

**COURSE TITLE** : ENGLISH FOR COMMUNICATION - II  
**COURSE CODE** : 2001  
**COURSE CATEGORY** : F  
**PERIODS/WEEK** : 4  
**PERIODS/SEMESTER** : 60  
**CREDITS** : 3

MODULE	TOPICS	PERIODS
1	Relationships	15
2	Inspirations	15
3	Mysteries	15
4	Innovations	15
<b>TOTAL</b>		<b>60</b>

**COURSE OUTCOME:** To develop the four basic skills in English and use them effectively in day-to-day life.

**SPECIFIC OUTCOME:**

After completing the course the student will be able to:

- Read articles, essays and technical writings of various kinds and develop comprehension about the message, images, thoughts and ideas contained in these articles.
- Read short stories, poems, conversations and develop aesthetic sense and humanitarian ethos.
- Read various prose passages and develop skills in skimming and scanning.
- Understand the meaning of words used in passages by guessing meaning from the context.
- Develop curiosity about the different topics of current interest and express points of view.
- Familiarise themselves with different techniques of writing and use them effectively in business correspondences.
- Group and sequence ideas and exploit the potentials of cohesion and coherence.
- Acquire proficiency in correct usage of English words.
- Internalise correct pronunciation and use them in daily conversation.
- Develop communication skills by taking part in group discussions and present their views in a logical and convincing way.
- Learn different language functions like agreeing, permitting, apologizing, negating and the like and use them effectively in daily communication.
- Identify the different study skills and use them to improve their academic performance.

## **CONTENT DETAILS**

### **MODULE - I**

1. Reading passage - Relationships.
2. Vocabulary – Vocabulary acquisition through dictionaries.
3. Grammar – Connectors.
4. Writing – Letter Writing.
5. Language Function – Expressing one’s opinion/Expressing likes & dislikes.
6. Speaking – Seminar Presentations.

### **MODULE - II**

1. Reading passage - Inspirations.
2. Vocabulary – Vocabulary acquisition through developing reading skills.
3. Grammar – Using relative clauses.
4. Writing – Notices, Memos, Short Messages.
5. Language Function – Granting leave, Interrupting
6. Speaking – Attending Interviews.

### **MODULE - III**

1. Reading passage - Mysteries.
2. Vocabulary – Learning words by association.
3. Grammar – Passive Voice.
4. Writing – Process Writing.
5. Language Function – Asserting/Making Suggestions.
6. Speaking – Conducting Meetings – Short Speeches.

### **MODULE - IV**

1. Reading passage - Innovations.
2. Vocabulary – Confusing Words, Homophones.
3. Grammar – Reported Speech.
4. Writing – E-mails.
5. Language Function – Saying goodbye, Offering help.
6. Speaking – Describing the working of a machine.

### **PRACTICAL**

Two hours are set apart for practical training in the use of English language. Here, stress is given to skills of listening and speaking. Accuracy and fluency are the two factors which are needed for our students. Practical sessions are intended to equip the learner to meet the everyday demand of the industry. Activities that can be used in the practical sessions are enlisted:

Speaking activities – Speaking with a friend, speaking to an audience, role play, group discussion, Just a Minute (JAM), Sharing of experience and ideas, Impromptu speeches.

**REFERENCE:** - G (A Coursebook in English for Polytechnic College  
Students – Semester II)

<b>TITLE</b>	<b>: LIFE SKILL</b>
<b>COURSE CODE</b>	<b>: 2009</b>
<b>COURSE CATEGORY</b>	<b>: C</b>
<b>PERIODS/ WEEK</b>	<b>: 2</b>
<b>PERIODS/ SEMESTER</b>	<b>: 30</b>
<b>CREDIT</b>	<b>: 2</b>

**COURSE OUTCOME:-**

Providing direction for the next generation and equipping them for successful living.

**Specific Outcome:**

- \* To make students aware of their thinking styles and to enable them to convert thinking into performance
- \* To make students learn and practice the steps involved in time management
- \* To give training for positive thinking which will keep the students in a good stead at the time of crisis.
- \* To translate performance of skills into efficient habits
- \* To make students understand the concept and components of personality, thereby to apply the acquired knowledge to themselves and to march towards excellence in their respective academic careers.
- \* To bring out creativity and other latent talents with proper goal setting so that self-esteem gets enhanced.
- \* To train students in order to ground concepts/ideas in their own experience
- \* To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- Introduce the basic concepts of body language for conflict management.
- \* To enable students to convert the conceptual understanding of communication into everyday practice.
- \* To help students understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.

