

**CURRICULUM FOR**  
**DIPLOMA IN MODERN**  
**OFFICE PRACTICE**  
**SEM I, II, III, IV,**  
**V & VI**

## Directorate of Technical Education, Goa State

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### SEMESTER I

### SEMESTER II

#### Legends:

**TH- End Semester Theory**

**TM- Progressive Theory Assessment**

Course code	Name of course	TEACHING SCHEME				EXAMINATION SCHEME				TOTAL MARKS
		L	T	P	C	Theory marks		practical		
						TH	TM	PR/OR	TW	
GN 101	Comm. Skills	-	-	2	2	-	-	50	50	100
MP 101	Eco. for Business	4	-	-	4	75	25	-	25	125
MP 102	Mgt. practice & Processes	4	-	-	4	75	25	-	25	125
MP 103	Manual typewriting	-	-	5	5	-	-	50	50	100
GN 105	Computer fund. & app.	-	-	4	4	-	-	50	50	100
MP 104	Administrative Mgt.-I	4	-	-	4	75	25	-	25	125
<b>TOTAL</b>		<b>12</b>	<b>0</b>	<b>11</b>	<b>43</b>	<b>225</b>	<b>75</b>	<b>150</b>	<b>225</b>	<b>675</b>

**PR/OR- End Semester Practical**

**TW- Progressive Practical Assessment**

Course code	Name of course	TEACHING SCHEME				EXAMINATION SCHEME				TOTAL MARKS
		L	T	P	C	Theory marks		practical		
						TH	TM	PR/OR	TW	
MP201	Managerial & Adm. Comm.	5	-	-	5	75	25	-	25	125
MP 202	Basic Acc & Finance-I	5	1	-	6	75	25	-	25	125
MP 203	Comp. Aided Off. Mgt-I	-	-	4	4	-	-	50	50	100
MP 204	Administrative Mgt-II	5	-	-	5	75	25	-	25	125
MP 205	Computer Typewriting	-	-	5	5	-	-	50	50	100
MP 206	Basic Steno-I	4	1	-	5	75	25	-	25	125
GN 203	Environmental Studies	3	-	-	3	75	25	-	-	100
<b>TOTAL</b>		<b>22</b>	<b>02</b>	<b>09</b>	<b>33</b>	<b>375</b>	<b>125</b>	<b>100</b>	<b>200</b>	<b>800</b>

# SEMESTER I

## GN 101 COMMUNICATION SKILLS

### 1. RATIONALE

This course deals with Student's proficiency in English by developing their skills in reading, writing and speaking. They will be able to appreciate the usage of grammar. Acquiring proficiency in English is absolutely essential for effective communication while serving on the job. It also deals with applications of the concepts and principles learnt. Using visuals in written communication and body language in oral communication highly enhances the effectiveness of the communication process. These and some other important aspects are discussed in this course. The practice-feedback-practice cycle is of utmost important for developing the communication competencies/skills.

### 2. TEACHING AND EXAMINATION SCHEME

Course Code & Course Title	Periods/ Week (In Hours)			Total Credits	Examination Scheme				Total Marks
					Theory Marks		Practical Marks		
	L	T	P	C	TH	TM	TW	PR/OR	
GN-101 Communication Skills		-	2	2	-	-	50	50	<b>100</b>

*Minimum passing % : Practical 40%*

**Legends:**

*L-Lecture; T - Tutorial; P - Practical; C- Credit; TH- End Semester Theory; TM – Test Marks:*

*PR/OR - End Semester Practical / Oral Examinations; TW- Term Work*

### 3. DETAILED COURSE CONTENTS

#### **Unit 1 - Fundamental of Communication skills**

Definition, components (message, sender, receiver, transmission medium and protocol), types (verbal & no-verbal, technological & non-technological, etc), importance of communication skills, effective communication skills (phatic stage, personal stage and intimate stage), barriers in effective communications (verbal, non-verbal), barriers while speaking, other barriers (individual's viewpoints, emotional block, etc.) methods of and hint to increase communication skills, body language.

**Unit 2 – Presentation Skills**

Methods and styles of presentations (seminars, speeches, etc), the plan, objectives, audience, structure (sequential, hierarchical, question oriented pyramid, meaty sandwich), tips for good beginning and end, aids to presentation (visual, verbal), delivery style (eyes, voice, expression, appearances, stance, etc), techniques for a good speech (repeat, draw (signs, pictures), jokes, etc).

**Unit 3 - Technical Reports, Letter Writing, CVs**

Functions of Reports (information, initiate action, recommend new procedures, recording, coordinating project), techniques (basic format, steps, appendices), types of reports (emphasis on progress reports, industrial visit reports, inspection reports, accident reports, survey report, report on seminars, workshop, technical gathering, etc).

Types of letters, format function, qualities of a good letter, examples of job applications, leave applications, complaints, purchase orders, enquiries replies etc.

