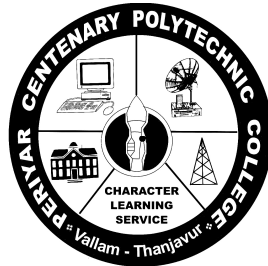


PERIYAR CENTENARY POLYTECHNIC COLLEGE

PERIYAR NAGAR, VALLAM – 613 403, THANJAVUR

(AUTONOMOUS INSTITUTION)



DIPLOMA IN MODERN OFFICE PRACTICE

FIRST YEAR

I & II SEMESTER

SYLLABUS

MOPD/20/00

SEMESTER SYSTEM

D – SCHEME

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PERIYAR CENTENARY POLYTECHNIC COLLEGE
PERIYAR NAGAR, VALLAM – 613 403, THANJAVUR

VISION

Periyar Centenary Polytechnic College aspires to be recognized as one of the leaders in imparting quality technical education and strives to prepare rural students with excellent technical and life skills for the benefit of the stakeholders and society at large.

MISSION

M1: To impart quality technical education to the students and equip them with knowledge, skills and attitudes that will lead to successful employment in industry/business, entrepreneurship and higher education.

M2: To provide conducive learning environment and adopt well structured teaching – learning practices to make the students technically competent.

M3: To strengthen the collaboration with industry and community for career development, placement and extension services.

M4: To develop the personality of the students and identify themselves as good individuals, professionals and responsible citizens with ethical values.

M5: To inculcate lifelong learning skills to face challenges with innovations.

PROGRAM OUTCOMES (POs)

- 1. Basic and Discipline specific knowledge:** Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.
- 2. Problem analysis:** Identify and analyse well-defined engineering problems using codified standard methods.
- 3. Design/ development of solutions:** Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.
- 4. Engineering Tools, Experimentation and Testing:** Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.
- 5. Engineering practices for society, sustainability and environment:** Apply appropriate technology in context of society, sustainability, environment and ethical practices.
- 6. Project Management:** Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.
- 7. Life-long learning:** Ability to analyse individual needs and engage in updating in the context of technological changes.

OUTCOME BASED EDUCATION (OBE)

Our institution is practicing Outcome Based Education (OBE) which is student centered instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes.

In the OBE model, the required knowledge and skill sets for a particular diploma programme is predetermined and the students are evaluated for all the required parameters (Outcomes) during the course of the program.

The OBE model measures the progress of the graduate in four parameters, which are

- Program Educational Objectives (PEO)
- Program Specific Outcomes (PSO)
- Program Outcomes (PO)
- Course Outcomes (CO)

Program Educational Objectives (PEO) are broad statements that describe the career and professional accomplishments that the program is preparing the graduates to achieve. PEO's are measured 4-5 years after graduation. Program Specific Outcomes(PSO) are the statements that describe what the graduates of specific engineering program should be able to do.

Program Outcomes (PO) are narrower statements that describe what students are expected to know and be able to do by the time of graduation. Course Outcomes(CO) are the measurable parameters which evaluates each students performance for each course that the student undertakes in every semester.

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. According to revised Bloom's taxonomy, the levels in cognitive domain are as follows:

Level	Descriptor	Level of attainment
1	Remembering	Recalling from memory of previously learned material
2	Understanding	Explaining ideas or concepts
3	Applying	Using information in another familiar situation
4	Analysing	Breaking information into part to explore Understandings and relationships
5	Evaluating	Justifying a decision or course of action
6	Creating	Generating new ideas, products or new ways of Viewing things

DEPARTMENT OF MODERN OFFICE PRACTICE

DEPARTMENT VISION

Envisions to provide excellent and Value Based Commerce Education.

DEPARTMENT MISSION

- M1:** To impart commerce education and training through constant updated curriculum.
- M2:** To provide an effective ambience for Teaching Learning Practice.
- M3:** To strengthen soft skills of rural bound students through Co-curricular and extracurricular activities.
- M4:** To provide for holistic and value based development of students by inculcating the habit of lifelong learning.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

- PEO1:** Create the students with required levels of competence for employment, self-employment and also for higher education in Commerce and Business Studies.
- PEO2:** Able to analyze and identify customer requirements in multidisciplinary domains.
- PEO3:** Actively involve in enterprises and services at all levels by gaining knowledge and skills.

PROGRAMME SPECIFIC OUTCOME (PSO)

- PSO1:** Understand the basic elements of Commerce , Economics, Banking, Marketing and Accounting Aspects.
- PSO2:** Develop the professional skill of Typewriting and Computer Applications.
- PSO3:** Empowering students with all knowledge and guidance that they need to become management professional.

DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICE
(SEMESTER SYSTEM)
(To be implemented from 2020- 2021 Onwards)

D – SCHEME
(FIRST YEAR)

REGULATIONS

1. Description of the Programme:

a. Full Time (3 years)

The Programme for the full Time Diploma in Modern Office Practice shall extend over a period of three academic years, consisting of 6 semesters*.

*** Each Semester will have 16 weeks duration of study with 35 hrs. /Week for Regular Diploma Programme.**

The Curriculum for all the 6 Semesters of Diploma in Modern Office Practice Programme have been revised and revised curriculum is applicable for the candidates admitted from 2020-2021 academic year onwards.

2. Condition for Admission:

Condition for admission to the diploma Programme shall be required to have passed in the S.S.L.C Examination of the Board of Secondary Education, Tamil Nadu.

(Or)

The Anglo Indian High School Examination with eligibility for Higher Secondary Course in Tamil Nadu

(Or)

The Matriculation Examination of Tamil Nadu.

(Or)

Any other Examination recognized as equivalent to the above by the Board of Secondary Education, Tamil Nadu.

Note: In addition, at the time of admission the candidate will have to satisfy certain minimum requirements, which may be prescribed from time to time.

3. Admission to Second year (Lateral Entry):

A pass in HSC (Academic) or (Vocational) courses mentioned in the Higher Secondary Schools in Tamil Nadu affiliated to the Tamil Nadu Higher Secondary Board with eligibility for University Courses of study or equivalent examination, and should have studied the following subjects.

Sl. No	Programme	H.Sc Academic	H.Sc Vocational	
		Subjects Studied	Subjects Studied	
			Related subjects	Vocational subjects
1.	Diploma Programme in Modern Office Practice	English & Accountancy English & Elements of Economics English & Elements of Commerce	English & Accountancy, English & Elements of Economics, English & Management Principles & Techniques, English & Typewriting	Accountancy & Auditing, Banking, Business Management, Co-operative Management, International Trade, Marketing & Salesmanship, Insurance & Material Management, Office Secretaryship.

- Programme will be allotted according to merit through counseling by the Principal as per communal reservation.
- For admission to the Modern Office Practice Diploma Programme the candidates studied the related subjects will be given first preference.

4. Age Limit : No Age Limit

5. Medium of Instruction : English

6. Eligibility for the Award of Diploma:

No candidate shall be eligible for the Diploma unless he/she has undergone the prescribed Programme of study for a period of not less than 3 academic years in any institution affiliated to the State Board of Technical Education and Training, Tamil Nadu, when joined in First Year and two years if joined under Lateral Entry scheme in the second year and passed the prescribed examination.

The minimum and maximum period for completion of Diploma Programme are as given Below:

Diploma Programme	Minimum Period	Maximum Period
Full Time	3 Years	6 Years
Full Time (Lateral Entry)	2 Years	5 Years

This will come into effect from D Scheme onwards i.e. from the academic year 2020-2021.

7. Course of Study and Curriculum outline:

The Course of study shall be in accordance with the syllabus prescribed from time to time, both in theory and practical. The curriculum outline for I, II Semester is given in Annexure – I

8. Examinations:

Autonomous Examinations in all Courses of all the semesters under the scheme of examinations will be conducted at the end of each semester.

The internal assessment marks for all the course will be awarded on the basis of continuous internal assessment earned during the semester concerned. For each course 25 marks are allotted for internal assessment marks. Autonomous Examinations are conducted for 100 marks and reduced to 75.

The total marks for result are $75 + 25 = 100$ marks

9. Continuous Internal Assessment:

A. For Theory Courses:

The internal assessment marks for a total of 25 marks, which are to be distributed as follows:

Attendance	-	05 marks
Test	-	10 marks
Assignment	-	05 marks
Seminar	-	05 marks

25 marks

i) Course Attendance:

5 Marks

(Award of marks for course attendance to each course Theory/Practical will be as per the range given below)

80%	-	83%	1 Mark
84%	-	87%	2 Marks
88%	-	91%	3 Marks
92%	-	95%	4 Marks
96%	-	100%	5 Marks

ii) Test #**10 Marks**

3 Tests each of 2 hours duration for a total of 50 marks are to be conducted. The average of these 3 test marks will be taken and the marks to be reduced to 5 marks. 05 Marks

The Test – IV is to be the Model Examination covering all the five units and the marks obtained will be reduced to 5 marks. 05 Marks

TEST	UNITS	WHEN TO CONDUCT	MARKS	DURATION
Test I	Unit – I & II	End of 6 th week	50	2 Hrs
Test II	Unit – III & IV	End of 12 th week	50	2 Hrs
Test III	Unit – V	End of 15 th week	50	2 Hrs
Test IV	Model Examination: Covering all the 5 Units. (Autonomous Examination-question paper-pattern).	End of 16 th week	100	3 Hrs

- From the Academic year 2020-2021 onwards.

Question Paper Pattern for the Test I, Test II and III is as follows. The tests should be conducted by proper schedule. Retest marks should not be considered for internal assessment.

Without Choice:

D - SCHEME	
Part A – 5 Questions x 2 Marks = 10 Marks	
Part B - 4 Questions x 4 Marks = 16 Marks	
Part C - 2 Questions x 12 Marks = 24 Marks	
TOTAL	= 50 MARKS

iii) Assignment**- 5 Marks**

For each course three assignments are to be given each for 20 marks and the average marks scored should be reduced for 5 marks.

iv) Seminar Presentation**- 5 Marks**

The students have to select the topics either from their courses or general courses which will help to improve their grasping capacity as well as their capacity to express the courses in hand. The students will be allowed to prepare the material for the given topic using the library hour and they will be permitted to present seminar (For First and Second Year, the students will be permitted to present the seminar as a group not exceeding six members and each member of the

group should participate in the presentation. For the Third Year, the students should present the seminar individually.) The seminar presentation is mandatory for all theory courses and carries 5 marks for each theory course. The respective course faculty may suggest topics to the students and will evaluate the submitted materials and seminar presentation. (2 ½ marks for the material submitted in writing and 2 ½ marks for the seminar presentation). For each course minimum of two seminars are to be given and the average marks scored should be reduced to 5 marks.

All Test Papers, Assignment Papers / Notebooks and the seminar presentation written material after getting the signature with date from the students must be kept in safe custody in the department for verification and audit. It should be preserved for one semester after publication of Autonomous Exam results and produced to the flying squad and the inspection team at the time of inspection/verification.

B. For Practical Courses:

The internal assessment mark for a total of 25 marks which are to be distributed as follows:-

a)	Attendance	: 5 Marks
		(Award of marks same as Theory Courses)
b)	Procedure/ observation and tabulation/ Other Practical related Work	: 10 Marks
c)	Record writing	: 10 Marks

	TOTAL	: 25 Marks

- All the Experiments/Exercises indicated in the syllabus should be completed and the same to be given for final Autonomous Examinations.
- The observation note book/ manual should be maintained for 10 marks. The observation note book/ manual with sketches, circuits, programme, reading and calculation written by the students manually depends upon the practical course during practical classes should be evaluated properly during the practical class hours with date.
- The Record work for every completed exercise should be submitted in the subsequent Practical classes and marks should be awarded for 10 marks for each exercise as per the above allocation.
- At the end of the Semester, the average marks of all the exercises should be calculated for 20 marks (including observation and record writing) and the marks awarded for attendance is to be added to arrive at the Internal assessment mark for Practical. (20+5=25 marks)

- Only regular students, appearing first time have to submit the duly signed bonafide record note book/file during the Practical Autonomous Examinations.
- All the marks awarded for assignment, Tests, Seminar presentation and attendance should be entered periodically in the Personal Theory Log Book of the staff, who is handling the Theory course. The marks awarded for observation, Record work and Attendance should be entered periodically in Personal Practical Log Book of the staff, who is handling the Practical Course.

10. Communication Skill Practical, Computer Application Practical and Physical Education:

The Communication Skill Practical and Computer Application Practical with more emphasis are being introduced in First Year. Much Stress is given to increase the Communication skill and ICT skill of students.

As per the recommendation of MHRD and under Fit India scheme, the Physical education is introduced to encourage students to remain healthy and fit by including physical activities and sports.

11. Project Work and Internship:

The students of Diploma in Modern Office Practice have to do a Project Work as part of the Curriculum and in partial fulfillment for the award of Diploma by the State Board of Technical Education and Training, Tamil Nadu. In order to encourage students to do worthwhile and innovative projects, every year prizes are awarded for the best three projects i.e. institution wise, region wise and state wise. **The Project Work must be reviewed twice in the same semester. The Project Work is approved during the V semester by the properly constituted committee with guidelines.**

a) Internal Assessment Mark for Project Work and Internship

Project Review I	:	10 Marks
Project Review II	:	10 marks
Attendance	:	05 marks
		(Award of marks same as theory course pattern)
Total	:	<u>25 marks</u>

Proper record should be maintained for the two project reviews, and preserved for one semester after the publication of Autonomous Exams results. It should be produced to the flying squad and the inspection team at the time of inspection/ verification.

b) Allocation of Marks for Project Work and Internship in Autonomous Examinations

Demonstration /Presentation	:	25 marks
Report	:	25 marks
Viva Voce	:	30 marks
Internship Report	:	<u>20 marks</u>
Total	:	<u>100* marks</u>

* Examination will be conducted for 100 marks and will be converted to 75 marks

c) Internship Report

The internship training for a period of two weeks shall be undergone by every candidate at the end of IV/ V semester during vacation. The certificate shall be produced along with the internship report for evaluation. The evaluation of internship training shall be done along with final year “Project Work and Internship” for 20 marks. The Internship shall be undertaken in any Industry/Government or Private certified agencies which are in social sector/ Govt. Skill Centres / Institutions/Schemes.

A neatly prepared PROJECT REPORT as per the format has to be submitted by individual student during the Project Work and Internship Autonomous Examination.

12. Scheme of Examinations:

The Scheme of examinations for courses is given in Annexure - II.

13. Criteria for Pass:

1. No candidate shall be eligible for the award of Diploma unless he/she has undergone the prescribed programme of study successfully in an institution approved by AICTE and affiliated to the State Board of Technical Education & Training, Tamil Nadu and pass all the courses prescribed in the curriculum.

2. A candidate shall be declared to have passed the examination in a course if he/she secures not less than 40% in theory course and 50% in practical course out of the total prescribed maximum marks including both the internal assessment and the Autonomous Examination marks put together, subject to the condition that he/she secures at least a minimum of 40 marks out of 100 marks in the Autonomous Theory Examinations and a minimum of 50 marks out of 100 marks in the Autonomous Practical Examinations.

14. Classification of Successful Candidates:

Classification of candidates who will pass out the final examinations from April 2023 onwards (Joined first year in 2020-2021) will be done as specified below.

First Class with Superlative Distinction:

A candidate will be declared to have passed in **First Class with Superlative Distinction** if he/she secures not less than 75% of the marks in all the courses and passes all the semesters in the first appearance itself and passes all courses within the stipulated period of study 2 / 3 / 3 ½ / 4 years (Full time (Lateral entry) / Full Time / Sandwich / Part Time) without any break in study.

First Class with Distinction:

A candidate will be declared to have passed in **First Class with Distinction** if he/she secures not less than 75% of the aggregate marks in all the semesters put together and passes all the semesters except the I and II semester in the first appearance itself and passes all courses within the stipulated period of study 2 / 3 / 3 ½ / 4 years (Full time (Lateral entry) / Full Time / Sandwich / Part Time) without any break in study.

First Class:

A candidate will be declared to have passed in **First Class** if he/she secures not less than 60% of the aggregate marks in all the semesters put together and passes all the courses within the stipulated period of study 2 / 3 / 3 ½ / 4 years (Full time (Lateral entry) / Full Time / Sandwich / Part Time) without any break in study.

Second Class:

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

The above classifications are also applicable for the Sandwich / Part – Time students who pass out Final Examination from October 2023 / April 2024 onwards (both joined First Year in 2020-2021).

15. Duration of a period in the Class Time Table:

The duration of each period of instruction 1 hour and the total period of instruction hours excluding interval and Lunch break in a day should be uniformly maintained as 7 hours corresponding to 7 periods of instruction (Theory & Practical).

ANNEXURE – I

D SCHEME

DIPLOMA IN MODERN OFFICE PRACTICE

CURRICULUM OUTLINE

I SEMESTER

Course code No.	COURSE	HOURS PER WEEK			
		Theory Hours	Tutorial	Practical hours	Total Hours
MOPD101	Communicative English - I	5	-	-	5
MOPD102	Elements of Commerce	4	-	-	4
MOPD103	Principles of Accountancy	5	-	-	5
MOPD104	Principles of Economics	4	-	-	4
MOPD105	Basics of Computer	5			5
MOPD106	Typewriting English –Level -I	4	-	-	4
MOPD107	Office Automation Lab - I	-	-	5	5
Extra / Co-Curricular Activities	Physical Education	2	-	-	2
	Library	1	-	-	1
	TOTAL	30		5	35

II SEMESTER

Course Code No.	COURSE	HOURS PER WEEK			
		Theory Hours	Tutorial	Practical hours	Total Hours
MOPD201	Communicative English - II	4	-	-	4
MOPD202	Business Organisation	4	-	-	4
MOPD203	Financial Accounting	5	-	-	5
MOPD204	Typewriting - English – (GTE) Pre Junior	4	-	-	4
MOPD205	Typewriting - Tamil – (GTE) Pre Junior	4	-	-	4
MOPD206	Office Automation Lab – II	-	-	4	4
MOPD207	Communication Skill Practical	-	-	2	2
MOPD208	ELECTIVE : Banking	5	-	-	5
MOPD209	ELECTIVE: Elements of Shorthand English–Theory I	-	-	-	-
Extra / Co-Curricular Activities	Physical Education	2	-	-	2
	Library	1	-	-	1
	Total	29	-	6	35

ANNEXURE – II

SCHEME OF EXAMINATION

I SEMESTER

Course code No.	COURSE	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Autonomous Exam Marks			
MOPD101	Communicative English - I	25	75	100	40	3
MOPD102	Elements of Commerce	25	75	100	40	3
MOPD103	Principles of Accountancy	25	75	100	40	3
MOPD104	Principles of Economics	25	75	100	40	3
MOPD105	Basics of Computer	25	75	100	40	3
MOPD106	Typewriting English –Level -I	25	75	100	45	30 Mins
MOPD107	Office Automation Lab - I	25	75	100	50	3
	TOTAL	175	525	700		

Note : Autonomous Examinations will be conducted for 100 marks and will be reduced to 75 Marks.

II SEMESTER

Course Code No.	COURSE	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Autonomous Exam Marks			
MOPD201	Communicative English - II	25	75	100	40	3
MOPD202	Business Organisation	25	75	100	40	3
MOPD203	Financial Accounting	25	75	100	40	3
MOPD204	Typewriting - English–(GTE) Pre Junior	25	75	100	45	10 Mins
MOPD205	Typewriting - Tamil – (GTE) Pre Junior	25	75	100	45	10 Mins
MOPD206	Office Automation Lab – II	25	75	100	50	3
MOPD207	Communication Skill Practical	25	75	100	50	3
MOPD208	ELECTIVE: Banking	25	75	100	40	3
MOPD209	ELECTIVE : Elements of Shorthand English– Theory I	25	75	100	40	3
	Total	225	675	900		

Note :

Autonomous Examinations will be conducted for 100 marks and will be reduced to 75 Marks.