### TIME SCHEDULE

MODULE	TOPIC	PERIODS
I	Self Awareness and Empathy Logical Thinking and Creative Thinking	8
II	Decision Making And Problem Solving	6
III	Effective Communication	8
IV	Inter Personal Relations Coping with Stress and Emotion	8
<b>TOTAL</b>		<b>30</b>

#### **MODULE - I - Self Awareness and Empathy**

##### **Logical Thinking and Creative Thinking**

Self Concept – SWOT Analysis – Self Growth – Goal Setting – Time Management - Personal Well Being – Empathy – Understanding –Empathy Acknowledgement – Psychological Hug – Empathetic Language – Thinking – Process, types and components – Learning – creativity – Creative Problem Solving Right and left Brain thinking – Generative thinking techniques – Synthesis – Thinking outside the box – Lateral thinking – Risk taking

##### **MODULE - II Decision Making and Problem Solving**

Factors influencing Decision making – Values and Ethics – Emotional and physical considerations – Role conflict – Decision Making methods – Problem Solving – Process – Steps – Establishing frameworks, Analysing, evaluating options, and implementing solutions – Problem solving techniques

##### **MODULE - III Effective Communication**

Importance – Benefits – Levels/Dimensions - Barriers – Types – LRSW – Oral Communication – Non verbal communication, Body Language – Written Communication

##### **MODULE - IV Interpersonal Relationship - Coping with Stress and Coping with Emotion**

Nature - Factors influencing IPR – Trust – Strategies – Johari Window – Transactional Analysis – Team work – Assertive communication

Stress – Nature, types – Personality and stress – Managing stress – Relaxation techniques – Improving attitudes – Emotions - Emotional competence – Components – Promoting EI – Anger Management

#### **Text Books:**

1. Barun K Mitra (Oxford) - Personality Development and Soft Skills
2. Gopaldaswamy Ramesh & Mahadevan Ramesh (Pearson) - The ACE of Soft Skills Attitude, Communication and Etiquette for Success

**COURSE TITLE : ACCOUNTANCY-II**

**COURSE CODE : 2141**

**COURSE CATEGORY : B**

**PERIODS/WEEK : 5**

**PERIODS/SEMESTER: 75**

**CREDITS : 5**

**TIME SCHEDULE**

<b>MODULE</b>	<b>TOPIC</b>	<b>PERIOD</b>
1	Bank Reconciliation	20
2	Bills of Exchange	20
3	Rectification of Errors Capital and Revenue	15
4	Final Accounts	20
<b>TOTAL</b>		<b>75</b>

**COURSE GENERAL OUTCOME**

<b>Sl.NO</b>	<b>Sub</b>	<b>Student will be able to understand</b>
<b>1</b>	1	The preparation of Bank Reconciliation Statement
	2	Bills of Exchange transactions
	3	The method of rectifying errors
	4	The preparation of final accounts

**SPECIFIC OUTCOME**

**MODULE 1**

**1.1.0 Understand meaning of Bank Reconciliation Statement**

1.1.1 State the purpose of BRS

1.1.2 State the meaning of the pass book /statement of account

1.1.2 Identify the differences between pass book and cash book

1.1.3 Explain the causes of differences between the pass book balance and cash book balance

1.1.4 Prepare Bank Reconciliation Statement

1.1.5 Preparation of BRS under condition of bank overdraft

## **MODULE 2**

### **2.2.0 Understand Bills of Exchange transactions**

- 2.2.1 Define Bill of Exchange, Promissory note and Cheque
- 2.2.2 Distinguish between bill of exchange and Promissory Note
- 2.2.3 State various terms in bills of exchange transactions
- 2.2.4 Identify various kinds of bills
- 2.2.5 Explain the method of recording bill of exchange transactions
- 2.2.6 Give journal entries and ledger accounts on various occasions
- 2.2.7 State the meaning of accommodation bills
- 2.2.8 Explain the method of recording accommodation bills on the insolvency of the drawer and acceptor
- 2.2.9 Compare trade bills and accommodation bills

## **MODULE 3**

### **3.1.0 Understand the method of rectifying errors**

- 3.1.1 List out the types of errors
- 3.1.2 State the steps to locate errors
- 3.1.3 State journal entries for rectifying errors
- 3.1.4 Explain suspense account
- 3.1.5 State the journal entries to rectify errors through suspense account.
- 3.2.0 Understand the capital- revenue classification
- 3.2.1 Explain Capital expenditure, Revenue expenditure, Capital receipts, Revenue receipts, Deferred revenue expenditure

## **MODULE 4**

### **4.1.0 Understand final accounts**

- 4.1.1 Prepare final account without adjustments
- 4.1.2 Explain various adjustments in Final Accounts
- 4.1.3 Understand the preparation of final accounts with all adjustments
- 4.1.4 Describe importance of making adjustments in the Final Accounts
- 4.1.5 Identify the order in which items are to be written in the balance sheet
- 4.1.6 Explain how the given items are adjusted in the Final Accounts
- 4.1.7 Prepare Final Accounts with adjustments.

## **CONTENT DETAILS**

### **MODULE 1**

Bank reconciliation statement—meaning--purpose--Pass Book--meaning--statement of account—meaning--Difference between Pass Book and Cash Book—Causes of differences between passbook balance and cash book balance—Preparation of Bank Reconciliation Statement--Preparation of BRS under condition of Bank Over Draft.

