GOVERNMENT OF ANDHRA PRADESH

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
Andhra Pradesh :: Amaravathi

Globally Competitive
CURRICULUM (C-16)
For Polytechnic Diploma Courses
In Andhra Pradesh

INTERNET of
THINGS

DIPLOMA IN
COMMERCIAL & COMPUTER PRACTICE

Front Cover Page
Objective of the New Curriculum (C-16)

To make the students ‘Globally Competitive & Employable’ by learning industry relevant subjects & undergoing Industrial training

Suggestions from Industrialists have been incorporated in the Curriculum by organising Industry Institute Interaction Meet.

Highlights of the Curriculum (C-16)

- 6 months /1 year industrial training in all the Diploma Courses.
- 1 year industrial training in collaboration with BOAT (Board of Apprenticeship & Training (SR), Chennai).
- Virtual labs for ECE & Computer Branches & Strengthening of Skill Development Centers to provide industrial training to students.

Fundamentals of ‘Internet of Things’ (IoT) is included for all the Branches in the Subject “Industrial Management & Smart Technologies”.

“Communication Skills” and “Life Skills” have been introduced as practical subjects for all the Branches.
“Computer Fundamentals Laboratory” is introduced for all the Branches in First year. AutoCAD specific to the Branch has been given emphasis in the Curriculum.

C Language, Programmable Logic Controllers (PLC), Microcontrollers, Solar Energy are introduced in Electrical Engineering Branch.

Mobile Communications, Consumer Electronics are introduced in Electronics and Communication Branch

CAD/ CAM, CNC Machines, Power Plant Engineering are introduced in Mechanical Engineering Branch.

OOPS through JAVA, Web Designing, Computer Hardware & Networking are introduced in Computer Engineering Branch.

Automobile Chassis and Body Engineering, Recent Trends In Automobile Engineering, Motor Transport Organization etc are introduced in Automobile Engineering Branch.
The Department of Technical Education, A.P. has a bi-annual ‘Journal of Polytechnics of Andhra Pradesh’ JPAP

CISCO

CISCO ACADEMIES IN POLYTECHNICS

✦ 70 Government Polytechnics chosen to have Cisco Academies
✦ Course Content of CISCO has been incorporated into the ECE and Computer Diploma Courses
✦ CISCO to train Staff of Polytechnics in two phases to enable them to run the courses effectively
✦ Students to get ‘Certificate from CISCO’ along with Diploma Certificate.
PREAMBLE

The State Board of Technical Education and Training, Andhra Pradesh under the aegis of the Department of Technical Education, Andhra Pradesh generally reviews the Curricula once in every five years. However, recognizing the needs of the industries and enhancing the employability skills of Polytechnic students, the Government of Andhra Pradesh constituted a committee vide G.O.Rt.No:95 of Higher Education (TE) Dept dated: 29-4-2016 and G.O.Rt.No:98 of Higher Education (TE) Dept dated: 4-5-2016 for updation of polytechnic curriculum under the chairmanship of Sri. S. Balasubrahmanyam, IAS (Retd.,). The committee submitted a report on 31-5-2016 making certain recommendations and suggesting new initiatives to be incorporated in the curriculum. An Industry Institute Interaction Meet was organized with Industry experts and subject experts on 26-12-2016 and the suggestions from Industrialists have also been incorporated in the curriculum. The new Curricula for the different diploma courses have been designed with the active participation of the members of the faculty teaching in the Polytechnics of Andhra Pradesh, besides reviewed by Expert Committee constituted with eminent academicians.

The primary objective of the curricular change is to produce best technicians in the country by correlating growing needs of the industries with the academic input.

The revised New Curriculum i.e., Curriculum–2016 (C-16) is approved by BoG of SBTET for its implementation with effect from 2016-17.

Salient Features:

1. Duration of course is either 3 years / 3½ years duration of Regular Academic Instruction.
2. The Curriculum is prepared in Semester Pattern. However, First Year is maintained as Year-wise pattern.
3. 6 Months/ 1 year Industrial Training is introduced for all the Diploma courses.
4. Fundamentals of Internet of Things (IOT) is introduced for all the Diploma courses in the subject.
5. Modern subjects relevant to the industry are introduced in all the Diploma courses.
6. CISCO course content has been incorporated into the ECE and CME courses to get certification from CISCO along with Diploma.
7. The policy decisions taken at the State and Central level with regard to environmental science are implemented by including relevant topics in Chemistry. This is also in accordance with the Supreme Court guidelines issued in Sri Mehta’s case.

8. Keeping in view the increased need of communication skills which is playing a major role in the success of Diploma Level students in the Industries, emphasis is given for learning and acquiring listening, speaking, reading and writing skills in English. Further as emphasized in the meetings, Communication Skills lab and Life Skills lab are introduced for all the branches.

9. Modern topics relevant to the needs of the industry and global scenario suitable to be taught at Diploma level are also incorporated in the curriculum.

10. AutoCAD specific to the branch has been given more emphasis in the curriculum. Preparing drawings using CAD software has been given more importance.

11. Every student is exposed to the computer lab at the 1st year itself in order to familiarize himself with skills required for keyboard/mouse operation, internet usage and e-mailing.

12. Upon reviewing the existing C-14 curriculum, it is found that the theory content is found to have more weightage than the Practical content. In the revised C-16 curriculum, more emphasis is given to the practical content of Laboratories and Workshops, thus strengthening the practical skills.

13. With increased emphasis for the student to acquire Practical skills, the course content in all the subjects is thoroughly reviewed and structured as outcome based than the conventional procedure based.

14. Curricula of Laboratory and Workshops have been thoroughly revised based on the suggestions received from the industry and faculty, for better utilization of the equipment available at the Polytechnics. The experiments /exercises that are chosen for the practical sessions are identified to conform to the field requirements of industry.

15. The Members of the working group are grateful to Sri G.S. Panda Das, I.A.S., Special Commissioner of Technical Education & Chairman of SBTET, AP. and Sri. Adityanath Das, I.A.S., Principal Secretary of Higher Education for their guidance and valuable inputs in revising, modifying and updating the curriculum.

16. The Members acknowledge with thanks the cooperation and guidance provided by Sri. A.Nirmal Kumar Priya, Secretary, SBTET, Andhra Pradesh and other officials of Directorate of Technical Education and the State Board of Technical Education, Andhra Pradesh, experts from industry, academia from the universities and higher learning institutions and all teaching fraternity from the Polytechnics who are directly or indirectly involved in preparation of the curricula.

RULES AND REGULATIONS

1 DURATION AND PATTERN OF THE COURSES

All the Diploma programs run at various institutions are of AICTE approved 3 years or 3½ years duration of academic instruction.

All the Diploma courses are run on year wise pattern in the first year, and the remaining two or two & half years are run in the semester pattern. In respect of few courses like Diploma in BM course, the training will be in the seventh semester. Run-
through system is adopted for all the Diploma Courses, subject to eligibility conditions.

2  PROCEDURE FOR ADMISSION INTO THE DIPLOMA COURSES:
Selection of candidates is governed by the Rules and regulations laid down in this regard from time to time.

a) Candidates who wish to seek admission in any of the Diploma courses will have to appear for Common Entrance Test for admissions into Polytechnics (POLYCET) conducted by the State Board of Technical Education and Training, Andhra Pradesh, Vijayawada.
Only the candidates satisfying the following requirements will be eligible to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET).

b) The candidates seeking admission should have appeared for S.S.C examination, conducted by the Board of Secondary Education, Andhra Pradesh or equivalent examination thereto, at the time of making application to the Common Entrance Test for admissions into Polytechnics (POLYCET). In case of candidates whose results of their Qualifying Examinations is pending, their selection shall be subject to production of proof of their passing the qualifying examination in one attempt or compartmentally at the time of admission.

c) Admissions are made based on the merit obtained in the Common Entrance Test (POLYCET) and the reservation rules stipulated by the Government of Andhra Pradesh from time to time.

d) For admission into the following Diploma Courses for which entry qualification is 10+2, candidates need not appear for POLYCET. A separate notification will be issued for admission into these courses.
   1). D.H.M.C.T. 2). D. Pharmacy

3  MEDIUM OF INSTRUCTION
The medium of instruction and examination shall be English.

4  PERMANENT IDENTIFICATION NUMBER (PIN)
A cumulative / academic record is to be maintained of the Marks secured in sessional work and end examination of each year for determining the eligibility for promotion etc., A Permanent Identification Number (PIN) will be allotted to each admitted candidate to maintain academic records.

5  NUMBER OF WORKING DAYS PER SEMESTER / YEAR:

a). The Academic year for all the Courses shall be in accordance with the Academic Calendar.

b). The Working days in a week shall be from Monday to Saturday.

c). There shall be 7 periods of 50 minutes duration on all working days.

d). The minimum number of working days for each semester/year shall be 90/180 days excluding examination days. If this prescribed minimum is not achieved due to any reason, special arrangements shall be made to conduct classes to cover the syllabus.

6  ELIGIBILITY OF ATTENDANCE TO APPEAR FOR THE END EXAMINATION

a). A candidate shall be permitted to appear for the end examination in all subjects, if he or she has attended a minimum of 75% of working days during the year/Semester.

b). Condonation of shortage of attendance in aggregate upto 10% (65% and above and below 75%) in each semester or 1st year may be granted on medical grounds.

c). A stipulated fee shall be payable towards condonation for shortage of attendance.
d). Candidates having less than 65% attendance shall be detained.
e). Students whose shortage of attendance is not condoned in any semester / 1st year and not paid the condonation fee in time are not eligible to take their end examination of that class and their admissions shall stand cancelled. They may seek re-admission for that semester / 1st year when offered next.

7 READMISSION

Readmission shall be granted to eligible candidates by the respective Principal/ Regional Joint Director.

1. a) Within 15 days after commencement of class work in any semester (Except Industrial Training).
b) For Industrial Training: before commencement of the Industrial training.

2. Within 30 days after commencement of class works in any year (including D. Pharmacy course or first year course in Engineering and Non Engineering Diploma streams).

Otherwise such cases shall not be considered for readmission for that semester / year and are advised to seek readmission in the next subsequent eligible academic year.

The percentage of attendance of the readmitted candidates shall be calculated from the first day of beginning of the regular class work for that year / Semester, as officially announced by CTE/SBTET but not from the day on which he/she has actually reported to the class work, after readmission is granted.

8 SCHEME OF EXAMINATION

a) First Year

THEORY EXAMINATION: Each Subject carries 80% marks with examination of 3 hours duration, along with 20% marks for internal evaluation. (Sessional marks). However, there are no minimum marks prescribed for sessionals.
PRACTICAL EXAMINATION: There shall be 40% Marks for regular practical work done, i.e. sessional marks for each practical subject with an end examination of 3 hours duration carrying 60% marks. However, there are no minimum marks prescribed for sessionals.

b) III, IV, V, VI and VII Semesters:

THEORY EXAMINATION: Each subject carries usually 80 marks and 30 marks in respect of specified subjects of 3 hours duration, along with 20 marks for internal evaluation (sessional marks) respectively.
PRACTICAL EXAMINATION: Each subject carry 60/30 marks of 3 hours duration 40/20 sessional marks.

9 INTERNAL ASSESSMENT SCHEME

a) Theory Subjects: Theory Subjects carry 20% sessional marks, Internal examinations will be conducted for awarding sessional marks on the dates specified. Three unit tests will be conducted for I year students and two Unit Tests for semesters. Average of marks obtained in all the prescribed tests will be considered for awarding the sessional marks.

b) Practical Subjects: Student’s performance in Laboratories / Workshop shall be assessed during the year/ semester of study for 40% marks in each practical subject. Allotment of marks should be discrete taking into consideration of the students’ skills, accuracy, recording and performance of the task assigned to him.
Each student has to write a record / log book for assessment purpose. In the subject of Drawing, which is also considered as a practical paper, the same rules hold good. Drawing exercises are to be filed in seriatum.

c) Internal assessment in Labs / workshops / Survey field work etc., during the course of study shall be done and sessional marks shall be awarded by the concerned Lecturer / Senior Lecturer / Workshop superintendent as the case may be.

d) For practical examinations, except in drawing, there shall be two examiners. External examiner shall be appointed by the Principal in consultation with respective Head of Section preferably choosing a qualified person from any local Industry/ nearby Government Polytechnic / Local Government Organization. Internal examiner shall be the person concerned with internal assessment as in (c) above. The end examination shall be held along with all theory papers in respect of drawing.

e) Question Paper for Practicals: Question paper should cover all the experiments / exercise prescribed.

f) Records pertaining to internal assessment marks of both theory and practical subjects are to be maintained for official inspection.

g) In case of Diploma courses having Industrial Training, the training assessment shall be done and the marks are to be awarded in the following manner.

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial assessment</td>
<td>200</td>
</tr>
<tr>
<td>Maintenance of log book</td>
<td>30</td>
</tr>
<tr>
<td>Record Work</td>
<td>30</td>
</tr>
<tr>
<td>Seminar / viva-voce</td>
<td>40</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

The assessment at the institution level (Seminar/Viva-voce) shall be done by three members, viz., Internal Faculty member, External Examiner and Head of Section and be averaged.

10 MINIMUM PASS MARKS

**THEORY EXAMINATION:**

For passing a theory subject, a candidate has to secure a minimum of 35% in end examination and a combined minimum of 35% of both Sessional and end examination marks put together.

**PRACTICAL EXAMINATION:**

For passing a practical subject, a candidate has to secure a minimum of 50% in end examination and a combined minimum of 50% of both sessional and practical end examination marks put together. In case of D.C.C.P., the pass mark for typewriting and shorthand is 45% in the end examination. There are no sessional marks for typewriting and Shorthand subjects of D.C.C.P course.

11. PROVISION FOR IMPROVEMENT

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

2. Improvement is allowed in any 4 (Four) subjects of the Diploma.

3. The student can avail of this improvement chance **ONLY ONCE**, that too within the succeeding two examinations after the completion of Diploma. However, the duration including Improvement examination shall not exceed **FIVE** years from the year of first admission.
4. No improvement is allowed in Practical / Lab subjects or Project work or Industrial Training assessment. However, improvement in drawing subject(s) is allowed.

5. If improvement is not achieved, the marks obtained in previous Examinations hold good.

6. Improvement is not allowed in respect of the candidates who are punished under Mal-practice in any Examination.

7. Examination fee for improvement shall be paid as per the notification issued by State Board of Technical Education and Training from time to time.

8. All the candidates who wish to appear for improvement of performance shall deposit the original Marks Memos of all the years / Semesters and also original Diploma Certificate to the Board. If there is improvement in performance of the current examination, the revised Memorandum of marks and Original Diploma Certificate will be issued, else the submitted originals will be returned.

12. RULES OF PROMOTION FROM 1ST YEAR TO 3RD, 4TH, 5TH, 6TH and 7TH SEMESTERS:

a) For Diploma Courses of 3 Years duration

i. A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.

ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.

iii. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester examination if he/she

i) Puts the required percentage of attendance in the 4th semester

ii) Should not have failed in more than Four backlog subjects of 1st year

For IVC & ITI Lateral Entry Students:

A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester

iv) A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester examination if he/she

i) Puts the required percentage of attendance in the 5th semester

ii) Should get eligibility to appear for 4th Semester examination.

For IVC & ITI Lateral Entry students:

i) Puts the required percentage of attendance in the 5th semester

ii) Should not have failed in more than Four backlog subjects of 3rd Semester
v) A candidate shall be promoted to 6th semester provided he/she puts in the required percentage of attendance in the 5th semester and pay the examination fee. A candidate who could not pay the 5th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 6th semester.

A candidate is eligible to appear for 6th semester Industrial Training assessment (Seminar/Viva-voce)

i) Puts the required percentage of attendance, ie., 90% in 6th semester Industrial Training

ii) Should get eligibility to appear for 4th Semester Examination.

**For IVC & ITI Lateral Entry students:**

i) Puts the required percentage of attendance, ie., 90% in 6th semester Industrial Training.

ii) Should get eligibility to appear for 5th Semester Examination.

**Important Note:**

Seminar/Viva-voce should not be conducted for Not-Eligible Candidates, till the candidate gets eligibility. The record of internal assessment for Industrial Training for 260 marks shall be maintained at Institution Level for all candidates and the data is to be uploaded only for eligible candidates. For not eligible candidates the data is to be uploaded as and when the candidate gets eligibility.

b) For Diploma Courses of 3 ½ Years duration (MET/ CH/ CHPP/ CHPC/ CHOT/ TT):

1. A candidate shall be permitted to appear for 1st year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.

2. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the 1st year and pays the examination fee. A candidate who could not pay the 1st year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.

3. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate, who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester exam if he/she

i) Puts the required percentage of attendance in the 4th semester

ii) Should not have failed in more than Four backlog subjects of 1st year.

**For IVC & ITI Lateral Entry students:**

(i) Puts the required percentage of attendance in the 4th semester

4. A candidate shall be promoted to 5th semester industrial training provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

Promotion from 5th to 6th semester is automatic (i.e., from 1st spell of Industrial Training to 2nd spell) provided he/she puts the required percentage of attendance, which in this case ie., 90 % of attendance and attends for the VIVA-VOCE examination at the end of training.
6. A candidate shall be promoted to 7th semester provided he/she puts the required percentage of attendance in the 6th semester and pays the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 7th semester.

7. A candidate shall be promoted to 7th semester of the course provided he/she has successfully completed both the spells of Industrial Training.

A candidate is eligible to appear for 7th semester examination if he/she

i) Puts the required percentage of attendance in the 7th semester
ii) Should get eligibility to appear for 4th semester Examination.

For IVC & ITI Lateral Entry students:

   i) Puts the required percentage of attendance in the 7th semester
   ii) Should not have failed more than four backlog subjects of 3rd Semester

OTHER DETAILS

a) In case a candidate does not successfully complete the Industrial training, he/she will have to repeat the training at his/her own cost.

b) The I spell of Industrial training shall commence 10 days after the completion of the last theory examination of 4th Semester.

c) The Second spell of Industrial training shall commence within 10 days after the completion of I spell of Industrial training.

c) For Diploma Courses of 3 ½ Years duration (BM):

The same rules which are applicable for conventional courses also apply for this course. The industrial training in respect of this course is restricted to one semester (6 months) after the 6th semester (3 years) of the course.

1. A candidate shall be permitted to appear for first year examination provided he/she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.

2. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.

3. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate who could not pay the 3rd semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.

   A candidate is eligible to appear for the 4th semester examination if he/she

   i) Puts the required percentage of attendance in the 4th semester
   ii) Should not have failed in more than Four backlog subjects of 1st year

For IVC & ITI Lateral Entry Students:

A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester

4. A candidate shall be promoted to 5th semester provided he/she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the
promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester exam if he/she

i) Puts the required percentage of attendance in the 5th semester

ii) Should get eligibility to appear for 4th Semester examination.

For IVC & ITI Lateral Entry students:

iii) Puts the required percentage of attendance in the 5th semester

iv) Should not have failed in more than Four backlog subjects of 3rd Semester

5. A candidate shall be promoted to 6th semester provided he/she puts in the required percentage of attendance in the 5th semester and pays the examination fee.

A candidate who could not pay the 5th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 6th semester.

A candidate is eligible to appear for 6th semester examination

i) Puts the required percentage of attendance in 6th semester and

ii) should get eligibility to appear for 4th Semester Examination.

For IVC & ITI Lateral Entry students:

i) Puts the required percentage of attendance in 6th semester.

ii) should get eligibility to appear for 5th Semester Examination.

6. A candidate shall be promoted to 7th semester provided he/she puts the required percentage of attendance in 6th semester and pay the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee prescribed by SBTET from time to time before commencement of the 7th semester (Industrial Training).

A candidate is eligible to appear for 7th semester Industrial Training assessment (Seminar/Viva-voce) if he/she

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

ii) Should get eligibility to appear for 4th Semester Examination.

For IVC & ITI Lateral Entry students:

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

ii) Should get eligibility to appear for 5th Semester Examination.

Important Note:

Seminar/Viva-voce should not be conducted for Not-Eligible Candidates, till the candidate gets eligibility. However, the record of internal Assessment for Industrial Training for 260 marks shall be maintained at Institution Level for all candidates and the data is to be uploaded only for eligible candidates. For not eligible candidates the data is to be uploaded as and when the candidate gets eligibility.

OTHER DETAILS

a) In case a candidate does not successfully complete the Industrial training, he / she will have to repeat the training at his / her own cost.

b) The Industrial training shall commence 10 days after the completion of the last theory examination of 6th Semester.

13. STUDENTS PERFORMANCE EVALUATION
Successful candidates shall be awarded the Diploma under the following divisions of pass.

1. First Class with Distinction shall be awarded to the candidates who secure an overall aggregate of 75% marks and above.
2. First Class shall be awarded to candidates who secure overall aggregate of 60% marks and above and below 75% marks.
3. Second Class shall be awarded to candidates who secure a pass with an overall aggregate of below 60%.

The Weightage of marks for various year/Semesters which are taken for computing overall aggregate shall be 25% of I year marks + 100% of 3rd and subsequent Semesters.

In respect IVC & ITI Lateral Entry candidates who are admitted directly into diploma course at the 3rd semester (i.e., second year) level the aggregate of (100%) marks secured at the 3rd and subsequent semesters of study shall be taken into consideration for determining the overall percentage of marks secured by the candidates for award of class/division.

4. Second Class shall be awarded to all students, who fail to complete the Diploma in the regular 3 years/ 3 ½ years and four subsequent examinations, from the year of first admission.

14. **EXAMINATION FEE SCHEDULE:**
The examination fee should be as per the notification issued by State Board of Technical Education and Training from time to time.

15. **STRUCTURE OF END EXAMINATION QUESTION PAPER:**
The question paper for theory examination is patterned in such a manner that the Weightage of periods/marks allotted for each of the topics for a particular subject be considered Examination paper is of 3/6/9 hours duration.

   a) Each theory paper consists of Section ‘A’ and Section ‘B’. Section ‘A’ contains 10 short answer questions. All questions are to be answered and each carries 3 marks Max. Marks: 10 x 3 = 30.

   Section B contains 8 essay type questions including Numerical questions, out of which 5 questions each carrying 10 marks are to be answered.

   Max. Marks: 5 x 10 = 50.

   Total Maximum Marks: 80.

   b) For Engineering Drawing Subject (107) consist of section ‘A’ and section ‘B’.

   Section ‘A’ contains four (4) questions. All questions in section ‘A’ are to be answered and each carries 5 marks. Max. Marks: 4 x 5=20. Section ‘B’ contains six (6) questions. Out of which four (4) questions to be answered and each question carries 10 Marks. Max. Marks 4 x 10 = 40.

   c) Practical Examinations

   For Workshop practice and Laboratory Examinations, Each student has to pick up a question paper distributed by Lottery System.

   Max. Marks for an experiment / exercise : 50%

   Max. Marks for VIVA-VOCE : 10%

   Total : 60% (of total marks for the subject)

   In case of practical examinations with 50 marks, the marks will be worked out basing on the above ratio.

   In case of any change in the pattern of question paper, the same shall be informed sufficiently in advance to the candidates.

16. **ISSUE OF MEMORONDOM OF MARKS**
All candidates who appear for the end examination will be issued memorandum of marks without any payment of fee. However, candidates who lose the original memorandum of marks have to pay the prescribed fee to the Secretary, State Board of Technical Education and Training, A.P. for each duplicate memo.

17. **MAXIMUM PERIOD FOR COMPLETION OF DIPLOMA COURSES:**

Maximum period for completion of the diploma courses is twice the duration of the course from the date of First admission (includes the period of detention and discontinuation of studies by student etc) failing which they will have to forfeit the claim for qualifying for the award of Diploma (They will not be permitted to appear for examinations after that date). This rule applies for all Diploma courses of 3 years and 3 ½ years of engineering and non-engineering courses.

18. **ELIGIBILITY FOR AWARD OF DIPLOMA**

A candidate is eligible for award of Diploma Certificate if he/she fulfils the following academic regulations.

i. He/She pursued a course of study for not less than 3/3 ½ academic years & not more than 6/7 academic years.

ii. He/she has completed all the subjects.

Students who fail to fulfill all the academic requirements for the award of the Diploma within 6/7 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

For IVC & ITI Lateral Entry students:

i. He/She pursued a course of study for not less than 2/2 ½ academic years & not more than 4/5 academic years.

ii. He/she has completed all the subjects.

Students who fail to fulfill all the academic requirements for the award of the Diploma within 4/5 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

19. **ISSUE OF PHOTO COPY OF VALUED ANSWER SCRIPT, RECOUNTING & REVERIFICATION:**

**A) FOR ISSUE OF PHOTO COPIES OF VALUED ANSWER SCRIPTS**

1. A candidate desirous of applying for Photo copy of valued answer script should apply within prescribed date from the date of the declaration of the result.

2. Photo copies of valued answer scripts will be issued to all theory subjects and Drawing subject(s).

3. The Photo copy of valued answer script will be dispatched to the concerned candidate’s address as mentioned in the application form by post.

4. No application can be entertained from third parties.

**B) FOR RE-COUNTING (RC) AND RE-VERIFICATION (RV) OF THE VALUED ANSWER SCRIPT**

1. A candidate desirous of applying for Re-verification of valued answer script should apply within prescribed date from the date of the declaration of the result.
2. Re-verification of valued answer script shall be done for all theory subjects and
   Drawing subject(s).
3. The Re-verification committee constituted by the Secretary, SBTETAP with subject
   experts shall re-verify the answer scripts.

I) RE-COUNTING

The Officer of SBTET will verify the marks posted and recount them in the already valued answer script. The variations if any will be recorded separately, without making any changes on the already valued answer script. The marks awarded in the original answer script are maintained (hidden).

2) RE-VERIFICATION

(i) The Committee has to verify the intactness and genuineness of the answer script(s) placed for Re-verification.
(ii) Initially single member shall carry out the re-verification.
(iii) On re-verification by single member, if the variation is less than 12% of maximum marks, and if there is no change in the STATUS in the result of the candidate, such cases will not be referred to the next level i.e., for 2-Tier evaluation.
(iv) On re-verification by a single member, if the variation is more than 12% of maximum marks, it will be referred to 2-Tier evaluation.
(v) If the 2-Tier evaluation confirms variation in marks as more than 12% of maximum marks, the variation is considered as follows:
   a) If the candidate has already passed and obtains more than 12% of the maximum marks on Re-verification, then the variation is considered.
   b) If the candidate is failed and obtains more than 12% of the maximum marks on Re-verification and secured pass marks on re-verification, then the status of the candidate changes to PASS.
   c) If a candidate is failed and obtains more than 12% of the maximum marks on Re-verification and if the marks secured on re-verification are still less than the minimum pass marks, the status of the candidate remain FAIL only.

