM - II	5	75	100	-----	25	125
DSP 1644	PROJECT & VIVA	1	15	-----	100	25	125
DSP 1645	TYPEWRITING ENGLISH - IV	5	75	-----	100	25	125
DSP 1646	TYPEWRITING MALAYALAM - II	5	75	-----	100	25	125
DSP 1647	WORD PROCESSING ENGLISH - II	2	30	-----	75	25	100
DSP 1648	DTP & WORD PROCESSING MALAYALAM	4	60	-----	100	25	125
TOTAL	TOTAL	35	525	350	475	225	1050

Subject Title : **SECRETARIAL PRACTICE**
Subject Code : **DSP 1641**
Periods Per Week : **3**
Periods Per Semester : **45**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Private Secretary	11
II	Meeting	11
III	Secretary and Communication	11
IV	Computer File Management system	12
	TOTAL	45

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT – I: PRIVATE SECRETARY

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

UNIT – II: MEETING

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

UNIT – III : SECRETARY AND COMMUNICATION

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

UNIT – IV: COMPUTER FILE MANAGEMENT SYSTEM

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

CONTENT DETAILS

UNIT – I PRIVATE SECRETARY

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

UNIT – II: MEETING

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

UNIT – III : SECRETARY AND COMMUNICATION

Secretary and communication- Nature of communication- Command of English- - Spoken communication- Giving and Receiving instructions - Written communication- Drafting – circulars –Reports – memoranda- E-mail.

UNIT – IV: COMPUTER FILE MANAGEMENT SYSTEM

Creation of files of various types- Saving & Securing- Storing documents - Retrieving documents- Keep the documents secure – Basics of Cloud computing- Modification-Cyber Laws.

QUESTION PAPER FORMAT

Duration of examination: 3 hrs

Maximum Marks: 100

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

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

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

Reference Books :

- | | | |
|---|---|--|
| 1. Secretarial Practice | - | Geoffrey Whitehead |
| 2. Business Communication & Management Information System | - | (M. V. Abramam,
Dr. G. S. Gireesh Kumar) |
| 3. Office Management | - | Prasanta K. Ghosh |

Subject Title : **SHORTHAND ENGLISH – IV**
Subject Code : **DSP 1642**
Periods Per Week : **10**
Periods Per Semester : **150**
Marks : **200**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Practice of Elaboration.	40
II	Dictation of Business Documents	35
III	Practice Condensation.	35
IV	Speed practice of elaboration & Condensation.	40
	TOTAL	150

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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

CONTENT DETAILS

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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

QUESTION PAPER FORMAT

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

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

Marks : 50

Duration: Dictation - 7 minutes
Transcription - 1½ hour

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

Marks : 75

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

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

Marks : 25

Duration: Dictation - 3 minutes
Transcription - 1 hour

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

Reference Books: -

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

Subject Title : **SHORTHAND MALAYALAM - II**
Subject Code : **DSP 1643**
Periods Per Week : **5**
Periods per Semester : **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	വെട്ടുപദ രേഖകൾ - ചുരുക്കെഴുത്തിൽ അറിഞ്ഞിരിക്കേ കാര്യങ്ങൾ,	18
II	അഭ്യാസങ്ങളുടെ പരിശീലനം	17
III	ചുരുക്കെഴുത്തിൽ 40 വാക്കിൽ വേഗത പരിശീലനം	20
IV	ചുരുക്കെഴുത്തിൽ 50 വാക്കിൽ വേഗത പരിശീലനം	20
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT -I

ചുരുക്കെഴുത്തിൽ അറിഞ്ഞിരിക്കേ കാര്യങ്ങൾ, പരിശീലനം

UNIT -II

ചുരുക്കെഴുത്ത് മിനിറ്റിൽ 30 വാക്ക് വേഗത കൈവരിക്കൽ

UNIT -III

ചുരുക്കെഴുത്ത് മിനിറ്റിൽ 40 വാക്ക് വേഗത കൈവരിക്കൽ

UNIT-IV

ചുരുക്കെഴുത്ത് മിനിറ്റിൽ 50 വാക്ക് വേഗത കൈവരിക്കൽ

CONTENT DETAILS

UNIT - I

- 1.1. വെട്ടുപദ രേഖകൾ, ഫ്രെയ്സുകൾ ഉപയോഗിച്ച് മലയാളം ചുരുക്കെഴുത്ത് വേഗതയിലാക്കുന്നതിനു വേിയുള്ളപരിശീലനം.

UNIT - II

- 2.1. പാഠപുസ്തകത്തിലെ ഫ്രെയ്സുകൾക്ക് ശേഷമുള്ള 20 അഭ്യാസങ്ങളുടെ പരിശീലനം
- 2.2. ചുരുക്കെഴുത്ത് മിനിറ്റിൽ 30 വാക്കോളം വേഗതയിൽ എഴുതുന്നതിനു വേിയുള്ളപരിശീലനം.