## **MODULE 2**

Bills of Exchange, Promissory Note, Cheque—meaning—definition—bills of exchange vs. promissory note—important terms in bills of exchange transactions—acceptance—endorsement—dishonor— noting and protesting—renewal of bills—retiring of bills---kinds of bills—inland bill—foreign bill— demand bill—time bills- clean bill—documentary bill--method of recording bills of exchange transactions—journal entries and ledger accounts on recording transactions—accommodation bill— meaning—method of recording accommodation bills with special reference to insolvency of drawer and acceptor—trade bill vs. accommodation bill.

## **MODULE 3**

Rectification of errors—types of errors—clerical errors—error of omission—error of commission— compensating errors--error of principle --steps to locate errors—one sided errors—two sided errors- - rectifying journal entries—suspense account—journal entries to rectify errors through suspense account

capital and revenue –classification—Capital expenditure—Revenue Expenditure—meaning--Capital Receipts—meaning--Revenue Receipts—meaning--Deferred Revenue Expenditure—meaning— difference between capital and revenue expenditure.

## **MODULE 4**

Preparation of Final Accounts with and without adjustments—importance of making adjustments in the final accounts—various adjustments—outstanding expenditure—unexpired expenditure— accrued income—unearned income—depreciation—bad debts—provision for bad debts—provision for discount on debtors—provision for discount on creditors—interest on capital—interest on drawings—managerial commission—accidental loss of stock—presentation of items in the balance sheet.

## **REFERENCE BOOKS**

Accountancy II	: P K Lazar,Excel Publications,Thrissur
Double Entry Book keeping	: T S Grewal < Sulthan Chand, Delhi
Elements of Book keeping	: M C K Nambiar Cannore ,Kamalalayam.

**COURSE TITLE : HINDI**  
**COURSE CODE : 2142**  
**COURSE CATEGORY : B**  
**PERIODS/WEEK : 4**  
**PERIODS/SEMESTER: 60**  
**CREDITS : 4**

**TIME SCHEDULE**

Module	Topic	Periods
1	Selected lessons from the Hindi Text book of class XII	15
2	Hindi language and its different form and constitutional provision of Hindi	15
3	Functional Hindi and Technical Terminology	15
4	Various Types of Letters	15
<b>TOTAL</b>		<b>60</b>

**COURSE GENERAL OUTCOME**

Sl.	Sub	Student will be able to understand
1	1	To understand importance of functional Hindi its constitutional provision, technical terminology, different types of letters.
	2	To develop the skill of comprehension and verbal expression in Hindi

**SPECIFIC OUTCOMES**

**MODULE 1**

- 1.1.0 Selected lessons from the Hindi Text Book of class XII. (prescribed by SCERT)
- 1.1.1 Grammar based on the Hindi Text Book

**MODULE 2**

- 2.1.0 Understand the concept of Official language.
- 2.1.1 State the meaning and definition of Language.
- 2.1.2 Official language.
- 2.1.3 National language
- 2.1.4 Contact language
- 2.1.5 Constitutional provision of Hindi



### **MODULE 3**

- 3.1.0. Recognize the importance of Functional Hindi
- 3.1.1. Functional Hindi
- 3.1.2 Importance of Functional Hindi
- 3.1.3 Usage of Functional Hindi

### **MODULE 4**

- 4.1.0 Understand the importance of correspondence in Hindi.
- 4.1.1 Different types of letters.
- 4.1.2 Technical terminology

## **CONTENT DETAILS.**

### **MODULE 1**

Language – Meaning and Definition – Objectives - knowledge of language and official Hindi, Constitutional provision of Hindi.

### **MODULE 2**

- 1. Functional Hindi
- 2. Importance of Functional Hindi
- 3. Usage of Functional Hindi

### **MODULE 3**

Correspondence – Meaning and importance – Draft letters –Technical terminology

### **MODULE 4**

Selected lessons from the Hindi Text Book of class XII.(prescribed by SCERT)

### **REFERENCES**

- 1. The Fundamentals of functional Hindi- Dr.T Santhakumari
- 2. Rajbhasha Hindi Ke Bahumukhi Aayam - D.,c J Prasannakumari
- 3. Prayojanamoolak Hindi - Dr.P Latha
- 4. Hindi Text Book of class XI.(prescribed by SCERT)

**COURSE TITLE : SHORTHAND ENGLISH THEORY - II**

**COURSE CODE : 2143**

**COURSE CATEGORY : F**

**PERIODS/WEEK : 7**

**PERIODS/SEMESTER: 105**

**CREDITS : 6**

**TIME SCHEDULE**

<b>Module</b>	<b>Topics</b>	<b>Periods</b>
1	Upward and Downward R, L, SH, Compound consonants, Vowel indication	25
2	Halving and Doubling principles, Diphones	28
3	Medial Semicircle, Prefixes and Suffixes	27
4	Contractions, Figures, Mis-spelt words, Essays, Letters, GK	25
<b>TOTAL</b>		<b>105</b>