(vii) After Re-verification of valued answer script the same or change if any therein on Re-verification, will be communicated to the candidate.
(viii) On Re-verification of Valued Answer Script if the candidate’s marks are revised, the fee paid by the candidate will be refunded or else the candidate has to forfeit the fee amount.

4. No request for Photo copies/ Recounting /Re-verification of valued answer script would
   be entertained from a candidate who is reported to have resorted to Malpractice in that examination.

20. MAL PRACTICE CASES:
If any candidate resorts to Mal Practice during examinations, he / she shall be booked and the Punishment shall be awarded as per SBTETAP rules and regulations in vogue.

21. DISCREPANCIES/ PLEAS:
Any Discrepancy /Pleas regarding results etc., shall be represented to the SBTETAP within one month from the date of issue of results. Thereafter, no such cases shall be entertained in any manner.

22. ISSUE OF DUPLICATE DIPLOMA
If a candidate loses his/her original Diploma Certificate and desires a duplicate to be issued he/she should produce written evidence to this effect. He / she may obtain a duplicate from the Secretary, State Board of Technical Education and Training, A.P., on payment of prescribed fee and on production of an affidavit signed before a First Class Magistrate (Judicial) and non-traceable certificate from the Department of Police. In case of damage of original Diploma Certificate, he / she may obtain a duplicate certificate by surrendering the original damaged certificate on payment of prescribed fee to the State Board of Technical Education and Training, A.P.

In case the candidate cannot collect the original Diploma within 1 year from the date of issue of the certificate, the candidate has to pay the penalty prescribed by the SBTET from time to time.

23. ISSUE OF MIGRATION CERTIFICATE AND TRANSCRIPTS:
The Board on payment of prescribed fee will issue these certificates for the candidates who intend to prosecute Higher Studies in India or Abroad.

24. GENERAL
i. The Board may change or amend the academic rules and regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students, for whom it is intended, with effect from the dates notified by the competent authority.
ii. All legal matters pertaining to the State Board of Technical Education and Training are within the jurisdiction of Vijayawada.
iii. In case of any ambiguity in the interpretation of the above rules, the decision of the Secretary, SBTET, A.P is final.

NOTE:
I) A PASS IN CCP-107 AND CCP-108 ENGLISH TYPEWRITING – I AND ENGLISH TYPEWRITING – II WITH 45% IN THE END EXAMINATION SHALL BE TREATED AS EQUIVALENT TO ENGLISH TYPEWRITING LOWER GRADE OF TE SECTION OF SBSTET.

II) THE QUESTION PAPER IS TO BE ISSUED BY THE SBETT.
### DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
#### SCHEME OF INSTRUCTIONS AND EXAMINATION
##### CURRICULUM-2016

#### FIRST YEAR

<table>
<thead>
<tr>
<th>SUBJECT CODE</th>
<th>SUBJECT</th>
<th>PERIODS PER WEEK</th>
<th>TOTAL PERIODS PER YEAR</th>
<th>SCHEME OF EXAMINATION</th>
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<td>CCP-103</td>
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## DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
### SCHEME OF INSTRUCTIONS AND EXAMINATION
#### CURRICULUM-2016
#### SEMESTER III

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<th>SCHEME OF EXAMINATION</th>
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### THEORY SUBJECTS

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<td>90</td>
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<td>60 100</td>
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<td>640</td>
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**NOTE:**
1. A PASS IN CCP-307 AND CCP-308 WITH 45% MARKS IN THE END EXAMINATION IS CONSIDERED AS EQUIVALENT TO TYPEWRITING ENGLISH HIGHER GRADE OF TE SECTION.
2. THE QUESTION PAPER IS TO BE ISSUED BY THE SBTET.
3. CCP-308 ENGLISH SHORTHAND 60 WPM IS A PRACTICAL SUBJECT AND THE QUESTION PAPER IS TO BE SET AT THE INSTITUTION LEVEL.
<table>
<thead>
<tr>
<th>SUB CODE</th>
<th>SUBJECT</th>
<th>PERIODS PER WEEK</th>
<th>TOTAL PERIODS PER YEAR</th>
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<td>CCP-402</td>
<td>ACCOUNTANCY-III</td>
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<td>CCP-403</td>
<td>QUANTITATIVE TECHNIQUES-I</td>
<td>5</td>
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<td>CCP-404</td>
<td>MERCANTILE LAW</td>
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<td>CCP-405</td>
<td>'C' PROGRAMMING</td>
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<td>C PROGRAMMING (P)</td>
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<tr>
<td>CCP-407</td>
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<td>CCP-408</td>
<td>LIFE SKILLS</td>
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<td>45</td>
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<td>CCP-409</td>
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<td></td>
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<td>18</td>
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NOTE:

CCP-407 BEING PRACTICAL SUBJECT, THE EXAMINATION AND THE QUESTION PAPER IS PREPARED AT THE INSTITUTION LEVEL.

CCP-408 - Life Skills – “Enhancing English and Employability Skills The Work Book – IV” of C-09 and C-14 curriculum is retained.
## DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP) 
### SCHEME OF INSTRUCTIONS AND EXAMINATION 
#### CURRICULUM-2016 
##### SEMESTER V 

<table>
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<th>SCHEME OF EXAMINATION</th>
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<td>PRACTICAL</td>
<td>DURATION (hrs)</td>
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<td>CCP-501</td>
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<td>CCP-502</td>
<td>BUSINESS ECONOMICS</td>
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<td>CCP-503</td>
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<td>CCP-504</td>
<td>QUANTITATIVE TECHNIQUES-II</td>
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<td>CCP-505</td>
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<td>CCP-506</td>
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<td>CCP-507</td>
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1) CCP-509 Environmental studies carries 100 marks, the passing minimum shall be 35.
   a. Theory .. 75 Marks
      Short Answer Questions .. 5 .. 25 marks  (5x5)
      Essay type questions    .. 5 .. 50 marks  (5x10)

b) Field Visit, preparation of report and Seminar .. 25 marks.

2) Passing of this subject is compulsory, but the marks in this subject will not be counted for award of class in diploma.
### PRACTICAL TRAINING IN THE ORGANISATION FOR 6 MONTHS.

1. **1\textsuperscript{st} Assessment** at the end of 3\textsuperscript{rd} month  100 marks.
2. **2\textsuperscript{nd} Assessment** at the end of 6 months  100 marks.
3. **3 Training Report.**
   - a. Log Book  30 marks
   - b. Record  30 marks
4. **Seminar / Viva Voce**  40 marks

<table>
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<th>SUB CODE</th>
<th>SUBJECT</th>
<th>DURATION</th>
<th>ITEMS</th>
<th>MAX. MARKS</th>
<th>REMARKS</th>
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<td>CCP-601</td>
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</tbody>
</table>

The industrial training shall carry 300 marks and the passing minimum is 50%. A candidate failing to secure the minimum marks should complete it at his own expense. No apprenticeship training stipend is payable in such case.

During training the candidate shall put in a minimum of 90% attendance and should have exposure to areas like Personnel, Accounts, Inventory (Stores), Secretarial. The Project report should be signed by the Organisational Representative and contain the observations made by the candidate.
### DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
### SCHEME OF INSTRUCTIONS AND EXAMINATION
### CURRICULUM-2016
### FIRST YEAR

<table>
<thead>
<tr>
<th>SUB CODE</th>
<th>SUBJECT</th>
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**NOTE:**

I) A PASS IN CCP-107 AND CCP-108 ENGLISH TYPEWRITING – I AND ENGLISH TYPEWRITING – II WITH 45% IN THE END EXAMINATION SHALL BE TREATED AS EQUIVALENT TO ENGLISH TYPEWRITING LOWER GRADE OF TE SECTION OF SBSTET.

II) THE QUESTION PAPER IS TO BE ISSUED BY THE SBSTET.
**CCP-101 English-I**

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<tr>
<td>Periods per Year</td>
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**Introduction:**

Curriculum C-16 aims at imparting the students the much needed communicative competence to enable them to be effective communicators in the use of English both in the academic sphere and the chosen vocation. Further it attempts to realise this by both imparting theoretical input in terms of lesson structure and grammar besides supplementing it with speech practice, debates and seminars.

### Time Schedule

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<th>Major Topics</th>
<th>No. of periods</th>
<th>Weightage of Marks</th>
<th>No. of short questions</th>
<th>No. of Essay questions</th>
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<td>Television- Roald Dahl</td>
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<td>You’re on the 87 th Floor and Something’s Terribly Wrong – Adam Mayblum</td>
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<td>The Refund – Fritz Karinthy</td>
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<td>Weightage of Marks</td>
<td>No. of short questions</td>
<td>No. of Essay questions</td>
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<td>03</td>
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<td>03</td>
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**OBJECTIVES**

1. **Poetry**
   1.1 To appreciate the theme and distinct expressions of poems.
   1.2 To inculcate human values and sensitivity.
   1.3 To paraphrase the poems / summarizing.

2. **Prose**
   2.1 To develop English Language Skills.
   2.2 To enrich vocabulary
   2.3 To answer long and short questions based on the lessons.
   2.4 To use words of & phrases in sentences
   2.5 To comprehend passages from the lesson.

3. **Non-Detailed Text :**
   3.1 To summarise the lessons.
   3.2 To develop narrative skills

**THE STUDY OF LANGUAGE:**

The following topics facilitate the proper usage of the language.

A. **Grammar**
   1.1 Parts of speech
   1.2 Articles
The below Study Skills help the students in effective self-learning.

1.14 Use of dictionary : Spelling & Pronunciation
1.15 Use of dictionary : Grammar & Usage
1.16 Use of dictionary : Meanings of words (as different parts of speech)
1.17 Text and Diagram
1.18 Giving Directions

The following Communication Skills will enable the students for effective communication in all social contexts.

1.19 Pronunciation,
1.20 Vowels & Consonants (Phonetic script)
1.21 Greeting / Introduction
1.22 Requests for help / seeking information, suggestions etc..
1.23 Dialogue writing (for a given situation)
1.24 Role play (Filling in gaps in a dialogue)

Course Contents: (Same as for Intermediate First year -InterNet—1: Revised Edition 2010-11)
The subject consists of two parts namely the study of text book and the study of language which includes grammar and composition.

**Inter Net – 1**
Intermediate New English Text Book prescribed by Board of Intermediate Education, A.P. designed by EFLU (CIEFL)
This text book has four sections: Prose, Poetry, Non-detailed Text and Grammar, Study skills and communication skills.

**Note** :
- To improve the standard of communication skills of students, every weekend, one period may be utilised for speech practice, seminars and debates.
- As and when Intermediate I year English Text Book changes, it is to be followed for the DCCP I year course, invariably as per the guidelines from the State Board of Technical Education and Training.
CCP-102 ACCOUNTANCY – I

Sub Title : Accountancy – I
Sub Code : CCP-102
Periods/week : 5
Periods/year : 150

TIME SCHEDULE & BLUE PRINT

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<tr>
<th>Sl. No.</th>
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<th>No. of periods</th>
<th>Weightage</th>
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<th>Problem Questions</th>
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<td>2</td>
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<td>6 +8</td>
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<td>Ledger - Classification of Journal Entries and recording in Ledger</td>
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<td>3 + 8</td>
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<tr>
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<td>Trial Balance</td>
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<td>1</td>
<td>-</td>
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<tr>
<td>8</td>
<td>Rectification of Errors</td>
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<td>3 + 8</td>
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<td>Recording transactions by giving typed invoices / debit note and credit note.</td>
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<tr>
<td>11</td>
<td>Understand the Groups in Tally</td>
<td>02</td>
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</table>

| 150 | 30+74 | 10 | 8 |

NOTE: In Part-A of question paper, each question carries 3 marks. In Part-B, out of 8 questions, student has to answer any 5 problems, including Q.No.11 on FINAL ACCOUNTS chapter, which is a COMPULSORY PROBLEM carrying 18 marks. NOTE: SINCE THE PRACTICAL SUBJECT OF TALLY 9.0 IS ALLOCATED ONE FULL SEMESTER (IN SEM VI), THE THEORETICAL CONCEPTS OF GROUPING OF VARIOUS ACCOUNTS UNDER TALLY ARE INTRODUCED IN THIS SUBJECT (IN TRIAL BALANCE CHAPTER) TO BE THE PRE-CURSOR TO WHAT THE STUDENT WILL LEARN PRACTICALLY IN SEMESTER VI.

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

2.0 Understand the subject of Accountancy
   1.1 Define Accountancy and Book – Keeping.
   1.2 State, objectives and merits and demerits of Book Keeping.
   1.3 Define the different branches of Accounting.
   1.4 Define different systems of Book-Keeping
   1.5 Define accounting concepts and terminology.

3.0 Understand the principles of Journalising transactions
   3.1 Define an account and types of accounts.
   3.2 Explain rules of Debit and Credit for each type of account.
   3.3 Prepare Journal Entries for cash and credit transactions.
   3.4 Pass Journal Entries involving Personal, Real and nominal types of accounts.
   3.5 Explain compound journal entry and prepare Journal entries when the creditor allowed discount and when the debtor allowed discount.
3.6 Distinguish between Trade Discount and Cash Discount.

4.0 Understand how to post Journal Entries into LEDGER
4.1 Define Ledger with its proforma.
4.2 Post the journal entries into the ledger accounts.
4.3 Balancing the ledger accounts (when transactions occur only on one side i.e, Debit/Credit side of an account, when only a single transaction occurs in an account and when transactions appear on both sides).

5.0 Understand the procedure/practices while using SUBSIDIARY BOOKS
5.1 Mention the different types of Subsidiary Books.
5.2 Explain Purchase Book and Sales Books with their formats.
5.3 Explain terms Inward/Outward Invoices with format.
5.4 Prepare Purchase Returns and Sales Returns books.
5.5 Explain Debit and Credit Notes with formats.
5.6 Prepare Purchases, Sales, Purchase Returns and Sales Returns Books with transactions.

5.0 Understand the procedures/practices to maintain CASH BOOK
5.1 State the need for preparing Cash Book and Journal Proper.
5.2 Prepare Simple, 2 column and 3 column Cash Book.
5.3 Explain the terms Cheque, Discount allowed/received and CONTRA entry.
5.4 Prepare a simple and imprest system of Petty Cash Book.
5.5 Mention the items appearing in Journal Proper.

6.0 Prepare BANK RECONCILIATION STATEMENT
6.1 Explain Bank Reconciliation Statement and list its purpose.
6.2 Prepare Bank Reconciliation Statement with ordinary balance.
6.3 Prepare Bank Reconciliation Statement with overdraft balance.
6.4 Check the bank pass book with reference to the transactions.(Give a pass book to the students and ask them whether Cheques issued by you are accounted for with suitable examples).

7.0 Understand the meaning and purpose of TRIAL BALANCE
7.1 Define ‘Trial Balance’ with proforma.
7.2 Explain the need for Trial Balance.
7.3 Explain 2 methods of preparing Trial Balance (1.Liquidity Method and 2. Balances Method).
7.4 Explain Opening and Adjusting Journal Entries in Trial Balance.
7.5 Explain Grouping of Ledger Accounts in terms of TALLY (ledger accounts to be covered under Fixed Assets, Current Assets, Liabilities, Reserves & Surplus, Indirect and Direct Expenses, Cash & Bank etc.).

8.0 Identify the ERRORS and perform/conduct their RECTIFICATION
8.1 List the errors disclosed and not disclosed by the Trial Balance.
8.2 Explain the significance of suspense account.
8.3 Pass journal entries to correct errors without suspense account.
8.4 Pass journal entries to correct errors with suspense account.

9.0 Prepare the FINAL ACCOUNTS of Sole Trading concerns.
9.1 Explain the need for preparation of Final Accounts.
9.2 Explain contents of Trading account, Profit and Loss account and Balance Sheet (without adjustments) with formats.
9.3 Distinguish between direct expenses and indirect expenses
9.4 Distinguish between direct incomes and indirect incomes.
9.5 Prepare final accounts (with adjustments on Outstanding expenses, prepaid expenses, accrued income, income earned but not received, depreciation on assets, bad debts and provision for bad and doubtful debts).

10.0 Record transactions based on typed Invoices / Debit Note and Credit Note.

11.0 Understand the Groups in Tally
11.1 Explain Grouping of Ledger Accounts in terms of TALLY (ledger accounts to be
covered under Fixed Assets, Current Assets, Liabilities, Reserves & Surplus, Indirect and Direct Expenses, Cash & Bank etc.).

COURSE CONTENTS


3. **LEDGER - Classification of Recorded Transactions** – Ledger Meaning of ledger, Posting the recorded transactions into separate accounts of Ledger book and balancing the ledger accounts.


REFERENCE BOOKS:

1. Grewal T S ‘Introduction of Accountancy’
2. Grewal T S ‘Double Entry Book-Keeping’
3. Maheswari S.N. ‘Introduction to Accountancy’
4. Gupta and Gupta ‘Principles and Practice of Accountancy’
5. Jain and Narang ‘Accounting – Volumes I & II’
6. Telugu Academy Text books prescribed for Intermediate course
7. Tally Manual by Tally Solutions Pvt.Ltd
8. Tally 9 published by BPB Publications
CCP-103 ENGLISH SHORTHAND

Subject Title : English Shorthand
Subject Code : CCP – 103
Periods/ Week : 06
Periods/ Year : 180

TIME SCHEDULE

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<td>Alternative forms for R &amp; H</td>
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<td>4</td>
<td>Diphthongs, Phraseography</td>
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<td>Circle S or Z, Stroke S/Z, large circles</td>
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<td>Loops ST &amp; STR</td>
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<td>Initial Hook, Alternative Forms</td>
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<td>Halving Principle</td>
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<td>Doubling Principle</td>
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<td>Diphones, Medial Semicircle</td>
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<td>Prefixes, Suffixes &amp; Terminations</td>
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The Question Paper consists of 12 Theory Questions upto Sl. 18 above having 4 marks each. 8 Outlines of 1 mark each and the Précis Writing question shall have 24 marks.

OBJECTIVES - At the end of course, the student will be able to:

1.0 Understand the phonograph system.
   1.1 State the need for shorthand in Modern business and Government offices.
   1.2 Explain the importance of Shorthand.
   1.3 State the advantages of Phonography system in Shorthand.
   1.4 Identify divisions of sounds, consonants and vowels in English Language.

2.0 Write Consonants.
   2.1 Define consonant – general and scientific.
   2.2 Categorise consonants as per articulation.
   2.3 Identify the signs to the consonants.
   2.4 Practice the Exercises on consonant signs.
   2.5 Explain the principles of joined strokes and practice joined strokes.
   2.6 Define a Vowel.
   2.7 List out the 6 dot vowels and 6 dash vowels.
   2.8 Locate the placing of 12 vowel sounds.
   2.9 Practice the exercises containing vowel chapter.
   2.10 Categorise position – writing of shorthand characters.
   2.11 Practise writing of words under 3 position-writing rules.
   2.12 Define grammalogues and logograms.
   2.13 Practice grammalogues.
   2.14 Identify the punctuation marks used in Shorthand.
2.15 Practice the use of punctuation marks.

3.0 **Understand the alternative forms of R and H.**
   3.1 State the principles of using the two forms R & H.
   3.2 Practice the exercises covering R & H.

4.0 **Use diphthongs.**
   4.1 Define diphthongs and triphones.
   4.2 Identify the four diphthongs, their places.
   4.3 Practice words with diphthongs, joined diphthongs and triphones
   4.4 State the principle for use of initial ‘W’ sound.
   4.5 Practice the exercises covering ‘w’.
   4.6 Define Phraseography.
   4.7 State the qualities of a good Phraseography.
   4.8 Practice the exercises covering Phraseography.

5.0 **Understand circles S and Z.**
   5.1 Explain the small circle as abbreviated form for S and Z.
   5.2 Identify the circles initially, medially and finally.
   5.3 State the use of circles in Phraseography.
   5.4 Explain the principles of using stroke S or Z.
   5.5 Practice the exercises covering circles S and Z, and stroke form S and Z.
   5.6 Explain the principles for using large circle initially, medially and finally.
   5.7 Practice the exercises covering large circles.

6.0 **Understand the loops ST and STR.**
   6.1 State the use of loops as abbreviated forms initially, medially and finally.
   6.2 Practice the exercises covering the loops ST and STR.

7.0 **Apply initial hooks.**
   7.1 Define double consonant.
   7.2 Categorise R and L hooks to straight strokes and curves.
   7.3 State the advantages of using alternative forms.
   7.4 Explain the principles of using alternative forms.

8.0 **Apply Final Hooks**
   8.1 Categorise N and F/V hooks to straight and curved stroke
   8.2 Explain how N hook is indicated to Straight Strokes & Curves.
   8.3 Explain how F/V hook is indicated to Straight Strokes & Curves.

9.0 **Understand the writing of Circles & Loops to Straight Strokes to hooked strokes.**
   9.1 Identify the circles and loops to straight strokes hooked for R
   9.2 Identify the circles and loops to straight strokes hooked for L
   9.3 Explain how the Circles are added to Curved strokes with initial hooks.
   9.4 Explain how Circles are added to curved strokes with final hooks.

10.0 **Understand the SHUN hook.**
    10.1 Explain the principles covering SHUN hook.
    10.2 Practice the exercises covering SHUN hook.

11.0 **Understand the ‘Aspirate’ in Shorthand.**
    11.1 Define aspirate.
    11.2 Categorise the various types of aspirate.
    11.3 State the principles of using aspirate.
11.4 Practice exercises covering aspirate.
11.5 Explain the principles of writing ‘R’ upward and downward.
11.6 Practice the exercises covering ‘R’.
11.7 Explain the principles of writing ‘L’ and ‘SH’ upward and downward.
11.8 Practice exercise covering ‘L’ and ‘SH’.

12.0 **Understand the compound Consonants.**
12.1 Define Compound Consonant.
12.2 Categorise the various types of Compound Consonants.
12.3 Explain the principles of Compound Consonants.
12.4 Practice the exercises covering Compound Consonants.
12.5 Identify the implications of consonants and vowels initially and finally.
12.6 Practice the exercises covering vowel indication.

13.0 **Understand the halving principle.**
13.1 Explain the principles of halving.
13.2 State the limitations of halving.
13.3 Use the halving principle in Phraseography.
13.4 Practice the exercises covering halving principle.

14.0 **Understand the Doubling principle.**
14.1 Explain the doubling principle.
14.2 State the limitations of doubling principle.
14.3 Use the doubling principles in Phraseography.
14.4 Practice exercise covering doubling principle.

15.0 **Apply the Diphones to consonants.**
15.1 Define diphone.
15.2 Categorise various diphonic signs and the placing.
15.3 Explain the principles of Diphones.
15.4 Practice the exercises covering Diphones.
15.5 Define medial semi-circle ‘w’.
15.6 Explain the principles of medial ‘w’.
15.7 Practise the exercise covering medial ‘w’.

16.0 **Understand Prefixes and suffixes and terminations**
16.1 State the meaning of prefix.
16.2 Explain the principles of various prefixes.
16.3 Practice exercises covering prefixes.
16.4 State the meaning of suffix.
16.5 Explain the principles of various suffixes.
16.6 Practice exercises covering suffixes.

17.0 **Apply the essential vowels to consonants and contractions.**
17.1 Categorise the insertion of initial, medial and final vowels
17.2 Practice the exercises covering essential vowels.
17.3 Categorise the various principles in figures and special monetary symbols.
17.4 Practice exercises covering figures and special symbols.
17.5 Explain the General contractions.
17.6 Categorise the use of general contractions.
17.7 Practice the exercises covering the contractions.

18.0 **Apply Special Contractions**
18.1 Explain the use of special contractions.
18.2 Practice the special contractions.
18.3 Practice the exercises in special contractions.

19.0 Write outlines for the words
19.1 Practice outlines from the exercises.

20.0 Practise Précis Writing
20.1 Explain the rules of Précis writing
20.2 Practice condensation of passages

COURSE CONTENTS
3. Circles S – stroke S, Z – large circles, loops, initial hooks, alternative forms, circles and loops to initial hooks – Final hooks N and F.
6. Outlines for the words in the Exercises - Precis writing

REFERENCE BOOKS:
1. Shorthand Instructor and Key (Pitman).
4. New course in Pitman’s Shorthand
TIME SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topics</th>
<th>No. of periods</th>
<th>Marks</th>
<th>Short Questions</th>
<th>Essay questions</th>
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<td>Distribution Network</td>
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At The end of the instruction, the student should be able to --

1.0 **Understand Business Organisation and its Scope**
   1.1 Mention the different types of activities – Economic & Non-economic
   1.2 Mention the different occupations – Business, Profession, Industry
   1.3 Explain business and its importance
   1.4 Define Trade and Aids to Trade – Components of Aids to Trade
   1.5 Explain Aids to Trade and its significance.
   1.6 Define Commerce and how does Commerce help in the promotion of business.
   1.7 Define Industry and mention the different types of industries.
   1.8 Explain each type of industry
   1.9 Differentiate between Commerce and Industry
   1.10 Differentiate between Trade and Commerce

2.0 **Understand the various forms of Business Organisation**
   2.1 Define sole trader and explain its characteristics
   2.2 Explain the merits and demerits of sole trader
   2.3 Define Partnership and explain its characteristics.
   2.4 Explain the merits and demerits of partnership organisation.
   2.5 Explain the demerits of un-registered partnership.
   2.6 Distinguish between sole trader and partnership.
   2.7 Define partnership deed and explain its contents.
   2.8 Explain the different types of partners.
   2.9 Explain the rights of the partners.
   2.10 Explain the duties and responsibilities of partners.
   2.11 Explain the various modes of dissolution of partnership.

3.0 **Understand the Joint Stock Companies and their functioning (Indian Companies Act, 2013)**
   3.1 Define company, company limited by guarantee, company limited by shares, financial year, foreign company, government company, dormant company, holding company, listed company, small company, subsidiary company
3.2 Explain the merits and demerits of joint stock companies.

3.3 List and explain the different types of companies – Chartered Companies and Registered Companies

3.4 Define a Private Limited, Public Limited Companies and One person Company and explain the features of each of them.

3.5 Explain the procedure for the incorporation of the joint stock company

3.6 Explain Memorandum of Association and its clauses

3.7 Explain Articles of Association and its contents

3.8 Explain the capital structure of a joint stock company – Long, Medium and Short term.

3.9 Explain the various forms of capital raising – Shares, Debentures and Public Deposits.

3.10 Define Share and explain the various types of shares – Preference and Equity Shares.

3.11 Define a Debenture and explain the various types of debentures – Secured and Unsecured, Convertible and Non-convertible, Redeemable and Irredeemable debentures.