MOPD101 COMMUNICATIVE ENGLISH - I

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD101
Semester : I Semester
Course Title : COMMUNICATIVE ENGLISH - I

TEACHING AND SCHEME OF EXAMINATION

No of weeks per semester: 16 weeks

COURSE	Instructions		Examination			
			Marks			Duration
COMMUNICATIVE ENGLISH - I	Hours/ Week	Hours/ Semester	Internal Assessment	Autonomous Examinations	Total	
		5	80	25	100 *	100

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

Topics and Allocation of Hours

UNIT	Topic	Time
1	Functional Grammar and Usage	17
2	Vocabulary Enrichment	15
3	Situational English	15
4	Creative English	15
5	English for Scholarly Presentation/ Fluency	11
	Test and Revision	07
	Total	80 Hrs

COURSE DESCRIPTION:

With the increasing variety of options and opportunities emerging for Diploma Students, fulfilling their communication needs become highly important. Proficiency in communication can equip them to be confident and to cope with the employment and educational situation in any part of the world. Communication levels inspire Higher aspiratory levels in the process of upward mobility in career and socio-cultural Evolution of the young individuals. At the end of the course the student should be Able to express himself in oral and written communication effectively.

OBJECTIVES:

- To Apply functional grammar to produce pristine presentations in English.
- To Understand and respond to the e-content available elsewhere in academic, Professional and social environments.
- To Understand and review e-books, movies and TV programmes and post his/her reviews Online.
- To execute dialogues with his/her friends, teachers and colleagues in day-to-day situations.
- Describe and interpret visuals, images, and machine drawings, events in books and on the Net.

COURSE OUTCOME:

After the completion of the course the student should be able to	
MOPD101.1	Apply functional grammar & Identify Nouns& Verbs, adjectives and adverb.
MOPD101.2	Enrich his/her vocabulary to cater to the needs of changing linguistic requirements.
MOPD101.3	Execute dialogues with his/her friends, teachers and colleagues in day-to-day situations.
MOPD101.4	Develop their skill of converting visuals into verbal using , images, machine drawings, events in books and on the Net.
MOPD101.5	Communicate effectively with idioms and phrases appropriate to real-life situations.

MOPD101 COMMUNICATIVE ENGLISH-I

DETAILED SYLLABUS

Unit	Name of the Topics	Hours
I	Functional Grammar and Usage <ul style="list-style-type: none"> • Parts of Speech • Functional Units • Use of Main Verb & Auxiliary Verb • Application of Tense Forms (Simple Present, Present Continuous, Present Perfect, Simple Past, Past Continuous, Past Perfect, Simple Future, Future Continuous only) • Framing Yes / No Questions • Framing Wh-Questions • Application of Active Voice and Passive Voice • Use of Prepositions • Singular and Plural 	17
II	Vocabulary Enrichment <ul style="list-style-type: none"> • Word Conversion (selective 25 words) • Collocation - Noun with Verb, Adjective with Noun (Selective 25 collocations) • Homophones (selective 25 homophones) • One-word Substitution (Textual) • Idiomatic expressions for Daily Life (frequently used 25 expressions) • Frequently Used Phrasal verbs (selective 25 phrasal verbs) • Note-making and Summarizing. 	15
III	Situational English <ul style="list-style-type: none"> • Dialogue for Day to Day Situations • Short Messages for e-Communication • Letter Writing for Academic Purpose (Leave Application, Requisition for Bonafide Certificate, Applying for TC) • Writing the Essentials • Comprehension • Rearranging Jumbled Words 	15
IV	Creative English <ul style="list-style-type: none"> • Review Writing (Book / Movie / TV Program) • Visual Description • Advertisement Writing • Word Cloud • Transforming Verbal Passage into Graphics • Describe your Travel Experience/hobbies/excursion 	15
V	English for Scholarly Presentation/ Fluency <ul style="list-style-type: none"> • "A Snake in the Grass" by R.K. Narayan • "Of Parents and Children" by Francis Bacon • "On His Blindness" by John Milton • "When I Have Fears" by John Keats • Mending wall " by Robert frost" 	11

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Communication English	T.Jeyasudha, Research Officer	A Publication of under Government of Tamil Nadu

REFERENCE BOOKS

1.	Just Enough English Grammar Illustrated, Gabriele Stobbe, McGraw-Hill Osborne Media, 2008
2.	Visual Guide to Grammar and Punctuation, DK Publishing, 2017
3.	English Grammar in Use, Raymond Murphy, Cambridge University Press, 2019
4.	Intermediate English Grammar, Raymond Murphy, Cambridge University Press, Second Edition.
5.	Essential English Grammar, Raymond Murphy, Cambridge University Press, New edition.

MOTIVATION

1.	Autobiography; Or, The Story of My Experiments with truth, Mahatma Gandhi, Penguin books, 2001
2.	You can win, Shiv Khere, New Dawn Press, 2004
3.	Chicken soup for the soul, Jack Canfield, Mark Victor Hansen, 2001

LEARNING WEBSITE:

1.	https://www.engineering-dictionary.com/
2.	https://techterms.com/definition/
3.	http://dictionary.tamilcube.com/ https://www.lexilogos.com
4.	/English/tamil_dictionary.hm

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO- POs & PSOs MAPPING MATRIX

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD101.1	3	3	2	-	2	-	3	-	-	-
MOPD101.2	3	3	2	-	2	-	3	-	-	-
MOPD101.3	3	3	2	-	2	-	3	-	-	-
MOPD101.4	3	3	2	-	2	-	3	-	-	-
MOPD101.5	3	3	2	-	2	-	3	-	-	-
Total	15	15	10	-	10	-	15	-	-	-
Correlation Level	3	3	2	-	2	-	3	-	-	-

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the blooms taxonomy. The question paper should consist of 90% question based on lower order thinking (lot) and the remaining question based on lower order thinking 10% based on higher order (hots) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD101 COMMUNICATIVE ENGLISH –I



Time: 3 hrs.

Max. Marks: 100

Note : Answer any TEN of the following: (10 x 4 = 40)		Unit	Bloom's Level
1.	Frame a sentence by using the parts of speech given below: a) Adjective: brilliant b) Verb: live c) Noun : office d) Adverb: well	1	U
2.	Frame a sentence for the first two patterns and write the patterns of the last two: a) S+V+O+A b) S+V+C+A c) She was tired. d) People elected him the new president.	1	AP
3.	Make use of each of the following main verb or auxiliary verb to make four sentences of your own. a) bring b) have c) discuss d) is	1	R
4.	Frame four sentences by using the subject - Children and verb - play in the following tense forms: a) Simple Present b) Past Continuous c) Present Perfect d) Simple Future	1	AP
5.	Frame four Yes/No questions for the given situations: a) Context: Talking to your friend about next week exam b) Context: Talking to your sister at home c) Context: Talking to your teacher about weekend classes. d) Context: Talking to your uncle about his arrival	1	E
6.	Ask four WH questions to the following people you contact: a) To the bus conductor b) To your HOD c) To your mother d) To your college librarian	1	AP
7.	Fill in the blanks by writing suitable active or passive form of the verb given in bracket: a) The report -----to the Head of the Committee.(submit) b) He has-----from Delhi. (return) c) The data on computer -----by somebody in his absence.(access) d) About 150 injured people-----in the hospital. (admit)	1	AP
8.	Fill in the blanks by using suitable prepositions: a) The meeting will be held_____ Tuesday. b) His continuous lecture----- three hours bored everyone. c) Candidates----- hall ticket will not be permitted into the exam hall. d) I will be available here ----- Monday ----- Friday.	1	U

9.	Write down any four possible derivatives of the following word. Collect	2	U
10.	Match the following and form collocations: a) Heavy - Ambassador b) Fast - a record c) bottle up - News d) Make - Food e) Have - your emotions f) Break - a difference g) Hot - Rain h) Brand - a headache	2	AP
11.	Frame a sentence for the homophones given below: Peace – piece	2	AP
12.	Write one word substitutes for the following: a. Rest or sleep in the early afternoon b. Statements which are ordinary, uninteresting, and unimportant c. Future generations especially the descendants of a specific person d. an undesirable event such as an accident	2	R
13.	Frame a sentence for each of the following idioms: a. Once in a blue moon b. At the eleventh hour c. Beat about the bush d. A fish out of water	2	R
14.	Frame a sentence for each of the following phrasal verbs: a. Take care of b. Log in c. Go through d. Call off	3	AP

	II. Answer any FOUR of the following: (4X5=20)		
1.	<p>Complete the Dialogue:</p> <p>Friend 1 : Hi Ranjani, _____ ?</p> <p>Friend 2 : I didn't expect a heavy traffic. Sorry for coming late.</p> <p>Friend 1 : _____ as we planned?</p> <p>Friend 2 : Sure! I'm very much interested in shopping. But Where is Geeta? _____ ?</p> <p>Friend 1 : _____</p> <p>Friend 2 : What happened to her? Anything serious?</p> <p>Friend 1 : Her father is not feeling well and has been admitted in the hospital.</p> <p>Friend 2 : Shall we go to the hospital now?</p> <p>Friend 1 : That sounds right. It's Vijaya Hospital just a mile away from here.</p>	3	U
2.	Write a short message to your friend asking him to send study materials for the forthcoming examinations.	3	AN
3.	Draft a letter to your HOD requesting him to issue bona fide certificate for opening a savings bank account.	3	AN
4.	Write the essentials for the purchase of a mobile phone	3	R
5.	<p>Read the passage below and answer the questions that follow.</p> <p>Information technology (IT) is the use of computers to store, retrieve, transmit, and manipulate data or information. IT is typically used within the context of business operations as opposed to personal or entertainment technologies. IT is considered to be a subset of Information and Communications Technology (ICT). An information Technology system (IT system) is generally an information system, a communication system or, more specifically speaking, a computer system – including all hardware, software and peripheral equipment – operated by a limited group of users.</p> <p>Humans have been storing, retrieving, manipulating, and communicating information since the Sumerians in Mesopotamia developed writing in about 3000 BC, but the term information technology in its modern sense first appeared in a 1958 article published in the Harvard Business Review; authors Harold J. Leavitt and Thomas L. Whisler commented that "the new technology does not yet have a single established name. We shall call it Information Technology (IT)".</p> <p>The term is commonly used as a synonym for computers and computer networks, but it also encompasses other information distribution technologies such as television and telephones. Several products or services within an economy are associated with information technology, including computer hardware, software, electronics, semiconductors, internet, telecom equipment, and e-commerce.</p> <p>Questions:</p> <ol style="list-style-type: none"> 1. Humans have been storing information for more than 5000 years true or false. 2. Who coined the term "Information Technology"? 3. The term "Information Technology" was first used in----- 4. What do you mean by Information Technology 5. Name the products and services that are associated with Information Technology. 	3	AP

	III. Answer any Four of the following (4X5=20)		
1.	Write a review of the book “My Experiments with Truth” in about 50	4	E
2.	Describe the picture below in about 50 	4	E
3.	Write an advertisement for a Home Appliances Show Room highlighting Diwali festival offers.	4	E
4.	Frame 5 sentences using any five words from the given word.	4	AP
5.	Read and transform the following passage into a pie-char  A survey was conducted to Europe. Five study people using different browsers in browsers – Firefox, Chrome, Opera, Safari and internet Explorer were selected for this purpose to see the impact of browsers on the Internet Users. It was found that as much as 37.9 % people used Firefox that was the highest of all other browsers accessed through the Net. Next came the Internet Explorer that was used by 36.9% of people, a little less than that of Firefox. Next to Internet Explorer, Chrome was accessed by 15.5% of the internet users. The number of users of the remaining two browsers equally fell around 4.55%. It was also found that all other browsers were used by less. number of people who . number of people who were around less than 1 percentage.	4	AP

PART – D			
IV. Answer any FOUR of the following in about 50 words. (4X5=20)			
1.	Bring out the observations of Bacon on the duties of Parents towards children.	5	AP
2.	How does Milton arrive at the conclusion-“They also served who only stand and wait.”?	5	E
3.	Explain the irony at the end of the Snake in the Grass.	5	R
4.	Explain by listing out the fears that Keats refers to in his poem?	5	R
5.	Elucidate the narrative skill of R. K. Narayan with reference to the short story you studied.	5	E

Note: The question paper setters are requested to follow the Revised Bloom’s Taxonomy levels as presented below:

Bloom’s Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD102 –ELEMENTS OF COMMERCE

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD102
Semester : I Semester
Course Title : ELEMENTS OF COMMERCE

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
ELEMENTS OF COMMERCE	4	64	Internal Assessment	Autonomous Examination	Total	3 Hrs
			25	100 *	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Commerce – Meaning, History, Scope and Importance	10
2.	Internal Trade	11
3.	International Trade	11
4.	Business Services	12
5.	Emerging Service and Social Responsibility of Business	10
	Test and Revision	10
	Total	64

COURSE DESCRIPTION

This course subject Elements of Commerce includes various definition in the field of commerce which caters to the needs of the day to-day business people. Students will be able to acquired knowledge in various trade and commercial activities.

OBJECTIVES

Students will be able to

- Understand the basic elements of commerce which is the Vital role played in the business world.
- Know the Channels of distribution, Whole sale trade and retail trade, Recent developments, Web marketing, E-Commerce, Tele-Shopping.
- Learn International Trade: Globalisation - Multinational Companies, WTO, meaning and its Functions.
- Study Transport, Warehousing, advantage and disadvantages
- Understand the basic concepts of Banking and Insurance

COURSE OUTCOMES

MOPD102 – ELEMENTS OF COMMERCE	
After successful completion of this course, the students should be able to	
MOPD102.1	Understand the Evolution of Commerce, Trade, Business, Industry and Branches of Commerce.
MOPD102.2	Know about the types of Trade and Terms of trade
MOPD102.3	Learn International Trade, Globalisation, Multinational Companies and World Trade Organisation (WTO)
MOPD102.4	Study about the business services i.e banking, Insurance, Transport and Warehouse.
MOPD102.5	Understand the Emerging Service and Social Responsibility of business.

MOPD102 -ELEMENTS OF COMMERCE

UNIT I	COMMERCE – MEANING, HISTORY, SCOPE AND IMPORTANCE:	10 Hrs.
	Introduction - Meaning of Barter system	1
	Definition of Commerce – Evolution of Commerce	1
	Business - Industry- Trade	1
	Classification of Industry and Commerce	1
	Hindrances of Commerce	2
	Aid to trade: Banking, Insurance,	2
	Transportation, Warehousing, Communication and Advertising.	1
UNIT II	INTERNAL TRADE:	11 Hrs.
	Home trade: Meaning	1
	Whole sale trade and retail trade	2
	Services rendered by a Wholesaler and Retailer;	1
	Types of retail trade–Small–Itinerant and small scale fixed shops	2
	Large scale of retailers –departmental stores,	2
	chain stores and mail order business –	1
	Terms of trade – COD (Cash on Delivery) FOB(Free on Board)	1
	CIF (Cost, Insurance and Freight)	1
UNIT III	INTERNATIONAL TRADE:	11 Hrs.
	International Trade: Meaning	2
	Advantages and Disadvantages of International Trade	3
	Types of International Trade	2
	Difference between home trade and international trade	2
	LPG – MNC - WTO – Meaning and its Functions.	2
UNIT IV	BUSINESS SERVICES:	12 Hrs.
	Banking : Meaning and Definition	1
	Need and Importance – Types of Bank Accounts –	1
	Insurance – Meaning, Principles -	1
	Terms used in Insurance –	1
	Types of business risk	1
	Types of Insurance – concept of Life,	1
	Marine and Fire Insurance – IRDAI.	1
	Ware housing – Meaning-importance of warehousing-	1
	Types of warehouses – advantages and drawbacks of warehousing .	1
	Transportation – Meaning – Importance	2
	Types of Transport – Road, Rail, Air and Water Transport-Documents used in warehousing and Transportation.	1

UNIT V	EMERGING SERVICE AND SOCIAL RESPONSIBILITY OF BUSINESS:	10 Hrs
	Franchising – Factoring	2
	Logistics – Outsourcing	1
	E-Commerce	2
	Social Responsibility of business – concept	2
	Need Arguments for and against	1
	Kinds of social responsibility and Business Ethics.	1 1

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	A Text Book of Commerce	J.C.Sinha, V.N. Mugali	<u>R.Chand & Co.</u> <u>Edition 2007</u>

REFERENCE BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Fundamentals of Business Organisation and Management	Y.K.Bhusan	Sultan Chand & Sons Reprint 2012

LEARNING WEBSITES:

1. <https://www.shopify.com>
2. <https://www.quora.com>
3. <https://www.commerce atease.com>
4. <https://www.website setup.or>
5. <https://www.active webgroup.com>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO- POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD102.1	3	-	-	-	2	-	2	3	-	2
MOPD102.2	3	-	-	-	2	-	2	3	-	2
MOPD102.3	3	-	-	-	2	-	2	3	-	2
MOPD102.4	3	-	-	-	2	-	2	3	-	2
MOPD102.5	3	-	-	-	2	-	2	3	-	2
Total	15	-	-	-	10	-	10	15	-	10
Correlation Level	3	-	-	-	2	-	2	3	-	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
Level	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD102 -ELEMENTS COMMERCE
Model Question Paper

Time: 3 hrs.

Max. Marks: 100

PART – A [10 x 2 = 20]			
Answer the following Questions:		Unit	Bloom's Level
1	Define commerce?	I	R
2	Differentiate between Trade and Commerce?	I	AN
3	What is an agent and Principal?	II	R
4	Who is a Broker?	II	R
5	What is WTO function?	III	R
6	What are different types of Transport?	III	R
7	Write a short note on Banking	IV	R
8	Explain the importance of Insurance.	IV	R
9	Write about the Logistics?	V	R
10	What is E-Commerce?	V	R
PART – B [5 x 4 = 20]			
Answer any FIVE Questions			
11	Write short notes on barter system.	I	R
12	What are the branches of commerce?	I	R
13	Write any three differences between trade, commerce and industry.	II	R
14	Write short notes on home trade	II	R
15	Differentiate wholesale trade from retail trade.	III	U
16	What do you mean by international trade?	III	U
17	What is meant by insurance? Write down its principles.	IV	U
18	Write about the outsourcing.	V	R

PART – C [5 x 12 = 60]			
Answer any FIVE Questions			
19	Explain the branches of commerce in detail.	I	R
20	Write the Hindrances of Commerce	I	Ap
21	What are the different kinds of Agents and explain?	II	R
22	Give short note on: 1. COD (Cash on Delivery) 2.FOB (Free on Board) 3. CIF (Cost, Insurance and Freight)	II	R
23	Explain the procedure of International Trade.	III	U
24	Write in detail the advantages and disadvantages of warehouse	IV	U
25	Explain the types of transport.	IV	U
26	Explain the social responsibility of the business.	V	U

Note: The question paper setters are requested to follow the Revised Bloom’s Taxonomy levels as presented below:

Bloom’s Taxonomy	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
Level	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD103- PRINCIPLES OF ACCOUNTANCY

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD103
Semester : I Semester
Course Title : PRINCIPLES OF ACCOUNTANCY

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
PRINCIPLES OF ACCOUNTANCY	5	80	Internal Assessment	Autonomous Examination	Total	3 Hrs
			25	100 *	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Introduction to Accounting	14
2.	Journal	14
3.	Ledger Account and Trial Balance	14
4.	Subsidiary Books – I	14
5.	Subsidiary Books -II	13
	Test and Revision	11
	Total	80

COURSE DESCRIPTION

This course provides the essentials of fundamental accounting such as Principles of Accounting, Journal, ledger account, Trial balance, Subsidiary books- purchase, sales, returns, bills transaction books and Cash Books. By studying this course, they will be able to prepare the journal, ledger and subsidiary books.