**COURSE GENERAL OUTCOME**

<b>Sl. No.</b>	<b>Sub</b>	<b>Student will be able to understand</b>
<b>1</b>	1	Upward and downward R Upward and downward L & SH Compound Consonants
	2	Halving and Doubling principles
	3	Precise writing, letter writing

**SPECIFIC OUTCOME**

**MODULE 1**

**1.1.0 Upward and downward R**

1.1.1 Practice the exercise covering R

**1.2.0 Explain the principles of writing L and SH upward and downwards**

1.2.1 Practice exercises covering L and SH

**1.3.0 Understand Compound consonants and vowel indication**

1.3.1 Recognize the compound consonants

1.3.2 Define compound consonants and categorize various types of compound consonants

1.3.3 Explain principles of compound consonants and practice the exercise covering compound consonants

1.3.4 Apply vowel indication

1.3.5 Identify the application of consonants and vowels initially and finally

1.3.6 Practice the exercises covering vowel indication

**MODULE 2:**

**2.1.0 Understand Halving Principle**

- 2.1.1 Interprets halving principle
- 2.1.2 Explain the principles of halving
- 2.1.3 State the limitations of halving and uses of halving in phraseography
- 2.1.4 Practice the exercises covering halving principles

### **2.2.0 Understand Doubling principle**

- 2.2.1 Interprets doubling principles
- 2.2.2 Explain the doubling principles
- 2.2.3 State the limitations of doubling and uses of doubling in phraseography

### **2.3.0 Understand Diphonic or Two Vowel sings**

- 2.2.1 Define Diphone
- 2.2.2 Apply the diphone to the consonants
- 2.2.3 Categorize various diphonic signs and the placing
- 2.2.4 Practice the exercises covering diphones

## **MODULE 3**

### **3.1.0 Understand Medial Semicircle**

- 3.1.1 Define the medial semicircle
- 3.1.2 Explain the principles of Medial W and practice the exercises

### **3.2.0 List out Prefixes**

- 3.2.1 Explain prefix
- 3.2.2 State the meaning of prefix
- 3.2.3 Explain the principles of various prefixes and practice the exercises

### **3.3.0 List out Suffixes**

- 3.3.1 State the meaning of suffix
- 3.3.2 Explain the various suffixes and practice the exercises

## **MODULE 4**

### **4.1.0 Explain General Contractions**

- 4.1.1 Understand the contractions
- 4.1.2 Practice the exercises covering contractions

### **4.2.0 Outline Figures**

- 4.2.1 Categorize the various principles of figures and various monitory symbols
- 4.2.2 Practice the exercises covering figures

### **4.3.0 Correction of mis-spelt words**

- 4.3.1 Correct spelling of usually mis-spelt words
- 4.3.2 Familiarize vocabulary

### **4.4.0 Essay writing and Letter writing**

- 4.4.1 Principles and examples of essay writing
- 4.4.2 Practising simple paragraph/essay writing
- 4.4.3 Practising friendly/personal letters
- 4.4.4 Familiar with current affairs

## **MODULE 1**

Upward and downward R - vowel to different forms - practice phrases, contractions exercise - upward and downward L and SH - vowel indication – phrases - practice exercises  
Compound consonants – grammalogues - practice exercises - vowel indication - Practice exercises.

## **MODULE 2**

Halving principle section I - practice exercise – grammalogues - Halving principles section II - joining of unequal length – phrases - Practice exercises – grammalogues - practice exercises - Doubling principle – Alternatives - circles to double length strokes - past tense – limitations – position – phrases – grammalogues - practice exercises – Diphones - Practice exercises.

## **MODULE 3**

Medial semicircle - practice exercises - prefixes-formation – grammalogues - practice exercises - suffixes and terminations - compound words - practice exercises - phrases.

## **MODULE 4**

Contractions – formation - practice exercises - general contractions - practice lists – exercises – figures - practice exercise - mis-spelt words - short essays letter writing - current affairs (who's who) - awareness about note taking, transcription etc.