3.12 Define Public Offer, Offer of Sale and Private Placement.

3.13 Define a red herring prospectus, prospectus and list its contents.

3.14 Explain the features of prospectus.

3.15 Explain ‘Statement in lieu of prospectus’ and the conditions under which this is issued.

3.16 Explain the procedure for allotment of shares.

3.17 Explain the procedure for forfeiture of shares.

3.18 Explain the procedure for re-allotment of shares.

3.19 Explain Rights Shares and Bonus Shares and their issue.

3.20 Explain issue of shares at par, at premium and at discount.

3.21 Explain the different types of meetings – Statutory Meeting, Board of Directors, Shareholders – Annual General Meeting and Extraordinary General Meeting

3.22 Explain the procedure for conduct of Annual General Meeting.

3.23 Explain the procedure for the conduct of Extraordinary General Meeting.

3.24 Explain the voting rights of shareholders, debenture holders.

3.25 Define the terms – Annual Return, agenda, Chairman, Meeting Notice, Quorum, Proxy, Minutes and Resolutions.

3.26 Distinguish between Ordinary Resolution and Special Resolution and Resolution requiring Special Notice.

3.27 Explain about Corporate Social Responsibility.

3.28 List the methods of winding up of the company.

3.29 Explain the circumstances in which a registered company is wound up by Tribunal/Court of law.

3.30 Explain the procedure for voluntary winding up of a registered company.

3.31 Explain the procedure for winding up of an unregistered company.

3.32 Define Coop. Organisation and explain its characteristics.

3.33 Explain the merits and demerits of Coop. Organisation

3.34 Explain the governmental support to the Coop. organisations.

3.35 Explain the suitability of each form of business organisation.

4.0 Understand the distribution network in the business organisation

4.1 Explain the organisation of home trade

4.2 List and explain the features of Wholesaler

4.3 List and explain the features of Retailer

4.4 Explain the services of wholesaler to the Manufacturer

4.5 Explain the services of wholesaler to the Retailer

4.6 Explain the services of Retailer to the Wholesaler

4.7 Explain the services of Retailer to the Consumers.

4.8 Define Tele-business and E-business

4.9 Explain the features of Consumer Cooperatives

4.10 Explain the merits and demerits of Consumer Cooperatives.

5.0 Understand the procedure in foreign trade

5.1 Define Foreign Trade and explain the components of foreign trade – Import, Export and Entrepot
Trade
5.2 Explain the various documents required for Import Trade
5.3 Explain the procedure for import trade
5.4 Explain the various documents required for Export Trade
5.5 Explain the procedure for Export Trade
5.6 Explain Entrepot Trade and its significance.

6.0 Understand the importance of Insurance
6.1 Define insurance and explain its importance
6.2 Explain the procedure to take an insurance Policy.
6.3 List and explain the features of Insurance Contract – Contract, Insurer, Insurance Company, Insured, Insurable Interest, Premium, Compensation
6.4 List and explain the kinds of insurance in business - Fire, Marine, Life and General.
6.5 Explain the features of Fire Insurance
6.6 Explain the features of Marine Insurance
6.7 Explain the features of Life Insurance.
6.8 List and explain the life insurance policies – Endowment, Whole Life, With Bonus and Without Bonus, With or Without Accident, Janatha Policy
6.9 Explain the different types of General Insurance Policies
6.10 Explain the features of Motor Vehicle Insurance, Medical Insurance, Consequential Loss Policy, Unit Linked Insurance Policy (ULIP)
6.11 Define IRDA and list the functions of IRDA

COURSE CONTENT:
Understand the various forms of Business Organisation – Sole Trader, Merits and Demerits of Sole Trader, Partnership, Merits and Demerits of Partnership, Types of Partners, Rights, Duties and Responsibilities of Partners, Dissolution of Partnership.
Understand the procedure in foreign trade – Import, Export and Entrepot Trade – Procedure for Import and Export Trade.

LAB ACTIVITIES UNDER COMMERCE LAB:
1. Collection and Display of various documents relating to Partnership, Joint Stock Company like Partnership Deed, Memorandum of Association, Articles of Association, Prospectus/ Statement in lieu of Prospectus, Invitation of Public Deposits, Annual General Meeting
2. Conduct of Mock Annual General Meetings involving Resolutions etc.
3. Preparation of Meeting Agenda and notice

REFERENCE BOOKS::
1. Fundamentals of Commerce – Y.K. Bhushan & Others, Sultan Chand & Sons
3. Elements of Commerce – S. Davar
4. Elements of Commerce – M Malpani
5. Companies Act, 2013 and Rules and Forms Published by CCH India Ltd., Gurgaon.
CCP-105 FUNDAMENTALS OF INFORMATION TECHNOLOGY

Sub Title : Fundamentals of I.T.
Sub Code : CCP-105
Periods/week : 2
Periods/year : 60

TIME SCHEDULE & BLUE PRINT

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Weightage</th>
<th>Short Questions</th>
<th>Essay Questions</th>
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<tr>
<td>1</td>
<td>History, Importance of Computers.</td>
<td>4</td>
<td>13</td>
<td>1</td>
<td>1</td>
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<tr>
<td>2</td>
<td>Structure, Organisation of Computers.</td>
<td>10</td>
<td>16</td>
<td>2</td>
<td>1</td>
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<tr>
<td>3</td>
<td>Input/Output Devices.</td>
<td>6</td>
<td>16</td>
<td>2</td>
<td>1</td>
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<tr>
<td>4</td>
<td>Operating System – DOS.</td>
<td>10</td>
<td>16</td>
<td>2</td>
<td>1</td>
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<tr>
<td>5</td>
<td>WINDOWS Operating System (Windows XP).</td>
<td>20</td>
<td>36</td>
<td>2</td>
<td>3</td>
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<tr>
<td>6</td>
<td>Internet and its features.</td>
<td>10</td>
<td>13</td>
<td>1</td>
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<td><strong>Total</strong></td>
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<td><strong>10</strong></td>
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</table>

OBJECTIVES - At the end of the course the student will be able to:

1.0 Understand the history and importance of computers.
   1.1 Define the term computer.
   1.2 Outline the capabilities of computers.
   1.3 List the areas where computers are used.
   1.4 Specify the areas in business where the computers are used.
   1.5 List different data processing operations.

2.0 Analyse the structure and organisation of a computer.
   2.1 Draw the block diagram of a computer and label the important components.
   2.2 Explain the functions of each unit.
   2.3 Define a) Hardware, b) Software and c) Firmware.
   2.4 List types of software.
   2.5 List the various Hardware components of a computer.
   2.6 Explain the functions of a mother board.
   2.7 List different types of memories.
   2.8 List the different generations of computers.
   2.9 List different types of Computers – Digital, Analog and Hybrid Computers.
   2.10 Compare micro, mini and mainframe computers.
   2.11 State the configuration of computers-Processor, speed, Hard Disk capacity, RAM size.

3.0 Understand the various types of input/output devices.
   3.1 List different types of input units.
   3.2 List different types of output units.
   3.3 Explain the layout of a keyboard.
   3.4 State the functions of keyboard.
   3.5 State the functions of Mouse.
   3.6 List different types of Monitors.
   3.7 State the functions of Scanner.
   3.8 List different types of Printers.
   3.9 State the functions of printer.
   3.10 What is OCR and MICR.

4.0 Understand the Operating System
4.1 Explain concepts and functions of Operating System (O.S).
4.1.1 Define O.S.
4.1.2 State the need for O.S.
4.1.3 List the functions of O.S.
4.1.4 State the booting process.
4.1.5 List any three types of operating systems.
4.1.6 Differentiate the character based O.S. with graphic based O.S.
4.2 State the role of Disk Operating System (DOS).
4.3 List Internal and External DOS commands.
4.4 Explain syntax for basic DOS commands, DIR, MKDIR, RMDIR, CD, COPY, RENAME, DELETE, ERASE, PROMPT etc..

5.0 Explain the Windows as O.S.
5.1 State about windows versions.
5.1.1 List various versions of Windows.
5.2 State the Opening Operations of Windows.
5.2.1 List options of start menu.
5.2.2 Explain the functions of each option of the Start Menu.
5.3 Explain the Desktop.
5.3.1 Explain procedure for changing different display properties.
5.3.2 Explain the features of Recycle Bin.
5.3.3 Explain procedure for sending files/folders to the recycle bin.
5.3.4 Explain retrieving deleted files.
5.3.5 Explain My Computer.
5.3.6 Explain My Documents.
5.4 Explain accessories of Windows O.S.
5.4.1 Explain procedure for file creation using Notepad/WordPad.
5.4.2 Explain procedure for formatting and printing of text created with Notepad/WordPad.
5.4.3 Explain the use of MS-Paint.
5.4.4 Explain the use of calculator.
5.5 Explain windows explorer.
5.5.1 Define Windows explorer.
5.5.2 List out various components of windows explorer.
5.6 Explain managing files and folders.
5.6.1 Explain the procedure for creating and renaming folders.
5.6.2 Explain the procedure for searching files and folders.
5.6.3 Narrate copying and deleting files and folders.
5.6.4 Explain the procedure to format CD/DVD.
5.6.5 Explain the procedure to copy the files/folders to CD/DVD.
5.7 Explain making and using shortcuts.
5.7.1 Define a short cut.
5.7.2 Explain procedure for creating, naming and moving short cuts.
5.7.3 Explain procedure for changing short cut settings.
5.8 Explain the functional aspect of control panel.
5.8.1 Explain adding and removing programs.
5.8.2 Explain installing and uninstalling hardware.
5.8.3 Explain the procedure for changing the mouse settings.
5.8.4 Explain the procedure to change the date and time.

6.0 Explain the features of Internet.
6.1 Define Computer Network.
6.2 State the difference between LAN and WAN.
6.3 Explain the uses of internet.
6.4 List Hardware and Software requirements for internet.
6.5 List various Internet Service Providers.
6.6 State the need of browser software.
6.7 List different types of browser software.
6.8 Explain the procedure to search the Net.
6.9 Explain the procedure of Downloading file/folder.
6.10 Explain the procedure of Zip/Unzip file/folder.
6.11 Explain the concepts of E-mail, Web searching and E-Commerce.

COURSE CONTENTS

1. History and importance of Computers
   Computer - electronic data processing machine – General areas where computers are used - Role of Computers in Business – Data Processing operations.

2. Structure and organisation of a computer
   ALU, CPU, Memory and I/O devices – Block diagram - Hardware components of a computer – Mother board, RAM & ROM, Memory Devices, Floppy disk drives, hard disk drive, tape drive, CD-ROM disk drive, display monitors.

3. Input/output devices
   Functions and specifications of key board, mouse, OCR, MICR, dot-matrix printer, laser printer, colour printer, scanner, key board layout and special keys - Types of Computers – Generation and Configuration: Mini and Mainframe systems – Configuration of computers, Capacity of hard disk, floppy disk, peripherals and their specification, Types of monitors.

4. DOS operating system
   Operating system concepts: Need for O/S – Definition of O/S – Functions of O/S – Different types of O/S – DOS, UNIX and WINDOWS – DOS Operating system, its role and importance - Basic Commands FORMAT, COPY, TYPE, RENAME, MKDIR, RMDIR, ERASE, DIR, CD, MKDIR, PROMPT.

5. WINDOWS O.S. (WINDOWS XP)

6. Internet and its features

REFERENCE BOOKS:
4. Teach Yourself Windows – A L Stevens, BPB Publications.
5. The ABCs of the Internet --- Christian Coumblish, BPB Publications.
1.0 Know MS Word - Word Processing software:

1.1 Understand the layout of the MS WORD Screen.
   1.1.1 Describe the layout of MS Word window.
   1.1.2 Demonstrate the tool bars in MS Word.
   1.1.3 Describe the functional aspects of each of the tool bar.
   1.1.4 Describe selecting and deselecting the functional tool bar.
   1.1.5 Describe the Scroll bars and its operations.

1.2 Understand the creation of a document.
   1.2.1 Narrate the creation of file and saving of file.
   1.2.2 Explain deletion of character, word, line, block of text.
   1.2.3 Explain undo and redo.
   1.2.4 Explain the process of moving, copying of text.

1.3 Explain copying vs. Cutting.

1.4 Understand formatting features of MS Word.
   1.4.1 Explain procedure for the Character formatting.
   1.4.2 Explain procedure for paragraph formatting.
   1.4.3 Explain procedure for page formatting.

1.5 Understand searching and proof reading tools in MS Word.
   1.5.1 Explain procedure for finding and replacing of text in document.
   1.5.2 Explain the term bookmarks and searching for a bookmark.
   1.5.3 Explain procedure for checking spelling and grammar automatically.
   1.5.4 Explain procedure for checking spelling and grammar using dictionaries.

1.6 Understand printing of text document.
   1.6.1 Explain procedure for printing the text document.
   1.6.2 Explain the various options of print dialogue box.

1.7 Understand mail merging in MS Word.
   1.7.1 Explain procedure for creating main document and data source file.
   1.7.2 Explain procedure for creating form letters using mail merge.
   1.7.3 Explain procedure for creating mailing labels using mail merge.

1.8 Understand the process of table creation in MS-Word.
   1.8.1 Explain procedure for creating tables in different methods.
   1.8.2 Explain procedure for adding rows and columns to the existing table.
   1.8.3 Explain procedure for changing column width and row height.
   1.8.4 Explain the procedure for splitting and merging of cells in a table.
   1.8.5 Explain procedure for formatting a table.
   1.8.6 Explain procedure for using formula in a table.
1.8.7 Explain the features of Dropcap, Water Mark, Word Art, Borders & Shading, Drawing Tool Bar and their application in MS-Word.

2.0 Know MS PowerPoint - presentation software
2.1 Understand the features of presentation software MS-Power point.
   2.1.1 Describe the layout of opening screen in Power Point.
   2.1.2 List the tool bars in MS Power Point.
   2.1.3 Describe the functional aspects of each of the tool bar.
2.2 Understand the creation of a blank presentation.
   2.2.1 Explain the methods of creating a new blank presentation.
   2.2.2 Explain choosing of Auto Layout for a new slide.
   2.2.3 Explain the process of insertion and editing of text in the presentation using text boxes.
   2.2.4 Explain the process of inserting pictures into slides.
   2.2.5 Describe changing the background of the slide.
2.3 Understand the animation process in power point.
   2.3.1 Explain the process of slide transition.
   2.3.2 Explain the methods of animation.
   2.3.3 Explain the different views of slides.

COURSE CONTENTS

1. MS - WORD-Word Processing software

2. MS - POWER POINT- presentation software

REFERENCE BOOKS:
CCP-107 ENGLISH TYPEWRITING – I

Sub Title                  : English Typewriting – I
Sub Code                   : CCP-107
Periods/week               : 4
Periods/year               : 120

TIME SCHEDULE

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<th>No. of Periods</th>
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<tr>
<td>1</td>
<td>Mastery of the Keyboard Etc.</td>
<td>35</td>
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<tr>
<td>2</td>
<td>Shift Key operation</td>
<td>25</td>
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<tr>
<td>3</td>
<td>Practice of speed 15,20,25,30 WPM</td>
<td>60</td>
</tr>
<tr>
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<td>Total</td>
<td>120</td>
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</tbody>
</table>

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

1.0 Know the importance of communication in the modern business world.
   1.1 Define the term communication.
   1.2 List out the different types of communication.
   1.3 State the uses of different types of communication.
   1.4 Identify the different types of communication.
   1.5 Select the business machines as a means of communication.

2.0 Use the typewriters as a means of business machine for communication.
   2.1 Define the term typewriter.
   2.2 Identify the important parts of the typewriter like keyboard, space bar, typeset, type bars etc.
   2.3 Demonstrate the functions of the important parts of the Typewriter.

3.0 Demonstrate the key board of the typewriter.
   3.1 Distinguish between touch method and sight method of typewriting.
   3.2 Insert the paper with a backing sheet in the typewriter.
   3.3 Describe the arrangement of alphabets in the keyboard.
   3.4 Point out the ‘guide keys’ in the keyboard.
   3.5 Practice ‘home keys’.
   3.6 Repeat ‘letters and words’ for accurate typing of home keys.
   3.7 Practice ‘second fingering’.
   3.8 Repeat ‘letters and words’ of the second fingering.
   3.9 Practice ‘third fingering’.
   3.10 Repeat ‘letters and words’ of third fingering.
   3.11 Repeat typing 1, 2 and 3 fingering letters and words.
   3.12 Practice typing numbers 0 to 9.
   3.13 Repeat typing numbers 0 to 9.
   3.14 Practice typing words and sentences.
   3.15 Repeat typing of sentences.

4.0 Locate the various punctuation marks in the typewriter.
   4.1 Identify the different punctuation marks.
   4.2 Adhere to the spacing after punctuation marks.

5.0 Practise the ‘method of paragraphing’ during typing.
   5.1 Subdivide typing paragraphs.
   5.2 Set the margin stop 5 degrees from the left margin for starting fresh paragraph.
   5.3 Set the left and right margins of 10 degrees.

6.0 Practise the centering the typed matter.
   6.1 Calculate the letters and spaces in a given sentence.
   6.2 Design the given sentence in a beautiful way using centering rules.

7.0 Speed Development Practice
   7.1 Practice speeds with accuracy of 15 WPM.
   7.2 Practice speeds with accuracy of 20 WPM.
   7.3 Practice speeds with accuracy of 25 WPM.
7.4 Practice speeds with accuracy of 30 WPM.
7.5 Demonstrate Speed and Accuracy in typing a given printed matter.

COURSE CONTENTS
1. Importance of typewriting in modern correspondence. Master key board with emphasis on rhythm – Blind touch – Accuracy development.
2. Shift key operation – Words – Sentences – Spacing after punctuation – Paragraphing – Two lines and three line paragraphing.
3. Regular practice of speed and accuracy passages at 15, 20, 25, 30 w.p.m. – Practice of speed test at various rates – Speed spurt drills. End Exam at 30 w.p.m.

(FIVE DEPRESSIONS OF KEY (STROKES) IS TO BE TAKEN AS ONE WORD).

REFERENCE BOOKS:
1. Speed spurt drills.
2. Examination question papers of S.B.T.E.T. Typewriting English Lower Grade.

Note: Examination will be conducted on a par with SBTET pattern i.e. Speed @30wpm for 10 Minutes.
CCP-108 ENGLISH TYPEWRITING – II

Sub Title : English Typewriting – II
Sub Code : CCP-108
Periods/week : 4
Periods/year : 120

TIME SCHEDULE

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<tbody>
<tr>
<td>1</td>
<td>Practice from typing manuscripts with Simple abbreviations Statement/Invoice/Debit Note/Credit Note/Account Sales)</td>
<td>45</td>
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<tr>
<td>2</td>
<td>Practice of Professional Letter/Business Letter/Application Letter</td>
<td>45</td>
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<tr>
<td>3</td>
<td>Government Order/Memorandum</td>
<td>30</td>
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<td>Total</td>
<td>120</td>
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</table>

OBJECTIVES

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

1.0 Practise Typing of Statement, Debit and Credit Notes Account Sales not exceeding 4 Columns. (60 Words) (300 Strokes) (25 Marks)
   1.1 Interpret the abbreviation in a given script.
   1.2 Select the appropriate spacing of the statement columns.
   1.3 Correct the mistakes in a given script.
   1.4 Display the typed statement.
   1.5 Practice typing statements neatly and accurately.
   1.6 Outline the format of a debit note and credit note.
   1.7 Practice typing debit and credit note.
   1.8 Outline the format of Account Sales.
   1.9 Practice typing account sales neatly and accurately.

2.0 Practise Typing of Business Letters, Professional Letters and Applications (100 Words) (500 Strokes) (35 Marks)
   2.1 Define the terms Business Letter, Professional Letter and Application.
   2.2 Outline the format of a Business Letter.
   2.3 Identify the abbreviations in a script letter.
   2.4 Amplify the abbreviations while typing the matter.
   2.5 Prepare a typed business letter.
   2.6 Practice the business letter for neatness and good display.
   2.7 Outline the format of a professional letter.
   2.8 Prepare a typed professional letter.
   2.9 Practice the professional letter for neatness and good display.
   2.10 Outline the format of an application.
   2.11 Prepare a typed application.
   2.12 Practice the application for neatness and good display.

3.0 Practise Typing of Government Order and Memorandum. (140 Words) (700 Strokes) (40 Marks)
   3.1 Understand a Government Order and Government Memorandum.
   3.2 Distinguish between the two.
   3.3 Outline the format of a Government order.
   3.4 Outline the format of a Government Memorandum.
   3.5 Practice Government Order and Memorandum.
   3.6 Prepare a typed Government Order and Memorandum.
   3.7 Demonstrate Accuracy in Typing Manuscripts according to the Layout.
COURSE CONTENTS
1. Practice from typing manuscripts with simple abbreviations – Practice of simple business, professional letter from printed matter and manuscript.
2. Practice typing an application for a situation.
3. Practice tabular statements, debit note, credit note, invoice and account sales.
5. Accuracy tests in the above.
   (FIVE depressions of key is to be taken as one word).

REFERENCE BOOKS:
2. Business typewriter by Fredrick.
3. Abbreviations by National Shorthand School (Books).
4. Lay outs and Formats of Typewriter – Published by S.B.T.E.T.

Note: Examination will be conducted on par with SBTET pattern i.e. English Typewriting Lower Paper-II (45 minutes)
Rationale: Fundamentals of IT lab is a core lab as the student is expected to understand and demonstrate practical skills in computer systems and handling, identifying and using various components with ease. Emphasis is laid on imparting essential skills in Hardware Components, DOS, Windows and internet applications that are required of subsequent learning.

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<th>S. No</th>
<th>Major Topics</th>
<th>No. of Periods</th>
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<td><strong>Hardware Components.</strong></td>
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<tr>
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<td>Motherboard, RAM, Hard disk, Processor, Battery etc.,</td>
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<tr>
<td><strong>II</strong></td>
<td><strong>DOS</strong></td>
<td></td>
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<tr>
<td>1</td>
<td>Internal Commands.</td>
<td>07</td>
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<td>2</td>
<td>External Commands.</td>
<td>03</td>
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<tr>
<td><strong>III</strong></td>
<td><strong>WINDOWS</strong></td>
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<tr>
<td>1</td>
<td>Basics of Windows Desktop (Icons, Start Menu, Task bar, Display Properties, My Computer).</td>
<td>10</td>
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<tr>
<td>2</td>
<td>Usage of Recycle Bin.</td>
<td>05</td>
</tr>
<tr>
<td>3</td>
<td>Creating, Deleting, Renaming folders.</td>
<td>05</td>
</tr>
<tr>
<td>4</td>
<td>Copying, Moving of files.</td>
<td>05</td>
</tr>
<tr>
<td>5</td>
<td>Format CD/DVD.</td>
<td>03</td>
</tr>
<tr>
<td>6</td>
<td>Creating Shortcuts, Placing Shortcuts at Convenient Place.</td>
<td>05</td>
</tr>
<tr>
<td>7</td>
<td>Working with Windows Accessories.</td>
<td>05</td>
</tr>
<tr>
<td>8</td>
<td>Text creating using Word pad/note pad.</td>
<td>05</td>
</tr>
<tr>
<td>9</td>
<td>Formatting text using Word pad/note pad.</td>
<td>05</td>
</tr>
<tr>
<td>10</td>
<td>Printing text documents.</td>
<td>05</td>
</tr>
<tr>
<td>11</td>
<td>Operations of Control Panel –Changing settings of the components.</td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td>Installing/Uninstalling software, Hardware.</td>
<td>15</td>
</tr>
<tr>
<td>13</td>
<td>Practice painting the pictures using MS Paint.</td>
<td>05</td>
</tr>
<tr>
<td>14</td>
<td>Working with calculator.</td>
<td>02</td>
</tr>
<tr>
<td><strong>IV</strong></td>
<td><strong>INTERNET</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>List and show the Hardware and Software requirement for Networking.</td>
<td>01</td>
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<tr>
<td>2</td>
<td>Demonstrate the steps to Browse the Net.</td>
<td>02</td>
</tr>
<tr>
<td>3</td>
<td>Web searching using search engines.</td>
<td>03</td>
</tr>
<tr>
<td>4</td>
<td>Downloading file/folder.</td>
<td>01</td>
</tr>
<tr>
<td>5</td>
<td>Zip/unzip files/folder.</td>
<td>01</td>
</tr>
<tr>
<td>6</td>
<td>E-mail – Account creation, Sending and Receiving.</td>
<td>07</td>
</tr>
<tr>
<td></td>
<td>E-Commerce transactions.</td>
<td>05</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>
2. **DOS**
   a) Booting Process.
   b) DOS Internal and External Commands.

3. **Windows**
   a) Exercise on listing and functions of start menu.
   b) Exercise on Desktop.
   c) Exercise on understanding the use of Taskbar.
   d) Exercise on creation of shortcut to files and folders on Desktop.
   e) Exercise on use of Recycle Bin.
   f) Exercise on use of My Computer.
   g) Scanning virus of CD/DVD/Pen drive using anti-virus software.
   h) Exercise on use of My Documents.
   i) Exercise on Windows Explorer.
   j) Exercise on arranging of icons – name wise, size, type, Modified.
   k) Exercise on creation of folders and organizing files in different folders.
   l) Exercise on searching of files and folders.
   m) Exercise on organizing files / folders using copy and paste of files and folders.
   n) Exercise on Paint.
   o) Exercise using Calculator.
   p) Exercise using Notepad.
   q) Exercise using Wordpad.
   r) Exercise on using Control Panel.
   s) Change the appearance, Video resolution and other settings of display screen.
   t) Configure mouse, change mouse pointers and other settings.
   u) Explain the procedure to change the date and time.
   v) Install and uninstall a hardware device.
   w) Add and remove programs using control panel.
   x) Exercise on shutdown of computer system.

4. **Internet**
   a) Identify the Hardware and Software requirement for Networking.
   b) Demonstrate connecting and disconnect with Net.
   c) Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.).
   d) Search the Web using Search Engines.
   e) Demonstrate Zip/Unzip files/folders.
   f) Create an E-mail account.
   g) Send and receive E-mail.
   h) Identify the E-commerce transactions.