Brief mention of importance of etiquette in email communication, importance of careful proofing the documents sent.

Curriculum Vitae – definition, sample, tips for a good CV, covering letter

**Unit 4 - Soft Skills**

Importance of values, attitude and etiquettes in communication, ethics and manners, courtesy, honesty and reliability; personal integrity, flexibility – adaptability, team skills – cooperation; ability to follow regulations; willingness to be accountable; Ability to relate to co workers in a close environment, non verbal communication, leadership skills – self directed, ability to direct and guide others, self-supervising; ability to relate to co workers in a close environment; positive attitude; positive work ethic, written communication Skills- basic spelling and grammar; reading and comprehension, personal hygiene and energy, interpersonal skills – communication skills with public, fellow employees, supervisors, and customers, motivation – willingness to learn; caring about seeing the company succeed; understanding what the world is all about; commitment to continues training and learning; critical thinking skills, grooming – good personal appearance.

**Unit 5 - Language Workshop**

The Reading, Listening, Writing, Speaking Skills will be tested

**1. Reading Skills:**

Articles from the newspapers, magazines, journals etc. will be given to the students to read aloud thus checking their pronunciation, clarity and their style of reading.

**2. Listening Skills:**

Passages, Topics, Stories, Speeches of eminent people will be read or played. The students have to listen and their listening skills will be tested.

**3. Writing Skills:**

- a) Students to write on any given topic
- b) Students to compose their own stories

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- c) Students will be given a particular situation i.e. accident, college gathering etc. and asked to write a report

#### 4. Speaking Skills:

- a) Students to speak on any given topic  
b) Narrate a story written by them.

Group discussions in the classroom. This could include debates, discussion on current issues, role-playing.

#### 4. List of Experiments :

- Oral presentation about technical products for five minutes.
- Seminar Presentation/Report writing and presentation on identified topics from science and technical subjects for short duration.
- Group discussion on science and technical topics.
- Organise mock interviews.
- Organise debates.
- Extempore speech for three minutes on a topic.
- Observe a process and reproduce orally in own words for three to five minutes.
- Arrange video recording of presentations for self-feedback.

#### 5. SUGGESTED LEARNING RESOURCES

S.No.	Author	Title of Books	Year of Publication
1	Wren and Martin	Practical English Grammar	1992
2	John Sinclair (ed.),	Collins Cobuild English Grammar	William Collins & Sons Cp., London 1990
3	Krishna & Mohan,	Effective English Communication	Tata McGraw Hill, New Delhi 2000
4	Randolf, Quirk & Sidney Greenbaum	University Grammar of English	1993
5	Tiwari, N.P. et al ,	Communication Skills for Technical Students – Book	Somaiya Publications, 1995
6	Tiwari, N.P. et al,	A Communicative Grammar of English	Somaiya Publications, 1989

### **(MP 101) Economics for Business**

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### 1. RATIONALE:

Economics is an intricate social science and should be studied carefully. It relies on economic theories to explain real world occurrences – like why people buy less when prices rise or why increased public expenditure may reduce unemployment. Student who studies economics must have a good command over economic terminology. This paper “Economics for Business” will enable the students to acquire knowledge on basic concepts related to Business economics. It will acquaint the learners with the tools & techniques of economics and other allied disciplines which are aids to decision making.

### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	
MP 101 Economics for Business	4	-	-	4	TH	TM	TW	PR/OR	125
					75	25	25	-	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding that business economics is a science of business decision making.

### 4. DETAILED COURSE CONTENT:

<b>UNIT I</b> <b>INTRODUCTION</b>	<b>7 HOURS</b>	<b>(10 MARKS)</b>
-meaning & definition of economics - scope & nature of economics, -nature of economic laws.		
<b>UNIT II</b> <b>MARGINAL UTILITY</b>	<b>13 HOURS</b>	<b>(15 MARKS)</b>
- Definition of Law of Diminishing Marginal Utility - Importance of Law of Diminishing Marginal Utility - Criticism of Law of Diminishing Marginal Utility. - Law of Equi – Marginal Utility.		

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UNIT III	LAW OF DEMAND AND SUPPLY:	15 HOURS	(15 MARKS)
	<ul style="list-style-type: none"> <li>- Demand: The Law of Demand</li> <li>- Demand Schedule</li> <li>- Demand curve</li> <li>-why demand curves slope downward</li> <li>- Changes in demand &amp; its causes</li> <li>- Definition of Law of Supply</li> <li>- Causes for changes in Supply</li> </ul>		
UNIT IV	MARKET STRUCTURE & PRICING	7 HOURS	(10 MARKS)
	MARKET :- types of markets, PRICING: price determination under perfect competition & monopoly, price discrimination, pricing of products & services, Policies & regulatory mechanism in pricing areas.		
UNIT V	THEORY OF FIRM & PROFITABILITY ANALYSIS	7 HOURS	(10MARKS)
	theories of firm, Profit analysis: cost volume profit analysis & break- even point.		
UNIT VI	FISCAL POLICY & BUDGET	15 HOURS	(15 MARKS)
	<ul style="list-style-type: none"> <li>-meaning &amp; objective of fiscal policy -fiscal instruments</li> <li>-meaning of budget &amp; its types -anatomy of budgets</li> <li>-effects of budget on economic &amp; business variables.</li> </ul>		