## **REFERENCE BOOKS**

1. Pitman Shorthand Instructor and Key
2. Grammar books

## **SCHEME OF EXAMINATION**

**Max.Marks:100**

**Time: 3 hrs**

### **PART A**

**It consists of five questions and each question carries two marks (out of which one question who is who) (5x2=10)**

### **PART B**

**Answer any five questions out of seven questions and each question carries six marks. (Consists of theory questions, letter writing, mis-spelt words, outlines for words/phrases/grammalogues)**

**(5x6=30)**

**PART C**

- |  |                  |
|--|------------------|
| <b>1. Write a paragraph of about 200 words on any of the three topic</b> | <b>(1x15=15)</b> |
| <b>2. Summerise into one third of the given passage</b>                  | <b>(1x15=15)</b> |
| <b>3. Write into shorthand (paragraph till Ex. 120)</b>                  | <b>(1x15=15)</b> |
| <b>4. Write into longhand (paragraph till Ex. 120)</b>                   | <b>(1x15=15)</b> |

**Candidate will have to get 40% marks in order to pass this paper.**

**COURSE TITLE : STATISTICS**  
**COURSE CODE : 2144**  
**COURSE CATEGORY : B**  
**PERIODS/WEEK : 5**  
**PERIODS/SEMESTER: 75**  
**CREDITS : 5**

**TIME SCHEDULE**

<b>MODULE</b>	<b>TOPICS</b>	<b>PERIODS</b>
1	Statistics classification and tabulation	20
2	Measures of central tendency	20
3	Graphical representation and correlation	20
4	Index numbers	15
<b>TOTAL</b>		<b>75</b>

**COURSE GENERAL OUTCOME**

<b>SL.NO</b>	<b>Sub</b>	<b>On completion of this course the student will be able:</b>
<b>1</b>	1	To understand basic concepts of statistics
	2	To understand classification and tabulation
<b>2</b>	1	To understand measures of central value
	2	To understand of dispersion
<b>3</b>	1	To understand graphical representation
	2	To understand correlation
<b>4</b>	1	To understand index numbers
	2	To understand cost of living index

**SPECIFIC OUTCOME**

**MODULE 1**

**1.1.0. Understand the Definition, Meaning and Scope of Statistics**

- 1.1.1 Define statistics
- 1.1.2 State the functions of statistics
- 1.1.3 List the importance of statistics
- 1.1.4 Explain the objects of statistics
- 1.1.5 State the limitations of statistics
- 1.1.6 State the different types of data
- 1.1.7 Explain the methods of collecting data
- 1.1.8 Distinguish between primary data and secondary data.

**1.2.0 Understand the meaning and importance of classification and tabulation**

- 1.2.1 Define classification
- 1.2.2 List the various objects of classification
- 1.2.3 Explain the various kinds of classification
- 1.2.4 Explain the requisites of a good classification
- 1.2.5 Explain statistical series
- 1.2.6 Prepare individual, discrete and continuous series
- 1.2.7 Define tabulation
- 1.2.8 Explain the rules of tabulation

- 1.2.9 Describe briefly the types of tabulation
- 1.2.10 Explain the objects of tabulation

## **MODULE 2**

### **2.1.0 Understand the meaning and importance of measures of central value**

- 2.1.1 State the meaning and importance of various measures of central value
- 2.1.2 Define mean, median and mode
- 2.1.3 State the requisites of good average
- 2.1.4 List out the advantages and disadvantages of various measures of central value
- 2.1.5 Solve problems of Mean, Median and Mode
- 2.1.6 Solve problems on combined mean and weighted mean

### **2.2.0 Understand different measures of dispersion**

- 2.2.1 List out the various measures of dispersion
- 2.2.2 State the meaning and importance of various measures
- 2.2.3 Explain mean deviation
- 2.2.4 Solve problems on mean deviation
- 2.2.5 Explain standard deviation

## **MODULE 3**

### **3.1.0 Understand the meaning and analysis of graphical representation**

- 3.1.1 Solve problems under graphical representation
- 3.2.0 Understand the meaning and measurement of correlation
- 3.2.1 State the meaning and importance of correlation
- 3.2.2 Explain the types of correlation
- 3.2.3 Explain the measurement of correlation
- 3.2.4 Solve problems on correlation—simple and rank

## **MODULE 4**

### **4.1.0 Understand index numbers**

- 4.1.1 Describe the uses of index numbers
- 4.1.2 State the types of index numbers
- 4.1.3 State the purpose of index numbers
- 4.1.4 State the various methods of construction of index numbers
- 4.1.5 Solve problems using various methods
- 4.1.6 Solve problems under price relative method
- 4.1.7 Understand time reversal and factor reversal test
- 4.1.8 Solve problem by time reversal test and factor reversal test
- 4.1.9 State cost of living index
- 4.1.10 Solve problems under family budget method and cost of living index

## **CONTENTS DETAILS**

## **MODULE 1**

Statistics- definition- meaning-scope-functions-important-object-limitations-types of data-methods of collecting data-difference between primary data and secondary data- Tabulation-

meaning-classification-objects-types-requisites of a good classification-statistical series-prepare individual, discrete and continues series

## **MODULE 2**

Measures of central value-importance-meaning-mean-median-mode-requisites of good average-advantages and disadvantages of measures of central value-problems – mean median and mode-problems companied mean and weighted mean-Difference measures of dispersion-meaning-importance-mean deviation-problems-standard deviations

## **MODULE 3**

Graphical representation - histogram-frequency polygon-frequency curve-ogive-cumulative frequency curve-more than ogive-less than ogive-correlation-meaning-measurement-importance-types-problems on correlation.