### Objectives and Key Competencies

<table>
<thead>
<tr>
<th>Exp. No.</th>
<th>Name of Experiment</th>
<th>Objectives</th>
<th>Key Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify the various components of a Computer system.</td>
<td>Identify various Components of a System.</td>
<td>Check whether components are identified correctly.</td>
</tr>
<tr>
<td>2</td>
<td>Differentiate between hardware and software.</td>
<td>To Differentiate between hardware and software.</td>
<td>Observe differences between hardware and software.</td>
</tr>
<tr>
<td>3</td>
<td>State the functions of each component of a computer system.</td>
<td>To study function of all components on system.</td>
<td>Identify all components inside computer. Observe the functionality of all components like CPU, RAM, HDD, CD/DVD Drive, Motherboard.</td>
</tr>
<tr>
<td>4</td>
<td>State the configuration of a computer system.</td>
<td>Able to observe configuration of given system.</td>
<td>Use System icon in control panel. Use system information in Accessories.</td>
</tr>
<tr>
<td>5</td>
<td>Practice on Internal &amp; External commands.</td>
<td>• To use internal commands.</td>
<td>• Use any given command.</td>
</tr>
<tr>
<td>No.</td>
<td>Exercise</td>
<td>Ability</td>
<td>Additional Information</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Exercise on understanding the Start Menu items on Taskbar.</td>
<td>Able to understand the use of Start Menu items by opening some applications.</td>
<td>Use ‘Start Menu’ items on Taskbar by opening some applications.</td>
</tr>
</tbody>
</table>
| 7   | Exercise on creation of folders and organizing files in different folders on desktop. | • Able to create folder.  
• Able to organize file in different folders. | • Create folder using right click on desktop.  
• Organise files in different folders.                                                   |
| 8   | Exercise on using Recycle Bin.                                           | • Able to Use Recycle Bin.                                             | • Check Recycle bin whether able to use delete files.  
• Observe whether files were properly restored.                                          |
| 9   | Exercise on use of My Computer.                                          | • Able to Access files and folders in C: Drive.  
• Able to Access files and folders in other drives. | • Check whether able to access files in C: Drive using My Computer correctly or not.  
• Check whether able to access files in other drives using My Computer correctly or not.  
• Check whether able to use CD/DVD drive using My Computer.                               |
| 10  | Exercise on use of My Documents.                                         | i) Able to use My documents so that organize and access files and folders in it.  
ii) Able to use My Documents so that organizing files in My Music, My Pictures, My Videos.  
iii) Able to create short cut for My document on desktop properly. | • Check whether able to organize files and folders in My Documents.  
• Check Whether able to organize files in My Music, My Pictures, My Videos in My Documents.  
• Check able to create short cut for my document on desktop properly.                     |
| 11  | Exercise on creation of shortcut to files and folders (in other folders) on Desktop. | Able to create shortcut of files and folders on desktop.               | • Check whether able to create shortcut for any files created on desktop.  
• Check whether able to create shortcut for any folder created on desktop.                |
| 12  | Exercise using Paint                                                     | • Able to create .jpeg, .bmp Files using MS Paint.                     | • Check whether able to create .jpeg, .bmp Files using MS Paint.                      |
| 13  | Exercise using Calculator.                                               | i) Able to use calculator in Standard mode.  
ii) Able to use calculator in Scientific mode. | • Check calculator in Standard mode  
• Check calculator in scientific mode.                                                  |
| 14  | Exercise using Notepad/Wordpad.                                          | i) Able to use Notepad  
ii) Able to use Wordpad | • Observe creation, formatting and printing of file using Notepad.  
• Observe Creation, formation and printing of file using Wordpad.                        |
| 15  | Exercise on using Control Panel.                                         | Able to Installation / Uninstallation of Software using control panel.  
Able to Install Hardware using control panel.  
Able to Change the Date and Time using control panel. | Check Installation / Uninstallation of Software using control panel.  
Check Installation of Hardware using control panel.  
Check Changing Date and Time using control panel.                                         |
<table>
<thead>
<tr>
<th>No.</th>
<th>Exercise</th>
<th>Ability</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Exercise on using of explorer for accessing of files and folders.</td>
<td>Able to use explorer for accessing of files and folders.</td>
<td>Check use of explorer for accessing of files and folders.</td>
</tr>
<tr>
<td>17</td>
<td>Exercise on arranging of icons – name wise, size, type, Modified.</td>
<td>Able to arrange the icons – name wise, size, type, Modified on desktop.</td>
<td>Observe whether able to arrange the icons – name wise, size, type, Modified.</td>
</tr>
<tr>
<td>18</td>
<td>Exercise on searching of files and folders.</td>
<td>Able to search the files and folders.</td>
<td>Check searching of files and folders.</td>
</tr>
</tbody>
</table>
| 19  | Exercise on organizing files / folders using copy and paste of files and folders. | i) Able to organize files / folders using copy and paste of files and folders using explorer.  
   ii) Able to organize files / folders using copy and paste of files and folders using My Computer. | Check organizing files / folders using copy and paste of files and folders.  
   Check organizing files / folders using copy and paste of files and folders using my computer. |
| 20  | Exercise on installation of Anti Virus software.                        | Able to install Anti Virus software.                                  | • Check installation of Anti Virus software.  
   • Check the CD/DVD/Pen Drive using Anti Virus Software like Kaspersky etc., |
| 21  | Exercise on shutdown of computer system.                                 | Able to shutdown computer system.                                    | Check shutdown of computer system.                                   |
| 22  | Exercise on using of Internet Explorer or any other browser.            | Able to use Internet Explorer, Mozilla Firefox, Google Chrome and Opera. | Check use of Internet Explorer.  
   Check use of Mozilla Firefox.  
   Check use of Google Chrome.  
   Check use of Opera. |
| 23  | Exercise on E-mail.                                                     | Able to Create E-mail id.                                            | • Create E-mail id.  
   Able to send and receive messages using E-mail.  
   • Send and Receive messages using E-mail. |
| 24  | Exercise on Zip/unzip files/folders.                                    | Able to Zip/Unzip Files/Folders.                                     | • Use Winrar software to Zip/Unzip Files/Folders.                      |
Computer Packages – I (Practicals)

Sub Title : Computer Packages – I (Practicals)
Sub Code : CCP-110
Periods/week : 5
Periods/year : 150

Rationale: Computer Packages – I (Practical) is a core lab as the student is expected to understand and demonstrate practical skills in MS-Word and MS-Power Point and handling, identifying and using various components with ease. Emphasis is laid on imparting essential skills in windows operating systems and DOS, MS-Word, MS-PowerPoint and internet applications that are required for subsequent learning.

TIME SCHEDULE

List of Experiments:
1. Ms-word
   1. Create and save a document using MS WORD.
      - Deletion of Character, Word, line and block of text.
      - Undo and redo process.
      - Moving, Copying and renaming.
   2. Format the Text document.
      - Character formatting.
      - Paragraph formatting.
      - Page formatting.
   3. Spell check the document.
      - Finding and Replacing of text.
      - Bookmarks and Searching for a Bookmarks.
      - Checking Spelling and Grammar automatically.
      - Checking Spelling and Grammar using Dictionary.
   4. Print the document.
      - Print Preview.
      - Print Dialog box.
   5. Mail Merge in MS-Word.
      - Create main document and data file for mail merging.
      - Merging the files.
      - Form letters using mail merging.
      - Mailing labels using mail merging.
   6. Table creation in Ms-word.
      - Create a table in the document
b. Add row, column to a table
c. Changing column width and row height.
d. Merge, split cells of table.
e. Use formulae in tables.
f. Sorting data in a table.
g. Formatting a table.

7. Miscellaneous and advanced concepts
   a. Manipulating Boarder and Shading,
   b. Insertion of Drop Cap,
   c. Insertion of Water mark
   d. Creation and editing of Word Art
e. Use of Drawing Tool Bar

2. MS-Power Point
   1. Create and save a new presentation using MS Power Point.
      a. Layout of opening screen in Power Point.
      b. The tool bars in MS Power Point.
      c. Choose Auto Layout for a new slide.
      d. Insert text and pictures into a blank slide.
      e. Insert new slides into the presentation.
      f. Apply slide transition effects.
      g. Demonstrate a slide show.
      h. Set animation to text and pictures in a slide
      i. Set the sounds, order and timing for animation.
<p>| 6. | Merging and splitting of cells in a Table. | Able to Merge and split cells in a Table using right click method. | Check whether able to Merge and split cells in a Table using right click method. |
| 7. | Changing the formatting of font. | Able to Change the formatting of font using right click menu. Able to Change the formatting of font using menu options. | Check whether able to change the formatting of font using right click menu. Check whether able to change the formatting of font using menu options. |
| 8. | Exercise with Headers and Footers. | Able to change Headers and Footers using menu option. Able to change Headers and Footers by clicking top and bottom document. | Check whether able to change Headers and Footers using menu option. Check whether able to change Headers and Footers by clicking top and bottom document. |
| 9. | Create mailing letters using mail merge tool of MS-Word. | Able to use mail merge tool of MS-Word using start mail merge option in mail menu. | Check whether able to use mail merge tool of MS-Word in creating letter using mail merge option in mail menu. |
| 10. | Miscellaneous and advanced concepts: Boarder and Shading, Drop Cap, Water marking, Word Art, Drawing Tool Bar. | Able to use Boarder and Shading to a particular word a word / Line / paragraph / page etc., able to use Word art, Water marking, by using Drawing Tool bar to creating different shapes like Rectangle/ Square ect. | Check whether able to use Drawing tool bar / water making / Boarder shading / Word art etc. |
| 10. | Inserting a new slide in the existing Power Point file. | Able to Insert a new slide in the existing Power Point file using new slide option in home menu. Able to Insert a new slide in the existing Power Point file using slide layout option in home menu. | Check whether able to Insert a new slide in the existing Power Point file using new slide option in home menu. Check whether able to Insert a new slide in the existing Power Point file using slide layout option in home menu. |
| 11. | Create a simple Power Point presentation for a small topic and saving in .ppt or pptx format. | Able to create a simple Power point presentation for a given topic. Able to Save the presentation in both .ppt or pptx format. | Check able to create a simple Power point presentation for a given topic. Check able to Save the presentation in both .ppt or pptx format. |
| 12. | Inserting chart or image in a Power Point slide. | Able to Insert chart in a power point slide using Insert menu option. Able to Insert image in a power point slide using insert menu option. | Check able to Insert chart in a power point slide. Check able to Insert image in a power point slide. |
| 13. | Exercise with animation and sound features in Power Point. | Able to work with animation and sound features in power point using custom animation option in Animations menu. Able to work with Media clip options in insert menu. | Check able to work with animation and sound features in power point using custom animation option in Animations menu. Check able to work with Media clip options in insert menu. |
| 14. | Exercise with | Able to work with Rehearse | Work with rehearse timings features. |</p>
<table>
<thead>
<tr>
<th>Exercise</th>
<th>Abilities</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehearse Timings feature in Power Point.</td>
<td>Timings feature in Power Point using slide show menu rehearse option.</td>
<td>Check able to work with rehearse timings features.</td>
</tr>
<tr>
<td>Exercise in printing the PowerPoint file in (a) Slides (b) Handout.</td>
<td>Able to print the PowerPoint file in Slides using File menu Print option. Able to print the PowerPoint file in Handout using file menu print option.</td>
<td>Check able to print the PowerPoint file in Slides using File menu Print option. Check able to print the Power Point file in Handout using file menu print option.</td>
</tr>
</tbody>
</table>
III SEMESTER
### DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
### SCHEME OF INSTRUCTIONS AND EXAMINATION
### CURRICULUM-2016
### SEMESTER III

<table>
<thead>
<tr>
<th>SUB CODE</th>
<th>SUBJECT</th>
<th>PERIODS PER WEEK</th>
<th>TOTAL PERIODS PER YEAR</th>
<th>SCHEME OF EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>THEORY</td>
<td>PRACTICAL</td>
<td>DURATION (hrs)</td>
</tr>
<tr>
<td>CCP-301</td>
<td>ENGLISH-II</td>
<td>6</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>CCP-302</td>
<td>ACCOUNTANCY-II</td>
<td>5</td>
<td>75</td>
<td>3</td>
</tr>
<tr>
<td>CCP-303</td>
<td>OFFICE ORGANISATION &amp; CORRESPONDENCE</td>
<td>6</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>CCP-304</td>
<td>COMPUTER PACKAGES-II</td>
<td>3</td>
<td>45</td>
<td>3</td>
</tr>
</tbody>
</table>

#### THEORY SUBJECTS

#### PRACTICAL SUBJECTS

| CCP-305  | ENGLISH TYPEWRITING-I 45 WPM                | 4                | 60                     | 10 mts         | 0          | 100          | 100         |
| CCP-306  | ENGLISH TYPEWRITING-II                     | 4                | 60                     | 1 hour         | 0          | 100          | 100         |
| CCP-307  | ENGLISH SHORTHAND 60 WPM                   | 8                | 120                    | 3              | 40         | 60           | 100         |
| CCP-308  | COMPUTER PACKAGES-II (P)                   | 6                | 90                     | 3              | 40         | 60           | 100         |
|          |                                             | 20               | 22                     | 630            | 160        | 640          | 800         |

**NOTE:**

1. A PASS IN CCP-307 AND CCP-308 WITH 45% MARKS IN THE END EXAMINATION IS CONSIDERED AS EQUIVALENT TO TYPEWRITING ENGLISH HIGHER GRADE OF TE SECTION.
2. THE QUESTION PAPER IS TO BE ISSUED BY THE SBTET.
3. CCP-308 ENGLISH SHORTHAND 60 WPM IS A PRACTICAL SUBJECT AND THE QUESTION PAPER IS TO BE SET AT THE INSTITUTION LEVEL.
**Time Schedule & Blue Print**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Major Topics</th>
<th>No. of periods</th>
<th>Weightage of Marks</th>
<th>No. of short questions + Annotations</th>
<th>No. of Essay questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Poetry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Equipment – Edgar Albert Guest</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>The Giving Tree - Shel Silverstein</td>
<td>05</td>
<td>2+1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Human Family - Maya Angelou</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Bull in the City – Sri Sri</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Harvest Hymn - John Betjeman</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. Prose</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Respond Instead of Reacting - Azim Premji</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>How to Live to Be 200 - Stephen Leacock</td>
<td>05</td>
<td>2+1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Albert Einstein at School - Patrick Pringle</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Eight Cousins or One Brother? - D. Balasubramanian</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Spoon- Feeding - W.R. Inge</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Mother’s Day : One- Act Play - J.B. Priestley</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>III. Grammar and Communication Skills</strong></td>
<td></td>
<td></td>
<td>35</td>
<td>4x10=40</td>
<td>4x3=12</td>
</tr>
<tr>
<td>1</td>
<td>Reading Comprehension</td>
<td>10</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Letter Writing</td>
<td>9</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Comprehension (Advertisement based)</td>
<td>8</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Note-Making</td>
<td>8</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>90</td>
<td>110</td>
<td>10</td>
</tr>
</tbody>
</table>

**OBJECTIVES:**

I. **Poetry**
   a. To appreciate the theme and distinct expressions of poems.
   b. To inculcate human values and sensitivity.
   c. To paraphrase the poems / summarizing.

II. **Prose**
   a. To develop English Language Skills.
   b. To enrich vocabulary
c. To answer long and short questions based on the lessons.
d. To use words of & phrases in sentences
e. To comprehend passages from the lesson.

III. Language
A. Reading Comprehension
   i) Passages
   ii) Advertisements
B. Composition: To improve the writing skills:
   i) Note-Making
   ii) Letter-writing (Informal)

Course Contents
The subject consists of two parts – the study of text book and the study of language which includes grammar and composition.

The study of Text
The syllabus for D.C.C.P. II year English is the same as in second year Intermediate, prescribed by the Board of Intermediate Education, A.P.

1. InterNET – 2, (introduced in June 2011) designed by EFLU (The English and Foreign Languages University)
2. Reading Comprehension, Composition and Communication skills (included in Inter NET-2)

Note:
1. To improve the communication skills of students, every weekend, one period may be allotted to speech practice, seminar, debate, pair work and group work.

2. As and when the Intermediate II year English Text Book changes, it should be followed for the DCCP II year Course, invariably as per the guidelines from the State Board of Technical Education and Training.
CCP-302 ACCOUNTANCY – II

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Short Questions</th>
<th>Essay Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEPRECIATION</td>
<td>10</td>
<td>1+1*</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>BILLS OF EXCHANGE</td>
<td>20</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>A/CS OF NON-TRADING CONCERNS</td>
<td>25</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>CONSIGNMENT</td>
<td>20</td>
<td>1+1*</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>75</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

NOTE 1: In Part-A of question paper, each question carries 3 marks. In Part-B, out of 8 questions, student has to answer any 5 problems, including Q.No.11 on ACCOUNTS OF NON-TRADING CONCERNS which is a COMPULSORY PROBLEM carrying 18 marks.

NOTE 2: In Part-A, small problem questions carrying 3 marks each under topics mentioned specifically above can be given (Eg: 1.Problem on Straight Line/Diminishing Balances methods for a period of 2 years; and 2. Valuation of unsold stock/ goods lost in transit, normal/abnormal loss - only)

1.0 Understand the need for Depreciation and different methods of Depreciation
1.1 Define “Depreciation”
1.2 Explain the need for depreciation
1.3 List the different methods of calculating depreciation.
1.4 Compute depreciation under Straight Line, Diminishing Balance and Sinking Fund methods.
1.5 Compute depreciation when there is change in the method of depreciation during the life of the asset.

2.0 Understand Bills of Exchange
2.1 Define a Bill of exchange. Give its pro forma.
2.2 Explain the terms – Drawer, Drawee, Payee, Endorser, Endorsee, Holder in due course, Noting charges
2.3 Prepare journal entries for (a) honour of bill (b) dishonour of bill (c) endorsement of bill (d) discounting of bill (e) sending bill for collection, in the books of drawer and drawee.
2.4 Explain retirement of bill
2.5 Explain renewal of bill
2.6 Explain an accommodation bill
2.7 Distinguish between trade bill and accommodation bill

3.0 Understand the Accounts of Non-trading concerns.
3.1 Distinguish between trading and non-trading concerns.
3.2 Explain the terms capital and revenue expenditures and capital and revenue receipts.
3.3 Differentiate between capital/revenue receipt and expenditure.
3.4 Explain the term ‘deferred revenue expenditure’.
3.5 Explain the terms used in non-trading concern’s final accounts.
3.6 Draw the proforma of Receipts and Payments a/c
3.7 Explain the features of Receipts and Payments Account.
3.8 Draw the proforma of Income and Expenditure a/c
3.9 Explain the features of Income and Expenditure Account.
3.10 Compare the Income and Expenditure Account with the Profit and Loss Account.
3.11 Compare the Receipts and Payments Account with the Cash book.
3.12 Compare the Receipts and Payments account with the Income and Expenditure account.
3.13 Prepare Receipts and Payments Account from the list of balances.
3.14 Prepare Income and expenditure account from the receipts and payments account or list of balances.
3.15 Prepare previous year’s balance sheet to calculate capital fund.
3.16 Prepare current year’s balance sheet.
4.0 Understand the Consignment Accounts
4.1 Explain the need for Consignment
4.2 Explain the terms Consignor and Consignee
4.3 Distinguish between consignee and agent
4.4 Distinguish between consignment and sale
4.5 Distinguish between consignment and joint venture
4.6 Explain Account Sales and Proforma Invoice
4.7 Explain types of commissions – 1) Ordinary 2) Del Credere
4.8 Prepare both journal and ledger accounts without proforma invoice price for a consignment transaction.
4.9 Prepare both journal and ledger accounts with proforma invoice price for a consignment transaction.
4.10 Explain the procedure of calculating the unsold stock.
4.11 Solve problems with unsold stock.
4.12 Explain Normal Loss and Abnormal Loss
4.13 Solve problems on normal and abnormal loss.

COURSE CONTENTS

2. Bills of Exchange — Accounting treatment for all bill transactions - Accommodation Bills — Accounting treatment for accommodation bills.
3. Accounts of a Non-Trading Organisation: Preparation of Receipts and Payments Account, Income & Expenditure Account and Balance Sheet of a Non-Trading Organisation

BOOKS RECOMMENDED:
1) Grewal T S ‘Introduction to Accountancy’
2) Maheswari S.N. ‘Introduction to Accountancy’
3) Jain and Narang ‘Advanced Accounts’
4) Jain and Narang ‘Advanced Accounts’
5) Shukla and Grewal ‘Advanced Accounts’
### Time Schedule

<table>
<thead>
<tr>
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<th>No. of periods</th>
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<th>Essay Questions</th>
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The Essay questions in ‘Correspondence’ - Section B of Part B – should test the candidate’s ability to draft independent correspondence based on situations.

**Objectives: At the end of the course the student will be able to:**

1.0 Understand the importance of Office and Office Manager in modern business.
   1.1 Define Management
   1.2 Explain the functions of Management
   1.3 Define the meaning of office.
   1.4 Explain the importance of office.
   1.5 State the basic and administrative functions of a modern office.
   1.6 List out the functions of Office Manager.
   1.7 List the qualifications of Office Manager.

2.0 Understand the working of various departments of Office.
   2.1 Explain the need for departmentation.
   2.2 Name various departments – Personnel, Sales, Purchases, Finance Departments.
   2.3 Explain functions of each department.

3.0 Understand the features of centralization and decentralization of services.
   3.1 Explain the meaning of centralization.
   3.2 List out the merits and demerits of centralization.
   3.3 Explain the meaning of decentralization.
   3.4 List out the merits and demerits of decentralization.
   3.5 Explain the factors determining centralisation/decentralisation.

4.0 Understand the objectives of Office Layout.
   4.1 Explain the need of office organization
   4.2 List the consequences of poor organization.
   4.3 Explain the importance of office layout.
   4.4 List out the objectives of office layout.

5.0 Understand the importance of filing and indexing.
5.1 Explain meaning of filing and its objectives.
5.2 Explain various methods of filing.
5.3 Explain the meaning and objectives of indexing.
5.4 Explain the different types of indexing.

6.0 Understand handling of Inward/Outward correspondence.
6.1 Explain receiving and sorting of letters.
6.2 Explain opening, recording, marking and distributing letters.
6.3 Explain maintaining inward mail register.
6.4 Understand folding of letters and envelope preparation for outward mail.
6.5 Explain sorting, sealing, weighing and stamping.
6.6 Explain recording in dispatch register (outward mail register).
6.7 Explain handling mails through devices like FAX

7.0 Understand the stationery required for an office.
7.1 Define the meaning and importance of stationery.
7.2 List out the types of stationery used in an office.
7.3 Explain the issues, control and consumption of stationery.
7.4 Explain the procedure to maintain stock register.

8.0 Identify the methods to be followed in making payments by an office.
8.1 Explain the Money Order
8.2 Explain the Postal Order
8.3 Explain the Bank Draft/Banker’s Cheque.
8.4 Compare the above methods of payments.

9.0 Understanding the Meetings
9.1. Explain Meeting Notice
9.2. Define the various terms used in meeting
9.3. Define Minutes of a meeting
9.4. List the essential points required for drafting the minutes
9.5. Explain the procedure to record minutes of the office meeting.

10. Understand the Principles of Business Correspondence.
10.1. Define what is Correspondence and name the various kinds of Correspondence
10.2. State various parts of Business letters
10.3. Distinguish between Block form and Indented form of address.
10.4. Describe the essential qualities of a good Business letter
10.5. State the advantages of Business correspondence.

11. Understand writing letters of Enquiry, Quotation/Offer, Acceptance and Order
11.1. State what is an Enquiry and draft letters of Enquiry
11.2. State the difference between an Offer and Quotation
11.3. List out the important points in letter of Offer and Quotation.
11.4. Draft letters of Offer and letters of Quotation.
11.5. Draft letters of accepting Quotation.
11.6. List the points to be kept in placing Order.
11.7. Draft order.

12. Understand Confirmation, Execution and Cancellation of Order.
12.1. Give the meaning of Confirmation, Execution and Cancellation of Orders.
12.2. Write the points in letter of Confirmation, Cancellation and Execution of Orders.
12.3. Name the situations when Orders are cancelled

13. Understand letters of claims, complaints and adjustments.
13.1. Name of the characteristics of a letter of claim and complaint.
13.2. Mention the circumstances when a complaint is made.
13.3. Draft letters of complaint on delay in delivery of goods, defective, poor quality of goods etc.
13.4. What is an adjustment letter?
13.5. Draft letters of adjustments.

14.1. Explain when collection letters are sent.
14.2. List the different stages of collection letters.
14.3. Draft Collection Letters
14.5. Explain the circumstances in which a Circular letter is written

15. Comprehend the principles of drafting an application for a situation
15.1. State various elements of an application for a situation
15.2. Explain the difference between a solicited and unsolicited application
15.3. Describe the Bio-data required for filing of an application
15.4. Prepare applications for the posts of Typists, Clerks, Stenographer, Accounts Assistants, Data Entry Operators and Programmers.

COURSE CONTENTS
Departmentation – The need for departmentation – Various departments in an office and their functions.
Office Organisation – Consequences of poor organization – Lay out of an office – Need for office lay out.
Office Correspondence – Procedure for receiving and recording the inward correspondence – Procedure for sending and recording outward correspondence – Handling of correspondence through FAX.
Office Stationery – Importance of Stationery – Maintenance of stock register.
Payments by an office – Various methods of making payments – Money Order, Postal Order, Bank Cheque, Demand Draft – Comparison of various methods of payments.
Office Meetings – Meeting notice – Various terms used in meetings – Minutes of meeting - Essential points of minutes – Procedure for recording of minutes.
Confirmation, execution and cancellation of orders - Circumstances under which order is cancelled.
Claims – Complaints – Reasons for complaint – Adjustment letters.
Application for a situation – Solicited and unsolicited application – Bio-data – Bio-data for different types of posts.

REFERENCES;
1. Office Organization and Management.. Chopra
2. Office Organization and Management.. S.P. Arora
3. Essentials of Business Communication.. Rajendrapal and Korlahalli
4. Commercial Correspondence .. R. Mohan
### TIME SCHEDULE

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<th>No. of periods</th>
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<th>Essay Questions</th>
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<td>3</td>
<td>Building up Graphs</td>
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<td>Data Base &amp; Tables in MS-ACCESS (2007)</td>
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<td>Reports in MS-ACCESS</td>
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<td>Printing of Tables, Forms, Reports in MS-ACCESS</td>
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| Total  | 45 | 10 | 8 |

### OBJECTIVES — At the end of the course, the student will be able to –

1.0 Know the evolution of spreadsheet software.
   1.1 State the history of spreadsheet software.
   1.2 List the features of spreadsheet software.
   1.3 Name the features of MSEXCEL.
   1.4 List the applications used with MSEXCEL.

2.0 Understand building of a spreadsheet.
   2.1 Describe the EXCEL window.
   2.2 Define the term Cell, Current Cell, Cell pointer, Range.
   2.3 List the Toolbars of EXCEL and their functionality.
   2.4 Explain the procedure to edit the contents of the cell.
   2.5 Explain the procedure to Format the cells with numbers.
   2.6 Explain the procedure to Format the text in the cells.
   2.7 Explain the procedure to Change the height and width of the cells.
   2.8 List different types of addressing modes or cell references – relative, absolute, mixed.
   2.9 Define a formula.
   2.10 List the operators used in the formula.
   2.11 List the types of errors (###, !value, div/0 etc.).
   2.12 Explain the procedure to insert Symbols.
   2.13 Explain the procedure to Enter formulae with functions.
   2.14 Explain the procedure to link up different worksheets.
   2.15 Explain the procedure to copy/move worksheet from different workbooks.
   2.16 Explain the procedure for printing of a worksheet.
   2.17 Work on a spreadsheet involving all the tools, formats and commands.

