4.1   ENGLISH AND COMMUNICATION SKILLS - II

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RATIONALE

That diploma holders in Office Management and Computer Application need to acquire proficiency in oral and written communication skills, hence, the incorporation of this subject in the curriculum.

DETAILED CONTENTS

1.   Reading Skills   (08 hrs)

Reading of unseen passages and stories
a)   A Speech by J.L. Nehru
b)   A Piece of Writing by S. Radhakrishnan
c)   A Story by Khushwant Singh
d)   Any oem recommended by the teacher
e)   A piece of prose recommended by the teacher

2.   Oral Communication Skills   (10 hrs)

a)   Seeking permission for coming in
b)   Seeking permission for leaving
c)   Admonishing a youngster for misbehavior
d)   Describing a monument
e)   Describing a garden

3.   Listening Skills   (4 hrs)

a)   Purpose of listening
b)   Meaning and listening
c)   Barriers to listening
d)   Skills of effecting listening

4.   Writing Skills   (14 hrs)

a)   Write a paragraph of 100 words on the importance of computers in our life
b)   A paragraph of 150 words on India at Olympics
c)   Sending E-mails
d)   Inviting your friend to a birthday party
e)   Describing the yough festival in your college

5.   Grammar and Usage   (12 hrs)

    a)   Making verbs from nouns (200)
    b)   Simple present tense both in active and passive forms
    c)   Simple present tense in a negative form
    d)   Simple present tense in an interogateive form
    e)   Idioms (100)
    f)   Misspelt words (300)

LIST OF PRACTICALS

1.   Debate on given topics
2.   Reciting a poem
3.   Situational conversations
4.   Speaking for one-minute on a given topic
5.   Listening exercises according to IELTS/TOEFL
6.   General knowledge and current affairs
7.   Practical exercises based on oral communication skills mentioned in theory

INSTRUCTIONAL STRATEGY

The teacher may encourage students to express themselves on given topics using strong vocabulary and correct grammar giving an evidence of competence in spoken and written communication skills.

RECOMMENDED BOOKS

1.   English and Communication Skills, Book-III By Kuldip Jaidka, Alwinder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh, Published By Abhishek Publication, 57-59, Sector-17, Chandigarh
2.   Essentials of Business Communication by Pal and Rorualling; Sultan Chand and Sons
3.   The Essence of Effective Communication, Ludlow and Panthon; Prentice Hall of India
4.   New Design English Grammar, Reading and Writing Skills by AL Kohli (Course A and course B), Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
5.   New Design English Reading and Advanced Writing Skills for Class XI and XII by MK Kohli and AL Kohli; Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
6.   A Practical English Grammar by Thomson and Marlinet
7.   Spoken English by V Sasikumar and PV Dhamija; Tata McGraw Hill
8.   English Conversation Practice by Grount Taylor; Tata McGraw Hill

9. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd., Delhi
10. Business Correspondence and Report Writing by RC Sharma and Krishna Mohan; Tata McGraw Hill Publishing Company Ltd. New Delhi
11. Communication Skills by R Datta Roy and KK Dhir; Vishal Publication, Jalandhar

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	16
2	10	20
3	04	08
4	14	30
5	12	26
Total	**48**	**100**

4.2.   COMPUTER BASED ACCOUNTANCY - II

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RATIONALE

There is a lot of demand for computer-based accountancy at all levels of employment. The contents of this subject are designed to make the students aware and competent to use computer software for simple accountancy problems.

DETAILED CONTENTS

Note : The teachers will give relevant theoretical instructions along with practicals

1.   Introduction to E-commerce - Features, importance, Problems and on line business practices.

2.   Preparation of Final Accounts of Sole Traders on Computer

2.1.   Trading Accounts
2.2.   Profit and Loss Accounts
2.3.   Balance Sheet

3.   Issue of shares capital on computer(on line)

3.1.   Issue of Equity Shares Capital
- at par
- at premium
- at Discount
3.2   Under and Over subscription
3.3.   Forfeiture of shares(excluding and over subscription).

4.   Preparation of Project (Case study with Creation of Business) on above topics
5.

INSTRUCTIONAL STRATEGY

The emphasis should be given on maximum practice to do accountancy exercises/problems, using latest software such as Tally, Ex and Easy etc.