## **MODULE 4**

Index numbers-uses-types-purpose-methods of construction of index numbers-problems relating index numbers-price relative method-time reversal and factor reversal test-cost of living index-problems under family budget method and cost of living index.

## **REFERENCES**

1. Statistical Methods : S C Gupta,Sulthan Chand Delhi
2. Fundamentals of Statistics : S P Gupta, Sultha Chand Delhi ,
3. Fundamentals of Statistics : D N Elhance, ,Sulthan Chand Delhi
4. A full course in Statistics : L R Potti Yamuna Publications,Thiruvananthapuram
5. Statistics for B.Com : L R Potti Yamuna Publications,Thiruvananthapuram
6. Statistics : R S N Pillai and V.Bhagavathy,Sulthan Chand Delhi



**COURSE TITLE : WORD PROCESSING - I (Open Office Writer Based)**  
**COURSE CODE : 2148**  
**COURSE CATEGORY : F**  
**PERIODS/WEEK : 4**  
**PERIODS/SEMESTER: 60**  
**CREDITS : 2**

**TIME SCHEDULE**

Module	Topics	Periods
1	Document changes	15
2	Formatting Text and Speed	15
3	Tables and Mail merge	14
4	Index and Bibliography	16
<b>TOTAL</b>		<b>60</b>

**COURSE GENERAL OUTCOME**

Sl. No.	Sub	Student will be able to understand
<b>1</b>	1	Typing sentences and paragraphs using typewriters
	2	Speed practice @20 wpm
	3	Speed practice using computers
<b>2</b>	1	Text formatting
	2	Mail merge
	3	Table of contents

**SPECIFIC OUTCOME**

**MODULE 1**

**1.1.0 Practice to attain speed @15 wpm using Typewriter**

1.1.1 Practice to attain speed @ 15wpm

1.1.2 Understand the indentation of paragraph and spacing of punctuation marks.

1.1.3 Practice typing words to attain speed @ 20wpm.

**1.2.0 Perform typing speed @ 25wpm.**

1.2.1 Attain key depression speed

1.2.2 Typing using computer in touch method (not looking on key board and monitor)

### **1.3.0 Familiar with Auto correct word completion etc.**

1.3.1 Using Auto correct and word completion

1.3.2 State Auto Text, Line numbering

### **1.4.0 Tacking changes to a document**

1.4.1 Recording changes

1.4.2 Inserting notes, accepting or rejecting changes and documents

1.4.3 Counting the words in a selection

1.4.4 Changing the case of selected text

## **MODULE 2**

### **2.1.0 Formatting pages**

2.1.1 Choosing a layout method

2.1.2 Using columns to define the page layout

2.1.3 Creating frames , sections

2.1.4 Create header and footer, numbering pages, changing page margin

2.1.5 Giving Background colour, columns, foot notes etc.

2.1.6 Defining Borders and Backgrounds

2.1.7 Formatting paragraphs and Characters

### **2.2.0 Printing from writer**

2.2.1 Selecting print options, selecting default print option previewing pages before printing

2.2.2 Printing Envelopes and Labels.

2.2.3 Exporting to PDF

### **2.3.0 Describe Applying Styles**

2.3.1 Applying a paragraph style

2.3.2 Applying character styles

2.3.3 Changing a style using the Style dialog box

2.3.4 modifying paragraph styles

2.3.5 Creating a custom Paragraph style

2.3.6 controlling Tab stops

2.3.7 Setting up Drop cap

2.3.8 creating a new page style

### **2.4.0 State Graphics (images) in writer**

2.4.1 Creating and editing images

2.4.2 Adding images to a document

2.4.3 Inserting and image from the clipboard, using scanner and from the gallery

2.4.4 Cropping, resizing , rotating, deleting a picture

2.4.5 Writer's drawing tools

2.4.6 Arranging graphics

2.4.7 Wrapping text around graphics

2.4.8 Adding captions to graphics

## **2.5.0 Speed practice to attain speed in both computer and Typewriter**

### **MODULE 3**

#### **3.1.0 Understand the creation of a Table**

- 3.1.1 Creating nested tables
- 3.1.2 Using AutoCorrect to create a table
- 3.1.3 Formatting the table layout, merging and splitting cells, table borders
- 3.1.4 Selecting background and colours
- 3.1.5 Formatting the table text
- 3.1.6 Rotating text in a table cell
- 3.1.7 Data entry and manipulation in tables
- 3.1.8 Additional table operations Automatic formatting of tables
- 3.1.9 Merging and splitting tables Table menu and tool bar

#### **3.2.0 Understand working with Templates**

- 3.2.1 Using a template to create a document
- 3.2.2 Creating a template – from a document, using a wizard
- 3.2.3 Editing a template
- 3.2.4 Associating a document with a different template