3.0 Understand the creation of graphs.
   3.1 List the different types of graphs.
   3.2 Explain the procedure to create a graph
   3.3 Explain the formatting features of graph.
   3.4 Explain the procedure for printing a graph.

4.0 Understand the database management features in Excel
   4.1 Define database, Database Management System, RDBMS.
   4.2 List the features of database management in Excel.
   4.3 Explain the procedure for sorting database.
4.4 Define Criteria.
4.5 Define filter
4.6 List different types of filters in Excel.
4.7 Explain the concept of autofilter.
4.8 Explain the procedure for filtering data using advanced filter.
4.9 Define criteria range.
4.10 Explain the procedure for writing criteria and extract the data.
4.11 Explain in detail about Pivot Table.

5.0 Understand database and tables in MS Access.
5.1 Define DBMS, RDBMS.
5.2 List the components of MS ACCESS.
5.3 Explain the features of the components of MS ACCESS.
5.4 Explain the procedure to Create a blank database.
5.5 Create a table using datasheet view/design view.
5.6 List different data types in MS Access.
5.7 Explain entering of data into the table.
5.8 Explain viewing data from the table.
5.9 Explain Sorting and Filtering data in table.

6.0 Understand access queries and filters.
6.1 Define a query.
6.2 List different types of queries.
6.3 Explain in detail about Select query.
6.4 Explain Action queries.
6.5 Define a filter.
6.6 List different types of filters in MS ACCESS.
6.7 Explain Filter by Selection.
6.8 Explain Filter by Form.
6.9 Explain Advanced Filter.

7.0 Understand access forms.
7.1 Explain the procedure to create form using MS ACCESS AUTOFORM.
7.2 Explain the procedure to create form using Datasheet.
7.3 Explain the procedure to create a Form using Form Wizard.
7.4 Explain the procedure for creating a Custom Form/Blank Form.
7.5 Explain the procedure to add new records through Form.
7.6 Explain the procedure to navigate and search records using Form.

8.0 Understand access reports.
8.1 Explain how to create table-based reports.
8.2 Explain how to create query-based reports.
8.3 Explain how to create form based reports.

9.0 Understand printing.
9.1 Explain the procedure for printing of Tables.
9.2 Explain the procedure for printing of Forms.
9.3 Explain the procedure for printing of Reports.

COURSE CONTENTS

MS – EXCEL
2. MS EXCEL – Capabilities of the software-Building up of the spreadsheet – Saving and retrieving of the files- General features – Workbooks, Row/column markers – Multiple Undo – Graphics support and Toolbars – Database management.
3. Excel Toolbars – Standard Toolbar, Formatting Toolbar, etc. Entering numbers, Formatting numbers, creating series of numbers- Entering Text, formatting text, importing text.
MS – ACCESS
6. Data base management – Need for a database to a business firm – Database components – Tables, Queries, Forms and Reports
7. Creating a Database, Table, Reviewing and Selecting Data – Access Forms – Queries and Filters – Reports - Printing of Access Data.

REFERENCE BOOKS

1. Teach yourself Office 2007 for Windows - Coray Sandler, Tam Bad Gelt Wingarte, BPB publications
2. ABC’s of MS Office 2007 - Ceny Heard Davi’s, BPB publications
CCP-305 ENGLISH TYPEWRITING - I

**Sub Title**  
English Typewriting – I (45 wpm)

**Sub Code**  
CCP-305

**Periods/week**  
4

**Periods/year**  
60

**TIME SCHEDULE**

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<td>1</td>
<td>Practice of running matter-selected exercises @ 30 wpm</td>
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</tr>
<tr>
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<td>Practice - 35 WPM</td>
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<td>3</td>
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**OBJECTIVES:** At the end of the course the student will be able to:

1. **Type printed matter accurately at 30 wpm.**
   - 1.1. Drill the speed passages at varying speeds.
   - 1.2. Drill the difficult words.
   - 1.3. Reproduce the printed matter and Examination question papers into typed matter accurately.
   - 1.4. Repeat the typing of printed matter with accuracy at 25 wpm.

2. **Type the printed matter at 35 wpm accurately.**
   - 2.1. Practice typing at 35 wpm and more
   - 2.2. Drill the difficult and lengthy words
   - 2.3. Reproduce the printed matter and Examination question papers at 35 wpm accurately.
   - 2.4. Repeat the typing of printed matter with accuracy at 35 wpm.

3. **Type the printed matter at 45 wpm accurately.**
   - 3.1 Practice of Higher Grade Question Papers typing at 45 wpm and more
   - 3.2 Drill the lengthy and difficult words.
   - 3.3 Reproduce the printed matter (Higher Grade question papers) at 40 wpm accurately.

**COURSE CONTENTS**

1. Practice of running matter selected from exercises – Accuracy and speed tests.
2. Practice of running matter – Examination Question Papers – Accuracy and speed
3. Practice at 30, 35, 45 words per minute.
4. Practice of running matter – Examination Question papers – Accuracy and speed
5. Tests at 45 wpm. **End examination at 45 wpm.** (Five Depressions of key are treated as one word).

**BOOKS RECOMMENDED**

1. Tyipewriting Higher Speed Papers of S.B.T.E.T. Published by National Shorthand School (Books), Visakhapatnam
2. Speed Practice books published by Laxmi Prasuram, 20-A Nandhi Koil Street, Thiruchirapalli
3. Speed Practice books published by R.K.Books, Guntur
CCP-306 ENGLISH TYPEWRITING – II

Sub Title: English Typewriting – II (45 wpm)
Sub Code: CCP-306
Periods/week: 4
Periods/year: 60

TIME SCHEDULE

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OBJECTIVES

1.0 Type a Balance Sheet/ Receipts and Payments on a single sheet. (140 Words) (700 Strokes) (40 Marks)
1.2 Explain the format of a balance sheet.
1.3 List out the items in two sides of a balance sheet.
1.4 Identify the items that are seen in a balance sheet covering two sides.
1.5 Point out the matter of a balance sheet etc., which are to be sub divided into two parts.
1.6 Calculate the spaces of the matter, name of the firm, title of the balance sheet which find place on both sides of the balance sheet.
1.7 Type the Balance Sheet on one sheet.
1.8 Explain the formats of Trading & Profit and Loss Account, Income & Expenditure Account and Receipts & Payments Account.
1.9 Identify the items that are seen in different accounts.
1.10 Type the Trading and Profit & Loss Account, Income & Expenditure Account, and Receipts & Payments Account in one Sheet.

2.0 Practice Official Letters and Business Letters. (120 Words) (600 Strokes) (20 Marks)
2.1 Define official letter and Business letter.
2.2 Give format of an official letter and business letter.
2.3 Amplify the abbreviations in an official letter and business letter.
2.4 Practice of typing official letter and business letter from examination papers.

3.0 Type G.O./Memorandum. (140 Words) (700 Strokes) (40 Marks)
3.1 Practice Government Order.
3.2 Practice Memorandum

NOTE: The syllabi and pattern of examination will be the same as for T.E.H. of the SBTET AP.

COURSE CONTENTS

1. Practice of Official Letter and Business Letter. (120 words)
2. Practice of Balance Sheet/Receipts and Payments Account/ Income and Expenditure Account/Trading Account/Profit and Loss account on one sheet. (140 words)
3. Practice of Government Order/Memorandum/Notification/Judgement. (140 words)

BOOKS RECOMMENDED

a) Higher Grade Papers of S.B.T.E.T, AP.
b) Lay outs and formats by S.B.T.E.T, AP.
TIME SCHEDULE

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<tr>
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<tr>
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<td>Practice of speed @ 50 WPM</td>
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<td>Practice of speed @ 60 WPM</td>
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OBJECTIVES At the end of the course, the student will be able to:

1.0 Comprehend the contractions with emphasis on speed
   1.1. Practice of Special Contractions – Section I and exercises
   1.2. Practice of Special Contractions – Section II and exercises
   1.3. Practice of Special Contractions – Section III and exercises
   1.4. Practice of Special Contractions – Section IV and exercises
   1.5. Practice of Special Contractions – Section V and exercises
   1.6. Revision of Contractions and Grammalogues.

2.0 Take down dictation at 40/50/60 WPM.
   2.1 Practice of taking down dictation @ 40 wpm
   2.2 Practice of taking down dictation @ 50 wpm
   2.3 Practice of taking down dictation @ 60 wpm
   2.4 Take down dictation at varied speeds on Grammalogues and Contractions

3.0 Transcribe the shorthand notes in longhand at 40/50/60 words per minute.
   3.1 Practice transcribing the dictated passage at 40/50/60 wpm
   3.2 Rectify the mistakes in outlines and spellings.
   3.3 Practice of transcribing the prepared matter.
   3.4 Rectify the wrong outlines and spellings.
   3.5 Practice dictation of examination question papers in a given time.
   3.6 Practice transcribing the dictated matter in the given time.
   3.7 Rectify the mistakes. Practice corrected spellings and outlines.

COURSE CONTENTS

1. Practice dictation of Text book exercises at 40, 50, 60 and Higher rates. Practice of transcription from English to Shorthand and Shorthand to English.
2. Dictation and transcription of prepared English passages at 60 words per minute.
3. Practice and drills on the passage from the 700 common words and other books covering grammalogues, contractions and phrase.
4. Dictation and transcription of examination speed papers and other graded exercises.

BOOK RECOMMENDED

1. Pitman Shorthand Instructor with key.
2. Examination question papers.
3. 700 common words book.

Note: The examination will be conducted at the end of third semester at the rate of 60wpm and it is a practical examination i.e., 40 marks internal and 60 marks external. The duration of speed is for 7 minutes @ 60 wpm and the time for transcription is 1 hour. The question paper @ 60 wpm should be preferably based on common words. Not more than 1 per cent of uncommon words should be incorporated in the question paper (considering the student’s level of command over English language)
CCP-308 COMPUTER PACKAGES – II (PRACTICALS)

Sub Title: Computer Packages - II (Practicals)
Sub Code: CCP-308
Periods/week: 6
Periods/year: 90

TIME SCHEDULE

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<td>Building Charts</td>
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<td>Data Base Management in Excel</td>
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<td>4</td>
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<tr>
<td>7</td>
<td>Creating Queries and Viewing Data Base</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>Creating of ACCESS Reports</td>
<td>05</td>
</tr>
<tr>
<td>9</td>
<td>Printing of ACCESS Tables, Forms, Reports</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>90</strong></td>
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</tbody>
</table>

EXERCISES

1. Create and save a new work book in Excel
2. Entering Data into Worksheet
3. Editing data of Worksheet
4. Formatting the text in the cells
5. Formatting the numbers in the cells.
6. Formatting cells.
7. Copying format of cell along with data format.
8. Changing the height and width of cells.
9. Freezing Titles, splitting screen
10. Enter formulae for calculation in the cells.
11. Copying the formula over a range of cells.
12. Inserting built-in functions into the cells.
13. Create graphs for the data using Chart Wizard.
15. Printing of worksheet.
17. Creating Tables using data sheet view.
19. Entering Data into tables.
20. Viewing the data in table.
22. Creating a new query using design view.
23. Viewing the data using a Select Query.
24. Updating the data in table using Update Query.
25. Linking two Tables on Relational Aspect.
26. Create forms using auto form/custom form/Form Wizard.
28. Printing the tables, forms and reports.
<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the experiment</th>
<th>Objectives</th>
<th>Key Competencies</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Create and save a new work book in Excel</td>
<td>Know the features of spreadsheet software.</td>
<td>Observe the no .of rows, no. of columns, no. of worksheets</td>
</tr>
<tr>
<td>2</td>
<td>Entering data into workbook</td>
<td>Understand entering column headings and data into cells</td>
<td>Observe row address, column address, cells.</td>
</tr>
<tr>
<td>3</td>
<td>Editing data of Worksheet</td>
<td>Modifying, deleting, copying, moving data in worksheet</td>
<td>Observe fill handle for filling series</td>
</tr>
<tr>
<td>4</td>
<td>Formatting the text in the cells</td>
<td>Applying font formatting, alignments to text</td>
<td>Use text orientation</td>
</tr>
<tr>
<td>5</td>
<td>Formatting number in cells</td>
<td>Formatting number in different styles.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Formatting cells</td>
<td>Formatting cell borders</td>
<td>Know to apply border for required side for cell</td>
</tr>
<tr>
<td>7</td>
<td>Copying format of cell along with data format.</td>
<td>Use format menu</td>
<td>Use format painter tool</td>
</tr>
<tr>
<td>8</td>
<td>Changing the height and width of cells.</td>
<td>Use format menu</td>
<td>Use mouse pointer to drag the cell.</td>
</tr>
<tr>
<td>9</td>
<td>Freezing Titles, splitting screen</td>
<td>Use view menu</td>
<td>Observe freezing both top row and first column</td>
</tr>
<tr>
<td>10</td>
<td>Enter formulae for calculation in the cells.</td>
<td>Know to create various formulae according to need.</td>
<td>Make totals by different ways.</td>
</tr>
<tr>
<td>11</td>
<td>Copying the formula over a range of cells.</td>
<td>Know different cell references- relative, absolute, mixed</td>
<td>using paste special, Copy the formula</td>
</tr>
<tr>
<td>12</td>
<td>Inserting built-in functions into the cells.</td>
<td>Use formulae menu</td>
<td>Learn frequently used functions in various categories.</td>
</tr>
<tr>
<td>13</td>
<td>Create graphs for the data using Chart Wizard.</td>
<td>Use insert menu</td>
<td>Select appropriate chart depending on data</td>
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<tr>
<td>14</td>
<td>Format graphs in Excel.</td>
<td>Format graphs</td>
<td>Learn how to change type of chart</td>
</tr>
<tr>
<td>15</td>
<td>Printing of worksheet, chart</td>
<td>Know various options of printing</td>
<td>Learn how to print a specific selection of worksheet. Learn how to print a chart</td>
</tr>
<tr>
<td>17</td>
<td>Creating Tables using data sheet view.</td>
<td>Create Tables using data sheet view.</td>
<td>Using different data types</td>
</tr>
<tr>
<td>18</td>
<td>Creating Tables using Design View in Access.</td>
<td>Create Tables using Design View in Access.</td>
<td>Using different data types and Primary Key</td>
</tr>
<tr>
<td>19</td>
<td>Entering Data into tables.</td>
<td>Enter data in corresponding fields</td>
<td>Different methods of data entry in tables.</td>
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<tr>
<td>20</td>
<td>Viewing the data in table.</td>
<td>View data in the table</td>
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<td>21</td>
<td>Viewing the data using select Query</td>
<td>Select required fields from table</td>
<td>Create calculated field</td>
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<td>22</td>
<td>Creating a new query using design view.</td>
<td>Enter criteria for required fields.</td>
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<tr>
<td>23</td>
<td>Creating a new query using wizard.</td>
<td>Create a new query using wizard.</td>
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</tr>
<tr>
<td>24</td>
<td>Updating the data in table using Update Query</td>
<td>Use Update query</td>
<td>Learn about Append query - Delete query</td>
</tr>
<tr>
<td>25</td>
<td>Linking two Tables on</td>
<td>Link up two or more tables.</td>
<td>Use primary key</td>
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<tr>
<td></td>
<td>Relational Aspect.</td>
<td>Use select query to take data from more than one table.</td>
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<tr>
<td>---</td>
<td>-------------------</td>
<td>----------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>26</td>
<td>Create forms using autoform/custom form/Form Wizard.</td>
<td>Create autoform Form in design view Using form wizard</td>
<td>Different types of forms</td>
</tr>
<tr>
<td>28</td>
<td>Printing the tables, forms and reports.</td>
<td>Observe options of print menu</td>
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</tr>
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</table>

**COURSE CONTENTS**

**MS – EXCEL**


**MS – ACCESS**

1. Creation of database-Creation of tables – entering data into the tables – viewing of the data – Editing of data – Designing query - Creation of Forms – Creation of reports using ACCESS – Printing of Tables, Forms and Reports..
IV SEMESTER
# DIPLOMA IN COMMERCIAL & COMPUTER PRACTICE (DCCP)
## SCHEME OF INSTRUCTIONS AND EXAMINATION
### CURRICULUM-2016
#### SEMESTER IV

<table>
<thead>
<tr>
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<th>TOTAL PERIODS PER YEAR</th>
<th>DURATION (hrs)</th>
<th>SESS MARKS</th>
<th>END EXM MARKS</th>
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|          |          |         |                  |        |           |                        |                |            |               |             |
|          |          |         |                  |        |           |                        |                |            |               |             |

|          |          |         |                  |        |           |                        |                |            |               |             |
|          |          |         |                  |        |           |                        |                |            |               |             |
|          |          |         |                  |        |           |                        |                |            |               |             |
|          |          |         |                  |        |           |                        |                |            |               |             |

**NOTE:**

CCP-407 being practical subject, the examination and the question paper is prepared at the institution level.

CCP-408 - Life Skills – “Enhancing English and Employability Skills The Work Book – IV” of C-09 and C-14 curriculum is retained.
### Time schedule

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Major Topics</th>
<th>No. of periods</th>
<th>Weightage of Marks</th>
<th>No. of Essay questions</th>
<th>No. of Short questions</th>
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<tr>
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<td>I. Non – Detailed Text</td>
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<td>10X6=60</td>
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<tr>
<td>1.</td>
<td><em>Animal Farm – George Orwell</em></td>
<td>35</td>
<td></td>
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<tr>
<td></td>
<td><strong>II. Composition and Communication Skills</strong></td>
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<tr>
<td>2.</td>
<td>i) Curriculum Vitae</td>
<td>7</td>
<td>10X2= 20</td>
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<tr>
<td></td>
<td>ii) Reading Comprehension</td>
<td>4</td>
<td>3X10 =30</td>
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<td></td>
<td>iii) Note making</td>
<td>5</td>
<td></td>
<td>1</td>
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<tr>
<td></td>
<td>iv) <em>Describing a process</em></td>
<td>4</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>v) Filling in forms</td>
<td>4</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>vi) Non-verbal interpretation</td>
<td>4</td>
<td></td>
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<td>2</td>
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<tr>
<td></td>
<td>vii) <em>Word power (matching)</em></td>
<td>4</td>
<td></td>
<td></td>
<td>2</td>
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<tr>
<td></td>
<td>viii) Role-play (dialogue writing)</td>
<td>4</td>
<td></td>
<td>1</td>
<td></td>
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<td></td>
<td>ix) syllabification</td>
<td>4</td>
<td></td>
<td>1</td>
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<td><strong>Total</strong></td>
<td>75</td>
<td>110</td>
<td>08</td>
<td>10</td>
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</table>

### OBJECTIVES:

I. Non-Detailed:
1. To summarise the text
2. To answer long questions based on the text.
3. To understand a novel and its contemporary social circumstances.

II. Language Work:
Composition and Communication skills:

**Composition**
1) Describing a process 2) Letter writing
3) Filling-in different kinds of forms 4) Curriculum Vitae

**Reading Comprehension**
1. Passages 2) Interpretation of Non-Verbal information

**Communication Skills**:
1. Role play 2) Word power 3) Word-stress

### Course Content:
The subject consists of the study of a Non-detailed text and the study of language which includes composition.
1. Non-Detailed Text – *Animal Farm –* George Orwell.
2. Composition and Communication skills.

**Note**: To improve the communication skills of students, every weekend, one period is to be utilised for speech practice, seminars and debates.

As and when the Intermediate Text Book changes, it should be followed for the DCCP course, invariably as per the guidelines from the State Board of Technical Education and Training.
**CCP-402 ACCOUNTANCY - III**

**Sub Title**  
Accountancy – III

**Sub Code**  
CCP-402

**Periods/week**  
6

**Periods/year**  
90

**TIME SCHEDULE**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Short Questions</th>
<th>Essay Questions</th>
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<tbody>
<tr>
<td>1</td>
<td>AVERAGE DUE DATE</td>
<td>10</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>ACCOUNT CURRENT</td>
<td>10</td>
<td>1</td>
<td>1</td>
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<tr>
<td>3</td>
<td>PARTNERSHIP ACCOUNTS – Methods of Profit sharing and Goodwill treatment</td>
<td>20</td>
<td>1*</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>ADMISSION OF PARTNER</td>
<td>14</td>
<td>1*</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>RETIREMENT &amp; DEATH OF PARTNER</td>
<td>14</td>
<td>2</td>
<td>2</td>
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<tr>
<td>6</td>
<td>PARTNERSHIP DISSOLUTION &amp; GARNER Vs MURRAY</td>
<td>12</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>JOINT VENTURE</td>
<td>10</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>90</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

**NOTE 1:** In Part-A of question paper, each question carries 3 marks. In Part-B, out of 8 questions, student has to answer any 5 problems, including Q.No.11 on PARTNERSHIP ACCOUNTS (ADMISSION, RETIREMENT, DISSOLUTION) which is a COMPULSORY PROBLEM carrying 18 marks. The question on DEATH of a partner should be for 8 marks only.

**NOTE 2:** In Part-A, small problem questions (*) carrying 3 marks each under topics mentioned specifically above can be given (Eg: Calculation of new profit sharing ratios of partners, sacrificing ratio, treatment of goodwill only)

**OBJECTIVES: At the end of the course the student will be able to**

1.0 **Understand the Average Due Date**
   1.1 Explain the concept of Average Due Date
   1.2 List the advantages of Average Due Date
   1.3 Explain the procedure for calculation of Average Due date
   1.4 Prepare the Average Due Date
   1.5 Calculate the interest from the due date to the date of payment.

2.0 **Understand the Account Current**
   2.1 Definition of Account current
   2.2 List the important points in calculating the number of days.
   2.3 Explain the different methods of calculating interest
   2.4 Prepare the account current in different methods.
   2.5 State the significance of Red Ink Interest in account current.

3.0 **Understand the Partnership accounts.**
   3.1 Explain the method of distribution of profits taking into account the interest on capital, interest on drawings, outstanding expenses, interest on loan.
   3.2 Pass journal entries on the above.
   3.3 Distinguish between profit and loss account and profit and loss appropriation account.
   3.4 Solve problems pertaining to the above adjustments.
   3.5 Define goodwill.
3.6 Explain the methods of calculating goodwill.
3.7 Explain the factors influencing goodwill.
3.8 List the circumstances when the goodwill is valued.

4.0 Understand accounting treatment for Admission of a Partner
4.1 Calculate the new profit sharing ratio on admission of partner.
4.2 Explain the various methods of treatment of goodwill on admission of new partner
4.3 Explain the profit and loss adjustment account or revaluation account.
4.4 Give accounting treatment in case of admission of a new partner preparing profit and loss adjustment account, capital accounts and new balance sheet.

5.0 Understand accounting treatment of Retirement or Death of a Partner
5.1 Calculate the new profit sharing ratio on retirement of partner.
5.2 Explain the various methods of treatment of goodwill on retirement of partner
5.3 Give accounting treatment in case of retirement of partner preparing profit and loss adjustment account, capital accounts and new balance sheet.
5.4 Explain the amounts payable to the executor of a deceased partner.
5.5 Give accounting treatment in case of death of partner preparing profit and loss adjustment account, capital accounts and the executor’s account and new balance sheet.

6.0 Understand accounting treatment of Dissolution of Partnership firm
6.1 List the circumstances leading to dissolution of partnership.
6.2 Explain the realisation account.
6.3 Distinguish between realisation account and profit and loss adjustment account.
6.4 Preparation of realisation account, capital accounts and bank account on dissolution where the partners are solvent.
6.5 Explain the ruling in Garner Vs. Murray case.
6.6 Give accounting treatment for dissolution when all but one partner are insolvent without applying the ruling in Garner Vs. Murray case.
6.7 Give accounting treatment for dissolution when all but one partners are insolvent applying the ruling in Garner Vs. Murray case.
6.8 Explain when the ‘deficiency account’ is prepared.
6.9 Give accounting treatment for dissolution of partnership when all the partners are insolvent.

7.0 Understand Joint Venture
7.1 Explain the concept of joint venture.
7.2 Distinguish between joint venture and partnership.
7.3 Explain the different methods of maintaining joint venture accounts.
7.4 Explain the maintenance of joint venture accounts by any one of the parties, by all the parties.
7.5 Explain the method of maintaining accounts in a separate set of books.
7.6 Solve problems in different methods.

COURSE CONTENTS

1. Average Due Date: Meaning, need and calculation of average due date.
2. Account Current: Meaning, need and calculation of account current.
4. Admission of a Partner: New profit sharing ratio, goodwill treatment methods, preparation of P & L Adjustment a/c or Revaluation a/c, capital a/cs and new Balance Sheet.
5. **Partner’s death/retirement**: New profit sharing ratio, goodwill treatment methods, preparation of P & L Adjustment a/c (or) Revaluation a/c, capital a/cs and new Balance Sheet.

6. **Partnership Dissolution**: Causes of dissolution – difference between P & L Adj a/c and Realisation a/c – capital accounts – bank a/c on dissolution when partners are solvent – **Garner Vs Murray** – preparation of accounts when all partners (except one) are solvent applying Garner Vs. Murray – preparation of a/cs when all partners are insolvent.


**BOOKS RECOMMENDED:**

1) Grewal T S ‘Introduction to Accountancy’
2) Maheswari S.N. ‘Introduction to Accountancy’
3) Gupta and Gupta ‘Principles and Practice of Accountancy’
4) Jain and Narang ‘Advanced Accounts’
5) Shukla and Grewal ‘Advanced Accounts’
6) Gupta and Radha Swamy ‘Advanced Accounts’
7) Telugu Academy publications for Intermediate course.
8) Basu & Das - Advanced Accountancy Vol I and Vol. II
CCP-403 QUANTITATIVE TECHNIQUES – I

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Short Questions</th>
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<td>Introduction to STATISTICS — Data collection methods</td>
<td>5</td>
<td>2</td>
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<tr>
<td>2</td>
<td>TABULATION and FREQUENCY DISTRIBUTION — Graphical representation of data</td>
<td>5</td>
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<tr>
<td>3</td>
<td>MEASURES OF CENTRAL TENDENCY</td>
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<tr>
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<td>8</td>
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<tr>
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<td>QUARTILES, DECILES and PERCENTILES</td>
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* QUESTION SHOULD BE A PROBLEM

OBJECTIVES — At the end of the course the student will be able to

1.0 Understand the concepts of Statistics
   1.1. Define Statistics
   1.2. Explain the functions of Statistics
   1.3. Explain the importance of Statistics
   1.4. List out the limitations of Statistics.
   1.5. List out the types of collection of data.
   1.6. Explain the sources of primary data.
   1.7. Explain the preparation of a questionnaire.
   1.8. List out the sources of secondary data.
   1.9. Explain the limitations of secondary data.

2.0 Apply the concepts of classification of data for data representation
   2.1. Explain the guidelines for data tabulation.
   2.2. Prepare a table with class interval and frequency distribution for a given data.
   2.3. List out the types of graphs to represent the data.
   2.4. Represent the data given in a suitable graph.