OBJECTIVES

Students will be able to

- Study the accounting concepts and equation – capital & liabilities and Assets
- Understand the Preparation of Journal Entries
- Prepare Ledger accounts from Journal Entries and prepare Trial Balance from Ledger balances
- Learn Subsidiary Books preparation
- Prepare Cash Books

COURSE OUTCOMES

MOPD103- PRINCIPLES OF ACCOUNTANCY	
After successful completion of this course, the students should be able to	
MOPD103.1	understand the basic concept of accounting and accounting Equation
MOPD103.2	students learnt to the journals from the business transactions
MOPD103.3	students learnt to the preparation of ledger
MOPD103.4	know the preparation of subsidiary books – purchases, sales and Bills books
MOPD103.5	preparation of various cash books

MOPD103- PRINCIPLES OF ACCOUNTANCY

UNIT I : INTRODUCTION TO ACCOUNTING:	(14 hours)
Meaning of Accounting – Definition Accounting –	1 hr
Accounting Concepts and Conventions -	2 hrs
Objectives of Accounting – Advantages and Limitations of Accounting	2 hrs
Principles of Double Entry System–	2 hrs
Accounting terms- Assets, Liabilities, Expenses and Incomes .	2 hrs
Accounting Equations (with problems)	5 hrs
 UNIT II : JOURNAL	 (14 hours)
Types of Accounts–Personal Account –Real Account–Nominal Account –	2 hrs
Golden Rules of Accounting - Business Transactions	2 hrs
Journal meaning-Performa- passing of journal Entry - Simple Exercises	10 hrs
 UNIT III : LEDGER ACCOUNT AND TRIAL BALANCE:	 (14 hours)
Ledger Account - Distinction between Journal and Ledger –	2 hrs
Posting of Journal to Ledger - Balancing of Ledger –	2 hrs
Trial Balance – Meaning - Objectives of Trial Balance –	3 hrs
Preparation of Trial Balance from Ledger Account Balances –	3 hrs
Simple Exercises.	4 hrs
 UNIT IV: SUBSIDIARY BOOKS I :	 (14 hours)
Subsidiary Books – Benefits of Subsidiary Book System -	2 hrs
Purchase Book – Purchase Returns Book	3 hrs
Sales Book – Sales Returns Book	3 hrs
Bills Receivable Book and Bills Payable Book –	2 hrs
Ledger Posting – Simple Exercises.	4 hrs
 UNIT V: SUBSIDIARY BOOKS II :	 (13 hours)
Cash Book – Objectives - Kinds of Cash Book -	2 hrs
Simple Cash Book – Double Column Cash Book –	3 hrs
Three Column Cash Book – Petty Cash Book-	4 hrs
Imprest System of Petty Cash Book – Simple Exercises.	4 hrs

TEXT BOOKS:

Sl.No	Title	Author	Publisher with Edition
1	Financial Accounting	T.S.Reddy & A.Murthy	Margham Publications,Chennai Reprint - 2007

REFERENCE BOOKS:

Sl.No	Title	Author	Publisher with Edition
1	Principles of Accountancy	K.L.Nagarajan, N.Vinayagam&P.L.Mani	S.Chand & Co. Ltd ,New Delhi - Edition 2007
2	Double entry book keeping	T.S. Grewal	Sultan Chand & Sons, Edition 2000

LEARNING WEBSITES :

1. <https://www.accounting concept>
2. <https://www.journals and ledger>
3. <https://www.books of subsidairy>
4. <https://www.cashbook>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO- POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD103.1	3	3	-	2	2	-	2	3	-	2
MOPD103.2	3	3	-	2	2	-	2	3	-	2
MOPD103.3	3	3	-	2	2	-	2	3	-	2
MOPD103.4	3	3	-	2	2	-	2	3	-	2
MOPD103.5	3	3	-	2	2	-	2	3	-	2
Total	15	15	-	10	10	-	10	15	-	10
Correlation Level	3	3	-	2	2	-	2	3	-	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy Level	Lower Order Thinking skills (LOTs)	Higher Order Thinking skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD103- PRINCIPLES OF ACCOUNTANCY

Time: 3 Hrs.

Max. Marks: 75

PART – A - 10 X 2 = 20 Marks																					
Answer the following Questions:																					
		Unit	Bloom's Level																		
1.	Define Accounting	I	U																		
2.	What are the objectives of accounts?	I	U																		
3.	What is personal account rules?	II	R																		
4.	What is nominal account rules?	II	R																		
5.	What is meant by ledger?	III	R																		
6.	What are the objectives of trial balance?	III	R																		
7.	What is purchase books?	IV	U																		
8.	What is sales book?	IV	U																		
9.	What are the kinds of cash book?	V	U																		
10.	How are ,analytical columns, useful in a petty cash book?	V	U																		
PART –B- 5 x 4 = 20 Marks																					
Answer any five Questions:																					
11.	What are the principles of double entry system?	I	U																		
12.	Journalize the following transactions Sold goods to Ganesh Rs 50,000 Received interest Rs. 5,000	II	Ap																		
13.	Journalize the following transactions Purchased goods from Krishna Rs 20,000 Paid wages Rs. 1,000	II	Ap																		
14.	Distinguish between journal and ledger	III	R																		
15.	What are subsidiary books? explain its purpose.	IV	R																		
16.	Write short note on Subsidiary books	IV	U																		
17.	Enter the following transactions in a simple cash book	V	An																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">2005</th> <th style="width: 70%;"></th> <th style="width: 20%;">Rs.</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Cash in hand</td> <td>22,400</td> </tr> <tr> <td>5</td> <td>Received interest</td> <td>600</td> </tr> <tr> <td>7</td> <td>Paid rent</td> <td>60</td> </tr> <tr> <td>27</td> <td>Purchased furniture</td> <td>400</td> </tr> </tbody> </table>	2005		Rs.	Jan			1	Cash in hand	22,400	5	Received interest	600	7	Paid rent	60	27	Purchased furniture	400		
2005		Rs.																			
Jan																					
1	Cash in hand	22,400																			
5	Received interest	600																			
7	Paid rent	60																			
27	Purchased furniture	400																			

18.	Enter the following transactions in a simple cash book			V	An
	2003 Jan		Rs.		
	1	Cash balance	13,750		
	5	Received from balan Discount allowed to him	2,500 125		
	27	Purchased goods for cash	2,150		
PART C Marks : 5 X 12 = 60					
Answer any five Questions:					
19.	Prepare the accounting equation for the following transactions			I	An
	2007 Jan		Rs.		
	1	Started business with cash	36,000		
	2	Bought goods for cash Rs.3,000 and on credit Rs.2,000			
	3	Sold goods for cash(costing rs.1,000	2,500		
	5	Bought office furniture from balan bros.	1,000		
20.	Journalize the following transactions in the books of sankara			II	Ap
	2009 Jan		Rs.		
	1	Capital paid into bank	10,000		
	2	Bought goods for cash	4,200		
	3	Sold goods for cash	2,500		
	5	Sold goods to mohan	2,000		
21.	Journalize the following transactions in the books of shanmugam			II	Ap
	2007 Jan		Rs.		
	1	Started business with cash	10,000		
	2	Bought office furniture from sakthi bros.	1,000		
	3	Sold goods to mullai	2,000		
	5	Received cheque from mullai	2,000		
22.	Prepare ledger account of mr.GV from the following transactions:			III	Ap
	2012 Jan		Rs.		
	1	Capital paid into bank	20,000		
	2	Bought goods for cash	8000		
	3	Sold goods for cash	5000		
	5	Bought office furniture from balan bros.	2,000		
	12	Sold goods to mohan	2,000		
	14	Received cheque from mohan	2,000		

23.	Enter the following transactions in purchases book and sales book of Mr Kumar	IV	An															
	<table border="1"> <thead> <tr> <th>Jan</th> <th></th> <th>Rs</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bought goods from arunkumar</td> <td>6000</td> </tr> <tr> <td>2</td> <td>Bharathi bought goods from us</td> <td>1800</td> </tr> <tr> <td>6</td> <td>Sold goods to asok</td> <td>2400</td> </tr> <tr> <td>10</td> <td>Sharmi sold goods to us</td> <td>3000</td> </tr> </tbody> </table>	Jan		Rs	1	Bought goods from arunkumar	6000	2	Bharathi bought goods from us	1800	6	Sold goods to asok	2400	10	Sharmi sold goods to us	3000		
Jan		Rs																
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	<table border="1"> <thead> <tr> <th>Jan</th> <th></th> <th>Rs</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Purchased goods from madan</td> <td>1600</td> </tr> <tr> <td>2</td> <td>Sold goods to balu</td> <td>3000</td> </tr> <tr> <td>6</td> <td>Sharmi sold goods to us</td> <td>3000</td> </tr> <tr> <td>10</td> <td>Purchased goods for cash from gopal</td> <td>1000</td> </tr> </tbody> </table>	Jan		Rs	1	Purchased goods from madan	1600	2	Sold goods to balu	3000	6	Sharmi sold goods to us	3000	10	Purchased goods for cash from gopal	1000		
Jan		Rs																
1	Purchased goods from madan	1600																
2	Sold goods to balu	3000																
6	Sharmi sold goods to us	3000																
10	Purchased goods for cash from gopal	1000																
25.	From the following transaction, prepare cash book of Mr .Renuka as on 15th December 1996.	V	An															
	<p style="text-align: right;">Rs.</p> <p>Dec. 1 Renuka started business with capital of 50,000</p> <p>2 Purchased furniture for 5,000</p> <p>4 Sold goods to Suresh for 5,000</p> <p>5 Received cash form Suresh 3,000</p> <p>9 Sold goods for cash 8,000</p>																	
26.	From the following transaction, prepare cash book of Mr .Rajini as on 15th November 2005.	V	An															
	<p style="text-align: right;">Rs.</p> <p>Nov. 1 Rajini started business with capital of 20,000</p> <p>2 Purchased machinery for 2,000</p> <p>3 Bought goods on credit from Vinod for 8,000</p> <p>8 Purchased goods for cash 10,000</p> <p>9 Sold goods for cash 8,000</p> <p>12 Paid rent 1,200</p>																	

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

MOPD104 – PRINCIPLES OF ECONOMICS

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD104
Semester : I Semester
Course Title : PRINCIPLES OF ECONOMICS

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
PRINCIPLES OF ECONOMICS	Hours / Week	Hours / Semester	Marks			
	4	64	Internal Assessment	Autonomous Examination	Total	3 Hrs
			25	100 *	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Definition and Concepts	11
2.	Consumption	11
3.	Demand and Elasticity of Demand	11
4.	Supply Analysis	11
5.	National Income	10
	Test and Revision	10
	Total	64

COURSE DESCRIPTION

Every student should have a sound knowledge about the Concept of Economics, Consumption, Demand and Supply Analysis, Factors of Production, Market Structure and Pricing. By studying this they will be able to understand the concepts of Economics

OBJECTIVES:

Students will be able to

- Study Definition of Economics
- Learn the importance of Law of Diminishing Marginal utility
- know the concept Law of Demand.
- Understand Study consumer surplus and its uses
- Understand the National Income

COURSE OUTCOMES

MOPD104 – PRINCIPLES OF ECONOMCS	
After successful completion of this course, the students should be able to	
MOPD104.1	Study Definition of Economics
MOPD104.2	Learn the importance of Law of Diminishing Marginal utility.
MOPD104.3	Law of Demand.
MOPD104.4	Understand Study Law of Supply
MOPD104.5	Understand the National Income

MOPD104 – PRINCIPLES OF ECONOMICS

UNIT : I Definition and Concepts	11 Hrs
Economics: Definition – Adam Smith-	3 hrs
Alfred Marshall – Lionel Robbins	2 hrs
Features, Merits and Criticisms against Wealth	2 hrs
Welfare and Scarcity Definition of Economics	2 hrs
Meaning: Poverty – Real Wages – Goods and Services	1 hr
– Inflation – Sustainable Development.	1 hr
IT : II Consumption	11 Hrs
Human Wants – Meaning and Characteristics–	2 hrs
Classification of Wants – Standard of Living –	2 hrs
Engel’s law of family Expenditure –	3 hrs
Marginal utility – Law of Diminishing Marginal Utility –	2 hrs
Law Equi- Marginal Utility – Consumer ‘s Surplus.	2 hrs
UNIT : III Demand and Elasticity of demand	11 Hrs
Demand- Meaning - Types of Demand	2 hrs
Price Demand – Income Demand – Gross Demand	2hrs
Law of Demand - Why does Demand Curve slope downwards	2 hrs
Exception to the Law of Demand – Elasticity of Demand	2 hrs
Meaning and Types- Factors Determining Elasticity	2 hrs
Measurement of Elasticity of Demand	1 hr
UNIT: IV Supply Analysis :	11 Hrs
Supply – Meaning – Supply Schedule	2 hrs
Law of Supply – Determinants of Supply –	2 hrs
Causes for Changes in Supply	2 hrs
Elasticity of Supply and its Measurement	2 hrs
Factors affecting Elasticity of Supply	1 hr
Factors of Production- Land, Labour, Capital & Organisation	2 hrs
UNIT: V National Income :	10 Hrs
Meaning – National Product, National Income	2 hrs
National Expenditure, Gross National Product	2 hrs
Gross Domestic Product and Net National Product –	2 hrs
Computation of National Income – Per capital Income –	2 hrs
Factors Determining National Income –	1 hr
National Income and Real Income – Uses of National Income Data.	1 hr

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Principles of Economics	S. Sankaran	Margham Publications Edition 2007
2	Principles of Economics	M.L.Seth	TATA MC Graw Hill Edition 2006

REFERENCE BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Modern Economic Theory	K.K. Dewett	S. Chand & Co. Pvt.Ltd. Reprint – 2008
2	Elementary Economic Theory	K.K. Dewett J.D.Varma	S.Chand & Co. Pvt.Ltd. Reprint – 2007

LEARNING WEBSITES

1. <https://www.concepts of economics>
2. <https://www.consumption>
3. <https://www.Demand>
4. <https://www.Factors>
5. <https://www.Market>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO- POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD104.1	3	2	-	-	2	-	2	3	-	2
MOPD104.2	3	2	-	-	2	-	2	3	-	2
MOPD104.3	3	2	-	-	2	-	2	3	-	2
MOPD104.4	3	2	-	-	2	-	2	3	-	2
MOPD104.5	3	2	-	-	2	-	2	3	-	2
Total	15	10	-	-	10	-	10	15	-	10
Correlation Level	3	2	-	-	2	-	2	3	-	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD104 – PRINCIPLES OF ECONOMICS

Time: 3 Hrs.

Max. Marks: 100

PART – A [10 x 2 = 20]			
Answer all the Question		Unit	Bloom's Level
1.	Define 'Economics; in the words of Adam Smith.	I	R
2.	Define the term 'Wealth'.	I	R
3.	Define the term 'Standard of Living'	II	R
4.	Explain the characteristics of human wants.	II	U
5.	What is meant by 'Demand' in Economics?	III	R
6.	Define Law of supply.	III	R
7.	Define the term labour.	IV	R
8.	Write any three important Causes of changes in supply	IV	U
9.	What is Gross national Income?	V	R
10.	What is meaning of Real Income?	V	U
PART – B [5 x4 =20]			
Answer any FIVE Question			
11.	Give the meaning of goods and services	I	R
12.	What is sustainable development?	I	R
13.	Mention the classification of wants	II	U
14.	State the Law of Demand	III	R
15.	State any three determinants of supply	IV	R
16.	What is supply?	IV	U
17.	What is GDP and NNP?	V	U
18.	What is Per Capita Income?	V	U
PART – C [5 x 12 =60]			
Answer any FIVE Questions			
19.	Make a critical appraisal of scarcity definition of Economics.	I	AN
20.	Explain the Engel's Law of Family Expenditure.	II	U
21.	Why does the demand curve slopes downward	III	R
22.	What are the causes for changes in supply.	IV	AN
23.	Explain the standard of living .	II	U
24.	What are the factors determining the elasticity of demand.	III	U
25.	What are the factors determining the elasticity of Supply.	IV	R
26.	Briefly explain the factors determining the National Income.	V	AN

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD105 BASICS OF COMPUTER

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD105
Semester : I Semester
Course Title : BASICS OF COMPUTER

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
			Internal Assessment	Autonomous Examination	Total	
BASICS OF COMPUTER	5	80	25	100*	100	3 Hrs

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

UNIT	TOPIC	Hours
I.	Data	14
2.	Hardware	14
3.	Software	14
4.	Internet	14
5.	E-Commerce	13
	Test and Revision	11
	Total	80

COURSE DESCRIPTION

Every student should have a sound knowledge about the Concept of Computer, Data, Hardware, Software, Internet and E-commerce. By studying this they will be able to understand the concepts of Computer and Internet.

OBJECTIVES

- To acquaint the terminologies of computing and comprehend their meaning
- To understand the components of computer and their functions
- To understand how the operating system manages the hardware and software
- To learn how computers manipulate and process data to produce information
- To gain fundamental knowledge of system software and application software
- To learn the working of the Internet, the WWW and the e-mail

COURSE OUTCOMES:

MOPD105 BASICS OF COMPUTER	
After successful completion of this course, the students should be able to	
MOPD105.1	understand the meaning and types of data
MOPD105.2	learn how computers manipulate and process data to produce information
MOPD105.3	understand how the operating system manages the hardware and software
MOPD105.4	learn the working of the Internet, the WWW and the e-mail
MOPD105.5	gain knowledge of e-commerce and Net Banking

MOPD105 BASICS OF COMPUTER

DETAILED SYLLABUS

UNIT – I DATA

14 HRS

Computer: What is a Computer? – Brief history of computer –	1 hr
Characteristics of computer – Types of Computers – Analog Computers	1 hr.
and digital computers – Advantages of using a computer	1 hr.
Language: What is a Language? – High Level Language – Low Level Language	1 hr.
Machine Language – Interpreter – Compiler.	1 hr.
Data: What is Data? – Types of Data – Numeric-String – Constants – Variables	1 hr
Arrays: Single Dimensional Arrays Two Dimensional Arrays. Table:	1 hr
Column/Field – Row/Record – Cell.	1 hr.
Code: What is coding? – Source code – Object Code.	1 hr.
Data Manipulation: Command/Instruction/Statement, Program.	1 hr.
Processing: Block of code – Program Logical Structure: Control Transfer:	1 hr.
Branching and Looping Program Planning: Flow Chart – Algorithm.	1 hr.
Error Handling: Bug. Types of Errors: Syntax Errors, Execution (Runtime)	1 hr.
Errors, and Logical Errors. Debugging	1 hr

UNIT – II HARDWARE

14 HRS

Components of a computer – Block Diagram	2 hrs.
Input Devices: Key Board, Mouse, Light Pen, Scanner, Touch Screen	2 hrs.
CPU – Control Unit – Mother Board – Processor – Clock Speed	1 hr.
Word Length – Arithmetic and Logic Unit (ALU) – Memory Unit –	1 hr.
Types of Memory: Primary Memory – RAM – ROM – PROM – EPROM.	2 hr.
secondary Memory: HDD, CD, DVD, Pen Drive, Blue Ray Disk, Flash	1 hr.
Drive – Units of Memory: bit, byte, KB, MB, GB, TB, PB	1 hr.
Output Devices: Printer: Impact Printers: Dot Matrix Printer –	1 hr.
Non-impact Printers: Laser Printer, Inkjet Printer – Monitor, Plotter, Speaker	1 hr
Port: Internal Port , External Port, Serial Port, Parallel Port, USB Port,	1hr
PS/2 Port, HDMI, Infrared, Bluetooth	1 hr

UNIT – III SOFTWARE

14 HRS

Classification of software: System Software – Application Software –	2 hrs.
Utility Software. Freeware – Shareware – Proprietary Software –	1 hr.
Frontend – Backend – Software Piracy	2 hrs.
System Software: Operating System – Functions of Operating System	2 hrs.
Interface: Types of interface: CUI (Character User Interface)	1 hr.
GUI (Graphical User Interface)	1 hr.
Number systems: Binary and Decimal number systems	1 hr
Operators – Arithmetic Operators – Logical Operators – Boolean	2 hrs.
Operators. Hierarchy/precedence of Operators – Associativity of Operators	2 hrs

UNIT– IV INTERNET

14 HRS

Computer Networks:

Network Properties. Network Organization: Intranet – Extranet – Internet – Darknet.	1 hr
Network Links: Network Backbone – Wired, Wireless Networks -	1 hr.
Network Packet – Bandwidth Network types: PAN, LAN, HAN, SAN, CAN, MAN and WAN	1 hr
Network Nodes: Network Interface Controller (NIC) – Hubs – Bridges – Switches –	1 hr
Routers – Modems Network Security: End to end encryption - Firewalls – SSL/TLS	1 hr

World Wide Web (WWW): Function – URI/URL – HTML – HTTP – Web Browsers–	1 hr
Linking – WWW Prefix – Scheme Specifiers: http:// and https:// - Web Page :	1 hr
Static and Dynamic Pages – Website – Browser – Search Engines – Server – Cookies	1 hr.