UNIT - III

- 3.1. 21 മുതൽ 50 വരെയുള്ള അഭ്യാസങ്ങളുടെ പരിശീലനം
- 3.2. ചുരുക്കെഴുത്ത് മിനിറ്റിൽ 40 വാക്കോളം വേഗതയിൽ എഴുതുന്നതിനു വേിയുള്ളപരിശീലനം.
- 3.3. ചുരുക്കെഴുത്തിൽനിന്നും മലയാളത്തിലേക്കുള്ള വിവർത്തനം.

UNIT - IV

- 4.1. 51 മുതൽ 75 വരെയുള്ള അഭ്യാസങ്ങളുടെ പരിശീലനം
- 4.2. ചുരുക്കെഴുത്ത് മിനിറ്റിൽ 50 വാക്കോളം വേഗതയിൽ എഴുതുന്നതിനു വേിയുള്ളപരിശീലനം.
- 4.3. ചുരുക്കെഴുത്തിൽനിന്നും മലയാളത്തിലേക്ക് നിശ്ചിത സമയത്തിനുള്ളിൽ വിവർത്തനം.

QUESTION PAPER FORMAT

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

PART - A - Speed

Maximum Marks : 50

Duration: Dictation : 7 minutes
Transcription : 1 Hr. 30 minutes

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

PART - B - Theory

Duration : 1 Hour30 Minutes

Max. Marks : 50 (split p as detailed.)

I	Five questions should be answered in one or two sentence, each carries 2 marks.	(5 x 2=10 marks)
II	15 questions of 1 mark each- Outline of words From Intersection and phrases	(15 x1=15 marks)
III	Translation into Shorthand from Malayalam matter, carries 10 marks	(1x10=10 marks)
IV	Translation into Malayalam from Shorthand matter, carries 15 marks	(1x15=15 marks)
	Total	----- 50 marks =====

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

പാഠ പുസ്തകം:

മലയാളം ചുരുക്കെഴുത്ത് പാഠ പുസ്തകം (Arul System) : R. Arulappan.

Subject Title	:	<u>PROJECT & VIVA</u>
Subject Code	:	DSP 1644
Periods Per Week	:	1
Periods Per Semester	:	15
Marks	:	125

COURSE OUTCOME

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

DETAILS

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

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

Assessment

Total Marks : 100

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

Report	:	50
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Presentation & Viva	:	50
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Candidates have to secure 40% marks for a pass.

Subject Title : **TYPE WRITING ENGLISH – IV**
Subject Code : **DSP 1645**
Periods Per Week : **5**
Periods Per Semester: **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Typing of vertical statement & Government Orders.	18
II	Typing of Legal Notice & Business Letters.	19
III	Typing of Financial statements.	19
IV	Speed practice.	19
	TOTAL	75

COURSE OUTCOME

1. Student will be able to type systematically @50 wpm.
2. Student will be able to identify and type various financial statements.

COURSE OUTCOME

1. Student will be able to type systematically @50 wpm.
2. Student will be able to identify and type various financial statements.

SPECIFIC OUTCOME

UNIT - I

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

UNIT - II

- 2.1. Familiarization of Legal Notice, Business Letters and D .O Letters.

UNIT - III

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

UNIT - IV

- 4.1 Expertise Vertical Statement, Display etc.

CONTENT DETAILS

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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

QUESTION PAPER FORMAT

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

Part – A : Speed

Marks : 50

Duration : 10 minutes

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

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

Part - B : Manuscript.

Duration : 2 Hours

Total Marks: 50

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

	Exercise	Marks
1.	Statement / Vertical Statement	10
2.	Balance Sheet/P & L Account/Income & Expenditure/Receipts & Payments	12
3.	D.O. Letters/Business Letters/ Official Letters/Legal Notice	10
4.	Government Orders/Circular	10
5.	Display/Invoice	08
	TOTAL	50

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

Reference Books:-

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

Subject Title : **TYPEWRITING MALAYALAM - II**
Subject Code : **DSP 1646**
Periods per week : **5**
Periods Per Semester: **75**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Practice alphanumerical passages.	20
II	Practice Statement & bills.	17
III	Practice Official and Business letter.	18
IV	Practice Government & Commercial documents.	20
	TOTAL	75

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT – I

Acquire typing speed @ 15 wpm

UNIT - II

Acquire speed @20 wpm.
Understand invoice and statement .

UNIT – III

Practice and expertise Tender Notice, Office and Business letters.

UNIT – IV

Acquire speed @25 wpm.

Understand G.Os, Proceedings, Display and Advertisements.

CONTENT DETAILS

UNIT – I

- 1.1. Type short passages with words and numbers.
- 1.2. Practice speed @ 15 wpm.

UNIT - II

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

UNIT – III

- 3.1. Practice Tender notices.
- 3.2. Practice Official and Business letters.