3.0 Understand Measures of Central Tendency
   3.1. List out the various measures of central tendency.
   3.2. List the uses of averages.

4.0 Understand calculation of Arithmetic Mean
   4.1. Explain the merits and demerits of Arithmetic Mean.
4.2. Calculate Arithmetic Mean for individual observations.
4.3. Calculate Arithmetic Mean for discrete series of data under direct method and short cut method.
4.4. Calculate Arithmetic Mean for continuous series of data under direct method, deviation/step deviation method.

5.0 Calculate Geometric Mean and Harmonic Mean for a given sample of data
5.1. Explain the merits and demerits of Geometric Mean.
5.2. Explain the merits and demerits of Harmonic Mean.
5.3. Calculate Geometric Mean for individual observations.
5.4. Calculate Geometric Mean for discrete series and continuous series.
5.5. Calculate Harmonic Mean for individual observations and discrete series.
5.6. Calculate Harmonic Mean for Continuous series of data.

6.0 Calculate the 'Median' for a given sample of data
6.1. Explain the uses of Median.
6.2. Calculate Median for individual series of data.
6.3. Calculate Median for discrete series.
6.4. Calculate Median for continuous series.

7.0 Calculate the 'Mode' for a given sample of data
7.1. Explain the advantages and disadvantages of Mode
7.2. Calculate Mode for individual series.
7.3. Calculate Mode for discrete series using direct / Grouping Method
7.4. Calculate Mode for continuous series using direct / Grouping Method.

8.0 Understand the calculation of Quartiles, Deciles and Percentiles.
8.1. Calculate Quartiles.
8.2. Calculate Deciles.
8.3. Calculate Percentiles.

9.0 Understand the concepts of Measures of Dispersion.
9.1. Explain the meaning of Dispersion.
9.2. Explain the importance of measures of Dispersion.
9.3. List out the various measures of Dispersion.
9.4. Calculate Range & Coefficient of Range for different types of data.

10.0 Calculate the ‘Quartile Deviation’ and ‘Mean Deviation’ for a given sample of data
10.1 Calculate Quartile Deviation for different types of data.
10.2 Calculate Mean Deviation (through Arithmetic Mean or Median) for different types of data.

11.0 Understand the calculation of Standard Deviation.
11.1. Explain the importance of Standard Deviation as a measure of Dispersion.
11.3. Calculate Standard Deviation for continuous series under Actual Mean Method / Assumed Mean Method / Deviation or Step Deviation Method.
11.4. Calculate coefficient of variation / Co-variance / Variance for a given data.

12.0 Understand the concepts of Skewness.
12.1. Define Skewness.
12.2. Explain the Karl Pearson’s and Bowley’s measures of Skewness.
12.3. Calculate measures of Skewness for individual/discrete/continuous series.

COURSE CONTENTS
1. INTRODUCTION TO STATISTICS:
   Meaning, definition, functions, importance and limitations of Statistics – Collection of Data – primary and secondary data – schedule and questionnaire – Frequency distribution – tabulation diagram and graphic presentation of data.
2. **MEASURES OF CENTRAL TENDENCY:**
   Definition, objectives and characteristics of Measures of central tendency – types of averages: Arithmetic Mean, Geometric Mean, Harmonic Mean, Median, Mode, Quartiles, Deciles, Percentiles, merits, demerits and application of averages.

3. **MEASURES OF DISPERSION:**
   Meaning, definitions, objectives of dispersion - Range, Quartile Deviation – Mean Deviation - Standard Deviation – Co-efficient of variation/co-variance, variance – definition and objective of Skewness – Karl Pearson’s and Bowley’s measures of Skewness.

**SUGGESTED READINGS:**
2. Statistics - Problems and solutions: V.K.Kapoor
3. Statistical Methods – Gupta S.P.
CCP-404 MERCANTILE LAW

Sub Title Mercantile Law
Sub Code CCP-404
Periods/week 5
Periods/year 75

TIME SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
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<th>No. of periods</th>
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<th>Essay Questions</th>
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<tr>
<td>1</td>
<td>Indian Contract Act, 1872</td>
<td>30</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Sale of Goods Act, 1930</td>
<td>20</td>
<td>3</td>
<td>2</td>
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<td>3</td>
<td>Indian Partnership Act, 1932</td>
<td>25</td>
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Note: The question paper should contain only (a) short answer, and (b) essay type questions WITHOUT ANY CASE LAWS / REFERENCES TO RELEVANT SECTIONS OF THE ACTS.

OBJECTIVES: At the end of the instruction, the student will be able to –

1.0 Understand the essential features of Indian Contract Act, 1872
1.1 Define an Agreement
1.2 Define Contract
1.3 List essential elements of a valid Contract.
1.4 List and explain different types of Contracts (Express, Implied, Executed, Valid and Void contracts)
1.5 Define Offer and Acceptance
1.6 List essential features of a valid Offer and Acceptance
1.7 List circumstances when offer is revoked
1.8 Define Consideration.
1.9 List and explain essentials of a valid consideration
1.10 Explain terms (a) stranger to consideration (b) No consideration – No contract (c) capacity to contract
1.11 Explain terms (a) free consent (b) Coercion (c) Undue influence (d) fraud (e) misrepresentation (f) mistake.
1.12 Explain the situations when agreements are declared void
1.13 List three different modes of discharging a contract.
1.14 Explain meaning of Breach of contract and different remedies for Breach of contract

2.0 Understand the Sale of Goods Act, 1930
2.1 Define contract of sale
2.2 List types of goods
2.3 List different features of contract of sale
2.4 List out differences between sale and agreement to sell
2.5 List rights of unpaid seller against goods and against buyer
2.6 Explain the meaning of Conditions and different Implied Conditions
2.7 Explain the meaning of Warranties and different Implied Warranties
2.8 Define Caveat Emptor
2.9 Explain transfer of title in case of Specific Goods, Unascertained Goods and Sale on Approval basis
2.10 List and explain rules of delivery
2.11 List rights of re-sale (perishable goods, buyer defaults payment)

3.0 Understand the Indian Partnership Act, 1932
3.1 Define Partnership (as per 1932 Act)
3.2 List and explain essential elements of Partnership
3.3 List types of partners
3.4 List and explain rights of partners
3.5 List and explain duties of partners
3.6 List and explain liabilities of partners
3.7 Explain partners’ liability for wrongful acts
3.8 Explain any five differences between Partnership and JSC
3.9 List three disadvantages of a non-registered firm
3.10 Explain Dissolution and its types
3.11 List modes of dissolution
3.12 Explain how accounts are settled after dissolution
3.13 List consequences of dissolution

COURSE CONTENTS:

UNIT – I: Contract Act:
[The Indian Contract Act, 1872: An overview of Sections 1 to 75 covering the general nature of contract, consideration, other essential elements of a valid contract, performance of contract and breach of contract.]
1. Agreement and Contract: Definition and meaning – Essentials of a valid contract – Types of Contracts (Express, Implied, Executed, Valid and Void contracts)
2. Offer and Acceptance: Definition – Essentials of a valid offer and acceptance – Communication and revocation of offer and acceptance.
5. Agreements expressly declared to be void –
6. Discharge of a contract: Various modes of discharge of a contract
7. Breach of a contract: Meaning of breach of contract

UNIT – II: Sale of Goods Act:
2. Rights of an unpaid seller.
4. Transfer of Title in Goods - Transfer of Property in Goods from Seller to Buyer - Rule pertaining to Transfer of Title and Exceptions to the Rule
5. Performance of Contract of Sale - Define Delivery - Rules of Delivery
6. Rights of Unpaid Seller and Re-sale - Rights of an Unpaid Seller - Right of Re-Sale

UNIT – III: India Partnership Act, 1932:
The India Partnership Act, 1932: General Nature of Partnership – Rights and duties of partners – Registration and dissolution of a firm.
1) Define Partnership. - Essential features of a Partnership - Partnership vs. with JSC - Types of Partnerships and Partners. - Registered Partnership firm - Un-registered Partnership firm – disadvantages of non-registration of firms - Partner by holding out or by Estoppel - Sleeping Partner / Dormant Partner - Nominal Partner - Minor Partner - Working Partner
3) Dissolution of Partnership - Meaning of Dissolution of a Partnership Firm - Modes of Dissolution of a Partnership Firm - Consequences of Dissolution - Settlement of Accounts
Reference Books:
2. Kapoor ND: Mercantile Law, Sultan Chand
3. SN Maheswari & SK Maheswari: Business Laws, Himalaya
4. Balachandran V: Business Law, Tata
5. Tulsian: Mercantile Law, Tata
6. Tulsian: Business Law, Tata
7. Pillai Bhagavathi: Business Law, S.Chand
10. Maheswari & Maheswari: Mercantile Law, Sultan Chand
11. Chandra Bose: Business Law, PHI
12. Bare Acts of different laws (As per the syllabus) – Law Publico
CCP-405 ‘C’ PROGRAMMING

Sub Title: ‘C’ Programming
Sub Code: CCP-405
Periods/week: 3
Periods/year: 45

TIME SCHEDULE

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<tr>
<th>Sl. No.</th>
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<tr>
<td>1</td>
<td>Programming Methodology</td>
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<tr>
<td>2</td>
<td>Features of ‘C’ Language</td>
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<td>Data Types, Variables, Operators</td>
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<td>Input / Output Statements</td>
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<td>5</td>
<td>Decision making &amp; looping statements</td>
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<td>6</td>
<td>Arrays, Strings concept only and FUNCTIONS concept</td>
<td>15</td>
<td>2</td>
<td>3</td>
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Objective: At the end of the instruction, the student will be able to –

1.0 Understand Programming Methodology
   1.1 State the different steps involved in Problem solving
   1.2 Define Algorithm and Flowchart
   1.3 State the steps involved in Algorithm development
   1.4 Develop algorithms for simple problems
   1.5 Draw the symbols used in Flowcharts
   1.6 Draw flowcharts for simple problems
   1.7 Differentiate between algorithm and flowchart

2.0 Understand the basic features of ‘C’ Language
   2.1 Explain the origin of ‘C’
   2.2 Explain the Compilers, Interpreters & Linkers
   2.3 Draw the Structure of ‘C’ Programme

3.0 Know the Variables, Data types & Operators
   3.1 Explain Keywords, identifiers, constants and variables.
   3.2 Explain rules for naming identifiers.
   3.3 List the data types in ‘C’.
   3.4 List type of statements.
   3.5 Write the format for declaring variables, constants.
   3.6 Write the format for assignment statement.
   3.7 Explain the method of type conversion in ‘C’.
   3.8 List the Arithmetic operators.
   3.9 List the unary operators.
   3.10 List the relational operators
   3.11 List the logical operators
   3.12 Explain the precedence of operators
   3.13 Explain the increment and decrement operators
   3.14 List the conditional operator
   3.15 Write format for conditional operator

4.0 Write I/O statements
   4.1 Explain the use of functions viz., printf(), scanf(), getchar(), putchar()
4.3 Explain the use of new line character, semicolon
4.4 List out the escape sequence & control characters
4.5 Explain the escape sequence & control characters
4.6 List out the header files in ‘C’ language
4.7 Write input / output statements

5.0 Write the decision making & looping statements in ‘C’
5.1 Write format for if-else
5.2 Write formats for switch-case, break
5.3 Write the formats for While & Do-While and For loops
5.4 Write the formats for ‘Continue’, break, goto label
5.5 List out the preprocessor commands
5.6 Explain each preprocessor commands

6.0 Use Arrays and Functions for writing simple programs.
6.1 Define the term ‘Array’
6.2 Write the format for single and multi dimensional arrays
6.3 Prepare a simple program for single and multi dimensional arrays – Matrix reading & writing Operation.

COURSE CONTENTS

1) Problem Solving - Different steps involved in Problem solving, Algorithm and Flowchart, Steps for Algorithm development, symbols used in Flowcharts
2) Features of ‘C’ Language - Origin of ‘C’, Compilers, Interpreters & Linkers, Structure of ‘C’ Programme
3) Variables, Data types & Operators - Keywords, identifiers, constants and variables, Rules for naming identifiers, Data types in ‘C’, Type of statements, Format for declaring variables, constants, Format for assignment statement, Type conversion in ‘C’, Arithmetic operators, Unary operators, Relational operators, Logical operators, Precedence of operators, Increment and Decrement operators, Conditional operator
4) I/O statements - Functions viz., printf, scanf, getchar, putchar, Method of format specification for input and output operations, New line character, semicolon, Escape sequence & control characters, Header files in ‘C’ language
5) Decision making & Looping statements in ‘C’ - if-else, switch-case, break, While & Do-While loops, ‘Continue’, break, goto label, Preprocessor commands
6) Arrays and Functions - Term ‘Array’, Single and Multi dimensional arrays, (Matrix operation Reading and operation Writing only) & Types of functions Library Functions, User defined function etc., String concepts only.

REFERENCE BOOKS:

CCP-046 ‘C’ PROGRAMMING (PRACTICALS)

Sub Title  ‘C’ PROGRAMMING (PRACTICALS)
Sub Code  CCP-046
Periods/week  4
Periods/year  60

TIME SCHEDULE

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<tr>
<td>1</td>
<td>Exercise on structure of C program</td>
<td>3</td>
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<tr>
<td>2</td>
<td>Execution of simple C program</td>
<td>3</td>
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<tr>
<td>3</td>
<td>Exercise on operators and expressions</td>
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<tr>
<td>4</td>
<td>Exercise on input and output of characters</td>
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<tr>
<td>5</td>
<td>Exercise on formatted input and output</td>
<td>3</td>
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<tr>
<td>6</td>
<td>Exercise on simple if statement</td>
<td>4</td>
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<tr>
<td>7</td>
<td>Exercise on if...else statement</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>Exercise on else...if ladder statement</td>
<td>4</td>
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<tr>
<td>9</td>
<td>Exercise on switch statement</td>
<td>3</td>
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<tr>
<td>10</td>
<td>Exercise on conditional operator</td>
<td>3</td>
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<tr>
<td>11</td>
<td>Exercise on while statement</td>
<td>3</td>
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<tr>
<td>12</td>
<td>Exercise on for statement</td>
<td>4</td>
</tr>
<tr>
<td>13</td>
<td>Exercise on do statement</td>
<td>4</td>
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<tr>
<td>14</td>
<td>Exercise on one dimensional arrays</td>
<td>5</td>
</tr>
<tr>
<td>15</td>
<td>Exercise on two dimensional arrays</td>
<td>5</td>
</tr>
<tr>
<td>16</td>
<td>Exercise on strings</td>
<td>5</td>
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<td>Total No. Of Periods</td>
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<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the experiment</th>
<th>Objectives</th>
<th>Key Competencies</th>
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<tbody>
<tr>
<td>1</td>
<td>Exercise on structure of C program</td>
<td>For a given C program, identify the different building blocks</td>
<td>▶ Identify different building block in a C program</td>
</tr>
</tbody>
</table>
| 2     | Execution of simple C program                               | Execute a simple C program                                   | ▶ Acquaint with C program editing  
▶ Compile the program  
▶ Rectify the syntactical errors  
▶ Execute the program |
| 3     | Exercise on operators and expressions                        | Write a C program that uses different arithmetic operators    | ▶ Identify different arithmetic operators  
▶ Build arithmetic expressions  
▶ Identify the priorities of operators  
▶ Evaluate arithmetic expression  
▶ Compile the program  
▶ Rectify the syntactical errors  
▶ Execute the program  
▶ Check the output for its correctness |
| 4     | Exercise on input and output of characters                   | Write a C program for reading and writing characters          | ▶ Know the use of getchar() function  
▶ Know the use of putchar() function  
▶ Compile the program  
▶ Rectify the syntactical errors  
▶ Execute the program  
▶ Check whether the correct output is printed for the given input |
<table>
<thead>
<tr>
<th>Exercise</th>
<th>Description</th>
<th>Task</th>
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<tbody>
<tr>
<td>5</td>
<td>Exercise on formatted input and output</td>
<td>Write a C program using formatted input and formatted output</td>
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<td>6</td>
<td>Exercise on simple if statement</td>
<td>Write a C program using simple if statement</td>
</tr>
<tr>
<td>7</td>
<td>Exercise on if..else statement</td>
<td>Write a C program using if..else statement</td>
</tr>
<tr>
<td>8</td>
<td>Exercise on else..if ladder statement</td>
<td>Write a C program using else..if ladder statement</td>
</tr>
<tr>
<td>9</td>
<td>Exercise on switch statement</td>
<td>Write a C program using switch statement</td>
</tr>
<tr>
<td>10</td>
<td>Exercise on conditional operator</td>
<td>Write a C program using ( ? ; ) conditional operator</td>
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<td>11</td>
<td>Exercise on while statement</td>
<td>Write a C program using while statement</td>
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<td>Exercise number</td>
<td>Exercise title</td>
<td>C program tasks</td>
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</tr>
<tr>
<td>12</td>
<td>Exercise on for statement</td>
<td>Write a C program using for statement</td>
</tr>
<tr>
<td>13</td>
<td>Exercise on do statement</td>
<td>Write a C program using do statement</td>
</tr>
<tr>
<td>14</td>
<td>Exercise on one dimensional arrays</td>
<td>Write a C program to create and access one dimensional array</td>
</tr>
<tr>
<td>15</td>
<td>Exercise on two dimensional arrays</td>
<td>Write a C program to create and access two dimensional array</td>
</tr>
<tr>
<td>16</td>
<td>Exercise on strings</td>
<td>Write a C program for reading and writing strings</td>
</tr>
</tbody>
</table>

**EXERCISES ON ‘C’ PROGRAMMING**

1) Output area and circumference of circle given the ratios
2) Accept Gross Salary and Output Gross, Tax (at 25%) and Net (Gross – Tax) in separate lines with message and output on a line with proper headings
3) Accept three numbers and output biggest and smallest of the numbers
4) Write a ‘C’ program using different escape characters with proper data types and output format.
5) Write a C program to accept a line of text in small letters and output in capital letters using ‘getchar()’ & ‘putchar()’ functions
6) Write a C program to accept Principle, Rate of Interest, No. of Years and output the Amount of Interest, Amount on separate lines, without using friction and using function.
7) Accept temperature in ‘centigrade’ and convert into ‘Fahrenheit’ degree.
8) Write a C program to accept Principle, Rate of Interest, No. of Years and output the Amount of Interest, Amount on separate lines, without using friction and using function.
9) Rewrite a Program using ‘IF’ Statement
10) Write a ‘switch’ statement that will examine the value of an integer variable called ‘flag’ and print one of the following number depending on the value arranged to flag
   i) GOOD for flag is 1
   ii) BETTER for flag is 2
   iii) BEST for flag is 3
   iv) WORST flag is 4
   v) BAD flag is 5
   vi) OUT OF RANGE for flag is ‘0’ value
11) Write a menu displaying the 5 types of arithmetic operations as choice and output the result using operator ‘using an array’, ‘switch’ statement.
12) Write a C program using ‘for’ loop to accept a line of characters in a name and store it backward in array, output both the array and ‘line of characters’
13) Write a C program to generate ‘N’ number of Fibonacci series.
14) Write a C program to accept an integer and check whether the integer is a prime number or not with appropriate message
15) Write a C program to accept 40 records consisting of student name, Pin No., marks in six subjects. Prepare a report consisting of Result Sheet, basing on the following criteria:
   A) In each subject marks shall be more than 50, to get a grade else a student shall be deemed as failed (F)
   B) The Grade shall be decided on the basis of the following
      Average of marks >= 75, Grade = ‘A’
      Average of marks >= 60 & <= 74, Grade = ‘B’
      Average of marks >= 50 & <= 59, Grade = ‘C’
      Average of marks < 75, Grade = ‘F’
16) Write a C program to accept a character and convert it into UPPER case using user defined functions
17) Write a program to find the factorial of a given number using functions.
18) Write a program to accept 40 students’ records consisting of their name and their total marks. Sort the data on Total Marks. Output the sorted list, using appropriate functions.

19) Write a program to accept asset value and life in years and output the depreciated value for each year using any of the depreciation method.

20) Write a C program using functions and print the Fibonacci series up to N times.

21) House building loan is granted to Mr. Prandeep by SBI, Padma Rao Nagar Branch, Secunderabad and collect back the loan along with interest. The loan with interest is collected in Equated Monthly Installments.

Write a C program to accept the data values and print the data in the Report format for each year, the interest (I), principal (P) and outstanding principal (P) for the next year.

Monthly instalment is calculated as

\[ A = \frac{ip(1 + I)^n}{(1 + I)^n - 1} \]

A = Monthly payment

P = Total amount of the loan

I = Monthly interest rated expressed in decimal value

n = Number of monthly instalments

Monthly interest is calculated as:

\[ I = i \times B \times (1 + I)^n \]

Outstanding balance = Loan amount – Principal refunded each month

Principal refunded (each month) = A (Monthly Instalment) – Monthly interest (I)

22) Two arrays consist of name of the Country and its Capital.

Write a C program to accept name of the country and output the capital. The program terminates when the word “end” is given against country name.

23) Write a C program to accept Integers ‘n’ numbers into a one dimensional array and reads it from smallest to largest.

**REFERENCE BOOKS:**

CCP-407 ENGLISH SHORTHAND (80 WPM)

Sub Title: ENGLISH SHORTHAND (80 wpm)
Sub Code: CCP-407
Periods/week: 7
Periods/year: 105

TIME SCHEDULE

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<tbody>
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<td>1</td>
<td>Practice of Speed @ 60wpm</td>
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<tr>
<td>2</td>
<td>Practice of speed @ 70 WPM</td>
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<tr>
<td>3</td>
<td>Practice of speed @ 75 &amp; 80 WPM</td>
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<td>Total</td>
<td>105</td>
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</table>

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

1.0 Transcribe the shorthand notes in longhand at 60, 70, 75 and 80 words per minute.
   1.1 Practice of transcribing shorthand speed dictation exercises from the textbook up to special contractions at varied speeds 60, 70, 75 and 80 words per minute.
   1.2 Compare and correct the transcribed matter with original text.
   1.3 Rectify the wrong outlines and spelling.
   1.4 Take down dictation from unseen passage and transcribe on time.

2.0 Practice exercise from 700 common words.
   2.1 Practice dictation and transcription from 700 common words.
   2.2 Practice exercises from magazines.
   2.3 Practice dictation and transcription from Magazines.

3.0 Rectify the mistakes in outlines and spellings.
   3.1 Practice dictation from the prepared material out of news-papers, editorials and other general matters.
   3.2 Practice of transcribing the prepared matter.
   3.3 Rectify the wrong outlines and spellings.
   3.4 Practice dictation of examination question papers in a given time.
   3.5 Practice transcribing the dictated matter in the given time.
   3.6 Rectify the mistakes. Practice corrected spellings and outlines.

COURSE CONTENTS

1. Practice and dictation of Text book exercises at 60, 70,75 and 80. Practice of transcription from Shorthand to English.
2. Dictation and transcription of prepared English passages at 80 words per minute.
3. Practice and drills on the passage from the 700 comment words and other books covering grammalogues, contractions and phrases.
4. Dictation and transcription of previous examination speed papers and other graded exercises.

NOTE: THE QUESTION PAPER SHOULD NOT CONTAIN MORE THAN 1% UNCOMMON WORDS.

REFERENCES

1. Pitman Shorthand Instructor with key.
2. APGTE question papers.
4. 700 common words book.
CCP-408 LIFE SKILLS

Subject Title : Life skills
Subject Code  : Common – 408
Periods per week : 03
Period per semester : 45

TIME SCHEDULE

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>UNITS</th>
<th>No. of periods Allotted</th>
<th>Explanation</th>
<th>Activities</th>
<th>Total</th>
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<tbody>
<tr>
<td>1.</td>
<td>ATTITUDE</td>
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<td>2.</td>
<td>ADAPTABILITY</td>
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<td>3</td>
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<tr>
<td>3.</td>
<td>GOAL SETTING</td>
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<td>3</td>
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<td>4.</td>
<td>MOTIVATION</td>
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<td>5.</td>
<td>TIME MANAGEMENT</td>
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<td>6.</td>
<td>CRITICAL THINKING</td>
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<td>7.</td>
<td>CREATIVITY</td>
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<td>8.</td>
<td>PROBLEM SOLVING</td>
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<td>9.</td>
<td>TEAM WORK</td>
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<tr>
<td>10.</td>
<td>LEADERSHIP</td>
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<tr>
<td>11.</td>
<td>STRESS MANAGEMENT</td>
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<td>33</td>
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</table>

Note: No Written Examination; The total 45 hours are to be considered as Theory hours.
Marks: Internal – 40; External – 60

OBJECTIVES: Upon the completion of this course, the student shall be able to

1.0 Understand the concept of Attitude
   1.1 Define ‘Attitude’
   1.2 Explain the importance of Attitude
   1.3 Distinguish between Positive and Negative Attitudes
   1.4 Life Response: Need for change of Attitude
   1.5 Positive Attitude: Key to success in Personal and Professional Lives

2.0 Understand the concept of Adaptability
   2.1 Define the term ‘Adaptability’
   2.2 Explain the concept of Adaptability
   2.3 Advantages of Adaptability
   2.4 Disadvantages of Lack of Adaptability
   2.5 Need for positive response to change

3.0 Understand the concept of Goal setting
   3.1 Define the terms ‘Goal’ and ‘Goal Setting’
   3.2 Explain the significance of Goal setting & Long and Short term goals
   3.3 Explain the following concepts
      a) Wish  b) Dream  c) Goal
   3.4 Explain the reasons for and consequences of not setting goals
   3.5 The SMART features in Goal setting

4.0 Understand the concept of Motivation
   4.1 Define ‘Motivation’; Inspiration Vs Motivation
   4.2 Importance of motivation in Goal setting
   4.3 Distinguish between Internal (Self) Motivation and External Motivation
   4.4 De-motivating Factors and how to overcome them
   4.5 Motivating oneself and others
5.0 Understand Time Management skills
5.1 Define ‘Time Management’.
5.2 Comprehend the significance of Time Management.
5.3 Explain the Time Quadrant
5.4 Common Time wasters and how to overcome them.
5.5 How to meet deadlines and targets within time

6.0 Understand Critical Thinking
6.1 Define “Critical Thinking”.
6.2 Understand the importance of Critical Thinking
6.3 Distinguish between facts and opinions (assumptions)
6.4 Inculcating different perspectives
6.5 Developing Reasoning abilities and form sound judgments

7.0 Understand Creativity
7.1 Understand the importance of and need for creative ideas
7.2 Distinguish between Linear Thinking and Lateral Thinking
7.3 Distinctive qualities of creative people
7.4 Unusual or creative use of familiar objects
7.5 Creative ways of solving problems

8.0 Understand Problem Solving
8.1 Define the concept of Problem solving
8.2 Viewing the problems as challenges
8.3 Different steps in solving a problem
8.4 Selecting the best solution to solve a problem
8.5 Lateral thinking in Problem solving

9.0 Understand Team Work
9.1 Define Team work
9.2 Develop Team skills
9.3 Advantages of team work
9.4 Understand responsibilities as a team player
9.5 Problems of working in a team and possible solutions

10.0 Understand Leadership
10.1 Define Leadership
10.2 Identify Leadership qualities
10.3 Analyze one’s strengths and limitations as a leader
10.4 Types of Leadership: Autocratic and Democratic
10.5 Leadership by example

11.0 Understand Stress Management
11.1 Define Stress
11.2 Explain the causes of stress
11.3 Learn Stress Management skills
11.4 Need for positive thinking and self esteem
11.5 Practice Stress Management strategies
OBJECTIVES: At the end of the this course the student will be able to do

**Page Maker: (20 Hours)**
1. Creation of Publication, Different tools, Text formatting, draw different shapes, save publications (5 Hours)
2. Create Custom template, applying colors, Text block resize & reselect (5 Hours)
3. Objects-Group & ungroup – Apply & Edit Styles, Auto flow of text, Page elements, Printing the documents (5 Hours)
4. Introduction to Telugu software – usage of Telugu software in Page Maker, acquaintance of key board (Any compatible software may be taught) (5 Hours)

**Photo Shop: (15 Hours)**
1. Loading Photo to edit in Photoshop, Usage of different tools like Marquee tool, Lasso tool, Magic wand tool and more tools (5 Hours)
2. Creation of Layer, view and hide layers, applying gradient, text, special effects to text, saving layers to files. (5 Hours)
3. Usage of Basic painting tools, colors patterns in a layer, using history palette, custom brushes in the tools options, Refine & Saving selection, Convert a color image to monochrome, improving quality, sharpen and convert color image to grayscale (5 Hours)

FLASH: (25 Hours)
1. Starting New Flash Program, Working with Stage, Time lines, Practice various Toolbar options like Arrow, Pencil, Brush, Eye dropper, Paint Bucket, Lasso tool, etc (5 Hours)
2. Modify the document, Working with text, Transform options, Animation Techniques, Frames and Shape Tweening of objects and text (5 Hours)
3. Working with Graphic symbols, Motion Tweening, Tweening properties. Creating and editing Button symbols. Assigning actions, library and color mixer windows (5 Hours)
5. Layer masking, Frame by frame animation, Editing Frames & Animation, animation special effects. Library & its properties, Creating & working with Movie Clips. Creating & adding sounds and animations to Movie / presentation. Creating web sites, optimizing movies and exporting files. (5 Hours)

1.0 Practise features of ADOBE PAGE MAKER
1.1 Create a New Publication
1.2 Set up horizontal and vertical rulers
1.3 Use different tools
1.4 Specify multiple columns
1.5 Create, place, format and position text and graphics elements
1.6 Create a drop cap
1.7 Apply a tint to text
1.8 Draw circles, rectangles and lines
1.9 Adjust stacking order of elements of a page
1.10 Create and save publications using pre-defined templates.
1.11 Create, save and open a custom template
1.12 Select and apply spot colours
1.13 Creating and applying different colour schemes.
1.14 Resize, reselect and restate text block
1.15 Group and ungroup objects
1.16 Specify automatic page numbering
1.17 Use page icons to turn page
1.18 Vary the number of columns on a page
1.19 Create, edit and apply styles
1.20 Use auto flow of text
1.21 Display and hide master page elements
1.22 Print the documents.