E-mail: History – Concept – Operation – Uses and Benefits	1 hr
Message Format: e-mail address – Message Header – Header Fields: To – Subject – CC – BCC – Content Type – Precedence – Message-D – In-Reply-	1 hr
To – References – Reply To – Sender – Archived At Message Body: Content encoding	1 hr
– Plain Text and HTML Attachments – Bounce Message – Spam – Malware –	1 hr
email spoofing – email bombing	1 hr

UNIT – V E-COMMERCE

13 HRS

E-Commerce: What is e-commerce? History of e-commerce	1 hr
Types of e-commerce Stores: Stores that sell Physical Products –	1 hr.
Service Based e-tailers – Digital Product Stores	
types of e-commerce parties involved: B2C – B2B – C2B – C2C – G2B – B2G – G2C	1 hr
Types of E-Commerce Platforms: Online Storefronts – Online Market Places	1 hr
Social Media Impact of e-commerce – Advantages and disadvantages of E-Commerce	1 hr

Net Banking: What is Net Banking/Online Banking? – Features of Net Banking –	1 hr
Advantages and Disadvantages of Net Banking – Core Banking – Fund Transfers:	1 hr
NEFT – RTGS – IMPS – UPI – ATM – Mobile Banking–Mobile Wallets–Smart Cards	1 hr
Cyber Ethics; Netiquettes – Software Licenses – Open Source Software Movement –	1 hr
Intellectual Property Rights – Plagiarism – Digital Property Rights – Freedom of	
Information and Digital Divide – Information Overload –	1 hr

Cyber Crime:

Financial Frauds –Cyber terrorism–Cyber extortion, Cyber warfare, Computer as a target	1 hr
Computer as a tool, Obscene and Offensive content, Online harassment, Drug Trafficking	1 hr
Cyber Attacks: Hackers – Viruses – Worms – Trojan Horses – Semantic Attacks	1hr

TEXT BOOKS:

Sl.No	Title	Author	Publisher with Edition
1	Computer Fundamentals	Pradeep K Sinha & Priti Sinha	BPB Publications Business

REFERENCE BOOKS:

Sl.No	Title	Author	Publisher with Edition
1	Computer Applications in Business and Management	Ananthi Sheshasaayee Sheshasaayee	Margham Publications Chennai
2	Basics of Computer Science	D. Arulselvan	Muthamil Publishers Saleam 636 006

LEARNING WEBSITES:

1. <https://www.shopify.com>
2. <https://www.quora.com>
3. <https://www.commerceatease.com>
4. <https://www.websitesetup.or>
5. <https://www.activewebgroup.com>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO-POs & PSOs Mapping Matrix

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD105.1	3	3	2	2	3	-	3	-	3	2
MOPD105.2	3	3	2	2	3	-	3	-	3	2
MOPD105.3	3	3	2	2	3	-	3	-	3	2
MOPD105.4	3	3	2	2	3	-	3	-	3	2
MOPD105.5	3	3	2	2	3	-	3	-	3	2
Total	15	15	10	10	15	-	15	-	15	10
Correlation Level	3	3	2	2	3	-	3	-	3	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTS) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy	Lower order Thinking Skills (LOTS)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD105 BASICS OF COMPUTER

Time: 3 hrs.

Max. Marks: 100

PART – A - 10 x2 = 20 Marks			
Answer All questions			
		Unit	Bloom's Level
1.	What is a variable?	I	U
2.	What is debugging?	I	R
3.	State the various input devices.	II	U
4.	What is WWW?	II	U
5.	What is GUI	III	U
6.	Expand the terms: NEFT, RTGS, IMPS, UPI and ATM	III	U
7.	State the types of users in e-commerce	IV	R
8.	What is the impact of E-Commerce	IV	U
9.	What is cyber crime	V	U
10.	What is CYBER ATTACK	V	U
PART B Marks : 5 X 4 = 20			
Answer any FIVE Questions:			
11.	Define Computer. What are the Characteristics of a Computer?	I	U
12.	List out the Input Devices. Write about any three input devices?	II	An
13.	Explain about Computer software languages. Write the Advantages and Disadvantage.	III	An
14.	Explain about Network of Computers.	IV	U
15.	What is Windows Explorer? Explain about File & Folder Creation & Deletion	V	U
16.	Classify the computer on the basis of Size.	I	U
17.	What are the differences between high level, assembly level and low level languages?	II	An
18.	List out and explain the advantages of Windows.	III	An
PART C Marks : 5 X 12 = 60			
Answer any FIVE Questions:			
19.	What are the characteristics of computer?	I	U
20.	Explain the architecture of computer with a block diagram	II	An
21.	Explain the classification of Software	III	An
22.	State the uses and benefits of e-mail	IV	U
23.	Mention the types of e-commerce platform	V	U
24.	Explain the working of the internet	II	An
25.	State the advantages and disadvantages of net banking.	III	An
26.	Explain the different types of operators.	IV	U

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD106 TYPEWRITING ENGLISH LEVEL - I
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Programme Name : Diploma in Modern Office Practice
Course Code : MOPD106
Semester : I Semester
Course Title : TYPEWRITING ENGLISH LEVEL - I

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examinations			Duration
	Hours/ Week	Hours/ Semester	Marks			
TYPEWRITING ENGLISH LEVEL - I	4	64	Internal Assessment	Autonomous Examination	Total	30 Minutes
			25	100*	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

COURSE DESCRIPTION

Typing classes are available for individuals who wish to enhance their keyboarding skills and become more efficient typists. These courses cover typing accuracy, speed, special keyboard functions, and transcription techniques.

OBJECTIVES

The students should be able to

- Understand the keyboard typing and fingering
- Type the letters and Alphabet Order
- Prepare the Documents in typing

Note: Typewriting classes are to be conducted till the date of the autonomous typewriting Examination.

COURSE OUTCOME

MOPD106 - TYPEWRITING ENGLISH LEVEL – I	
After successful completion of this course, the students should be able to	
MOPD106.1	Learn keyboard Fingering
MOPD106.2	Understand keyboard Fingering
MOPD106.3	Create Concentration in typing
MOPD106.4	Know about the typing in Alphabetical Orders
MOPD106.5	Create neat presentation

MOPD106 TYPEWRITING ENGLISH – LEVEL - I

CONTENTS

Sl. No.	EXERCISES	Hrs.
I	asdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkj asdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkj asdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkj	9
II	asdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhj asdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhj asdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhj	9
III	awerqfa ;oiupjaweqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupjaweqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupjaweqfa ;oiupj; awerqfa ;oiupj;	9
IV	gftfrfhjyjujgftfrfhjyjujgftfrfhjyjujgftfrfhjyjuj gftfrfhjyjujgftfrfhjyjujgftfrfhjyjujgftfrfhjyjuj gftfrfhjyjujgftfrfhjyjujgftfrfhjyjujgftfrfhjyjuj	9
V	azxcvflkmnbjazxcvflkmnbjazxcvflkmnbj azxcvflkmnbjazxcvflkmnbjazxcvflkmnbj azxcvflkmnbjazxcvflkmnbjazxcvflkmnbj	9
VI	abcdefghijklmnopqrstuvwxyz,- zyxwvutsrqponmlkjihgfedcba.,- abcdefghijklmnopqrstuvwxyz,- zyxwvutsrqponmlkjihgfedcba.,- abcdefghijklmnopqrstuvwxyz,- zyxwvutsrqponmlkjihgfedcba.,-	12
VII	<p>USE OF CAPITAL LETTERS:</p> <ul style="list-style-type: none"> • Hasty operation of Shift Key is one of the causes for failures in the Examination. Hence it is advisable to learn the operation of Shift Key in the immediate presence of your Teacher. • Press the Shift Key to its full depth and then type. • Left side Shift Key is to be pressed to type a capital letters on the right side of the Key Autonomous. • Right side Shift Key is to be pressed to type a capital letters on the left side of the Key Autonomous. 	7

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Fingering Book – English	-	Lakshmi Publication, Trichy

REFERENCE BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Typing for Beginners	Betty Owen	A perigee Book , Newyork

LEARNING WEBSITE:

1. https://study.com/typing_class.html
2. <https://study.com/academy/course/index.html>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO- POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD106.1	3	-	-	3	-	-	2	-	3	2
MOPD106.2	3	-	-	3	-	-	2	-	3	2
MOPD106.3	3	-	-	3	-	-	2	-	3	2
MOPD106.4	3	-	-	3	-	-	2	-	3	2
MOPD106.5	3	-	-	3	-	-	2	-	3	2
Total	15	-	-	15	-	-	10	-	15	10
Correlation Level	3	-	-	3	-	-	2	-	3	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below

.Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD106 TYPEWRITING ENGLISH – LEVEL – I

Time: 30 Mts.

Max. Marks: 100

3 Marks per Line x 25 Lines	Bloom's Level
Living simply makes loving simple. Living simply makes loving simple. Living simply makes loving simple. Living simply makes loving simple. Living simply makes loving simple.	U
Be happy for this moment. Be happy for this moment. Be happy for this moment. Be happy for this moment. Be happy for this moment.	U
Do not take life too seriously. Do not take life too seriously. Do not take life too seriously. Do not take life too seriously. Do not take life too seriously.	U
Always do your duty first. Always do your duty first. Always do your duty first. Always do your duty first. Always do your duty first.	U
If you can dream you can do it. If you can dream you can do it. If you can dream you can do it. If you can dream you can do it. If you can dream you can do it.	U

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD107 OFFICE AUTOMATION LAB - I

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD107
Semester : I Semester
Course Title : OFFICE AUTOMATION LAB – I

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16

Course	Instructions		Examination			
OFFICE AUTOMATION LAB	Hours/ Week	Hours/ Semester	Marks			Duration
	5	80	Internal Assessment	Autonomous Examination	Total	
			25	100 *	100	3 Hrs

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Operating System	16
2.	Ms-Word – I	16
3.	Ms-Word – II	16
4.	Ms-Excel – I	16
5.	Ms-Excel – II	16
	Total	80

COURSE DESCRIPTION

Office tools course would enable the students in crafting professional word documents, excel spread sheets, using the Microsoft Office tools. To familiarize the students in preparation of documents and presentations with Office Automation tools.

OBJECTIVES:

On completion of this practical course, the students will be able to understand about

- Introduction - Computer and Operating System at a Glance
- Ms Word Documents
- Preparation Tables Mail Merge, Labels, Envelops
- Ms- Excel, Various Calculations, functions, Pivot Tables, Preparing Pay bill, Charts, etc.

COURSE OUTCOMES:

MOPD107 - OFFICE AUTOMATION LAB - I	
After successful completion of this course, the students should be able to	
MOPD107.1	Learn Windows Operating System
MOPD107.2	Create Ms Word Documents
MOPD107.3	Preparation Tables Mail Merge, Labels, Envelops
MOPD107.4	Learn Various Calculations, functions, Pivot Tables, Preparing Pay bill, Charts, etc.
MOPD107.5	Preparing pay bill charts etc

MOPD107 OFFICE AUTOMATION LAB -I

Unit	Name of Topic	Hrs.
I	<p>OPERATING SYSTEM - At a glance:</p> <p>Features of Windows Operating System, Different versions of Windows – Desktop, The Taskbar - Start Button and other Desktop Components - Control Panel - usage and features - Adding / Removing Programs - Adding /Deleting Fonts - Customize your Desktop display Mouse / Printer Settings.</p> <p>Working with Programs -Managing Files (with Windows Explorer or My Computer)- Creating/Opening/Deleting a Folder-Copying/Moving a File or Folder-Searching for Files and Folders - Creating Shortcuts - Windows Accessories - Using Calculator - Notepad / WordPad – An Paint - Multimedia – CD Player, Media Player and Sound Recorder – Virus Introduction.</p>	16
II	<p>MS WORD – I :</p> <p>Starting MS Word – Creating document – Parts of Word Window – Mouse operations – Keyboardoperations–Individualkeys-Enteringortypingtext-Select-Undo,Redo-cut, delete ,copy, paste, move, paste special -Select all – Find and Replace - Bold, Italic, Underline, Strikethrough, subscript, superscript.</p> <p>Text effects - font colour, font size, style - text highlight - format painter, clear format - bullets, numbering - align text, sorting, styles- Insert Page break - Page number, Date & Time - Auto Text - Picture, clip art - Shapes, Smart Art - Chart, screen shot - Header & footer - text box - Word Art, Drop cap, Equation, symbol.</p>	16
III	<p>MS WORD – II :</p> <p>Table and table properties- Draw Table, Eraser – View gridlines – Merge Cells – Split Cells – split Table – Auto fit – Height and Width – Text Directions – Convert – Formula – PageLayout–size,Orientation,Margins,Columns,Hyphenation-watermark,Pagecolor, Page Border, Indent, Spacing, Wrap Text Bring Forward &Send Backward. Mailings – Mail Merge – Envelopes – Labels – spelling – Thesaurus – Word count – Translate – Designing – Shading – save the document – printing – save and send.</p>	16

IV	<p>MS EXCEL – I :</p> <p>Starting MS Excel – Opening Work Book – Parts of Word Window – Mouse Operations – Keyboard Operations – Selecting cells – Entering and Editing Text – Entering Numbers, Formulas, Dates–Alignment–Standard Toolbar–Formatting Toolbar–Opening Work book – Column Width. Series Fill – copying and pasting the formula – Formatting cells – Currency notation – centering Across–Changing font styles and size– Column Auto fit– Inserting Rows and Columns–Align–PrintPreview–Pagesetup–InsertingHeaderandFooters–Decimal–Text wrap – sorting – find and select - Saving.</p>	16
V	<p>MS EXCEL– II :</p> <p>Copying text between worksheets – Deleting – Creating Charts – types - Data filters – Auto Filters – Criteria – Functions – Round, sqr, average etc. Pivot table – picture – clip art – shapes – what if analysis - spelling – treasures – protect sheet, work book- save and save as - print.</p>	16

TEXT BOOKS:

Sl.No	Title	Author	Publisher with Edition
1	Computer Application	I. Edwin Dayanand R.K.Selvakumar	N.V.Publications Pollachi - 1

REFERENCE BOOKS:

Sl.No	Title	Author	Publisher with Edition
1	Computer Applications in Business and Management	Ananthi Sheshasaayee Sheshasaayee	Margham Publications Chennai
2	Basics of Computer Science	D. Arulselvan	Muthamil Publishers Saleam 636 006

LEARNING WEBSITES:

1. <https://www.ms-office>
2. <https://www.website setup.or>
3. <https://www.active webgroup.com>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment mark for a total of 25 marks which are to be distributed as follows:-

a) Attendance	: 5 marks
	(Award of marks same as theory subjects)
b) Procedure/ observation and tabulation/ Other Practical related work	: 10 marks
c) Record writing	: 10 marks

Total	25 marks

CO - POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD107.1	-	3	3	-	3	-	3	1	3	3
MOPD107.2	-	3	3	-	3	-	3	1	3	3
MOPD107.3	-	3	3	-	3	-	3	1	3	3
MOPD107.4	-	3	3	-	3	-	3	1	3	3
MOPD107.5	-	3	3	-	3	-	3	1	3	3
Total	-	15	15	-	15	-	15	5	15	15
Correlation Level	-	3	3	-	3	-	3	1	3	3

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTS) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy	Lower order Thinking Skills (LOTS)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD107 OFFICE AUTOMATION LAB - I

Ex.No.	Lab Exercises	OUTCOME
1	<p>OPERATING SYSTEM :</p> <p>(i) Install screen saver and change the monitor resolution by 1280X960.</p> <p>(ii) Set a new wall paper.</p> <p>(iii) Create, move, delete and rename a folder.</p> <p>(iv) Copy, paste and cut a folder/file .</p> <p>(v) Display the properties for a file or folder.</p>	MOPD107.1
2	<p>(i) Restore files and folders from Recycle bin.</p> <p>(ii) Create short cuts for folder/file.</p> <p>(iii) Find a file or folder by name.</p> <p>(iv) Select and move two or more files/folders using mouse .</p> <p>(v) Sort folders/files.</p>	MOPD107.1
3	<p>(i) Copy files into CD/DVD.</p> <p>(ii) Switch between applications .</p> <p>(iii) Make the taskbar wider and hide the taskbar .</p> <p>(iv) Record and save an audio file.</p> <p>(v) Set/Change the date and time.</p>	MOPD107.1
4.	<p>MS.WORD: Creating a Document:</p> <ul style="list-style-type: none"> • Enter a text about your Institution with two Titles. • Set the paper size A4 and orientation of the paper to Portrait. • Make the titles to Center, Bold, Font size 20 and style in Arial. • Justify the entire Text. Set the margin left 1.5, Right 1.5, Top and Bottom .5. • Use Drop Cap in 1st paragraph 1st character for 3 lines. • Change the font size of the text to 12 size. • Use bulleted list and Highlight the important sentences. • Insert a picture, word art, Header and Footer. • Save the file. 	MOPD107.2
5.	<p>Prepare a resume for a suitable job in MS. Word.</p> <ul style="list-style-type: none"> • Paper Size A4. • Orientation – Portrait • Margin - left 1.5, Right 1.5, Top and Bottom 1.5. • Justify the entire Text. • Font size – 12. • Change the line spacing to 1.5 . • Save Document to Resume. • Take print. 	MOPD107.2

6.	Mail Merge: Create an invitation to invite reporters of local Newspapers to cover functions of Annual Day Celebrations of your Polytechnic College using Mail Merge in MS. Word (4 Addresses).	MOPD107.3
7.	<p>CREATING AND EDITING THE TABLE :</p> <p>Create a student details in Ms-Word table format which has details of ROLL No., NAME, CLASS, MARK 1, MARK 2, MARK 3 and find TOTAL and Average of the marks. (Things to be covered)</p> <ul style="list-style-type: none"> • Enter three titles • Enter all data with minimum 8 rows • Insert a New Row Between 3rd and 4th row and enter a new row and give the data. • Get the Total. Give double line borders and shadows 12.5% Grey. • Change the font size 12 the data available in the Table. • Sort the name in ascending order. • Centre the title lines with Font style Garamond size 16. • Aline all lines and Centre the Table. • Save the file. 	MOPD107.3
8.	Create an Advertisement in MS. Word about your Institution, regarding the Diploma courses offered and facilities available.	MOPD107.3
9.	Prepare a table of contents for a document. Prepare index for a document.	MOPD107.3
10.	Creating and using styles and templates	MOPD107.3
11	<p><u>MS.EXCEL.</u></p> <p>Create a Statement in MS. Excel regarding particulars of 10 students of I Year MOP of your College. (Fields : Roll No., Name, Community, DOB, Age, Address,& 10th Mark. (Things to be Covered)</p> <ul style="list-style-type: none"> • Enter Two Titles. • Enter the 1st and 2ndTitles in first and second rows with different font size and styles. • Enter Roll No., Name, etc as Field names. • Enter the Roll Number using Fill Handle. • Enter 10 students particulars. • Centre the Titles. • Insert a New Row between 5th and 6thRow . • Enter a New Student's particulars in the new Row. • Delete the Last row. • Insert a New Column between 3rd and 4th Column for Sex. • In the Sex column enter Sex = "M" or "F" • Align all the Data in Centre. • Save the File. 	MOPD107.4

12.	<p>From the following given particulars prepare a Salary Statement in MS. Excel Worksheet. DEVI ENTERPRISES COIMBATORE – 641 044</p> <p>S.No, Emp-No., Name, Basic Pay, DA, HRA, Gross Pay, PF, IT, Deductions and Net Pay.</p> <p>Enter data for EMP-No., NAME, and BASICPAY. Fill the S.No. column with Auto series.</p> <p>(a) Calculate DA = 90% of Basic Pay, HRA = 5% of Basic Pay. (b) Calculate Gross Pay = Basic Pay + DA + HRA. (c) Calculate PF = 6% of Basic Pay, IT = 10% of Gross Pay. (d) Calculate deductions = PF + IT. (e) Calculate Net Pay = Gross Pay – Deductions.</p>	MOPD107.4																		
13.	<p>Create a result sheet containing Candidate's Register No., Name, Marks for five subjects.</p> <ol style="list-style-type: none"> 1. Calculate Total Marks & Average Marks of 5 subjects (Use Fill handle). 2. Calculate Average Marks of each student. 3. Fill the Result Column by using the following condition. If a student secures 40 or more than 40 marks in each subject will adjudged as Pass, otherwise Fail. 4. Fill the Grade Column by using the following condition: If a student's result is pass and secures Average marks more than 75, he/she gets Honours , more than 60,he/she gets I Class, otherwise II Class. 5. Highlight the marks who secures less than 40, by using different colour. 	MOPD107.4																		
14.	<p>Prepare line, bar and pie chart to illustrate the subject wise performance of the class for any one semester with the following data.</p> <table style="margin-left: 40px;"> <tr><td>English</td><td>-</td><td>55%</td></tr> <tr><td>Commerce</td><td>-</td><td>75%</td></tr> <tr><td>Accountancy</td><td>-</td><td>80%</td></tr> <tr><td>Computer</td><td>-</td><td>70%</td></tr> <tr><td>Typewriting</td><td>-</td><td>90%</td></tr> <tr><td>Economics</td><td>-</td><td>95%</td></tr> </table>	English	-	55%	Commerce	-	75%	Accountancy	-	80%	Computer	-	70%	Typewriting	-	90%	Economics	-	95%	MOPD107.5
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Commerce	-	75%																		
Accountancy	-	80%																		
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Economics	-	95%																		
15.	Prepare consolidation of work sheets in MS. Excel. Prepare consolidation of I Qtr, II Qtr, III Qtr& IV Qtr sales Turnover of different Branches of a Company.	MOPD107.5																		
16.	Create Pivot Table Report in MS Excel.	MOPD107.5																		
17	Export of Documents	MOPD107.5																		

ALLOCATION OF MARKS	
CONTENT	MAX MARKS
Procedure	45
Execution	45
Viva voce	10
Total	100

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD201 COMMUNICATIVE ENGLISH - II

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD201
Semester : II Semester
Course Title : COMMUNICATIVE ENGLISH – II

TEACHING AND SCHEME OF EXAMINATION

No of weeks per semester: 16 weeks

Course	Instructions		Examination			Duration
	Hours/ Week	Hours/ Semester	Marks			
			Internal Assessment	Autonomous Examinations	Total	
COMMUNICATIVE ENGLISH - II	4	64	25	100*	100	3 Hrs.