UNIT – IV

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

QUESTION PAPER FORMAT

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

PART - A : SPEED

Marks : 50

Duration : 10 minutes

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

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

PART - B : MANUSCRIPT.

Marks: 50

Duration: 1 Hour 30 Minutes

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

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

TOTAL	50
	=====

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

Reference Books:-

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

Subject Title : **WORD PROCESSING ENGLISH – II**
Subject Code : **DSP 1647**
Periods per Week : **2**
Periods per Semester : **30**
Marks : **100**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Creation of Documents using MS Word and Typing speed practice	8
II	Spread Sheet and Speed practicing	7
III	Formulas and functions and Typing skill	8
IV	Power Point	7
	TOTAL	30

COURSE OUTCOME

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

SPECIFIC OUTCOME

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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

4.9. Practice to create Slides in Power Point

CONTENTS DETAILS

UNIT - I

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

UNIT – II

Spreadsheet - Basics – Workbook - Worksheet - Components of MS Excel window – quick access tool bar - ribbon, formula bar - spread sheet grid - status bar - Worksheet – insert new – Hide - Delete – Renaming - Insert Rows & Columns - Modifying Row height and Column width - Formatting Worksheets - Formatting Toolbar – Formatting Cells – Formatting Rows and Columns - Page setup – Setting margins – Page Orientation – Size - Print Area - Page break, Background.

UNIT - III

AutoSum – functions – FV – EFFECT – FVCHEDULE – IPMT – AND – FALSWE – IF – NOT – OR – TRUE – CLEAN – CONCATENATE – FIND – REPLACE – LEFT – RIGHT – LEN – LOWER – TRIM - NOW etc. - Creating formula using cell reference - Copying a Formula - Creating and editing Charts – Types of Charts – Header – footer - Text box - Pivot table - Hiding and filling Text Box – WordArt - symbol - Page layout – Font colour - font effects.

UNIT - IV

Insert Pictures, Clip Art, Auto Shapes, Smart Art - Data – Sorting of Data – Filtering – Conditional formatting – Macros - View menu – zoom, layout - Keyboard shortcuts in excel -Preparation of documents like Salary sheet, Mark list, Statements, Invoices, Bills - create documents with running text, Tables, Pictures, Shapes, symbols etc - **Power point** – Slide creation – Sound effect – Images – Save – Print templates.

QUESTION PAPER FORMAT

Question Paper shall be in two parts as detailed.

Part A-Speed Test

Marks -25

Duration-10 Minutes

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

Part B-Word Processing

Marks -50

Duration -30 Minutes.

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

- i) Salary sheet
- ii) Mark list
- iii) Statements
- iv) Invoices
- v) Bills
- vi) Documents with running text, Tables, Pictures, Shapes, Symbols etc.
- vii)Power point slide creation

Subject Title : **DTP & WORD PROCESSING MALAYALAM**
Subject Code : **DSP 1648**
Periods per Week : **4**
Periods per Semester: **60**
Marks : **125**

TIME SCHEDULE

UNIT	TOPICS	PERIODS
I	Fingering practice	15
II	Editing Documents	15
III	Creating Tables and Key Board Practice	15
IV	DTP Malayalam	15
	Total	60

COURSE OUTCOME

1. Student will be able to type in Malayalam systematically using ISM software (Font MLTT Revathy/Karthika).
2. Familiarise with file management in a word processing software (MS word/Open office Org.)
3. Students will be able to produce letters, Government Orders, Statements etc. with the help of MS Word/Open Office Org.
4. Students will be able to produce documents in Malayalam fonts MLTT Revathy/Karthika using PageMaker software.

SPECIFIC OUTCOME

UNIT – I

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

UNIT – II

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

UNIT – III

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

UNIT – IV

- 4.1. Creating new Malayalam documents in PageMaker.
- 4.2. Understand Document setup
- 4.3. Familiarise with Page size
- 4.4. Working with text in PageMaker using MLTT Revathy/Karthika fonts.
- 4.5. Demonstrate previewing the documents
- 4.6. Understand how to take Print of documents.

CONTENT DETAILS

UNIT – I

Malayalam - Finger practicing – Depression of keys – Touch system - Speed practicing - Switching between Malayalam and English Keyboard - Page setup – Documents - Saving, Copying - Deleting - Font setting - MLTT Revathy/Karthika fonts.

UNIT – II

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

UNIT – III

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

UNIT – IV

Creating new Malayalam documents in PageMaker - Document setup - Page size - Working with text in PageMaker using MLTT Revathy/Karthika fonts - Previewing the documents - Printing of documents.

QUESTION PAPER FORMAT

Question Paper shall be in two parts as detailed.

Part A - Speed Test

Marks -50

Duration-10 Minutes

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

Part B-Word Processing

Marks -50

Duration -30 Minutes

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

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

LIST OF EQUIPMENTS REQUIRED FOR THE CONDUCT OF THE CURRICULUM.

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

Software's:-

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