2.0 Practice features of ADOBE PHOTOSHOP
2.1 Select and use the marquee tool, lasso tool, magic wand tool and more tools
2.2 Select parts of an image using marquee, lasso and magic wand tools
2.3 Rotate, scale and transform a selection
2.4 Create a new layer
2.5 View and hide layers
2.6 Apply gradient and add text to a layer
2.7 Apply special effects for text
2.8 Save a copy of the file with flattened layers
2.9 Use the basic painting tools
2.10 Work with colours, gradients or patterns in a layer
2.11 Set the blending move and opacity of a layer for adjusting the colour
2.12 Use the history palette to make correction
2.13 Create custom brushes in the tool options bar
2.14 Refine selection using a quick mask
2.15 Save a selection as a channel mask
2.16 Create and use a gradient mask
2.17 Convert a colour image to monochrome and improve its overall quality
2.18 Sharpen the image
2.19 Convert a colour image to grayscale

3.0 Practice features of FLASH
3.1 Start a new Flash program
3.2 Acquaint with Flash environment
3.3 Working with Stage
3.4 Practice with Time lines
3.5 Practice various Toolbar options
3.6 Work with Arrow, Pencil, Brush, Eraser tool
3.7 Use the Magnifier, text tool, ink bottle
3.8 Use Paint bucket, Eye dropper and lasso tool
3.9 Modify the document
3.10 Working with text – edit, break apart
3.11 Transform options
3.12 Animation Techniques using time lines and layers
3.13 Frames, blank key frames, key frames
3.14 Shape tweening of objects and texts
3.15 Working with symbols
3.16 Creating graphic symbols
3.17 Simple motion tweening
3.18 Use of guide layers for motion tweening
3.19 Tweening properties – rotation, orient to path, loop and other instance properties
3.20 Creating button symbols
3.21 Edit the button symbol to give different effects for roll overs and clicks
3.22 Assigning actions like start, stop, etc.
3.23 Library window and colour mixer window
3.24 Grouping of elements
3.25 Importing and working with bitmaps
3.26 Simple animation using motion tweening
3.27 Rotation property scaling, colour style properties
3.28 Create animations using two or more than two layers
3.29 Transform options – Flip Horizontal, Flip Vertical, Rotate, etc.
3.30 Colour Styles – Alpha
3.31 Copy Frames and Paste Frames option from the Edit menu.
3.32 Animation using Shape tweening
3.33 Layer properties
3.34 Motion along a path using guide layer
3.35 Image slicing
3.36 Naming slices and inserting slices
3.37 Layer masking
3.38 Frame by frame animation
3.39 Editing animations, deleting frames, inserting frames
3.40 Library and library properties
3.41 Creating animations for showing special effects – Blast effect, Ripples effect
3.42 Creating Movie-Clip symbols
3.43 Converting an existing animation into a movie-clip
3.44 Placing movie-clips inside the button symbol
3.45 Placing movie-clips inside the graphic symbol
3.46 Creating interactive movies/CD presentations using the animation techniques
3.47 Adding sounds to a movie/presentation, importing and editing sounds.
3.48 Creating web sites or home-pages of any web site
3.49 Optimizing movies and exporting movies for the web
3.50 Exporting files

COURSE CONTENTS

1. ADOBE PAGE MAKER:

2. ADOBE PHOTOSHOP:
   Select tools: Marque, lasso, magic wand – Selection of images using these tools – Rotation and transformation of a selection – Layers – Creation, viewing and hiding – Adding text – History palette – Quick Mask and channel Mask – Conversion of colour images to grayscale – saving an image.

3. FLASH

REFERENCE BOOKS:

4. Inside Flash 5 – Kea thing, BPB Publications
6. The Art of Flash Animation – Mark Stephen Smith, BPB Publications

Key Competencies:

<table>
<thead>
<tr>
<th>Exp No</th>
<th>Name of the Experiment</th>
<th>Objectives</th>
<th>Key Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Publication</td>
<td>Creation of publication using tools, text, shapes, etc</td>
<td>Acquaint Creating publication using basic tools</td>
</tr>
<tr>
<td>2</td>
<td>Exercise using text and graphics</td>
<td>Creation of publication using text and graphics</td>
<td>Acquaint with using text &amp; graphics in publication</td>
</tr>
<tr>
<td>3</td>
<td>Drawing Circles, rectangles and lines</td>
<td>Create a publication using different shapes</td>
<td>Usage of different shapes</td>
</tr>
<tr>
<td>4</td>
<td>Applying color schemes, using text blocks</td>
<td>Create a publication using color schemes and text</td>
<td>Acquaint with using color schemes and resize, reselect and</td>
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<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>Apply Group &amp; ungrouping objects, apply automatic page numbering and use columns on a page</td>
<td>Create a publication to group / ungroup objects, columns</td>
<td>Acquaint with group / ungroup objects and columns</td>
</tr>
<tr>
<td>6</td>
<td>Create a publication and apply styles (create, edit and apply styles)</td>
<td>Create a publication and apply styles</td>
<td>Acquaint with styles</td>
</tr>
<tr>
<td>7</td>
<td>Exercise to apply Marquee tool</td>
<td>Edit the photo using marquee tool</td>
<td>Acquaint using marquee tool</td>
</tr>
<tr>
<td>8</td>
<td>Exercise to apply Lasso tool</td>
<td>Edit the photo using Lasso tool</td>
<td>Acquaint using Lasso tool</td>
</tr>
<tr>
<td>9</td>
<td>Exercise to apply Magic wand tool</td>
<td>Edit the photo using Magic wand tool</td>
<td>Acquaint using Magic wand tool</td>
</tr>
<tr>
<td>10</td>
<td>Exercise on layers</td>
<td>Create new layer and apply gradient and add text to layer</td>
<td>Acquaint creating new layer applying gradient and text</td>
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<tr>
<td>11</td>
<td>Exercise on using basic painting tools, colors, gradients or patterns in a layer</td>
<td>Use a basic painting tools, colors, layers</td>
<td>Acquaint using painting tools, colors, layers</td>
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<tr>
<td>12</td>
<td>Exercise on using history palette</td>
<td>Use history palette to make correction</td>
<td>Acquaint to make correction of history palette</td>
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<tr>
<td>13</td>
<td>Exercise using brushes</td>
<td>Use brushes in photo editing</td>
<td>Acquaint to make use of brushes in photo editing</td>
</tr>
<tr>
<td>14</td>
<td>Exercise on converting a color image to monochrome and improve quality of photo</td>
<td>Use different tools and options to learn how to sharpen the image and to improve the quality of photos</td>
<td>Acquaint to use different tools to sharpen and improve the quality of photos</td>
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<tr>
<td>15</td>
<td>Exercise on creating Flash program with stage, timeline</td>
<td>Creation of Flash program using stage and timeline</td>
<td>Acquaint of using stage and timeline in flash program</td>
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<tr>
<td>16</td>
<td>Exercise on toolbar options using arrow, pencil, brush, other tools</td>
<td>Creation of flash program using different options in toolbar</td>
<td>Acquaint of using different toolbar options</td>
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<tr>
<td>17</td>
<td>Exercise on working with text, break apart and transform options</td>
<td>Creation of Flash program using text, editing text and transform options</td>
<td>Acquaint of using transform options, adding text and editing text</td>
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<tr>
<td>18</td>
<td>Exercise on Animation techniques using timelines and layers</td>
<td>Creating flash program using timelines and layers</td>
<td>Acquaint of using timelines and layers</td>
</tr>
<tr>
<td>19</td>
<td>Exercise on tweening of objects and texts, using symbols</td>
<td>Creating flash program using symbols</td>
<td>Acquaint of using symbols and tweening of objects and text</td>
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<tr>
<td>20</td>
<td>Exercise on creating graphic symbols and using simple motion tweening</td>
<td>Create graphic symbols in flash program using simple motion tweening</td>
<td>Acquaint of creating graphic symbols and using simple motion tweening</td>
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<td>21</td>
<td>Exercise on creating animations and using transform options</td>
<td>Create flash program using animations and transform options</td>
<td>Acquaint using animations and transform options</td>
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<td>22</td>
<td>Exercise on creating movie clips</td>
<td>Creating movie clips using layers, animations, transform options</td>
<td>Acquaint to create movie clips / presentations</td>
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<tr>
<td>23</td>
<td>Exercise on creating web sites</td>
<td>Creating web sites using flash program</td>
<td>Acquaint to create simple web sites</td>
</tr>
</tbody>
</table>
V SEMESTER
2) CCP-509 Environmental studies carries 100 marks, the passing minimum shall be 35.
   b. Theory .. 75 Marks
   Short Answer Questions .. 5 .. 25 marks (5x5)
   Essay type questions .. 5 .. 50 marks (5x10)

b) Field Visit, preparation of report and Seminar .. 25 marks.
2) Passing of this subject is compulsory, but the marks in this subject will not be counted for award of class in diploma.
CCP-501 ENGLISH-IV (AS PER I YEAR B.COM CCS)

Sub Title: English-IV
Sub Code: CCP-501
Periods/week: 5
Periods/year: 75

COURSE CONTENTS: Same as Degree 1st year text book- as recommended by A.P. State Council for Higher Education for Common Core syllabus for Graduation of A.P. for academic year 2016-17.

INTRODUCTION: Curriculum C-16 aims at imparting the student the much needed communicative competence in English.

### TIME SCHEDULE & BLUE PRINT

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Major Topics</th>
<th>No. of periods</th>
<th>Weightage of marks</th>
<th>No. of short answers &amp; annotations</th>
<th>No. of essay questions</th>
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<tr>
<td>I.</td>
<td>PROSE</td>
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<tr>
<td>1.</td>
<td>The Knowledge Society – A.P.J. Abdul Kalam</td>
<td>16</td>
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<td>2.</td>
<td>The Language of African Literature – NgugiWaThiong’o.</td>
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<td>3.</td>
<td>The Scientific Point of view – J.B.S. Haldane</td>
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<td>4.</td>
<td>On Shaking Hands – A.G. Gardiner</td>
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<td>II.</td>
<td>POETRY</td>
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<td>The Road Not taken – Robert Frost</td>
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<td>Night of the Scorpion – Nissim Ezekiel</td>
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<td>Ode to Autumn – John Keats</td>
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<td>I am not that Woman – Kishwar Naheed</td>
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<td>III.</td>
<td>SHORT STORY</td>
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<td>The Lost Child – Mulk Raj Anand</td>
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<td>The Boy who broke the Bank – Ruskin Bond</td>
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<td>The Loaded Dog – Henry Lawson</td>
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<td>The Merchant of Venice (Court Scene – Act IV Scene I) – William Shakespeare</td>
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<td>IV.</td>
<td>GRAMMAR &amp; USAGE</td>
<td>31</td>
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<td>General essay</td>
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<td>(creative writing)</td>
<td>Dialogue writing</td>
<td>1</td>
<td>Phrasal verbs</td>
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II. Scheme of Examination:

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<tr>
<th>Theory</th>
<th>80-Marks</th>
<th>Sessionals</th>
<th>100-Marks</th>
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<td>20-Marks</td>
<td>20-Marks</td>
<td>20-Marks</td>
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<tr>
<td>2nd UNIT TEST-written</td>
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</table>

**Note:**

As and when the I Year Degree Common Core Syllabus is changed, it should be followed for the DCCP V Semester, invariably as per the guidelines from the State Board of Technical Education and Training, A.P.
CCP-502 BUSINESS ECONOMICS

Sub Title: BUSINESS ECONOMICS
Sub Code: CCP-502
Periods/week: 6
Periods/year: 90

TIME SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Short Questions</th>
<th>Essay Questions</th>
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<td>1</td>
<td>Introduction to Economics</td>
<td>05</td>
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<td>2</td>
<td>Theory of Consumption</td>
<td>15</td>
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<td>3</td>
<td>Indifference Curves</td>
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<td>4</td>
<td>Theories of Production</td>
<td>10</td>
<td>1</td>
<td>1</td>
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<tr>
<td>5</td>
<td>Cost and Revenue Analysis</td>
<td>15</td>
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<td>6</td>
<td>Markets</td>
<td>15</td>
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<tr>
<td>7</td>
<td>Trade Cycles</td>
<td>10</td>
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<td>8</td>
<td>National Income</td>
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<tr>
<td></td>
<td></td>
<td>90</td>
<td>10</td>
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</tbody>
</table>

OBJECTIVES:
At the end of the course the student will be able to

1.0 Understand the Introduction to Economics
   1.1 Meaning of Economics, Business Economics
   1.2 Definitions of Economics – Wealth definition, welfare definition, scarcity definition.
   1.3 List the types of goods – Free goods, Economic goods, consumer goods, producer goods etc.
   1.4 Meaning of Economic activity
   1.5 Distinction between Economic and Non-economic activity
   1.6 List the branches of Economics – Production, Exchange, Distribution and Consumption
   1.7 Distinction between Micro and Macro Economics, Positive and Normative Economics
   1.8 List the basic problems of an Economy

2.0 Understand various Theories of Consumption
   2.1 Meaning of Demand
   2.2 Explain the types of Demand – Individual and Market Demand, Company and Industry Demand, Derived and Autonomous Demand, Short run and Long run Demand
   2.3 Explain the Law of Demand and Exceptions to the Law
   2.4 Meaning of Demand Function
   2.5 Distinction between extension and contraction of demand and increase and decrease in demand
   2.6 Meaning of utility, total utility and marginal utility
   2.7 Distinction between Cardinal and Ordinal approach
   2.8 Explain the Law of Diminishing Marginal Utility and exceptions to the law
   2.9 Explain the Law of Equi-Marginal Utility
   2.10 Explain the concept of consumers’ surplus

3.0 Understand the concept of Indifference Curves
   3.1 Meaning of Indifference Curves
3.2 Explain the properties of Indifference Curves
3.3 Meaning of Marginal Rate of Substitution, Price Line or Budget Line
3.4 Explain the consumer’s equilibrium with the help of indifference curves

4.0 Understand the theories of Production
4.1 List the factors of Production
4.2 Explain the Law of Variable Proportions
4.3 Explain the Law of Returns to Scale
4.4 Explain the Law of Supply and exceptions to the Law

5.0 Understand the Cost and Revenue Analysis
5.1 Explain various types of Costs – Fixed, Variable, Implicit, Explicit, Average, Marginal, total and Opportunity Cost.
5.2 Relation between Average and Marginal Cost
5.3 Explain how a firm attains equilibrium
5.4 Explain various types of Revenue – Total, Average and Marginal Revenue
5.5 Explain Break-Even Analysis

6.0 Understand Markets
6.1 List the various types of Markets – Perfect and Imperfect Competitions – Monopoly, Duopoly, Oligopoly and Monopolistic Competitions
6.2 Explain the features of Perfect Competition
6.3 Explain the price determination under perfect competition
6.4 Explain the features of Monopoly
6.5 Explain the price determination under Monopoly

7.0 Understand the concept of Trade Cycle
7.1 Define Trade Cycle
7.2 List the characteristics of trade cycle
7.3 Explain the different phases of trade cycle – Expansion, Recession, Depression and Recovery
7.4 List and explain the theories of Trade cycles – Innovation theory, Monetary theory
7.5 List the stabilization Policies

8.0 Understand the concept of National Income
8.1 Definition of National Income
8.2 Explain the components of National Income – GNP, NNP, Per Capita Income and Personal Income
8.3 Explain the importance of calculating National Income
8.4 Explain the Methods of estimation of National Income
8.5 List the difficulties in the measurement of National Income

COURSE CONTENTS

6. Markets – Perfect Competition, Monopoly, Duopoly, Oligopoly, Monopolistic Competition – Features of each

BOOKS RECOMMENDED
7. Managerial Economics - P.L. Mehta
CCP-503 BANKING

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Short Questions</th>
<th>Essay Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Banking – Types of Banks – Functions of Banks</td>
<td>15</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Indian Banking industry – Growth</td>
<td>10</td>
<td>1</td>
<td>2</td>
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<tr>
<td>3</td>
<td>Customer Service in Banks</td>
<td>15</td>
<td>2</td>
<td>1</td>
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<tr>
<td>4</td>
<td>Negotiable Instruments</td>
<td>15</td>
<td>2</td>
<td>1</td>
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<tr>
<td>5</td>
<td>Lending Policies of a Bank</td>
<td>10</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Customer Facilities of a Bank</td>
<td>10</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>75</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

OBJECTIVES: At the end of the instruction, the student will be able to –

1.0 Understand the basic concepts Banking
1.1 Define Banking
1.2 List the different types of banks
1.3 Explain the salient features Commercial Banks, Regional Rural Banks, Cooperative Banks
1.4 Explain the functions of Regional Rural Bank, Cooperative Banks
1.5 Explain the Primary, Agency and General Utility functions Commercial Banks

2.0 Understand the development of Indian Banking Industry since independence
2.1 Define Scheduled and Non-Scheduled Banks
2.2 Explain the features and advantages of the scheduled banks.
2.3 Define nationalisation of banks
2.4 Explain the objectives of nationalisation of banks
2.5 Explain the achievements of the goals of nationalisation in respect of branches, deposits, lending.
2.6 Define a central bank
2.7 Explain the functions of a central bank
2.8 List and explain the objectives of monetary policy.
2.9 List and explain the obligations of Scheduled Banks to the RBI.

3.0 Understand the relations of banker with customer and the various types of accounts.
3.1 List the different types of customers
3.2 Explain different types of deposits.
3.3 Distinguish between a savings bank account and the current account.
3.4 List the circumstances under which an account becomes dormant.
3.5 Explain the banker’s duties in case of Minor, partnership firm and joint stock companies
3.6 Depict specimen of passbook.
3.7 List the legal provisions with regard to the passbook entries.
3.8 Define ‘a statement of transactions’.

4.0 Understand the provisions of the Negotiable Instruments Act, 1881
4.1 Define Negotiable Instrument
4.2 Explain the features of negotiable instruments
4.3 Define promissory note, bill of exchange and cheque
4.4 Define holder and holder-in-due course.
4.5 Explain the various types of crossing of a cheque
4.6 Explain the legal provisions in case of dishonour of cheques.
4.7 Define endorsement
4.8 Explain the kinds of endorsements

5.0 Understand the lending policies of a bank
5.1 Explain the principles underlying the Lending Policy of a bank
5.2 List and explain the different Loans.
5.3 Define long term and short term loans.
5.4 Explain the procedure for appraising working capital requirements.
5.5 Explain the procedure for appraisal of a loan.
5.6 Define “Charge” and list various types of Charges.
5.7 Define various types of “Charges” – lien, pledge, hypothecation, mortgage
5.8 Define non-performing asset.
5.9 Explain the measures taken by a banker to control the non-performing assets.

6.0 Appreciate the customer facilities offered by the bank
6.1 List the various facilities offered by the bank to the customer in modern banking.
6.2 Explain the need for networking and automation of branches
6.3 Explain the features of Automated Teller Machines
6.4 Explain the features of Debit/Credit cards
6.5 Explain the importance and use of internet & mobile banking facilities offered by the bank
6.6 Explain the transfer of funds using NEFT/RTGS/IMPS.

COURSE CONTENTS:
1. Definition of Banking – Different classes of banks – Agricultural Banks, Commercial Banks, Cooperative Banks, Rural Credit Banks - Functions of each type of bank.

REFERENCES:
1. Modern Banking by Sundaram and Varshney
2. Bank Quest – Journal of Indian Institute of Bankers, Mumbai
3. RBI Year Book
4. Negotiable Instruments Act, 1881
5. Modern Banking in India and abroad by P. Saravanavel, Margham Publications, 8, Janaki Avenue, Abhiramapuram, Madras.
7. Law and Practice of Banking by Prof. P. Saravanavel, Margham Publications, 8 Janaki Avenue, Abhiramapuram, Madras.
**CCP-504 QUANTITATIVE TECHNIQUES – II**

Sub Title: QUANTITATIVE TECHNIQUES – II  
Sub Code: CCP-504  
Periods/week: 6  
Periods/year: 90

**TIME SCHEDULE**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Short Questions</th>
<th>Essay Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MEASURES OF CORRELATION</td>
<td>05</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>CORRELATION – Types</td>
<td>05</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>CO-EFFICIENT OF CORRELATION</td>
<td>15</td>
<td>1*</td>
<td>2</td>
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<tr>
<td>4</td>
<td>REGRESSION ANALYSIS – Meaning and utility</td>
<td>05</td>
<td>1+1*</td>
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<tr>
<td>5</td>
<td>REGRESSION EQUATIONS and CO-EFFICIENTS</td>
<td>20</td>
<td>0</td>
<td>2</td>
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<tr>
<td>6</td>
<td>SET THEORY - Concepts</td>
<td>03</td>
<td>1</td>
<td>0</td>
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<tr>
<td>7</td>
<td>OPERATIONS on SETS, VENN DIAGRAMS and DEMORGAN LAWS</td>
<td>12</td>
<td>1+1*</td>
<td>1</td>
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<tr>
<td>9</td>
<td>PROGRESSIONS – ARITHMETIC/GEOMETRIC/HARMONIC</td>
<td>10</td>
<td>1*</td>
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<tr>
<td>10</td>
<td>MATRIX ALGEBRA – Operations on Matrices</td>
<td>15</td>
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<tr>
<td></td>
<td></td>
<td>90</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

* QUESTION SHOULD BE A PROBLEM.

**OBJECTIVES** -- At the end of the course the student will be able to

1.0 **Understand the measures of Correlation**
   1.1 Explain the meaning and definition of Correlation.
   1.2 Explain the uses of Correlation.
   1.3 List out the advantages and disadvantages of Measures of Correlation.

2.0 **Understand the types of Correlation**.
   2.1 List any three types of Correlation.
   2.2 Explain briefly Karl Pearson’s Correlation.
   2.3 Explain briefly Spearman’s Rank Correlation.
   2.4 Explain the meaning of Probable Error.

3.0 **Understand the calculation of correlation coefficients**.
   3.1 Calculate the Correlation coefficient for a given data.
   3.2 Calculate Karl Pearson’s Correlation coefficient.
   3.3 Calculate Spearman’s Rank Correlation coefficient including Equal Ranks Method.

4.0 **Understand the concepts of Regression Analysis**
   4.1 Define Regression Analysis.
   4.2 Explain the meaning and utility of Regression Analysis.
   4.3 Differentiate between Correlation and Regression.
   4.4 Calculate of Correlation Coefficient when two Regression co-efficients are given.

5.0 **Understand the solving of Regression Equations**.
   5.1 Explain the concept of Regression Equations.
   5.2 Solving the Regression equation for a given data using Simultaneous Equations Method / Regression Co-efficients' Method.
5.3 Interpret the regression coefficients.
5.4 Estimation of one variable when the other variable is given.

6.0 Understand the concepts of Set theory.
6.1 Define Set, Subset.
6.2 List out the types of Sets.

7.0 Understand the operations on Sets.
7.1 Explain the procedure for mathematical operations on sets.
7.2 Explain the formation of a Venn diagram.
7.3 Explain Demorgan’s Laws.
7.4 Explain various areas of applications of Set theory.