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS

Unit	Topic	Time (Hrs)
I	Functional Grammar and Usage	13
II	English For Enrichment	11
III	Situational English	11
IV	Creative English	11
V	English for Scholarly Presentation/ Fluency	11
Test & Model Exam		7
Total		64 Hrs

COURSE DESCRIPTION:

With the increasing variety of options and opportunities emerging for Diploma Students, fulfilling their communication needs become highly important. Proficiency in communication can equip them to be confident and to cope with the employment and educational situation in any part of the world. Communication levels inspire Higher aspiratory levels in the process of upward mobility in career and socio-cultural evolution of the young individuals. At the end of the course the student should be able to express himself in oral and written communication effectively.

OBJECTIVES:

- To apply functional grammar to produce pristine presentations in English.
- Execute dialogues with his/her friends, teachers and colleagues in day-to-day situations.
- Describe and interpret visuals, images, machine drawings, events in books and on the Net.
- Understand, acquire and employ new structures in scholarly presentations with an exposure to works of Great personalities.
- Communicate effectively with idioms and phrases appropriate to real-life situations.

COURSE OUTCOMES:

MOPD201 COMMUNICATIVE ENGLISH – II	
After the completion of the course the student should be able to	
MOPD201.1	Apply functional grammar to apply model verb, use negative forms, subordinate conjunction, conational, dialogue to indirect speech and Punctuation
MOPD201.2	Enrich their language skill using language game, phrases to improve the writing skill.
MOPD201.3	Enhance their knowledge and skill to take the real life Situational for their improvements.
MOPD201.4	Develop their creative skills through language and familiar with the technical words in order to achieve their personal goal.
MOPD201.5	Improve their language fluency and presentation skill.

MOPD201 COMMUNICATIVE ENGLISH-II

Unit	Name of the Topics	Hours
I	Functional Grammar and Usage <ul style="list-style-type: none"> • Application of Modal Verbs • Negative Formation (No, Never, Nothing, Hardly, Seldom, No longer, None, Nowhere, Neither ... nor) • Use of Subordinating Conjunctions • Use of Conditionals • Reported Speech (Dialogue to Indirect Speech) • Punctuation 	13
II	English for Enrichment <ul style="list-style-type: none"> • The Language Game: Unscramble • Phrases (Noun Phrase, Verb Phrase, Prepositional Phrase, etc.) • Cause and Effect • Writing Suitable Responses to the Given Questions • Giving Instructions 	11
III	Situational English <ul style="list-style-type: none"> • Email for Official • Communication Social Media • Language Reacting to Situations • Correction of Sentences • Proverbs for Everyday Situations 	11
IV	Creative English <ul style="list-style-type: none"> • The Language Game: Word Puzzle Grid • Notice Writing for the Given Situations • Slogan Writing • Technical Words • Infographics Comprehension 	11
V	English for Scholarly Presentation/ Fluency <ul style="list-style-type: none"> • "The Lost Child" by Mulk Raj Anand • "My Vision for India" by Abdul Kalam • "From Lover's Gift" by Rabindranath Tagore • "The Flower" by Tennyson • "Ozymandias" by B.P.Shelly 	11

REFERENCE BOOKS:

GRAMMAR :

1	Just Enough English Grammar Illustrated, Gabriele Stobbe, McGraw-Hill Osborne Media, 2008
2	Visual Guide to Grammar and Punctuation, DK Publishing, 2017
3	English Grammar in Use, Raymond Murphy, Cambridge University Press, 2019
4	Intermediate English Grammar, Raymond Murphy, Cambridge University Press, Second Edition.
5	Essential English Grammar, Raymond Murphy, Cambridge University Press, New edition.
6	An Autobiography; Or, The Story of My Experiments with Truth, Mahatma Gandhi, Penguin Books, 2001
7	You Can Win, Shiv Khera, New Dawn Press, 2004
8	Chicken Soup for the Soul, Jack Canfield, Mark Victor Hansen, 2001

LEARNING WEBSITE

1	https://www.engineering-dictionary.com/
2	https://techterms.com/definition/
3	http://dictionary.tamilcube.com/
4	/https://www.lexilogos.com/english/tamil_dictionary.htm

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO- POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD201.1	3	3	2	-	-	3	3	-	-	-
MOPD201.2	3	3	2	-	-	3	3	-	-	-
MOPD201.3	3	3	2	-	-	3	3	-	-	-
MOPD201.4	3	3	2	-	-	3	3	-	-	-
MOPD201.5	3	3	2	-	-	3	3	-	-	-
Total	15	15	10	-	-	15	15	-	-	-
Correlation Level	3	3	2	-	-	3	3	-	-	-

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the blooms taxonomy. The question paper should consist of 90% question based on lower order thinking (LOTS) and the remaining question 10% based on higher order thinking (HOTS) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

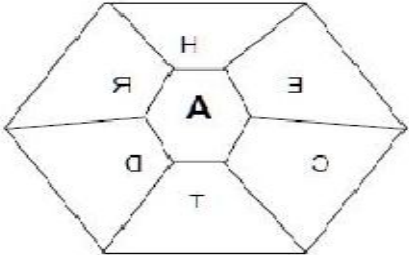
MODEL QUESTION PAPER

MOPD201 - COMMUNICATIVE ENGLISH – II


Time – 3 Hours

Marks : 100

I. Answer any TEN of the following: (10X4=40 Marks)		Unit	Bloom's Level
1.	<p>Rewrite the following sentences using suitable modal verbs without changing the meaning:</p> <p>a) She is able to speak English. b) You are allowed to go home. c) It is not necessary for you to wait any longer. d) He will probably pass the test.</p>	I	AP
2.	<p>Fill in the following sentences using suitable negatives:</p> <p>a) <u> </u> of Sankar's friends is invited for the party. b) Lions <u> </u> fight with each other. c) <u> </u> in my class is going for the tour. d) <u> </u> is as refreshing as the fragrance of jasmine.</p>	I	AP
3.	<p>Rewrite the following sentences using the subordinating conjunctions given in the brackets:</p> <p>a) The meeting had to be postponed due to the Chairman's illness. (Rewrite with 'because') b) We were late. We missed the train. (Rewrite with 'Since') c) If we don't hurry up, we will miss our flight. (Rewrite with 'otherwise') d) It was cold but we went for swimming. (Rewrite with 'although')</p>	I	U
4.	<p>Complete the following conditional sentences with suitable verb given in the brackets:</p> <p>a) If they <u> </u> their house, they would be rich. (sell / sold / will sell) b) If Aruna <u> </u>, call me. (comes / came / will come) c) The zoo keeper <u> </u> her with a fine if she had fed the animals. (punished / would have punished / will punish) d) I would call the office if I <u> </u> you. (was / were / am)</p>	I	AP
5.	<p>Rewrite the following conversation into reported speech:</p> <p>Jai : Where are you going? Gopi: To the airport. Jai : May I drop you there in my car? Gopi: Thanks a lot. It will be a great help to me</p>	I	C
6.	<p>Correct the paragraph by adding appropriate punctuation and capitalization:</p> <p>my heart leaps up when I behold a rainbow in the sky wrote Wordsworth the famous poet most of us share his feelings when we are lucky enough to see a rainbow have you ever tried to reach a rainbows end</p>	I	AN

7.	<p>Make any 4 words by combining the letters in the hexagon. The central letter should be common in each word.</p> 	II	AP																												
8.	<p>Make use of the following phrases and write your own sentences:</p> <ol style="list-style-type: none"> The black cat Without fail To a great extent Has been working 	II	AP																												
9.	<p>Combine the cause with the effect and rewrite the sentences using appropriate connectives:</p> <table border="1" data-bbox="228 852 1243 1304"> <thead> <tr> <th>Sl.No</th> <th>Cause</th> <th>Connectives</th> <th>Effect</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Their son is ill</td> <td>As a result</td> <td>We stayed at home.</td> </tr> <tr> <td>b</td> <td>It was raining.</td> <td>Because</td> <td>We had to cancel the match.</td> </tr> <tr> <td>c</td> <td>She liked the puppy.</td> <td>Consequently</td> <td>They had to cancel the trip.</td> </tr> <tr> <td>d</td> <td>The weather bad.</td> <td>So</td> <td>She adopted it.</td> </tr> <tr> <td>e</td> <td></td> <td>Therefore</td> <td></td> </tr> <tr> <td>f</td> <td></td> <td>This causes</td> <td></td> </tr> </tbody> </table>	Sl.No	Cause	Connectives	Effect	a	Their son is ill	As a result	We stayed at home.	b	It was raining.	Because	We had to cancel the match.	c	She liked the puppy.	Consequently	They had to cancel the trip.	d	The weather bad.	So	She adopted it.	e		Therefore		f		This causes		II	C
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f		This causes																													
10.	<p>Write suitable responses either in affirmative or in negative to the following questions as directed:</p> <ol style="list-style-type: none"> Did she write a nice essay? (Affirmative) Do you mind if I sit in the corner seat? (Negative) Are they playing football? (Negative) Are you going to the movie tomorrow? (Affirmative) 	II	U																												
11	<p>Use imperatives and write any Four instructions to be followed in the Chemistry Lab.</p>	II	C																												
II. Answer any FOUR of the following:			(4X5=20)																												
1.	<p>You are Mr.Arul and you recently bought a mobile phone from Smart Mobiles. Write an email to the Manager of Smart mobiles, explaining the poor quality of service offered in your city.</p>	II	U																												

2.	Convert the following acronyms / abbreviations used in social media into formal language: a. NVM b. RSVP c. TYT d. BTW e. POV	III	C																				
3.	Writ a dialogue with minimum 5 exchanges between the class tutor and student on submitting assignments.	III	AP																				
4.	Identify the grammatical / lexical errors in the following sentences and correct them: <table border="1" data-bbox="207 617 1271 877"> <thead> <tr> <th data-bbox="207 617 329 667">Sl. No</th> <th data-bbox="329 617 839 667">Sentence</th> <th data-bbox="839 617 1047 667">Error</th> <th data-bbox="1047 617 1271 667">Correction</th> </tr> </thead> <tbody> <tr> <td data-bbox="207 667 329 720">A</td> <td data-bbox="329 667 839 720">Amar is a artist.</td> <td data-bbox="839 667 1047 720"></td> <td data-bbox="1047 667 1271 720"></td> </tr> <tr> <td data-bbox="207 720 329 772">B</td> <td data-bbox="329 720 839 772">He love to paint and draw.</td> <td data-bbox="839 720 1047 772"></td> <td data-bbox="1047 720 1271 772"></td> </tr> <tr> <td data-bbox="207 772 329 825">C</td> <td data-bbox="329 772 839 825">His favorite colour is bright green.</td> <td data-bbox="839 772 1047 825"></td> <td data-bbox="1047 772 1271 825"></td> </tr> <tr> <td data-bbox="207 825 329 877">D</td> <td data-bbox="329 825 839 877">He has buided his house.</td> <td data-bbox="839 825 1047 877"></td> <td data-bbox="1047 825 1271 877"></td> </tr> </tbody> </table>	Sl. No	Sentence	Error	Correction	A	Amar is a artist.			B	He love to paint and draw.			C	His favorite colour is bright green.			D	He has buided his house.			III	AN
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5.	Match the meanings with their proverbs <table border="1" data-bbox="207 951 1271 1436"> <thead> <tr> <th data-bbox="207 951 894 993">Meanings</th> <th data-bbox="894 951 1271 993">Proverbs</th> </tr> </thead> <tbody> <tr> <td data-bbox="207 993 894 1066">a) If you can't see someone or something, you soon forget about them.</td> <td data-bbox="894 993 1271 1066">1. A leopard can't change its spots.</td> </tr> <tr> <td data-bbox="207 1066 894 1108">b) Achieve two goals with one action.</td> <td data-bbox="894 1066 1271 1108">2. Kill two birds with one stone</td> </tr> <tr> <td data-bbox="207 1108 894 1182">c) If you want to know about someone, look at his friends.</td> <td data-bbox="894 1108 1271 1182">3. Too many cooks spoil the broth.</td> </tr> <tr> <td data-bbox="207 1182 894 1224">d) Some people never change.</td> <td data-bbox="894 1182 1271 1224">4. Out of sight, out of mind.</td> </tr> <tr> <td data-bbox="207 1224 894 1266">e) No choice at all.</td> <td data-bbox="894 1224 1271 1266">5. A double-edged sword.</td> </tr> <tr> <td></td> <td data-bbox="894 1266 1271 1308">6. A person is known by the company he keeps.</td> </tr> <tr> <td></td> <td data-bbox="894 1308 1271 1350">7. Hobson's choice</td> </tr> </tbody> </table>	Meanings	Proverbs	a) If you can't see someone or something, you soon forget about them.	1. A leopard can't change its spots.	b) Achieve two goals with one action.	2. Kill two birds with one stone	c) If you want to know about someone, look at his friends.	3. Too many cooks spoil the broth.	d) Some people never change.	4. Out of sight, out of mind.	e) No choice at all.	5. A double-edged sword.		6. A person is known by the company he keeps.		7. Hobson's choice	III	AN				
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III Answer any FOUR of the following: (4X5=20)																																																											
1.	Find the antonyms of the given words in the vocabulary grid a. Happy b. Hard c. Late d. Hot e. Expensive	IV	AP																																																								
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2.	You are Sports – in – charge. Write a notice congratulating and praising the achievement of your college cricket team that has won the district level trophy.	IV	U																																																								
3.	Write 2 Slogans on your own on “SAVE ENVIRONMENT”.	IV	AP																																																								
4.	Write the appropriate technical words for the following: a) The area of Artificial Intelligence concerned with the practical use of robots b) The plan / design of something that is laid out c) The creation of something in the mind d) An elaborate and systematic plan of action e) A weakened state caused by long stress on a material	IV	C																																																								
5.	Look at the following infographics and prepare a report of about 50 words using the information presented in it: 	IV	C																																																								
IV Write short notes on any FIVE of the following in about 50 words: (4X5=20)																																																											
1.	Appreciate the former President Dr. Kalam’s vision for India.	V	AN																																																								
2.	List out the things the child sees on his way to the fair.	V	AN																																																								
3.	“It is to life what Newton’s law is to astronomy’ – Explain.	V	AP																																																								
4.	What makes one side of the road shady?	V	AN																																																								
5.	Bring out the theme of the poem “The Flower”.	V	U																																																								
6.	Identify an individual’s role in India’s development	V	U																																																								

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD202 BUSINESS ORGANISATION

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD202
Semester : II Semester
Course Title : BUSINESS ORGANISATION

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
BUSINESS ORGANISATION	4	64	Internal Assessment	Autonomous Examination	Total	3 Hrs
			25	100*	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Business Organisation	11
2.	Sole Traders and Partnership	11
3.	Joint Stock Company	11
4.	Incorporation of Joint Stock Company	11
5.	Co-operatives and Government Enterprises	10
	Test & Revision	10
	Total	64

COURSE DESCRIPTION

The student should have a sound knowledge in the concepts of Sole Traders and Partnership firms, Joint stock company, Stock exchange, Co-operative organizations and Government Enterprises. By studying this course, they will be acquired knowledge in various types of Business Organisation.

OBJECTIVES

Students will be able to

- Study the overview of the Business Organisation
- Know the Sole trade and Partnership firms
- Understand the concepts of Joint Stock Companies
- Study the formation of the Companies
- Know the various forms of Co-operative Organisation and Government Enterprises

COURSE OUTCOMES

MOPD202 BUSINESS ORGANISATION	
After successful completion of this course, the students should be able to	
MOPD202.1	Study the overview of the Business Organisation
MOPD202.2	Know the Sole trade and Partnership Firms
MOPD202.3	Understand the concepts of Joint Stock Companies, Stock exchange
MOPD202.4	Study the formation of the Companies
MOPD202.5	Know the various forms of Co-operative Organisation and Government Enterprises

MOPD202 BUSINESS ORGANISATION

DETAILED SYLLABUS

UNIT – I BUSINESS ORGANISATION	11 HRS
Business Organisation: Meaning – Definition	2 hrs.
Principles of Good Organisation	2 hrs
Forms of business Organisation	1 hr.
Sole Proprietorship	1 hr.
Hindu Undivided family	1 hr.
Joint Stock companies – Co-operatives	2 hrs.
Government in Business	1 hr.
Multinational Corporations	1 hr.
UNIT – II SOLE TRADERS AND PARTNERSHIP	11 HRS
Sole traders: Meaning	1 hr.
Features – merits – demerits	2 hrs.
Role of sole proprietors in the society	1 hr.
Partnership: Meaning	1 hr.
Features – merits – demerits of Partnership	2 hr.
Kinds of partners – partnership deed and its contents	2 hrs.
Registration of firm – Dissolution of Firm	1 hr.
Comparison between sole trader and Partnership.	1 hr.
UNIT – III JOINT STOCK COMPANY	11 HRS
Joint Stock Company: Definition – Features - Merits and Demerits	2 hrs.
Kinds of Companies - Privileges of a Private company	3 hrs.
Difference between Private and Public Limited Companies	3 hrs.
Difference between Company and Partnership	3 hrs.
UNIT – IV INCORPORATION OF JOINT STOCK COMPANY	11 HRS
Formation of company –Promotion - Incorporation & Commencement	2 hrs.
Memorandum of Association - Contents- procedure for Changes of Memorandum of Association.	2 hrs.
Articles of Association – Contents- procedure for Changes of Articles of Association.	2 hrs
prospectus - Statement in lieu of prospectus	2 hrs.
Stock Exchange-Meaning-functions	1 hr
Functions of SEBI (Securities and Exchange Board of India)	1 hr
Trading on OTCEI (One the Counter Exchange of India)	1 hr

UNIT – V CO-OPERATIVES AND GOVERNMENT ENTERPRISES**10 HRS**

Co-operatives: Definition –Features-Merits-Demerits	1 hr.
Distinction between co-operative societies and Joint Stock Companies	1 hr.
Government Enterprises- Definition- objectives-Types	1 hr
Departmental organization – Features	2 hrs
Public Corporation- Features	1 hr.
Government companies – Features	2 hrs.
Distinction between Private and Government organizations	1 hr.
Application form for starting a DEMAT Account and the Procedure to be followed	1 hr

TEXT BOOKS:

Sl.No	Title	Author	Publisher with Edition
1	Business Organisation	C.D. Balaji& Dr. G. Prasad	Margham Publications.