#### **3.3.0 Using Mail merge**

- 3.3.1 Creating and registering a data source
- 3.3.2 Creating a form letter
- 3.3.3 Editing merged documents
- 3.3.4 Printing mailing labels
- 3.3.5 Printing envelopes
- 3.3.6 Using the Mail Merge wizard to create a form letter

#### **3.4.0 Speed practice in computer and typewriter**

### **MODULE 4**

- 4.1.0 Table of contents, Indexes and Bibliographies
- 4.1.1 Creating table of contents quickly
- 4.1.2 Customising Table of contents
- 4.1.3 Maintaining Table of contents
- 4.1.4 Know Alphabetical Index
- 4.1.5 Customising the appearance of an Index
- 4.1.6 List out other types of Indexes – table of figures
- 4.1.7 Understand Bibliographies
- 4.1.8 Creating a bibliographic database
- 4.1.9 Formatting the bibliography

#### **4.2.0 Working with Master documents**

- 4.2.1 Creating a master document scenarios
- 4.2.2 Splitting a document into master and subdocuments
- 4.2.3 Starting with no existing documents – steps

#### **4.3.0 Working with Fields**

- 4.3.1.Using fields in headers and footers
- 4.3.2 Using placeholder fields
- 4.3.3 Customizing writer
- 4.3.4 Customizing menu content
- 4.3.5 Customizing tool bar
- 4.3.6 Assigning shortcut keys

#### **4.4.0 Familiar with Keyboard shortcuts**

- 4.4.1 Shortcut keys for writer
- 4.4.2 Shortcut keys for tables in writer

#### **4.5.0 Speed practice in computer and typewriter**

- 4.5.1 Speed practice @ 20 wpm in computer and typewriter

## **CONTENT DETAILS**

### **MODULE 1**

Speed @ 15 wpm – Identifying paragraph and punctuation marks – typing with computer under touch method –auto correct – word completion – auto text – line numbering – Tracking changes to document – inserting notes – counting the words in a selection.

### **MODULE 2**

Formatting pages – Introduction – choosing layout method – changing page margins – using columns to define page layout – using frames for page layout - - creating headers and footers – numbering pages – Printing options – controlling printing – printing envelopes and labels exporting to PDF – Styles and formatting window – applying styles – modifying styles – working with paragraph style – character style – custom style – modifying paragraph style – working with graphics – adding images to a document – modifying a image – using writer’s drawing tools – adding an image to the gallery – adding captions to the graphics – Speed on Computer and Typewriter

### **MODULE 3**

Creating table – formatting the table layout – formatting table text – Data entry and manipulation I tables – additional table operations – table menu and toolbar – using templates to a create a document – creating - editing – adding templates with Extension Manager – associating a document with a different templates – mail merge – creating and registering data source – creating a form letter –

printing mailing labels – printing envelopes – mail merge wizard to create a form letter – Speed in Computer and Typewriter.

## **MODULE 4**

Table of contents – indexes and bibliographies – alphabetic indexes – other type of indexes- bibliographies – tools for working with bibliographies – creating a master document – styles and master document – using the Navigator – method of creating master document – editing master document - using fields in headers and footers – using place holder fields – key board shortcuts – functions key for writer –shortcut keys for writer – shortcut keys for paragraph and heading levels - shortcut keys for tables In writer – shortcut keys for moving and resizing frames, graphics and objects – Speed @ 20 wpm in Computer and Typewriter.

## **REFERENCES**

Principles of Typewriting	: O.P. Kuthiala
Manual for typist and stenographers	: Sterling Publications Pvt.Ltd., New Delhi
Mechanism Notes	: R.Arulappan, Star commercial Institute, TVPM
Comdex Linux & Open Office	: Vikas Gupta

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## **SCHEME OF EXAMINATION**

At the end of second semester examination there will be a practical examination.

Maximum mark: 50

- Part A: 20 marks for Record on Word processing Practical
- Part B: 10 marks for formatting the matter within the given time using computer
- Part C: 10 marks for formatting the matter within the given time using typewriter
- Part D: 10 marks for viva (identifying important parts of typewriter, basics of computer, GK- current affairs, spelling of words)

**COURSE TITLE : COMPUTER APPLICATION FOR BUSINESS**  
**COURSE CODE : 2149**

**COURSE CATEGORY : F**  
**PERIODS/ WEEK : 4**  
**PERIODS/ SEMESTER : 60**  
**CREDIT : 2**

**TIME SCHEDULE**

<b>MODULE</b>	<b>TOPICS</b>	<b>PERIODS</b>
1	Operating systems Spread sheet preparation	15
2	Working with Impress	15
3	HTML tags Creation of Web pages	15
4	Understand office software Working with MS-Word	15
<b>TOTAL</b>		<b>60</b>

**Course General Outcome**

<b>Sl.NO</b>	<b>Sub</b>	<b>Student will be able to understand</b>
<b>1</b>	1	Student will get awareness of operating systems
	2	Student will be able to Working with Impress
	3	Creation of Web pages
	4	Working with office software