Note: The Board will set question paper for external evaluation

4.3   BOOK KEEPING AND ACCOUNTANCY - II

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RATIONALE

The students of this diploma will get thorough knowledge of the accounting practices, which are used by every type of organization. This subject will help the students in understanding not only the accounting concept and procedures but also will help in assisting the finance department of organization.

DETAILED CONTENTS

1.   Preparation of Final Accounts of Sole Trader   (60 hrs)

    1.1   Preparation of Trading Accounts
    1.2   Preparation of Profit and loss Acounts
    1.3   Preparation of Balance Sheet
    1.4   Adjustments-Depreciation, Bad debts, provision for bad debts, prepaid and outstanding expenses, income due but not received, income received in advance.

2.   Depreciation   (20 hrs)

    2.1   Meaning and Importance
    2.2   Methods of Depreciation(Straight Line and Written Down Value)

3   Accounts of Non-profit organizations   (24 hrs)

    3.1   Receipt and Payment Accounts
    3.2   Income and Expenditure Accounts
    3.3   Balance Sheet

4.   Company Accounts   (40 hrs)

    4.1   Accounts for issue of Equity share capital
    4.2   Shares issued at Par, Premium and Discount
    4.3   Over and under subscription
    4.4   Forfeiture of shares capital (excluding over subscription)

ASSIGNMENTS (Tutorial exercises on following should be taken up)

1.   Final Accounts and Adjustments
2.   Depreciation: - Straight Line Method, Written Down Value Method.
3.   Non-Profit Organisation
4.   Company Accounts-Issue of Equity share capital & forfeiture of shares.
5.   Students must practice on latest accounts software such as Tally, Ex and Easy etc.

INSTRUCTIONAL STRATEGY

The lectures on various topics should be followed by solution of practical problem related to concerned aspects of book keeping and accountancy. The teacher should identify proper tutorial assignment and student may be given small quiz at the end of each topic. Visits to companies and organization should be arranged for imparting practical knowledge of various accounts maintained by such concerns.

RECOMMENDED BOOKS

1.   Elements of Book-keeping by Juneja, C.M. and Saksena, R.K.; Kalyani Publications.
2   Accountancy – Theory and Practice by Juneja, C.M. and Saksena, R.K; Kalyani Publications.
3.   Introduction to Accountancy by Grewal, T.S; Sultan Chand & Sons, New Delhi.
4.   Advanced Accounts (Complete) by Shukla, M.C.; Sultan Chand & Sons, New Delhi.
5.   Accountancy by Jain, S.P. and Narang, K.L.; Kalyani Publications
6.   Principles of Management Accounting by Man Mohan and Dr. Goyal; Sahitya Bhawan Publications.
7.   Principles and Practice of Book-keeping by Patil, V.A. and Kortahalli, J.S: Sultan Chand and Sons, New Delhi.
8.   Book-keeping and Accountancy by Gupta and Sharma; Dhanpat Rai and Sons.
9.   Fundamentals of Accountancy for 10+1 by H.S. Punia and V.P. Sharma, Unistar Books Private Ltd., Chandigarh.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	60	35
2	20	15
3	24	20
4	40	30
Total	**144**	**100**

4.4   STENOGRAPHY (ENGLISH) - 1V

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2 - 6

RATIONALE

Five minutes and ten minutes speed tests (attainment is develop ability to take notes in neat accurate style at the rate of 70 W.P.M. and transcription of the same at the rate of 12 words per minute.

DETAILED CONTENTS

1.	Prefixes	(2 hrs)
2.	Negative Words	(2 hrs)
3.	Suffixes and Termination	(2 hrs)
4.	Contractions	(2 hrs)
5.	Figures etc. Proper Names	(2 hrs)
6.	Essential Vowels	(2 hrs)
7.	Special Contractions from Section 1to5	(8 hrs)
8.	Advanced phraseography of all sections from section 1 to section 7	(8 hrs)
9.	Intersections	(4 hrs)

ASSIGNMENTS

1) A seen Passage for dictation from 'Pitman' Shorthand book upto Ex. No 187 @ 70 word per minute, to be transcribed @ 12 word per minute (as mentioned above)

2) Dictation from Shorthand Exercises from Magazines, Newspapers etc. only for practice.

3) Practicing transcription on Manual typewriter as well as on computer.