REFERENCE BOOKS:

Sl.No	Title	Author	Publisher with Edition
1.	Fundamentals of Business Organisation and Management	Y.K. Bhushan	Sultan Chand and sons
2.	Elements of Business Organisation	Yogendra Prasad Yadav	Sultan Chand and sons

LEARNING WEBSITES:

1. <https://www.shopify.com>
2. <https://www.quora.com>
3. <https://www.commerce atease.com>
4. <https://www.website setup.or>
5. <https://www.active webgroup.com>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO-POs & PSOs Mapping Matrix

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD202.1	3	-	-	-	2	-	2	3	-	2
MOPD202.2	3	-	-	-	2	-	2	3	-	2
MOPD202.3	3	-	-	-	2	-	2	3	-	2
MOPD202.4	3	-	-	-	2	-	2	3	-	2
MOPD202.5	3	-	-	-	2	-	2	3	-	2
Total	15	-	-	-	10	-	10	15	-	10
Correlation Level	3	-	-	-	2	-	2	3	-	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

MOPD202 BUSINESS ORGANISATION

Model Question Paper

Time: 3 hrs.

Max. Marks: 100

PART – A [10 x 2 = 20]			
Answer the following Questions:			
		Unit	Bloom's Level
1.	What do you mean by Hindu Undivided family?	I	U
2.	Write short notes on Multi National Corporations.	I	R
3.	What are the merits of sole Trader?	II	U
4.	Explain the different kinds of Partners.	II	U
5.	What are the features of Joint Stock Company?	III	U
6.	Explain the various kinds of Companies.	III	U
7.	Define Prospectus	IV	R
8.	Explain the features of Cooperatives	IV	U
9.	What are the objectives of Government Enterprises.	V	U
10.	What features of Departmental Organisation.	V	U
PART B Marks : [5 X 4 = 20]			
Answer any FIVE Questions			
11.	What are the characteristics of proprietor form of undertaking?	I	U
12.	What are the demerits of sole traders?	II	An
13.	What is a partnership deed?	III	An
14.	State the features of Joint Stock Company	IV	U
15.	What are the advantages of cooperative undertaking?	V	U
16.	What are the functions of Stock Exchange	IV	U
17.	What are the contents of prospectus	IV	U
18.	What are the objectives of government enterprises?	V	U
PART – C [5 x 12 = 60]			
Answer any FIVE Questions			
19.	Define a company. Explain the features of joint stock company	I	R
20.	What are the different between company and partnership?	II	R
21.	Explain different kinds of companies ?	III	R
22.	Discuss the privileges of a Private Company.	III	U
23.	Explain procedure for Changes of Memorandum of Association.	IV	U
24.	What is Prospectus? Explain the Statement in lieu of prospectus	IV	U
25.	Explain the various types of co-operatives	V	U
26.	Distinction between Private and Government organizations	V	U

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
Level	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD203 - FINANCIAL ACCOUNTING

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD203
Semester : II Semester
Course Title : FINANCIAL ACCOUNTING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
FINANCIAL ACCOUNTING	Hours / Week	Hours / Semester	Marks			
	5	80	Internal Assessment	Autonomous Examination	Total	
			25	100 *	100	3 Hrs

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Trading and Profit and Loss Account	14
2.	Final Account without Adjustment	14
3.	Final Account with Adjustments	14
4.	Bank Reconciliation statement	14
5.	Rectification of Errors	13
	Test and Revision	11
	Total	80

COURSE DESCRIPTION

This course provides the essentials of Financial Accounting- Trading and Profit and Loss Account, Balance Sheet - Final Account with & Without Adjustment, Bank Reconciliation statement and Rectification of Errors. By studying this course, they will be able to prepare the Final Accounts, BRS and Rectification of Errors.

OBJECTIVES

Students will be able to

- Study the Direct and Indirect Expenses and Incomes – preparation of Final Accounts – identify and calculate the Gross profit and Net Profit
- Understand the Balance Sheet - Liabilities and Assets of the business, Preparation of Final Accounts
- Prepare final Accounts with Adjustments
- Preparation of Bank Reconciliation statement
- Rectification of Errors

COURSE OUTCOMES

MOPD203- FINANCIAL ACCOUNTING	
After successful completion of this course, the students should be able to	
MOPD203.1	Understand the Direct and Indirect Expenses and Incomes - Final accounts preparation - Trading A/c, Profit and Loss A/c
MOPD203.2	Students learnt Final A/c - Trading A/c, Profit and Loss A/c Balance sheet- Liabilities and Assets – without Adjustments
MOPD203.3	Students learnt preparation of Final A/c with Adjustments
MOPD203.4	Preparation of Bank Reconciliation Statement
MOPD203.5	Identify the error in business transactions and Rectify the Errors

MOPD203- FINANCIAL ACCOUNTING

UNIT I : TRADING AND PROFIT AND LOSS ACCOUNT (14 hours)

Trading account – advantages of Trading a/c – direct expenses	2 hrs
proforma of Trading a/c – preparation of Trading account	3 hrs
Profit and Loss Account – Indirect Expenses – Indirect Incomes	30 mts
proforma of Profit and Loss Account – Advantages	1 hr
Trading account Vs Profit and Loss account	30 mts
Preparation of Profit and Loss Account – problems.	7 hrs

UNIT II : FINAL ACCOUNT WITHOUT ADJUSTMENT (14 hours)

Introduction – Objectives – Trading account, Profit and Loss account	
Balance sheet	4 hrs
Simple Problems with closing stock only.	10 hrs

UNIT III : FINAL ACCOUNT WITH ADJUSTMENTS (14 hours)

Adjustments – Closing stock - Outstanding expenses – Prepaid expenses	30mts
Outstanding incomes – Income received in Advance	30mts
Depreciation on Fixed assets	30mts
Interest on capital – Interest on Drawings	30mts
Bad debts -Provision for bad and doubtful debts	1hr
Simple problems.	11 hrs

UNIT IV : BANK RECONCILIATION STATEMENT (14 hours)

Meaning – Need for Bank Reconciliation Statement	1 hr
Cash Book and Pass Book	2 hrs
Causes for differences between Cash Book and pass book	4 hrs
Method of preparation of Bank Reconciliation Statement	
Simple Exercises	7 hrs

UNIT V : RECTIFICATION OF ERRORS (13 hours)

Meaning of Errors – Classification of Errors	3 hrs
Errors of Omission – Errors of Commission	3 hrs
Compensating Error – Error of Principles	3 hrs
Suspense Account – simple Problems	4 hrs

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Financial Accounting	T.S.Reddy & A.Murthy	Margham Publications, Chennai Reprint-2007
2	Principles of Accountancy	K.L.Nagarajan, P.L.Mani & N.Vinayagam	Sultan Chand & Sons, Edition 2000

REFERENCE BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Double entry book keeping	T.S. Grewal	Sultan Chand & Sons, Edition 2000
2	Advanced Accountancy	R.L. Gupta & Radhaswamy	Sultan Chand & Sons, Edition 2000

LEARNING WEBSITES

1. <https://www.final account>
1. <https://www.final account>
2. <https://www.final account with adjustments>
3. <https://www.bankreconsiliation statement>
4. <https://www.rectification of errors>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO- POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD203.1	3	3	-	2	2	-	2	3	-	2
MOPD203.2	3	3	-	2	2	-	2	3	-	2
MOPD203.3	3	3	-	2	2	-	2	3	-	2
MOPD203.4	3	3	-	2	2	-	2	3	-	2
MOPD203.5	3	3	-	2	2	-	2	3	-	2
Total	15	15	-	10	10	-	10	15	-	10
Correlation Level	3	3	-	2	2	-	2	3	-	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

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Bloom's Taxonomy Level	Lower Order Thinking skills (LOTs)	Higher Order Thinking skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD203 FINANCIAL ACCOUNTING

Time: 3 Hrs.

Max. Marks: 100

PART – A - 10 X 2 = 20 Marks													
Answer the following Questions:													
		Unit	Bloom's Level										
1.	What is trading account?	I	U										
2.	Write any four P & L Account transactions	I	U										
3.	What are the objectives of final account?	II	R										
4.	Write any four balance sheet transactions	II	R										
5.	What is meant by outstanding expenses?	III	U										
6.	What is meant by prepaid expenses?	III	U										
7.	What is bank reconciliation statement?	IV	U										
8.	What is the need for preparation of bank reconciliation statement?	IV	U										
9.	List out the different kinds of errors usually made in maintaining accounts.	V	R										
10.	What are errors of omission?	V	U										
PART –B 5 x 4 = 20 Marks													
Answer any five Questions:													
11.	From the information prepare Trading Account	I	Ap										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%;">Rs</th> </tr> </thead> <tbody> <tr> <td>Opening stock</td> <td>1,00,000</td> </tr> <tr> <td>Purchase</td> <td>1,50,000</td> </tr> <tr> <td>Sales</td> <td>4,00,000</td> </tr> <tr> <td>Closing stock</td> <td>50,000</td> </tr> </tbody> </table>		Rs	Opening stock	1,00,000	Purchase	1,50,000	Sales	4,00,000	Closing stock	50,000		
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12.	What do you understand by Final Accounts?	II	U										
13.	From the information prepare balance sheet	II	Ap										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%;">Rs</th> </tr> </thead> <tbody> <tr> <td>Capital</td> <td>1,00,000</td> </tr> <tr> <td>Fixed assets</td> <td>50,000</td> </tr> <tr> <td>Cash</td> <td>10,000</td> </tr> <tr> <td>Closing stock</td> <td>40,000</td> </tr> </tbody> </table>		Rs	Capital	1,00,000	Fixed assets	50,000	Cash	10,000	Closing stock	40,000		
	Rs												
Capital	1,00,000												
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14.	How do you treat outstanding and prepaid expenses in adjustments?	III	R										
15.	How do you treat accrued incomes and income received in advance in adjustments?	III	R										
16.	Prepare Bank Reconciliation Statement: Balance as per pass book Rs. 3000 Cheques issued but not presented Rs. 1000 Cheques deposited into bank but not credited Rs. 2000	IV	An										

17.	How will you rectify the following errors a) Salary paid to Manager rs1,000 wrongly debited to his personal a/c b) A credit sale of Rs. 450 to Balu was debited Balan	V	An																				
18.	Rectify the following errors a) Sales to Sri Rs.152 , posted to his account as Rs. 125 b) Purchased goods from Man Rs. 550, credited as Rs 505	V	An																				
PART C Marks : 5 X 12 = 60																							
Answer any five Questions:																							
19.	From the information prepare Trading Account and Profit and Loss Account <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: right;">Rs</th> </tr> </thead> <tbody> <tr> <td>Opening stock</td> <td style="text-align: right;">1000</td> </tr> <tr> <td>Purchase</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>Sales</td> <td style="text-align: right;">40,000</td> </tr> <tr> <td>Closing stock</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Salary</td> <td style="text-align: right;">1500</td> </tr> <tr> <td>Interest</td> <td style="text-align: right;">400</td> </tr> <tr> <td>Discount</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Office expenses</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Wages</td> <td style="text-align: right;">500</td> </tr> </tbody> </table>		Rs	Opening stock	1000	Purchase	15,000	Sales	40,000	Closing stock	500	Salary	1500	Interest	400	Discount	100	Office expenses	500	Wages	500	I	An
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20.	From the information prepare Trading Account and Profit and Loss Account <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: right;">Rs</th> </tr> </thead> <tbody> <tr> <td>Opening stock</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td>Purchase</td> <td style="text-align: right;">30,000</td> </tr> <tr> <td>Sales</td> <td style="text-align: right;">80,000</td> </tr> <tr> <td>Closing stock</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Rent</td> <td style="text-align: right;">3,000</td> </tr> <tr> <td>Office Expenses</td> <td style="text-align: right;">800</td> </tr> <tr> <td>Selling expenses</td> <td style="text-align: right;">200</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Carriage inwards</td> <td style="text-align: right;">1,000</td> </tr> </tbody> </table>		Rs	Opening stock	2,000	Purchase	30,000	Sales	80,000	Closing stock	1,000	Rent	3,000	Office Expenses	800	Selling expenses	200	Insurance	1,000	Carriage inwards	1,000	I	An
	Rs																						
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21.	<p>From the following trail balance of Ravi, prepare Trading and profit and Loss Account for the year ended December 31st 2018 and a Balance Sheet as on that date:</p> <table border="1" data-bbox="305 338 1187 831"> <thead> <tr> <th></th> <th>Rs</th> <th></th> <th>Rs</th> </tr> </thead> <tbody> <tr> <td>Purchases</td> <td>15,000</td> <td>Capital</td> <td>40,000</td> </tr> <tr> <td>General expenses</td> <td>2,000</td> <td>Sales</td> <td>25,000</td> </tr> <tr> <td>Rent</td> <td>1,500</td> <td>Creditors</td> <td>1,000</td> </tr> <tr> <td>Sales return</td> <td>500</td> <td>Purchase returns</td> <td>500</td> </tr> <tr> <td>Interest</td> <td>300</td> <td></td> <td></td> </tr> <tr> <td>Drawings</td> <td>5,000</td> <td></td> <td></td> </tr> <tr> <td>Building</td> <td>28,000</td> <td></td> <td></td> </tr> <tr> <td>Cash at Bank</td> <td>4,500</td> <td></td> <td></td> </tr> <tr> <td>Cash</td> <td>2,000</td> <td></td> <td></td> </tr> <tr> <td>Stock 1.1.2018</td> <td>5,200</td> <td></td> <td></td> </tr> <tr> <td>Debtors</td> <td>2,500</td> <td></td> <td></td> </tr> <tr> <td></td> <td>66,500</td> <td></td> <td>66,500</td> </tr> </tbody> </table> <p>Stock on 31.12.2018 Rs.4,900</p>		Rs		Rs	Purchases	15,000	Capital	40,000	General expenses	2,000	Sales	25,000	Rent	1,500	Creditors	1,000	Sales return	500	Purchase returns	500	Interest	300			Drawings	5,000			Building	28,000			Cash at Bank	4,500			Cash	2,000			Stock 1.1.2018	5,200			Debtors	2,500				66,500		66,500	II	Ap
	Rs		Rs																																																				
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Stock 1.1.2018	5,200																																																						
Debtors	2,500																																																						
	66,500		66,500																																																				
22.	<p>From the following trail balance of Ragavan, prepare Trading and profit and Loss Account for the year ended December 31st 2015 and a Balance Sheet as on that date:</p> <table border="1" data-bbox="305 1014 1187 1472"> <thead> <tr> <th></th> <th>Rs</th> <th></th> <th>Rs</th> </tr> </thead> <tbody> <tr> <td>Purchases</td> <td>15,000</td> <td>Capital</td> <td>40,000</td> </tr> <tr> <td>Salaries</td> <td>2,000</td> <td>Sales</td> <td>25,000</td> </tr> <tr> <td>Rent</td> <td>1,500</td> <td>Creditors</td> <td>1,000</td> </tr> <tr> <td>Insurance</td> <td>300</td> <td></td> <td></td> </tr> <tr> <td>Drawings</td> <td>5,000</td> <td></td> <td></td> </tr> <tr> <td>Machinery</td> <td>28,000</td> <td></td> <td></td> </tr> <tr> <td>Bank balance</td> <td>4,500</td> <td></td> <td></td> </tr> <tr> <td>Cash</td> <td>2,000</td> <td></td> <td></td> </tr> <tr> <td>Stock 1.1.2018</td> <td>5,200</td> <td></td> <td></td> </tr> <tr> <td>Debtors</td> <td>2,500</td> <td></td> <td></td> </tr> <tr> <td></td> <td>66,000</td> <td></td> <td>66,000</td> </tr> </tbody> </table> <p>Adjustments required :</p> <p>a) Stock on 31.12.2018 Rs.4,900 b) Salaries unpaid Rs. 300 c) Rent paid in advance Rs.200 d) Insurance prepaid Rs.90</p>		Rs		Rs	Purchases	15,000	Capital	40,000	Salaries	2,000	Sales	25,000	Rent	1,500	Creditors	1,000	Insurance	300			Drawings	5,000			Machinery	28,000			Bank balance	4,500			Cash	2,000			Stock 1.1.2018	5,200			Debtors	2,500				66,000		66,000	III	An				
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	66,000		66,000																																																				
23.	Describe the procedure for preparation of the Final Account of a sole trader, step by step	III	An																																																				
24.	Difference between Cash book and Pass book.	IV	An																																																				

25.	Prepare a bank reconciliation statement from the following data as on 31.12.2015	IV	An														
	<table border="1"> <thead> <tr> <th></th> <th>Rs</th> </tr> </thead> <tbody> <tr> <td>a. Balance as per cash book</td> <td>12,500</td> </tr> <tr> <td>b. Cheques issued but not presented for payment</td> <td>900</td> </tr> <tr> <td>c. Cheques deposited in bank but not collected</td> <td>1,200</td> </tr> <tr> <td>d. Bank paid insurance premium</td> <td>500</td> </tr> <tr> <td>e. Direct deposit by a customer</td> <td>800</td> </tr> <tr> <td>f. Interest on investment collected by bank</td> <td>200</td> </tr> </tbody> </table>		Rs	a. Balance as per cash book	12,500	b. Cheques issued but not presented for payment	900	c. Cheques deposited in bank but not collected	1,200	d. Bank paid insurance premium	500	e. Direct deposit by a customer	800	f. Interest on investment collected by bank	200		
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f. Interest on investment collected by bank	200																
26.	Rectify the errors a) Sales to prabha Rs. 775, posted to his account as Rs. 757 b) Purchased goods from seenu rs.650, credited as Rs. 605 c) Received bills receivable from Dhats Rs. 1000, posted as rs.100 d) Purchased furniture from Raghu Rs.404 on credit debited as Rs.440 e) Discount allowed Rs. 64 to Anbu credited to his account as rs.46 f) Discount received Rs. 37 from Babu posted to his account as Rs.39	V	Ap														

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

MOPD204 TYPEWRITING ENGLISH (GTE) PRE – JUNIOR

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD204
Semester : II Semester
Course Title : TYPEWRITING ENGLISH (GTE) PRE – JUNIOR

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examinations			Duration
	Hours/ Week	Hours/ Semester	Marks			
TYPEWRITING ENGLISH (GTE) PRE – JUNIOR	4 Hrs.	64 Hrs.	Internal Assessment	Autonomous Examination	Total	10 Minutes
			25	100*	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

COURSE DESCRIPTION

Typing classes are available for individuals who wish to enhance their keyboarding skills and become more efficient typists. These courses cover typing accuracy, speed, special keyboard functions, and transcription techniques.

OBJECTIVES

The students should be able to

- Learn about the fingering keys in typing
- Understand to type the words
- Types the documents.

Note: Typewriting classes are to be conducted till the date of the autonomous typewriting Examination.

COURSE OUTCOMES

MOPD204 - TYPEWRITING ENGLISH (GTE) PRE - JUNIOR	
After successful completion of this course, the students should be able to	
MOPD204.1	Know about the English Typewriting machine and keys
MOPD204.2	Learn about the fingering keys in typing with Hand position
MOPD204.3	Understand to type the words
MOPD204.4	Practice the documents
MOPD204.5	Type the documents to increase accuracy and speed

MOPD204 TYPEWRITING ENGLISH (GTE) PRE – JUNIOR

DETAILED SYLLABUS

Ex. No.	EXERCISES	Hrs.
I	123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767	14
II	<p><u>Typewriting – Pre-junior – in 10 minutes. (25 words per minute)</u></p> <ul style="list-style-type: none"> • Keep the left edge of the paper at Zero degree. • Keep Left Marginal stop at the 10th degree. • Keep the Right Marginal stop at the 75th degree. • Leave 5 spaces before commencing a paragraph. • Avoid over-typing. • Do not leave additional line space between paragraphs while typing with double line spacing. • Always look at the passage and tap letter after letter in the passage. The attention taken out from the passage to the typing paper causes omissions and repetitions. • Always aim at “Perfection”. • Always type with a uniform light touch. • Always use 2 sheets while inserting the paper, that is, Backing sheet should always be used. 	40
III	Test and Revision	10

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Typewriting English Speed Book	-	Lakshmi Prasuram, Trichy

Reference Book :

Sl.No	Title	Author	Publisher with Edition
1	Typing for Beginners	Betty Owen	A Prerigee Book, Newyork

LEARNING WEBSITE:

https://study.com/typing_class.html
<https://study.com/academy/course/index.html>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO-POs & PSOs Mapping Matrix

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD204.1	3	-	-	3	-	-	2	-	3	2
MOPD204.2	3	-	-	3	-	-	2	-	3	2
MOPD204.3	3	-	-	3	-	-	2	-	3	2
MOPD204.4	3	-	-	3	-	-	2	-	3	2
MOPD204.5	3	-	-	3	-	-	2	-	3	2
Total	15	-	-	15	-	-	10	-	15	10
Correlation Level	3	-	-	3	-	-	2	-	3	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD204 TYPEWRITING ENGLISH(GTE) PRE – JUNIOR

Year/Sem. : I/II

Max. Marks : 100

Code No : MOPD204

Time : 10 Minutes

To type on one side of the paper an ordinary printed passage without heading and not exceeding two paragraphs, consisting of 1,250 strokes, with the minimum capital letters, in double line spacing, with ten degrees margin on the left. Special attention must be paid to accuracy and neatness of execution.