8.0 Understand the concepts of progressions.
8.1 Calculate any particular term of AP in a given series
8.2 Calculate Arithmetic Progression for a given series.
8.3 Calculate Geometric Progression for a given series.
8.4 Calculate Harmonic Progression for a given series.
8.5 Calculate Sum of the given series in AP/GP

9.0 Understand the concepts of Matrix Algebra
9.1 Define Matrix
9.2 Explain the meaning and size of Matrix.
9.3 Explain the concepts of Matrix algebra.
9.4 List out the types of Matrices.
9.5 Calculate matrix Addition and Subtraction.
9.6 Calculate matrix Multiplication.
9.7 Calculate matrix Determinants, Minors and Co-factors.
9.8 Calculate matrix Inverse.
9.9 Solving equations by Cramer’s Rule and Matrix Inversion method

COURSE CONTENTS
1.0 MEASURES OF RELATIONS:

2.0 SET THEORY:
Set, Subset, types of sets – operations on sets, Venn diagram Demorgan’s Laws – Applications of Set Theory – Arithmetic Progressions, Geometric Progressions and Harmonic Progressions.

3.0 MATRIX:

SUGGESTED READINGS:
2. Statistics - Problems and solutions: V.K.Kapoor
3. Statistical Methods – Gupta S.P.
7. Mathematics for Management – Raghava Chary M
CCP-505 PRINCIPLES OF MARKETING

Sub Title: Principles of Marketing
Sub Code: CCP-505
Periods/week: 5
Periods/year: 75

TIME SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topic</th>
<th>No. of periods</th>
<th>Short Questions</th>
<th>Essay Questions</th>
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<tbody>
<tr>
<td>1</td>
<td>Nature and Scope of Marketing</td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Marketing Functions &amp; Consumer Behaviour</td>
<td>10</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Product Planning</td>
<td>20</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Pricing</td>
<td>20</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Promotion</td>
<td>20</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>75</strong></td>
<td><strong>10</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

Objectives: At the end of the course, the student will be able to –

1.0 Comprehend the nature and Scope of Marketing
   1.1 Define Marketing
   1.2 Explain importance of Marketing
   1.3 Explain how marketing benefits the Organisation,
   1.4 Explain how marketing benefits Consumer
   1.5 Explain the evolution of Marketing
   1.6 Distinguish between Marketing and Selling

2.0 Understand the Marketing functions and Consumer Behaviour
   2.1 List the Marketing functions
   2.2 List functions of Physical Supply – Transportation & Storage
   2.3 List functions of Exchange – Buying, Selling, Pricing, advertising, Sales Promotion
   2.4 Explain the Facilitating functions – Financing, Risk taking, Marketing Information, Marketing Research, Standardisation and grading, Packaging, Branding.
   2.5 Define Consumer Behaviour and the list the factors determining the Consumer’s behaviour.
   2.6 Explain the factors determining the Consumer’s behaviour - Social, Cultural, Personal, and Psychological

3.0 Understand the Product Planning
   3.1 Define Market Segmentation
   3.2 List the factors determining the Marketing Segmentation – Geographical, Demographical, Income, Consumption
   3.3 Explain the influence of factors determining the market segmentation.
   3.4 Explain the stages of product life cycle – Introduction, Growth, Maturity, and Decline.
   3.5 Explain the stages in product development – Idea, Concept and Strategy, development, market testing, commercialisation
   3.6 Define Product Mix and explain its importance.
   3.7 Define ‘Brand’
   3.8 Explain factors influencing the Branding of a product.

4.0 Understand the Pricing Strategies and Programmes.
   4.1 List objectives of Pricing.
4.2 Explain the factors influencing the pricing – Demand, Costs, Competitor’s Price, offers.
4.3 Explain the various pricing methods
4.4 List the pricing strategies - Promotional Pricing, Discriminatory pricing, Product-Mix pricing
4.5 Explain the pricing strategies – Promotional Pricing – Skimming and Penetration Pricing Strategy

5.0 Understand the various Promotional strategies.
5.1 List and explain various promotional techniques – Advertising, Personal Selling, Direct Marketing
5.2 Explain the terms Advertising Objectives, Advertising Budgets, Advertisement Copy, Evaluation of the Advertisement
5.3 Explain the factors affecting the Sales Force – Size, Compensation, Training, Supervising, and Evaluation.
5.4 Define Direct Marketing and explain the benefits of direct marketing.
5.5 List the major channels for direct marketing and explain the features – Face-to-face selling, direct mail, catalogue marketing, tele-marketing, kiosk marketing
5.6 Explain the advantages and disadvantages of on-line marketing.

COURSE CONTENT:
Marketing Functions and Consumer Behaviour – Functions of Marketing – Consumer Behaviour – Factors determining the consumer’s behaviour

Reference Books:
1. Philip Kotler : Marketing – Prentice Hall.
COURSE CONTENTS: Same as Degree 1st yr text book with CD-Skills in English A Course book for Language Learning. Published by Orient Black Swan

INTRODUCTION: To enable the student to develop communicative skills through CLT techniques.

I. TIME SCHEDULE

<table>
<thead>
<tr>
<th>S.no</th>
<th>Major Topics</th>
<th>No. Of periods</th>
<th>Weight age of marks</th>
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<tbody>
<tr>
<td>1</td>
<td>Listening skills [CD of text book]</td>
<td>15</td>
<td>20+10</td>
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<tr>
<td>2</td>
<td>Speaking skills [Group discussions, narration, description, role-play]</td>
<td>15</td>
<td>20+20</td>
</tr>
<tr>
<td>3</td>
<td>Reading skills [newspapers, storybooks]</td>
<td>15</td>
<td>20+10</td>
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<td>total</td>
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<td>60+40[internals]</td>
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</table>
CCP-57 BANKING PRACTICALS

Sub Title: Banking Practicals
Sub Code: CCP-57
Periods/week: 3
Periods/year: 45

Rationale: The practical aspects of day-to-day life in dealing with different situations wherein the student will be capable of handling banking transactions with care and scrupulously adhere to the practices. The students are equipped with the skills required to perform the duties of Banking Facilitators and Correspondents, introduced by the RBI, in unbanked rural areas and earn livelihood.

TIME SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major topics</th>
<th>No. of Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SB Account (Documentation), Withdrawals – Pay-in-slips, cheques, Crossing</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>and Endorsement of cheques, Application form of D.D</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ATM, Issue of Credit Cards, Debit Cards - Precautions against misuse of debit</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>/credit cards online banking. Counterfeit (Fake) Notes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Loan appraisal Techniques of a Banker</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Marketing of Personal Banking products</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Enlighten a customer about the grievance procedures</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>List out the documents to be produced along with loan application for Housing</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>, Personal, Education and Vehicle Loans.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Nearest Bank visit</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Guest Lectures on the issues of Banking Sector</td>
<td>5</td>
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<tr>
<td>9</td>
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<tr>
<td>TOTAL</td>
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<td>45</td>
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</tbody>
</table>

Objectives:

1.0 At the end of the semester, the student will be able to Guide the customer in Opening an SB Account
   1.1. Demonstrate use of various forms for remittance and withdrawals
   1.2. Demonstrate use of various pay in slips, withdrawal forms and cheques
   1.3. Nomination form and its importance

2.0 Enlighten the customer in
   2.1 Practising the crossing and endorsement of cheques
   2.2 Guiding about the provisions of the Negotiable Instruments Act
   2.3 Learning about the provisions of the bouncing of cheque
   2.4 Practise the filling up of application form for DD
   2.5 The Key concepts of NEFT / RTGS

3.0 Practise use of modern online withdrawal facilities
   3.1 Practise withdrawal of funds from ATM
   3.2 Practise the other services offered by ATM
   3.3 Practise issue of plastic money – debit card, credit card etc.
   3.4 Understand the limitations and provisions of debit/credit card.
   3.5 Learn the precautions against the misuse of the plastic money.

4.0 Practise loan appraisal techniques of the bank.
   4.1. Observe the procedure for issue of loans/advances by the bank
   4.2. Observe the different funding priorities of the bank

5.0 Enlighten a customer about the grievance procedures
   5.1. Guide the customer about the grievance procedures
5.2. Enlighten the role of Banking Ombudsman
6.0 Various documents to be submitted to obtain various loans.
7.0 Visit near Bank visits
8.0 Guest Lectures on the issues of banking Sector

**COURSE CONTENTS**

1. Opening of SB Account (Documentation) – Nomination form and importance of Nomination. Demonstrate use of various forms for remittances and withdrawals – Pay-in-slips, withdrawal forms and cheques - Crossing and Endorsement of cheques –
4. Loan appraisal Techniques of a Banker - Loan appraisal of priority sector advances – Agriculture, Small Scale Industry
5. Grievance Redressal – Errors of passbook/statement of transactions – Wrong debit/credit

<table>
<thead>
<tr>
<th>Exp No</th>
<th>Name of the Experiment</th>
<th>Objectives</th>
<th>Key Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Opening of New Savings account</td>
<td>To adhere to Bank Account opening rules.</td>
<td>To enable the KYC compliance as per Banking Regulation Act</td>
</tr>
<tr>
<td>2)</td>
<td>Pay in Slip</td>
<td>To deposit the amount by cash or By cheque/Demand Draft enclosing cheque/Demand Draft</td>
<td>To enable the student to understand various modes of depositing the amount and to pass Journal entries in Cash / payment collection</td>
</tr>
<tr>
<td>3)</td>
<td>Withdrawal</td>
<td>To understand the various modes of withdrawal of amount by withdrawal slip/cheque</td>
<td>To understand to take precautions while writing cheques/withdrawal slips – Caring for material alterations in instruments and to pass journal entries in the relevant books.</td>
</tr>
<tr>
<td>4)</td>
<td>Nomination form in the opening of application</td>
<td>To ensure registration of nomination along with respective account.</td>
<td>To ensure safety and prevent the possibility of unclaimed situation in future</td>
</tr>
<tr>
<td>5)</td>
<td>Crossing of cheques</td>
<td>1) Handling of cheques, safety precautions and prevent misuse 2) Multi City Cheques 3) Conformity with RBI standard of CTS 2010 <a href="http://www.rbi.org.in/scripts/FAQView.aspx?id=63">http://www.rbi.org.in/scripts/FAQView.aspx?id=63</a></td>
<td>To enable the student to understand the different types of crossing of cheques and distinguish between open cheque and crossed cheque.</td>
</tr>
<tr>
<td>6)</td>
<td>Endorsement of Negotiable Instruments</td>
<td>Different types of Endorsements of Bills of Exchange and other negotiable instruments.</td>
<td>To enable the student to understand the different types of endorsements and to write journal entries.</td>
</tr>
<tr>
<td>7)</td>
<td>Payment of cheque/bouncing</td>
<td>1. The right of banker to refuse the payment 2. Implications of Bouncing of cheque</td>
<td>To understand the material alteration of the cheque and various reasons. 2. to understand the implications of section 138 of N I act 1881</td>
</tr>
<tr>
<td>8)</td>
<td>Demand Draft Form</td>
<td>To distinguish between cheque and demand draft</td>
<td>To fill the Demand Draft, Bankers cheque etc. carefully</td>
</tr>
<tr>
<td>9)</td>
<td>NEFT/ RTGS</td>
<td>Forms filling for funds transfer under NEFT/RTGS</td>
<td>To make the student to understand the economy and time saving in fund transfer.</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10)</td>
<td>Debit Card Usage</td>
<td>Promote cashless transactions and enable usage of debit cards at Point of Sale</td>
<td>Avoid risk of carrying huge cash</td>
</tr>
<tr>
<td>11)</td>
<td>Credit Card usage</td>
<td>Promote cashless transactions and enable usage of credit cards in purchase / net banking for e-ticketing/commerce/donations etc.</td>
<td>Use of cashless purchase through credit cards and use of internet banking facilities.</td>
</tr>
<tr>
<td>12)</td>
<td>Withdrawal of funds from ATM</td>
<td>Withdrawal cash from ATM through Debit/credit Card</td>
<td>Any time money regardless of physical presence in a bank.</td>
</tr>
<tr>
<td>13)</td>
<td>Shopping / payment through credit Cards / debit cards</td>
<td>Shopping / payment through credit cards in business establishments, travel online banking and hotels etc.</td>
<td>To expose the student to the features of e-commerce, e-payment of bills – take precautionary steps – confidentiality of PIN and passwords</td>
</tr>
<tr>
<td>14)</td>
<td>Precautions</td>
<td>Precautions while using debit/credit cards and online banking</td>
<td>To enlighten the present day cyber crimes, phishing etc.</td>
</tr>
<tr>
<td>15)</td>
<td>Loan application</td>
<td>Credit appraisal</td>
<td>Principles of lending and project funding proposals, preparation of project reports.</td>
</tr>
<tr>
<td>16)</td>
<td>Funding priorities</td>
<td>Sectoral allocation</td>
<td>Agriculture, industrial and priority sectors like services etc., weaker sections, women empowerment (Self Help Groups), disabled welfare and minority etc. with differential rate of interest and subsidies / margin money.</td>
</tr>
<tr>
<td>17)</td>
<td>Deficiency in Banking services</td>
<td>Redressal mechanism</td>
<td>To enable the student to lodge complaint against deficiency in banking services to various levels.</td>
</tr>
<tr>
<td>18)</td>
<td>Banking Ombudsman</td>
<td>Role of Ombudsman in grievance redressal</td>
<td>Arbitration methods and measures of seeking remedy / compensation.</td>
</tr>
<tr>
<td>19)</td>
<td>To know about forms and documents</td>
<td>Legal and Mandatory Requirements</td>
<td>Aware of various legal and mandatory compliances and their authenticity.</td>
</tr>
<tr>
<td>20)</td>
<td>Field Visit</td>
<td>Visits to Commercial Banks</td>
<td>Awareness about various commercial banks loans and advances, deposit types etc.</td>
</tr>
<tr>
<td>21)</td>
<td>Guest Lectures</td>
<td>Guest Lectures</td>
<td>Guest Lectures regarding Business Correspondents</td>
</tr>
</tbody>
</table>
CCP-508 TALLY

Sub Title  TALLY
Sub Code   CCP-508
Periods/week 6
Periods/year 90

Rationale: To equip with the student to computerized accounting practice and enable the student pass journal entries in computerized packages and take the advantages of accuracy, redundancy, consistency of huge accounting data by exploring the features of analysis, report generation and graphical presentation.

TIME SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Major Topics</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction to Accounting Packages</td>
<td>05</td>
</tr>
<tr>
<td>2</td>
<td>Financial Functions of Tally</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Display and Reports</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Accounts with Inventory</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>Manufacturing Company Entries by using Bills of Materials option</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Pay bill preparation</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

OBJECTIVES: At the end of the course, the student will be able to –

1.0 Understand the Accounting Packages
   1.1 Define Accounting Packages
   1.2 Explain the Features like
       1.2.1 Accounting
       1.2.2 Multi-lingual capability
       1.2.3 Data migration capability
   1.3 Explain the Advantages of Computerized Accounting

2.0 Create Company and use of Financial Functions of Tally
   2.1 Creation of a Company
   2.2 F11: Features
   2.3 Alteration of a Company
   2.4 F12: Configure
       2.4.1 Master Configuration
       2.4.2 Creation of Groups
       2.4.3 Grouping of Ledger Accounts
       2.4.4 Voucher Configuration
   2.5 Recording Transactions of Sample Data; Transactions for April .......
      2.5.1 Transactions on starting of a company
      2.5.2 Transactions for May ............
      2.5.3 Transactions for June ............
      2.5.4 Transactions for July ............
      2.5.5 Bank Reconciliation
      2.5.6 Transactions for August ............
      2.5.7 Transactions for September ............
      2.5.8 Transactions for October ............
2.5.9 Transactions for November .......
2.5.10 Transactions for December .......
2.5.11 Transactions for January .......
2.5.12 Transactions for February .......
2.5.13 Transactions for March .......
2.5.14 Provision Entries
2.5.15 Depreciation Entries
2.5.16 Adjustment Entries for Prepaid Expenses
2.5.17 Other Adjustment Entries

3. Display and Reports
3.1 Accounting Reports in Tally
3.2 Accounting Reports
   3.2.1 Balance Sheet
   3.2.2 Profit and Loss Account
   3.2.3 Account Books
   3.2.4 Statement of Accounts
   3.2.5 Statutory Masters
   3.2.6 Statutory Reports
   3.2.7 Day Book
   3.2.8 Exception Reports
3.3 To prepare Accounts with Inventory and VAT
   3.3.1 Introduction
   3.3.2 Salient Features of composite VAT Compliant Tally
   3.3.3 Creation of a company
   3.3.4 F11: Features
   3.3.5 Composite VAT Classification
   3.3.6 Recording Transactions of Sample Data
   3.3.7 Reports
   3.3.8 Age-wise Analysis
3.4 To prepare Point of Sale
   3.4.1 Point of Sale (POS) Features in Tally 9
   3.4.2 Creating Voucher Type
   3.4.3 Recording Transactions
   3.4.4 POS Reports
3.5 To practice Printing Reports
   3.5.1 Types of Print Configuration Options
   3.5.2 Print Format
   3.5.3 Cheque Printing

4. To prepare Manufacturing Company Entries
   4.1 Creating Bills of Materials
   4.2 Passing journal entries for manufacturing Company using raw materials to Semi-finished / finished goods.
5. To prepare Payrolls. Prepare bills with Basic + DA + HRA and Deductions like GPF, APGLI and Group Insurance.

REFERENCE BOOKS
1. Tally Manual by Tally Solutions Pvt.Ltd
2. Tally by Dr. K.Kiran Kumar, Sri Laasya Publications, Hyderabad
3. Tally 9 published by BPB Publications
5. Tally 9 by Dr. K. Kiran Kumar.
CCP-509 ENVIRONMENTAL STUDIES

Subject : Environmental Studies
Subject Code : CCP-509
No. of hours per week : 3
No. of periods/Semester : 45

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Major Topics</th>
<th>No. of periods</th>
<th>Marks</th>
<th>Short Answer Questions</th>
<th>Essay Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction and Natural Resources</td>
<td>8</td>
<td>20</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Ecosystems and Biodiversity</td>
<td>12</td>
<td>35</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Environmental Pollution, Social issues and Environment</td>
<td>15</td>
<td>35</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Human Population and the Environment</td>
<td>5</td>
<td>15</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5.</td>
<td>Field work</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>45</td>
<td>105</td>
<td>5</td>
<td>8</td>
</tr>
</tbody>
</table>

OBJECTIVES: At the end of the instruction, the student will be able to –

1. **Know the importance of the Environmental Studies and Natural Resources.**
   1.1 Define terms environment and environmental studies.
   1.2 Explain the scope and importance of environmental studies and the need for public awareness of environmental issues.
   1.3 Explain the use and over exploitation of forest resources and knows the causes and problems for deforestation with case studies.
   1.4 Explain the use and over utilisation of surface and ground water.
   1.5 Know the conflicts over water.
   1.6 Distinguish between benefits and problems of dams.
   1.7 Know the environmental effects of extracting and using mineral resources with case studies.
   1.8 Know the World food problems, fertilizer and pesticide problems with case studies.
   1.9 Know growing energy needs, renewable and non-renewable energy sources.
   1.10 Understand the use of alternate energy sources.
   1.11 Know the importance of Land resources, land degradation, soil erosion and desertification.

2. **Understand Ecosystems and Biodiversity and its Conservation.**
   2.1 Define an Ecosystem.
   2.2 Explain the structure and function of an ecosystem.
   Define producers, consumers and decomposers.
   2.3 Know energy flow in the ecosystem.
   2.4 Understand food chains and ecological pyramids.
   2.5 Know the structure and function of an aquatic ecosystem (ponds, streams, lakes, rivers, oceans, estuaries)
   2.6 Define Biodiversity, Genetic Diversity, Species Diversity and ecosystem diversity.
   2.7 Understand value of biodiversity.
   2.8 Know India as a mega – diversity nation.
   2.9 Know threats to biodiversity.
   2.10 Know endangered and endemic species of India.
   2.11 Explain conversation of biodiversity.

3. **Know Environmental Pollution, social issues and the environment**
   3.1 Define pollution.
3.2 Know the causes, effects and control measures of
3.3 Air pollution
3.4 Water pollution
3.5 Soil pollution
3.6 Marine pollution
3.7 Noise pollution
3.8 Thermal pollution
3.9 Nuclear hazards.
3.10 Know the causes, effects and control measures of urban and industrial solid wastes.
3.11 Explain the pollution case studies and disaster management.
3.12 Understand the sustainable development.
3.13 Explain water conservation, rain water harvesting and watershed management.
3.14 Know problems and concerns of resettlement and rehabilitation of people.
3.15 Understand environmental ethics.
3.16 Know the environmental problems like climate change, global warming, acid rain, ozone layer depletion.

4.1 Explain population growth, population explosion and family welfare programmes.
4.2 Understand the human rights and value education.
4.3 Know HIV/AIDS.
4.4 Explain women and child welfare.
4.5 Know the role of information technology in environment and human health.

Field Work
Preparing reports on visited local area to document environmental assets/visited polluted sites/study of common plants, insects, birds/study of simple ecosystems.

COURSE CONTENTS:

i. Introduction and Natural Resources.
Definition, scope and importance of environmental studies. Need for public awareness –
forest resources: Use and over exploitation, deforestation, case studies – Water
resources: Use and over-utilization of surface and ground water, conflicts over water,
dams – benefits and problems – Mineral resources: Environmental effects of extracting
and using mineral resources, case studies – Food resources: World food problems, case
studies – Energy resources: Growing energy needs, renewable and non-renewable
energy sources, use of alternate energy sources. Case studies – Land resources: Land as
a resource, land degradation, soil erosion and desertification.

ii. Ecosystems and Biodiversity and its Conservation
Concept of an Ecosystem – Structure and function of an ecosystem – Producers,
consumers and decomposers – Energy flow in the ecosystem – Ecological succession –
Food chains – Ecological Pyramids – Structure and function of the Aquatic ecosystem
(ponds, streams, lakes, rivers, oceans, estuaries) – Biodiversity: Introduction – Definition :
genetic, species and ecosystem diversity – Value of biodiversity, - India as a mega
diversity nation – Threats to biodiversity: habitat loss, poaching of wild life, man – Wild
life conflicts – Endangered and endemic species of India – Conservation of Biodiversity:
In-situ and Ex-situ conservation of biodiversity.

iii. Environmental Pollution Social issues and the Environment
Definition – Causes, effects and Control measures of Air Pollution, Water pollution, Soil
Pollution, Marine Pollution, Noise Pollution, Thermal Pollution, Nuclear Hazards – Solid

iv. Human Population and the Environment

v. Field Work
Visit to a local area to document environmental assets – river / forest / grass land / hill / mountain – Visit to local polluted site – Urban / Rural / Industrial / Agricultural – Study of common plants, insects, birds – Study of simple ecosystems, ponds, rivers, hill slopes, etc.

REFERENCES:

5. Down to Earth, Centre for Science and Environment.

NOTE:

1. This subject carries 100 marks and allocation will be as follows, minimum pass marks shall be 35.
   a. Theory – 75 Marks
      i. Short answers Questions – 25 marks (i.e. 5 x 5 marks)
      ii. Essay type questions – 50 marks (i.e. 5 x 10 marks)
2. Passing of this subject is compulsory, but the marks in this subject will not be counted for award of class in diploma.
3. The subject should be taught by the respective branch staff of the institute.
VI SEMESTER
### CCP- 601 INDUSTRIAL TRAINING

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Subject</th>
<th>Duration</th>
<th>Items</th>
<th>Max Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Practical Training in the Industry</td>
<td>6 Months</td>
<td>1. First Assessment (at the end of 3(^{rd}) month)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Second Assessment (at the end of 6(^{th}) month)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Training Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a) Log Book</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b) Record</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Seminar</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>300</strong></td>
<td></td>
</tr>
</tbody>
</table>

The industrial training shall carry 300 marks and pass marks are 50\%. A candidate failing to secure the minimum marks should complete it at his own expenses. No apprenticeship training stipend is payable in such case. During Industrial training the candidate shall put in a minimum of 90% attendance.
OBJECTIVES:

On completion of a spell of practical training in an industry, the student will be able to

1.0 Organisational set up
   1.1 Identify the type of organisation
   1.2 Draw the organisational chart
   1.3 List the powers, duties/responsibilities of various organisational positions as per the above chart.
   1.4 Identify the various functions of the organization.

2.0 Automation of the organisation
   2.1 Identify the different automised activities of the organisation.
   2.2 List the equipment, software used for each of the activities.
   2.3 List various automised operations you are trained/exposed to.

3.0 Accounts.
   3.1 Identify the various accounting systems followed in the organisation.
   3.2 List the accounting packages.
   3.3 Narrate the exposure you have to the Accounting systems.

4.0 Secetaryal
   4.1 Draw the Office Lay out
   4.2 Explain the nature of the office lay out.
   4.3 List the office operations.
   4.4 List the various office automation used.
   4.5 Describe the filing system used.
   4.6 Explain the types of meetings conducted in the organisation.
   4.7 Draw a model meeting notice, agenda for a meeting and minutes of the meeting.
   4.8 List the modes of communication.
   4.9 Narrate your exposure to various secretarial operations mentioned above.

5.0 Inventory
   5.1 Explain the Inventory methods adopted in the organisation.
   5.2 Explain the automation used in inventory management.
   5.3 Narrate your exposure to inventory management of the organisation.

6.0 Miscellaneous
   6.1 Narrate any exposure other than the above.
1. A candidate shall be assessed twice in the spell of industrial training i.e. at the end of third month and finally before he/she completes the industrial training.

2. The assessment shall be carried out by a committee comprising of
   (a) A representative of the Industry where the candidate is undergoing training
   (b) A staff member of the concerned section of the polytechnic.

3. The assessment at the end of the third month and the end of training shall each carry 100 marks for the progress made during the corresponding period of training.

4. The remaining 100 marks are allotted as follows:
   - For the training report (Record) 30 marks,
   - For maintenance of log book 30 marks
   - For seminar 40 marks.
   These are to be evaluated at the institution at the end of training by a committee consisting following staff members
   (1) Head of Section.
   (2) External Examiner preferably from Industry
   (3) Staff member who assessed the student during the Industrial Training.

5. The progress made during the end of assessment will be evaluated on the basis of the following parameters.

<table>
<thead>
<tr>
<th>Assessment Scheme</th>
<th>Name of the Parameter</th>
<th>Max. marks allotted for each parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Attendance and punctuality</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Familiarity with Technical terms</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>Familiarity with Technologies</td>
<td>10</td>
</tr>
<tr>
<td>4.</td>
<td>Attitude towards Job</td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td>Application of knowledge</td>
<td>15</td>
</tr>
<tr>
<td>6.</td>
<td>Problem solving skills</td>
<td>10</td>
</tr>
<tr>
<td>7.</td>
<td>Comprehension and observation</td>
<td>10</td>
</tr>
<tr>
<td>8.</td>
<td>Human relations</td>
<td>10</td>
</tr>
<tr>
<td>9.</td>
<td>Ability to communicate</td>
<td>10</td>
</tr>
<tr>
<td>10.</td>
<td>General conduct during the period</td>
<td>5</td>
</tr>
<tr>
<td>11.</td>
<td>Maintenance of diary</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100</td>
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</tbody>
</table>