INSTRUCTIONAL STRATEGY

The teacher should make sure that while forming the upward and downward forms of strokes, the position of the hand of the student moves in the right direction. While giving dictation in the class, the teacher should keep moving and should ensure the right movement of outlines. Each exercise should be read by each student fluently before

taking dictation of the same exercise. Student must take dictation first in shorthand and later transcribe the same in long hand on typewriter/computer. Each exercise should be read by each students fluently before giving dictation of the same exercise.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	02	10
2	02	10
3	02	10
4	02	10
5	02	06
6	02	06
7	08	20
8	08	20
9	04	08
Total	**32**	**100**

4.5   WEB DESIGN

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RATIONALE

This module focuses upon the development of web page design and publishing of websites. Various scripting languages and markup languages should be known to develop web pages

DETAILED CONTENTS

Note: Relevant theory instructions should be imparted along with the practicals in each topic.

1.   User and Internet Relay chat

Usenet-its components, News Groups, Searching and Subscribing New Groups, News Servers

2.   Web Publishing

Overview, web hosting, Documents Interchange Standards, Components of Web Publishing, Document Management, Web Page Design Consideration and Principles, Search Engines, How to register a Web Site on search Engines, Publishing Tools.

3.   HTML and Scripting Language

Document Layout, Header Elements, Section Headings, Block-oriented elements, lists, Inline elements, Visual mark-up, Hypertext links, Uniform Resource Locators (URLs), Images, Forms, Tables, Special Characters, UB Script and Java Script.

4.   Introduction to Web Editors

Front Page, Macromedia and Dreamweaver

5.   Multimedia and Animation

Use of Photoshop, Scanner, Macromedia Flash, Animation software

6.   HTML and FrontPage, Overview of Web Hosting and Web Servers

LIST OF PRACTICALS

1. Creating Web Pages using HTML
2. Creating Web Page using Front Page or Macromedia Dreamweaver or NVu
3. Using VB Script for interactive Web Page design
4. Using Java Script for interactive Web Page Design
5. Use of Photoshop/Image editor for image editing
6. Use of Animation software like Macromedia Flash or any Animation software

INSTRUCTIONAL STRATEGY

This is a practice-oriented subject. Teachers should provide theoretical instructions along with the practical. Students should be given sufficient time and opportunity to master knowledge and skills in operating computers and teacher should closely watch and guide the students throughout the practical sessions, till students achieve appropriate level of competency.

The concept of data processing, storage of data and its retrieval should be made clear to the student, before the practical work actually starts. Teacher should give repetitive exercises to the students to enable them to excel in the field of data processing techniques and desk top publishing.

RECOMMENDED BOOKS

MAIN READING

1. B. Underdahle and K. Underdahle," Internet and Web Page/ Website design", Second Edition,2001, IDG Books India (P) Ltd.
2. D. Comer," The Internet Books," Second Edition, 2001, Prentice Hall of India.

SUPPLEMENTARY READING

1. M.L. Young," The Complete reference of Internet," 2002, Tata Mc Graw Hill.
2. J. Siklar," Principles of Web Design," Second Edition, 2001, Vikas Publishing House Pvt. Ltd.,
3. W.G. Lehnert, " Internet 101, First Edition, 2001, Person Education.

4.6 ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT

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4 - -

RATIONALE

In view of the dwindling job opportunities in government departments and organized sector, the students of modern office practices are required to be given inputs on entrepreneurship development and self-employment. The purpose is to impart necessary knowledge and skills to students so as to enable the students to set-up and manage their own entrepreneurial ventures.

DETAILED CONTENTS

1.   Introduction to Entrepreneurship   (10 hrs)

    1.1   Meaning and definition of entrepreneur and entrepreneurship.
    1.2   Need and importance of entrepreneurship
    1.3   Characteristics of successful entrepreneur and Entrepreneurial competencies.

2.   Government Policies and Entrepreneur   (12 hrs)

    2.1   Government policies supporting entrepreneurship
    2.2   Entrepreneurship Development institutions – National, State and District levels.

3.   Entrepreneurial Environment and Opportunity   (12 hrs)

    3.1   Environmental forces affecting business
    3.2   Identification of entrepreneurial opportunities in different sectors
    3.3   Selection Criteria for project and products

4.   Project Feasibility Analysis   (12 hrs)

    4.1   Market survey and estimating product/services demand.
    4.2   Estimating financial viability of project.
    4.3   Understanding Socio-economic viability of project.