“Cut your coat according to the cloth” is a wise saying. It means that it is very necessary for us to live within our means. It is almost sure that a person who is extravagant and is in the habit of wasting money comes to grief in the long run. It is usual for some people to spend too much on marriages and festivals. Of course, if a man spends much on his own education or the education of his children, it may be excusable. It may prove helpful in one way or the other. In the same way, if money is spent on taking good diet which is simple but nourishing, it may be commendable. It is not condemnable. On the other hand, if a man spends too much on

clothes just to show off, it may not be pardonable. Many of us spend too much on the marriages of our children. Many have to take loans at high rates of interest. In such cases some are not able to repay the loans and have to suffer much. In the same way, it is the habit of many people to waste a lot of money on crackers, sweets and gifts during festivals.

One thing which cannot be excused is wasting of money on petrol by travelling too much when there is no need for it. Apart from individuals, some nations spend a lot of money on government functions and meetings unnecessarily.

* * *

Note: The question paper setters are requested to follow the Revised Bloom’s Taxonomy levels as presented below:

Bloom’s Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

MOPD205 TYPEWRITING TAMIL (GTE) PRE – JUNIOR

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD205
Semester : II Semester
Course Title : TYPEWRITING TAMIL (GTE) PRE - JUNIOR

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examinations			Duration
	Hours/ Week	Hours/ Semester	Marks			
TYPEWRITING TAMIL(GTE) PRE JUNIOR	4 Hrs.	64 Hrs.	Internal Assessment	Autonomous Examination	Total	10 Minutes
			25	100*	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

COURSE DESCRIPTION

Typing classes are available for individuals who wish to enhance their keyboarding skills and become more efficient typists. These courses cover typing accuracy, speed, special keyboard functions, and transcription techniques.

OBJECTIVES

The students should be able to

- Learn about the fingering keys in typing
- Understand to type the words
- Practice the documents.

Note: Typewriting classes are to be conducted till the date of the autonomous typewriting Examination.

COURSE OUTCOMES

MOPD205 - TYPEWRITING TAMIL (GTE) PRE - JUNIOR	
After successful completion of this course, the students should be able to	
MOPD205.1	Know about the Tamil Typewriting machine and keys
MOPD205.2	Learn about the fingering keys in typing with Hand position
MOPD205.3	Understand to type the words
MOPD205.4	Practice the documents
MOPD205.5	Type the documents to increase accuracy and speed

MOPD205 TYPEWRITING TAMIL (GTE) PRE – JUNIOR

DETAILED SYLLABUS

Ex. No.	EXERCISES	Hrs.
I	123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767	14
II	<p><u>Typewriting – Pre-junior – in 10 minutes. (25 words per minute)</u></p> <ul style="list-style-type: none"> • Keep the left edge of the paper at Zero degree. • Keep Left Marginal stop at the 10th degree. • Keep the Right Marginal stop at the 75th degree. • Leave 5 spaces before commencing a paragraph. • Avoid over-typing. • Do not leave additional line space between paragraphs while typing with double line spacing. • Always look at the passage and tap letter after letter in the passage. The attention taken out from the passage to the typing paper causes omissions and repetitions. • Always aim at “Perfect\ on”. • Always type with a uniform light touch. • Always use 2 sheets while inserting the paper, that is , Backing sheet should always be used. 	40
III	Test and Revision	10

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Typewriting Tamil Speed Book	-	Lakshmi Prasuram, Trichy

Reference Book :

Sl.No	Title	Author	Publisher with Edition
1	Typing for Beginners	Betty Owen	A Prerigee Book, Newyork

LEARNING WEBSITE:

https://study.com/typing_class.html

<https://study.com/academy/course/index.html>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO-POs & PSO Mapping Matrix

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD205.1	3	-	-	3	-	-	2	-	3	2
MOPD205.2	3	-	-	3	-	-	2	-	3	2
MOPD205.3	3	-	-	3	-	-	2	-	3	2
MOPD205.4	3	-	-	3	-	-	2	-	3	2
MOPD205.5	3	-	-	3	-	-	2	-	3	2
Total	15	-	-	15	-	-	10	-	15	10
Correlation Level	3	-	-	3	-	-	2	-	3	2

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

MOPD205 TYPEWRITING TAMIL (GTE)PRE – JUNIOR

Year/Sem. : I/II
Code No : MOPD205

Max. Marks : 100
Time : 10 Minutes

To type on one side of the paper an ordinary printed passage without heading and not exceeding two paragraphs, consisting of 1,250 strokes, with the minimum capital letters, in double line spacing, with ten degrees margin on the left. Special attention must be paid to accuracy and neatness of execution.

அவரைச் செடி பூக்கும் செடிகளில் ஒன்று. ஆனாலும் அது பெரியதாகவும் வளர்ந்து நன்றாகப் படரும் வரையில் கிளைத்துக்கொண்டே போகும்படி பூப்பது இல்லை. இலைகள் எப்போதும் ஏராளமாக இருக்கும். இலைகள் எக்காலத்திலும் இச்செடியில் உண்டாவது இயல்பு. ஆயினும், பூக்கள் செடி நட்டு மூன்று அல்லது நான்கு மாதங்களுக்குப் பிறகு தான் உண்டாகின்றன. இலைகளைப்போல பூக்கள் எப்போதும் அவரைச் செடிகளில் இருப்பது இல்லை. சில காலங்களில் மட்டும் இருக்கும். அவரைப் பூக்கள் குலைகுலையாகக் கணுச் சந்துகளிலிருந்து வளர்ந்து வரும். ஒரு குலையை உற்றுப் பார்த்தால் அதில் நடுத்தண்டில் பூக்கள் அங்குமிங்கும் இரண்டு மூன்றாக அமைந்திருக்கும். குலையின் அடியிலிருப்பன பெரிய மொக்குகளாகவும், நுனியில் இருப்பவை மிக இளம் மொட்டுகளாகவும் இருக்கும். அடி முதல் நுனிவரையில் ஒரு குலையில் பூக்கள் இருந்தாலும் அவை ஒரே

காலத்தில் மலர்வது இல்லை. வரிசைக் கிரமமாக அடியிலிருந்து நுனி வரையிலும் மலர்ந்து கொண்டே போகும். பிஞ்சுகளும் முதலில் ஒன்று இரண்டுதான் ஒரு குலையில் இருக்கும். காய்களும் ஒரே காலத்தில் முற்றுவது இல்லை.

மலரும் பக்குவத்தில் இருக்கும் ஒரு வளர்ந்த மொக்கையாவது மலர்ந்த பூவையாவது பார்த்தால் அதில் இருக்கும் தளங்கள் நன்றாகத் தெரியும். இவை வெளுப்பாகவாவது சிவப்பாகவாவது இருக்கும். கணக்கிட்டால் தளங்கள் ஐந்து இருக்கும். இவையெல்லாம் ஒரே உருவம் உள்ளவை அல்ல. இவை ஐந்தும் மூன்றுவித உருவம் உள்ளவையே இருக்கின்றன. ஒரு தளம் மிகப் பெரியதாகவும், ஏறக்குறைய வட்ட வடிவம் உள்ளதாகவும் மொக்கில் மற்ற நான்கு தளங்களுக்கும் வெளியிலும் இருக்கும்.

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTS)	Higher Order Thinking Skills (HOTS)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

MOPD206 OFFICE AUTOMATION LAB II

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD206
Semester : II Semester
Course Title : OFFICE AUTOMATION LAB II

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
OFFICE AUTOMATION LAB II	Hours / Week	Hours / Semester	Marks			
	4	64	Internal Assessment	Autonomous Examination	Total	
			25	100 *	100	3 Hrs

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Ms-Access – I	13
2.	Ms-Access – II	13
3.	Ms-Access –III	13
4.	Ms-Power Point	13
5.	Internet	12
Total		64

COURSE DESCRIPTION

This *course* provides the essentials of Ms. Access, Ms PowerPoint and Internet,

OBJECTIVES

Students will be able to

- Study and work in Ms-Access
- Create and design forms and Report
- Write access queries
- Ms- Power Point Presentation of Slide Creation, Custom Animation etc.
- Deal online transactions – mail sending, receiving and downloading

COURSE OUTCOMES

MOPD206- OFFICE AUTOMATION LAB II	
After successful completion of this course, the students should be able to	
MOPD206.1	study and work in Ms-Access
MOPD206.2	create and design forms and Report
MOPD206.3	create queries in access
MOPD206.4	preparation of power point presentation,
MOPD206.5	mail, Social network ,Searching detail etc

MOPD206 OFFICE AUTOMATION LAB –II

DETAILED SYLLABUS

Unit	NAME OF TOPIC	Hrs
1	<p>MS-ACCESS-I:</p> <p>Concept of Data base – Creating database with a wizard – blank Database Opening – Closing database.</p> <p>Tables: Creating table by using Table wizard–Entering data Changing column width & row height–Editing data in the table saving–Datashet view–Design view–Field Properties data types – Sorting – filtering.</p>	13 hrs.
2	<p>MS-ACCESS – II :</p> <p>Forms: Creating a form using wizard – Auto form - Creating Pivot table wizard form – Creating forms using Design – view.</p>	13 hrs.
3	<p>MS-ACCESS – III :</p> <p>Queries: Creating a Query using the query wizard–Design view–Viewing–printing–SQL View – Selecting Query – Running – Appending – Updating Deleting – Saving – Printing – saving.</p> <p>Reports: Creating Report – Auto report – Tabular report – Report Wizard.</p>	13 hrs.
4	<p>MS POWER POINT :</p> <p>Meaning Opening new presentation, Different presentation templates, setting backgrounds, selecting presentation layouts. Creating a presentation – setting presentation style, Adding text to the presentation. Formatting – adding style, colour, gradient fills, arranging objects, Adding Header & Footer, slide Background, Slide layout, Adding Graphics to the Presentation – Inserting Picture, movies, tables etc. into presentation – Adding effects to the presentation – Setting Animation & transition effect.</p>	13 hrs.
5	<p>INTERNET:</p> <p>Meaning–uses of Internet–URL–types of internet connections Dial Up connection, Broad bank (ISDN, DSL, CABLE), Wireless (Wi-Fi, Satellite, Mobile) naming convention, browsers, search engines, portals – Social Networking sites – blogs viewing webpage, downloading and uploading the website, creating and email-ID, email reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.</p>	12 hrs.

Text Book :

Sl.No	Title	Author	Publisher with Edition
1	Computer Application	Edwin Dayanand	N.V. Publications, Polliachi-1

Reference Book :

Sl.No	Title	Author	Publisher with Edition
1	A first Course in Computers,	Sanjay Saxena	Vikas Publishing House P.Ltd.
2	Microsoft Office in Easy steps	Stephen Copestake, Comdex	Computer Publishing.

LEARNING WEBSITES:

1. <https://www.ms-office>
2. <https://www.website setup.or>
3. <https://www.active webgroup.com>
4. https://study.com/typing_class.html
5. <https://study.com/academy/course/index.html>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment mark for a total of 25 marks which are to be distributed as follows:-

- a) Attendance : 05 marks
(Award of marks same as theory subjects)
- b) Procedure/ observation and tabulation/
Other Practical related work : 10 marks
- c) Record writing : 10 marks

Total **25 marks**

CO - POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD206.1	-	3	3	-	3	-	3	1	3	3
MOPD206.2	-	3	3	-	3	-	3	1	3	3
MOPD206.3	-	3	3	-	3	-	3	1	3	3
MOPD206.4	-	3	3	-	3	-	3	1	3	3
MOPD206.5	-	3	3	-	3	-	3	1	3	3
Total	-	15	15	-	15	-	15	5	15	15
Correlation Level	-	3	3	-	3	-	3	1	3	3

- Correlation level 1 – Slight (Low)
- Correlation level 2 – Moderate (Medium)
- Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom’s Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom’s Taxonomy	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD206 OFFICE AUTOMATION LAB - II

PRACTICAL EXERCISES

Ex. No	Lab Exercises	Outcome
	<u>MS. ACCESS:</u>	
1.	Creating a Data Base	MOPD206.1
2.	Creating a Parent Table – Basic Data Table	MOPD206.1
3.	Creating Form	MOPD206.2
4.	Query: Extracting Data from single Table	MOPD206.2
5.	Append Query	MOPD206.3
6.	Building Relationship	MOPD206.3
7.	Manipulation of Data	MOPD206.3
8.	Retrieving Data From Multiple Tables	MOPD206.3
9.	Creating and Running Reports	MOPD206.3
	POWER POINT PRESENTATION:	MOPD206.4
10.	Prepare a PowerPoint presentation about your course (Minimum 5 slides).	
11.	Make a marketing presentation of any consumer product with at least 10 slides. –Use different customized animation effects on pictures and clip Art on any four of ten slides.	MOPD206.4
12.	Create a photo album in PowerPoint with animation and sound effect	MOPD206.4
	INTERNET:	
13.	Creating, composing and sending an e-mail to 5 of your friends.	MOPD206.5
14.	Viewing, saving and printing an e-mail received.	MOPD206.5
15.	Searching a detail, downloading ,saving and printing the data.	MOPD206.5
16.	To opening a savings bank account in a commercial bank with the forms of three different banks	MOPD206.5
17.	Filling the applications for RTGS, NEFT and Internet and Mobile Banking	MOPD206.5

Note: Open source software is available in online, browse and make use of it.

ALLOCATION OF MARKS	
Content	Max Marks
Procedure	40
Execution	50
Viva voce	10
Total	100

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD207 – COMMUNICATION SKILL PRACTICAL

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD207
Semester : II SEMESTER
Course Title : COMMUNICATION SKILL PRACTICAL

TEACHING AND SCHEME OF EXAMINATION

No of weeks per semester: 16 weeks

Course	Instructions	Examination				Duration
COMMUNICATION SKILL PRACTICAL	Hours/ Week	Hours/ Semester	Marks			
			Internal Assessment	Autonomous Examinations	Total	
	2	32	25	100*	100	3 Hrs.

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS

Unit	Topic	Duration(Hrs)
I	Listening Skill	10
II	Reading Skill	6
III	Speaking Skill	10
IV	Writing Skill	6
Total		32 Hrs

COURSE DESCRIPTION:

“The quality of your life is in the quality of your communication” opined Antony Robins. Language is the means of self-expression and one of the prime most tools for communication. Communicative fluency augments one’s personal, academic, social and professional life.

The present syllabus, focusing on four Communication Skills, viz. Listening, Reading, Speaking and Writing, enables the students at Diploma level gain confidence and fluency in communication which in turn would enhance them face their career commitments with globalized standards.

OBJECTIVES:

At the completion of the study, the students will be able to

- Improve their auditory skills to attentively listen, effectively comprehend and to identify important information and keywords.
- Fine tune their reading skills and make them articulate lucidly with proper stress and intonation
- Express their needs, obligations, suggestions, gratitude and apology with poise and conviction.
- Introduce themselves and others in a self-assuring manner. Partake in face to face conversation with skilled agility.
- Emphatically write and complete the missing parts.
- Acquire a sound knowledge on the usage of non-verbal communication.

COURSE OUTCOMES

After the completion of the course the student will be able to	
MOPD207.1	To attentively listen, effectively comprehend and to identify important information and keywords.
MOPD207.2	Enrich his/her reading skill using the techniques like Skimming to get the general idea and scanning to grasp specific information.
MOPD207.3	Enrich their self confidence in with renewed self-assuring manner.
MOPD207.4	Communicate effectively & acquire a sound knowledge on the usage of non-verbal communication.

MOPD207 – COMMUNICATION SKILL PRACTICAL

DETAILED SYLLABUS

Unit	Name of the Topic	Hours	Course Outcome
I	Listening Skill Listening to Speeches by Great Speakers/ TV News (Assessment through note taking) Listening to Short Stories (Assessment by Vocabulary Check) Listening to Indian / British / American English (Assessment by Cloze) Introduction to Phonetics	10	D207.1
II	Reading Skill Stress & Intonation Tongue Twisters / Tongue Modulators Frequently Mispronounced Words Reading Newspaper – (Skimming & Scanning)	06	D207.2
III	Speaking Skill Polite Expressions (Greeting, Requesting, Thanking, Apologizing, Opinions, Suggestions) Introducing Yourself/ Friends/ Family Recite - quotes of Leaders / Scholars / Scientists Face to Face Conversation Role play	10	D207.3
IV	Writing Skill Thought Fillers Completing an Incomplete Story How to prepare PPT Non-Verbal Communication	06	D207.4

AUTONOMOUS PRACTICAL EXAMINATIONS

Note:

1. The students should be given proper practice in all the exercises. All the exercises should be completed before the examinations.
2. The students should maintain a record notebook. The record note book should be submitted during the Autonomous Practical Examinations.
3. The external examiner should verify the availability of the facility for the batch strength before the commencement of Practical Examination.
4. PART D should be conducted first for all the students. Part A, Part B and Part C can be conducted by both examiners by dividing the students into two groups.

Part A - Listening (No. of Exercises: 3, Duration:45 min.)

Question No.1: The examiner shall play either the audio of the speech of a great speaker or that of TV news running from 3 to 5 min. The audio can be played twice. The candidates may be given 10 minutes to take notes as directed in the question paper.

Question No.2: A short story selected by the external examiner shall be played only once without transcript. The objective of this exercise is to test the Listening ability of the candidate and therefore questions should be framed accordingly in the pattern of question and answer. The time to complete this exercise is 5 minutes.

Question No.3: Any one of the audios (British English, American English or Indian English) may be selected by the external examiner and the same shall be played only once. Maximum of 5 questions for filling in the blanks may be given and the candidates may be provided maximum of 10 minutes to answer the questions.

This part shall be completed within 45 minutes including the time used for playing listening audios.

Part B – Reading (No. of Exercises 3, Duration: 45 min.)

Each batch may be divided into two. Both examiners may engage all the students.

Question No. 1: Readout the tongue twister.

Question No. 2: A passage from newspaper can be given for reading.

Question No.3 : Pronounce the words correctly. Part B shall be completed within 45 minutes.

Part C – Speaking (No. of Exercises: 4, Duration: 45 min)

Divide the students to make it convenient for conversations in English by a pair. Both examiners can handle.

Question No. 1 : Polite expressions for the context provided.

Question No. 2 : Self-introduction for the interview.

Question No. 3 : Any five quotes can be recited from the given list of quotes of Leaders, Scholars and Scientists.

Question No. 4 : The candidates have to speak as directed by the concerned examiner. All the questions are mandatory. Part C shall be completed within 45 minutes.

Part D – Writing (No. of Exercises: 3, Duration: 45 min.)

All students should appear for this part.

Question No.1: Five questions with blanks shall be asked based on a list of 25 frequently used thought fillers already trained during lab classes

Question No. 2: Shall consist of an unknown incomplete story providing scope for further development and application of imagination. (minimum 3 lines for completion with suitable title and moral)

Question No. 3: Questions can be taken from a list of fifteen important questions covering the core areas of non-verbal communication. (Five out of eight questions to be answered) Students shall be provided maximum of 30 minutes to complete Part-D.