**SPECIFIC OUTCOMES**

**MODULE 1**

- 1.1.0 need for operating system**
- 1.1.1 Explain different operating systems
- 1.1.2 Explain booting process
- 1.1.3 Working with Linux
- 1.1.4 Installing software

## **1.2.0 Understand the Use of spread sheet for business applications**

- 1.2.1 Open work sheet in Open Office
- 1.2.2 Create a new work sheet in Open Office
- 1.2.3 Edit worksheet with inserting row, cell
- 1.2.4 Delete cells, rows, columns, saving and printing worksheet
- 1.2.5 Format worksheet, cell range
- 1.2.6 Copy and move data, naming a range, entering a series
- 1.2.7 Link worksheet and sort worksheet
- 1.2.8 Create and use formulas
- 1.2.9 Create worksheets applying formulas and functions for various business applications
- 1.2.10 Create various types of Charts using data in the worksheet
- 1.2.11 Print worksheet and chart

## **MODULE 2**

### **2.1.0 Understand Impress**

- 2.1.1 Comprehend Impress Views
- 2.1.2 Creating and formatting presentation
- 2.1.3 New Presentation
- 2.1.4 Creating the first slide
- 2.1.5 Inserting additional Slides
- 2.1.6 Modifying the slide shares

### **2.2 .0 Comprehend slide masters and styles**

- 2.2.1 Creating slide masters
- 2.2.2 Apply and modify slide masters
- 2.2.3 Creating graphic styles
- 2.2.4 Apply, modify and deleting styles
- 2.2.5 Inserting objects, charts, texts, spreadsheets
- 2.2.6 Add background objects
- 2.2.7 Modifying the size and shape
- 2.2.8 Adding and formatting text

### **2.3.0 Understand slide shows**

- 2.3.1 Creating a slideshow
- 2.3.2 Using slide transitions and animation effects
- 2.3.3 Running the slide show

## **MODULE 3**

### **3.1.0 Understand HTML Tags**

- 3.1.1 Use HTML Tags
- 3.1.2 Use Structure tags of HTML
- 3.1.3 Use basic text style tags
- 3.1.4 Use breaks and Paragraphs
- 3.1.5 Change font, colour, and size of text
- 3.1.5 Draw horizontal rule
- 3.1.6 Create lists
- 3.1.7 Insert images into the web pages

### **3.2.0 Use HTML Tags for creating Simple Web page**

- 3.2.1 Create Simple Web page
- 3.2.2 Apply background colour of the page
- 3.2.3 Create Lists - Unordered list, Ordered list, Definition list, Nested list
- 3.2.4 Create Table in HTML
- 3.2.5 Create Links – internal and external
- 3.2.6 Create Forms and Frames

## **MODULE 4**

### **4.1.0 Understand Office software**

- 4.1.1 Working with MS-Office
- 4.1.2 Open a new document with MS-Word
- 4.1.3 Opening existing document
- 4.1.4 Setting page view, orientation, margins, page breaks
- 4.1.5 Formatting text with formatting tool bar
- 4.1.6 Working with bullets and numbering
- 4.1.7 Use spelling and grammar
- 4.1.8 Working with tables and graphics
- 4.1.9 Insert pictures, borders and shading

### **4.2.0 Working with MS-Excel**

- 4.2.1 Create a new work book
- 4.2.2 Insert, merge and delete rows, columns ,cells
- 4.2.3 Using formatting tools
- 4.2.4 special and conditional formatting
- 4.2.5 Using formulas
- 4.2.6 Insert charts, pictures, tables

### **4.3.0 Working with MS-Power Point**

- 4.3.1 Create new slide
- 4.3.2 Formatting slides
- 4.3.3 Insert tables and charts
- 4.3.4 Creating a slideshow
- 4.3.5 Using slide transitions and animation effects
- 4.3.6 Running the slide show

## **LIST OF EXPERIMENTS**



1. Experiments on software installation
2. Exercises for creating, opening, editing and formatting Open Office Documents
3. Exercises for creating Spread sheet under Open Office
4. Exercises for entering data, formula and functions (Eg: Employee salary calculation, Student mark processing, Company Budgets, Cost Sheets, Income Tax calculation, Loan Repayment Schedule, etc)
5. Exercises for creating charts using the data in Spread Sheet
6. Experiments on using HTML Tags for creating simple Web Pages
7. Experiments on inserting images into the web pages
8. Experiments on creating Tables using HTML Tags
9. Experiments on creating Links using HTML Tags
10. Experiments on creating Forms using HTML Tags
11. Experiments on creating Frames using HTML Tags
12. Experiments on impress
13. Exercises for Creating Slides and their Presentations (including animation, background and inserting objects)

## REFERENCES

- Beginning of Open Office 3 : Andy Channelle-Apress  
Foundation of Information Technology : Sumitra Arora – Dhanpat Rai Publication