5.   Management of a Small Enterprise   (10 hrs)

    5.1   Financial management
    5.2   Personnel management

5.3   Production and operations management
(Elementary inputs of above mentioned functional areas of management of a small enterprise)

5.4   Marketing management and sales promotion

5.5   Meaning and importance of TQM

6.   Project/Report Writing   (8 hrs)

6.1   Preparation of preliminary project report.

6.2   Essential and importance of technical report

6.3   Analysis of project report.

ASSIGNMENTS

1.   To collect schemes of financing for organisations of national, regional, state and district level from financial institutions and banks

2.   To prepare a preliminary project report.

3.   To analyse a detailed project report for a chosen/short-listed project.

4.   Case study of successful entrepreneurs of the region.

INSTRUCTIONAL STRATEGY

Experts from different financial organizations may be invited to deliver lectures on different procedures, norms and other support available for setting up an enterprise. The students may be encouraged to meet and prepare case studies of some successful entrepreneur near their locality. Tutorial exercises may be developed by the teachers for preparing project feasibility reports etc.

RECOMMENDED BOOKS

1.   Entrepreneurship Theory and Practice by B.S. Rathore and J.S. Saini; Wheeler Publishing, New Delhi.

2.   A Handbook of Entrepreneurship by BS Rathore and JS Saini, Aapga Publication Pvt.Ltd., SCF 267, Sector 16, Panchkula.

3.   Entrepreneurial Development in India by C.B. Gupta and R. Srinivasan, Sultan Chand and Sons, New Delhi.

4.   Entrepreneurship Development by Khemka, Sultan Chand and Sons, New Delhi.

5. A Handbook of Entrepreneurship by T.V. Rao and Udai Pareek, Learning System, New Delhi.

6. The Impact Machining Entrepreneurs EDII, Ahmedabad.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	10	14
2	12	18
3	12	18
4	12	20
5	10	15
6	08	15
Total	**64**	**100**

PERSONALITY DEVELOPMENT CAMP

This is to be organized at a stretch for two to three days during fifth or sixth semester. Extension Lectures by experts or teachers from the polytechnic will be delivered on the following broad topics. There will be no examination for this subject.

1.   Communication Skills

2.   Correspondence and job finding/applying/thanks and follow-up

3.   Resume Writing

4.   Interview Techniques: In-Person Interviews; Telephonic Interview, Panel interviews; Group interviews and Video Conferencing etc.

5.   Presentation Techniques

6.   Group Discussion Techniques

7.   Aspects of Personality Development

8.   Motivation

9.   Leadership

10.   Stress Management

11.   Time Management

12.   Interpersonal Relationship

13.   Health and Hygiene

INDUSTRIAL TRAINING OF STUDENTS
(during summer vacation after IV Semester)

It is needless to emphasize further the importance of Industrial Training of students during their 3 years of studies at Polytechnics. It is industrial training, which provides an opportunity to students to experience the environment and culture of industrial production units and commercial activities undertaken in field organizations. It prepares student for their future role as diploma engineers in the world of work and enables them to integrate theory with practice. Polytechnics have been arranging industrial training of students of various durations to meet the above objectives.

This document includes guided and supervised industrial training of a minimum of 4 weeks duration to be organised during the semester break starting after second year i.e. after IV Semester examinations. The concerned HODs along with other teachers will guide and help students in arranging appropriate training places relevant to their specific branch. It is suggested that a training schedule may be drawn for each student before starting of the training in consultation with the training providers. Students should also be briefed in advance about the organizational setup, product range, manufacturing process, important machines and materials used in the training organization.

Equally important with the guidance is supervision of students training in the industry/organization by the teachers. A minimum of one visit per week by the teacher is recommended. Students should be encouraged to write daily report in their diary to enable them to write final report and its presentation later on.

An internal assessment of 50 and external assessment of 50 marks have been provided in the study and evaluation scheme of V Semester. Evaluation of professional industrial training report through viva-voce/presentation aims at assessing students understanding of materials, industrial process, practices in industry/field organization and their ability to engage in activities related to problem solving in industrial setup as well as understanding of application of knowledge and skills learnt in real life situations. The formative and summative evaluation may comprise of weightage to performance in testing, general behaviour, quality of report and presentation during viva-voce examination. It is recommended that such evaluations may be carried out by a team comprising of concerned HOD, teachers and representative from industry.

Teachers and students are requested to see the footnote below the study and evaluation scheme of IV Semester for further details.