DETAILED ALLOCATION OF MARKS

S.No	Description	Maximum Marks
1.	Listening	30
2.	Reading	20
3.	Speaking	30
4.	Writing	20
Total		100

Guidelines for Conduct of Practical Classes and Writing Record Note:

There are 13 experiments in total equally distributed to each skill as follows:

S.No	Name of the Exercise	Minimum Exercises to be Practiced / written in Record Note
Listening Skill		
1	Listening to Speeches by Great Speakers/ TV News	Exercises
2	Listening to Short Stories	Minimum of two exercises
3	Listening to Indian / British /American English	Minimum of two exercises
Reading Skill		
4	Reading Tongue Twisters	A list of 25 tongue twisters
5	Reading English Newspapers	Minimum 2 passages from any English Newspaper
6	Frequently mispronounced words	List of 25 words
Speaking Skill		
7	Making Polite Expressions	Polite expressions - Greeting, requesting, Thanking, Apologizing, Opinions, Suggestions

8	Introducing oneself / friends/family	Minimum two exercises for introducing oneself and introducing others
9	Reciting quotes	Quotes of Leaders/Scholars/Scientists (List of 25 quotes)
10	Face to face conversation	Minimum two exercises
Writing Skill		
11	Use of Thought Fillers	A list of 25 frequently used thought fillers
12	Completing an Incomplete Story	Minimum of two exercises. (conclusion – minimum 3 lines, title & moral)
13	Non-Verbal Communication	A list of 10 question and answers relating to non-verbal communication.

Notes:

1. Each experiment shall be awarded 20 marks and the total marks secured in all experiments shall be averaged to 20marks.
2. Attendance mark shall be calculated for 5 marks as per the given norms.
3. Total internal mark is 25 (Record 20 marks + Attendance 5 marks)
4. Observation note is not applicable for this practical.
5. Listening Skill Exercises

For each exercise under Listening Skill, minimum exercise should be provided for practice and should be recorded in the record note.(as per the tabular column)

Open sources available online on the sites such as

www.youtube.com, www.lestalk.com

[http://www.bbc.co.uk/learningenglish/English/features/features/6 minute- English](http://www.bbc.co.uk/learningenglish/English/features/features/6-minute-English), and <https://esI-lab.com/>, can be utilized for sessions on improving listening skills.

Note:

Since there is no observation note for English Communication Practical, the worksheets practiced by the students should be preserved along with the Record Note.

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

1.	Attendance (Award of marks same as theory subject)	5 Marks
2.	Assignment Other practical related work.	10 Marks
3.	Record work	10 Marks
Total		25 Marks

CO - POs & PSOs MAPPING MATRIX

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD207.1	--	--	--	--	--	3	3	--	--	--
MOPD207.2	--	--	--	--	--	3	3	--	--	--
MOPD207.3	--	--	--	--	--	3	3	--	--	--
MOPD207.4	--	--	--	--	--	3	3	--	--	--
Total	--	--	--	--	--	15	15	--	--	--
Correlation Level	--	--	--	--	--	3	3	--	--	--

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

MODEL QUESTION PAPER

MOPD207 – COMMUNICATION SKILL PRACTICAL

Time : 3 Hrs.

**Marks : 100
(30 Marks)**

PART A: Listening

I Answer the following:

1. Listen to the speech of a Great Speaker / TV News played to you and take notes. (10)
2. Listen to the Short Story/conversation read out/played to you and answer the questions.(10)
3. Listen to the following American English / British English / Indian English audio and fill in the blanks. (10)

PART B: Reading

(20 Marks)

II Answer the following

1. Read out the following tongue twisters as fast as possible: (10)
 - a) Find a kind mind to wind and bind you with the kind mind like a wind.
 - b) How many cookies could a good cook cook if a good cook could cook cookies?
 - c) We should fight for our rights as fight is might.
 - d) Can you can a can as a canner can a can?
 - e) Lesser leather never weathered wetter weather better.
2. Read the given newspaper passage with proper intonation. (5)
3. Pronounce the following commonly mispronounced words rightly. (5)
 - a)pizza b)dengue c) bury d)asthma e)Wednesday

PART C: Speaking

(30 Marks)

III Answer the following

- a) Make polite expressions for the contexts provided: (5)
 - b) Request your teacher for a book.
 - c) How will you politely apologize for coming late to the meeting?
- 1.Introduce yourself /friend/family members a candidate appearing for the interview (10)
 - 2.Recite any five quotes of Leaders/scholars/Scientists. (5)
 - 3.Attempt a face to face conversation with your friend about the addiction to mobile phone by youngsters.(5exchanges) (10)

PART D: Writing

(20 Marks)

IV Answer the following

1. Fill in the blanks with suitable thought fillers given in the brackets. (5)
(look, I mean, you know, well, anyway)
- a. I can't tell her name, _____, she may grow angry.
 - b. _____ What do you want me to do for that?
 - c. Nobody told me about this marriage, _____ no one even in my own department.
 - d. _____ as I said, I'm going to talk to the manager to cancel this meeting.
 - e. _____ it is not the way to talk to your senior.

2. Complete the following story by adding three more lines and give a suitable title to it. (5)

Once upon a time there was a poor farmer in a village. He had two sons and a daughter. Both sons were lazy whereas the daughter was so intelligent. One day the father was sick at bed. The daughter who went to market in the morning did not return till late night....

3. Answer any FIVE of the following in about 50 words:

Questions from Non Verbal Communication (5x2=10)

LABORATORY REQUIREMENT:

- 1. An echo-free room.
- 2. A Projector.
- 3. A minimum of two computers with internet access.
- 4. DVD player with home theatre.
- 5. P.A system with two nos. of wired/wireless mike.
- 6. Any Two Standard English Newspapers.
- 7. A White Board with Markers.
- 8. Comics / Story books – 2 Nos.

MOPD208 ELECTIVE - BANKING

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD208
Semester : II Semester
Course Title : BANKING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
ELECTIVE - BANKING	5 Hrs.	80 Hrs.	Internal Assessment	Autonomous Examination	Total	3 Hrs
			25	100*	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Introduction to Banking	14
2.	Functions of Commercial Banks	14
3.	Reserve Bank of India	14
4.	Recent Trends in Banking I	14
5.	Recent Trends in Banking II	13
	Test & Revision	11
	Total	80

COURSE DESCRIPTION

This course provides the essentials knowledge about the banking concepts, functions, various credit control measures and recent trends in banking, opportunities provided by the banking sector, risk of the instant payments and also security measures to be taken at the time of UPI payment.

OBJECTIVES:

Students will be able to

- know about the concepts of Banks
- understand the functions of commercial bank.
- learn the functions of RBI and their Credit control measures.
- study the recent trends in banking
- learn the opportunities, risk and remedial measures of the banking transactions.

COURSE OUTCOMES:

MOPD208 – ELECTIVE – BANKING	
After successful completion of this course, the students should be able to	
MOPD208.1	understand basics concepts of Banks
MOPD208.2	apply knowledge to interact with Commercial Bank.
MOPD208.3	utilize the functions of RBI and their Credit control measures.
MOPD208.4	understand and follow the recent trends in banking systems
MOPD208.5	use the opportunities of the banking services, analysis the risk of the recent trends in banking methods and take the remedial measures of the banking transactions

MOPD208 ELECTIVE - BANKING

DETAILED SYLLABUS

UNIT – I : INTRODUCTION TO BANKING: 14 Hrs

Definition of Banking – Development of Banking	2 hrs
Types of Banking- Unit Banking – Branch Banking	2 hrs
Investment Banking – Mixed Banking – Deposit Banking	2 hrs
Retail Banking- Social Banking - Virtual Banking	2 hrs
Co-operative Banks – Regional Rural Banks	2 hrs
Land Development Bank	2 hrs
National Bank for Agriculture and Rural Development (NABARD)	2 hrs

UNIT – II : FUNCTIONS OF COMMERCIAL BANKS: 14 Hrs

Agency Functions	2 hrs
General utility services	2 hrs
Investment Policy	2 hrs
Social Responsibility of Banks	2 hrs
Investment policy of commercial Banks.	2 hrs
Application for obtaining Educational Term Loan from a Commercial Bank	2 hrs
Filling of various banking forms like Pay in slip, Withdrawal slip, Demand draft slip, Presentation of Cheques and share application forms	2 hrs

UNIT – III : RESERVE BANK OF INDIA : 14 Hrs

Establishment – Organization	3 hrs
Functions – Clearing Houses	3 hrs
Credit Control measures - Quantitative and Qualitative Control.	4 hrs

UNIT – IV : RECENT TRENDS IN BANKING I: 14 Hrs

Meaning and Features:	2 hrs
Electronic Banking – Core Banking	3 hrs
Internet Banking	2 hrs
Mobile banking – Telephone banking	2 hrs
Automatic Teller Machine (ATM) –Functions of ATM–Benefits of ATM	3 hrs
Credit cards – Debit cards.	2 hrs

UNIT – V : RECENT TRENDS IN BANKING II:**13 Hrs**

Electronic Fund Transfer – Features	
Real Time Gross Settlement (RTGS)–	1 hr
Nation Electronic Fund Transfer(NEFT)	2 hrs
Digital Payments – Benefits-Digital Payment Systems	2 hrs
Types of Digital Payment Systems	1 hr
Measures for promoting digital payments and	2 hrs
Creation of cash less economy	1 hr
Constraints in E-banking- Security issues	2 hrs
UPI (Unified Payment Interface)	1 hr
Cyber Security – Instant Payments.	1 hr

RECOMMENDED TEXT & REFERENCE BOOKS

Sl.No	Title	Author	Publisher with Edition
1	Principles of Banking	S. Sankaran	Margham Publications Edition 2007
2	Banking theory	M.L.Seth	TATA MC Graw Hill Edition 2006
3	Modern Banking Theory	K.K. Dewett	S. Chand & Co. Pvt.Ltd. Reprint – 2008
4	Banking theory law and practice	K.K. Dewett J.D.Varma	S.Chand & Co. Pvt.Ltd. Reprint – 2007

LEARNING WEBSITES

1. <https://www.banking concept>
2. <https://www.commercial bank functions>
3. <https://www.rbi functions>
4. <https://www.credit control measures of rbi>
5. <https://www.functions of modern banking>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO-POs & PSOs Mapping Matrix

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD208.1	3	-	3	-	3	-	3	3	-	3
MOPD208.2	3	-	3	-	3	-	3	3	-	3
MOPD208.3	3	-	3	-	3	-	3	3	-	3
MOPD208.4	3	-	3	-	3	-	3	3	-	3
MOPD208.5	3	-	3	-	3	-	3	3	-	3
Total	15	-	15	-	15	-	15	15	-	15
Correlation Level	3	-	3	-	3	-	3	3	-	3

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

MOPD208 ELECTIVE - BANKING

MODEL QUESTION PAPER

Time: 3 hrs.

Max. Marks: 100

PART – A (10 x 2 = 20)			
Answer the following Questions:		Unit	Bloom's Level
1.	Define Banking.	I	U
2.	Give short note on Virtual Banking	I	R
3.	What is investment policy of commercial bank?	II	U
4.	Write any one general utility services of Commercial bank.	II	U
5.	What is Organization?	III	U
6.	What is clearing house?	III	Ap
7.	What is mobile banking?	IV	R
8.	What is core banking?	IV	U
9.	What is the difference between RTGS and NEFT?	V	U
10.	What is UPI?	V	U
PART B (5 X 4 = 20)			
Answer any FIVE Questions			
11.	What is Unit Banking?	I	R
12.	Write the functions of NABARD	I	U
13.	Explain any two agency function of commercial banks	II	R
14.	Write the social responsibility of banks	II	U
15.	Explain the organization structure of RBI	III	U
16.	What are the advantages of credit card	IV	R
17.	What is internet banking?	V	U
18.	What do you mean by digital banking?	V	U
PART – C (5 x 12 = 60)			
Answer any FIVE Questions			
19.	Explain the various types of banking systems	I	U
20.	Discuss about the Land Development Bank.	I	R
21.	Describe the functions of commercial banks	II	U
22.	Briefly discuss the investment policy of commercial banks	II	R
23.	Explain the quantitative measures of credit control used by RBI	III	R
24.	Describe the importance of Mobile banking and Telephone banking	IV	U
25.	What is ATM? Explain the functions of ATM.	IV	Ap
26.	Explain the constraints of e-banking. What are the securities available in e-banking?	V	Ap

Note: The question paper setters are requested to follow the Revised Bloom's Taxonomy levels as presented below:

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
		R – Remember, U-Understand, Ap-Apply
% to be included	90%	10%

MOPD209 ELECTIVE - ELEMENTS OF SHORTHAND – ENGLISH THEORY-I

Programme Name : Diploma in Modern Office Practice
Course Code : MOPD209
Semester : II Semester
Course Title : ELEMENTS OF SHORTHAND – ENGLISH THEORY-I

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 16 Weeks

Course	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
ELEMENTS OF SHORTHAND – ENGLISH THEORY -I	5 Hrs.	80 Hrs.	Internal Assessment	Autonomous Examination	Total	2 Hrs
			25	100*	100	

* Examinations will be conducted for 100 marks and will be reduced to 75 marks.

TOPICS AND ALLOCATION OF HOURS:

Unit	Topic	Hours
1	Consonants and Vowels	18
2	Intervening Vowels, Alternatives Signs R and H, Diphthongs	18
3	Phraseography, Circle S, Stroke S	17
4	Large Circle SW and SS, & Loops ST and STR	17
	Test & Revision	10
	Total	80

TEXT BOOKS

Sl.No	Title	Author	Publisher with Edition
1	SHORTHAND INSTRUCTOR AND KEY	PITMAN	NEW ERA EDITION

LEARNING WEBSITES

<https://horthand.com>

<https://www.statcounter.com>

<http://www.xml-sitemaps.com>

CONTINUOUS INTERNAL ASSESSMENT

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

i)	Attendance	05 marks
ii)	Test	10 marks
iii)	Assignment	05 marks
iv)	Seminar	05 marks
	Total marks	25 marks

CO - POs & PSOs MAPPING MATRIX

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
MOPD209.1	3	3	3	3	-	-	-	1	-	-
MOPD209.2	3	3	3	3	-	-	-	1	-	-
Total	6	6	6	6	-	-	-	2	-	-
Correlation Level	3	3	3	3	-	-	-	1	-	-

Correlation level 1 – Slight (Low)

Correlation level 2 – Moderate (Medium)

Correlation level 3 – Substantial (High)

EXAMINATION:

- Shorthand outline for simple words including grammalogue and phrases: 20 Marks
- Basic question on CHAPTER II (Vowels), V (Diphthongs), VI (Phraseography & Tick T) VII (Circle S), VIII (Stroke S), IX (Circle SW & SS), X (Loops ST and STR) 15 Marks
- Transcribing lithographs into long hand - From Book Exercises No: 11 to 38 and Revisionary Exercise A. 35 Marks
- A summary of précis writing of about 120 words with a suitable heading and sub-headings using the indirect form of speech and the past tense. 30 Marks

QUESTION PAPER SETTING

The teaching learning process and assessment are being carried out in accordance with the revised Bloom's Taxonomy. The question paper should consist of 90% questions based on Lower Order Thinking (LOTs) and the remaining 10% based on Higher Order Thinking (HOTs) as detailed below.

Bloom's Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%

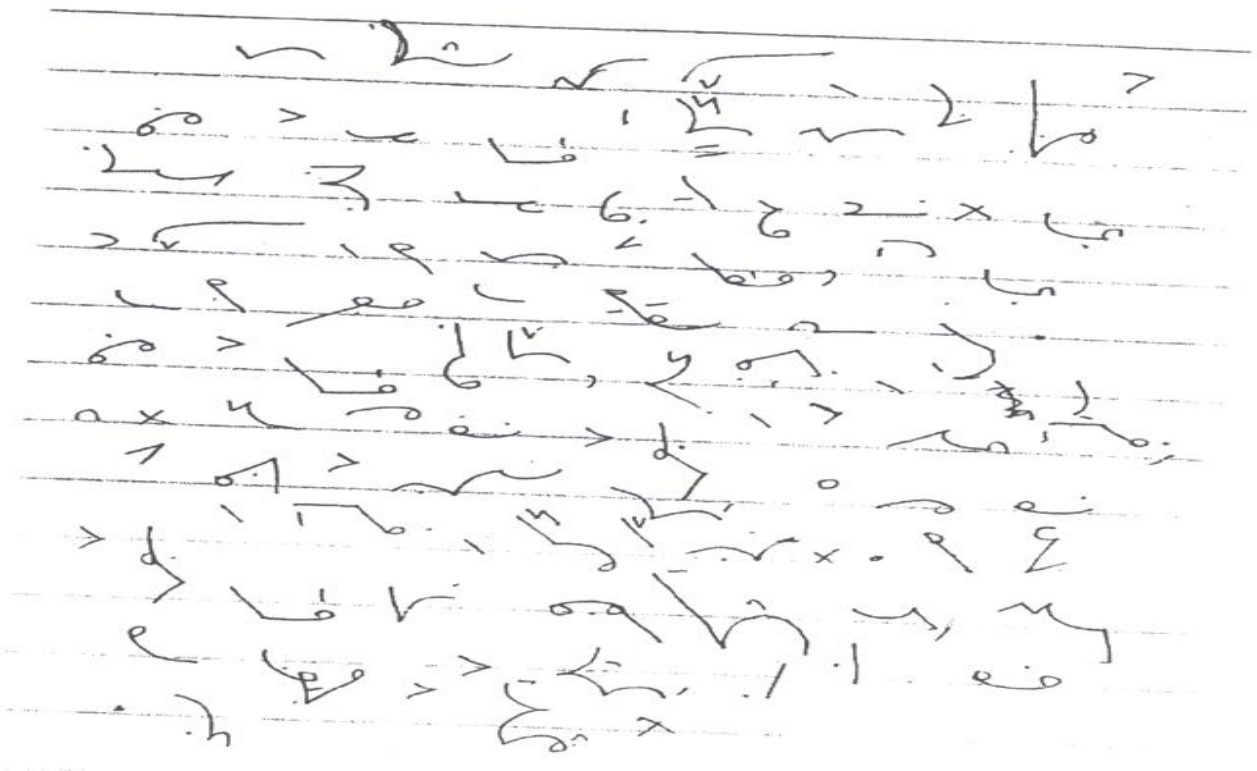
MOPD209 ELECTIVE - ELEMENTS OF SHORTHAND – ENGLISH THEOR - I

Time: 2Hours.

Max. Marks: 100

1. To transcribe the given litho into Long hand

35 Marks



2. a) Define vowel and explain with examples

5 Marks.

b) Define Diphthong and explain with examples

5 Marks.

c) How Strokes S is formed. Give any 3 rules and examples.

5 Marks.

3. Write in Shorthand

20 Marks

- | | |
|----------------|----------------|
| 1. Influenced | 2. as well as |
| 3. Science | 4. Refusal |
| 5. What do you | 6. If you were |
| 7. but the | 8. womanish |
| 9. ingenuous | 10. Speak |

1. Read the following passage and precise it into a summary of about 120 words with a suitable heading and sub-headings using the indirect form of speech and the past tense. The number of words should be counted and noted at the end of the summary.

30 Marks

Speaking on the Budget in the Loksabha, as honourable Member said:

“Mr. Speaker, Sir, I thank you for the opportunity given to me to say a few words on the Budget.

First of all, I would like to extend my hearty congratulations to the Finance Minister on presenting a good Budget in this House under the present circumstances of the country. For this, he has won the admiration of the whole country. Just now a Member of the Opposition raised many points during his speech on the Budget. I am glad that he expressed his appreciation over a number of points covered in the Budget. I am sure that it is a testimony that there is not much for the Opposition to say against this Budget.

I want to refer to another thing. It has been said again and again in the newspapers that this is an election year Budget. But I do not think that this is an election year Budget. But I do not think that this is an election Budget in any way. I would like to point out that if it had been an election Budget, no attention would have been paid to any important scheme and it would have been framed as a vote mobiliser only. But there is no such point in this Budget which makes it an election Budget. So, it is not fair to say that this is an election Budget.

So far as the question of policy is concerned, I would like to mention that the Budget presented by the Finance Minister has tried to improve the condition of the poor and workers. It has imbibed the visions of the Father of the Nation, Mahatma Gandhi, our First Prime Minister Pandit Jawarharlal Nehru and others. I do not know whether there is any point on which we have not been logical. It is evident from the very fact that the ruling party has always tried to fulfill its promises. It stood for independence during the freedom struggle. Later on, it fulfilled the promises made in regard to the improvement of the condition of the farmers, labourers and workers. I would like to emphasize that we are skill marching ahead in that path.

Note: The question paper setters are requested to follow the Revised Bloom’s Taxonomy levels as presented below:

Bloom’s Taxonomy Level	Lower order Thinking Skills (LOTs)	Higher Order Thinking Skills (HOTs)
	R – Remember, U-Understand, Ap-Apply	An-Analyse, E-Evaluate, C-Create
% to be included	90%	10%