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester
1.	Introduction	07
2.	Marginal utility	13
3.	Law of demand and supply:	15
4.	Market structure & pricing	07
5.	Theory of firm & profitability analysis	07
6.	Fiscal policy & budget	15
Total		64

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### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Mishra & Puri	Micro economics	Himalaya publications
2.	M. L. Seth	Principles of economics	Tata mc.graw hill
3.	S. Sankaran	Principles of economics	Marghan publications Chennai
4.	A.N. Agarwal	Indian economy	Vikas publications



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### (MP 102) MANAGEMENT PRACTICE & PROCESSES

1. RATIONALE:

Modern office management is a functional aspect of general management, hence it is expected that students become aware of the nature & functions of management. They are expected to learn the skills and techniques of motivation & leadership. They are also expected to learn from the practical experiences of highly acclaimed leaders and managers in business field.

2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		THEORY MARKS		PRACTICAL MARKS	TOTAL MARKS	
MP 102 Management Practices & Processes				C	TH	TM	TW	PR/OR	125
	4	-	-	4	75	25	25	-	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the basic concepts & functions of management.

4. DETAILED COURSE CONTENT:

UNIT I NATURE OF MANAGEMENT: -definition & scope -management v/s administration -management an art or a science or profession -levels of management -principles of management -management as a process (functions)	10 HRS	15 MRKS
UNIT II PLANNING & ORGANISING: PLANNING: -meaning & definition -features of planning	15 HRS	20 MRKS

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-steps in the planning process -advantages & disadvantages <b>ORGANISING:</b> -concept -steps in organising process - formal & informal organisation -departmentation: meaning & importance -centralisation & decentralisation: advantages & disadvantages		
<b>UNIT III</b> <b>DIRECTING &amp; MOTIVATION</b> -meaning, nature & principles -motivation: meaning & importance -theories of motivation (Maslows theory, Mc Gregors theory & Herzbergs theory) -morale: nature -relationship between morale & productivity	15 HRS	15 MKS
<b>UNIT IV</b> <b>LEADERSHIP</b> -meaning & features -importance -functions -styles -theories (trait, behavioural, situational) -managerial grid	14 HRS	15 MKS
<b>UNIT V</b> <b>CONTROLLING</b> -nature & importance -steps in the control process -relationship between planning & controlling -problems in control process	10 HRS	10 MKS

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER
1.	NATURE OF MANAGEMENT	10
2.	PLANNING & ORGANISING:	15
3.	DIRECTING & MOTIVATION	15
4.	LEADERSHIP	14
5.	CONTROLLING	10
<b>TOTAL</b>		<b>64</b>

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### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Koontz and O'Donnel	Essentials of Management	Tata McGraw-Hill
2.	Pearce and Robinson	Management	McGraw-Hill International
3.	Gupta, C.B.	Management Theory and Practice	Sultan Chand & Sons
4.	Prasad, LM.	Principles and Practice of Management	Sultan Chand & Sons

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### (MP 103) MANUAL TYPEWRITING

#### 1. RATIONALE:

This subject manual Typing is very useful for computer typing and data entry. This subject helps the students to develop the skill to operate the keyboard, Prepare documents, Letters, tables, statements, profit and loss account and Balance Sheet. The objective is to enable the students to acquire a speed of 30 wpm on a manual typewriter.

#### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	TOTAL MARKS
MP 103 Manual Typewriting									
	-	-	5	5	TH	TM	TW	PR/OR	100
					-	-	50	50	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give the students accuracy & speed in typing.

#### 4. DETAILED COURSE CONTENT:

UNIT I WORKING ON TYPEWRITER	5 HRS
Instructions on correct sitting posture, insertion, fixing of margin stops & removal of paper, carbon mani- folding, erasing, etc. manipulation of fingers on the key board, carriage operation, use of space bar, etc.	
UNIT II EXERCISE:	20 HRS
I asdf ;lkj II asdfgf ;lkjhj III awerqfa ;oiupj; IV gftfrf hjyjuj V azxcvf lkmbnj VI abcdefghijklmnopqrstuvwxyz,- zyxwvutsrqponmlkjihgfedcba	

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UNIT III TYPING MATTER: Typing of letters / application. Various styles of typing letters viz.: intended, block & semi intended-centring.	15 HRS	10 MKS
UNIT IV OFFICIAL TYPING WORK: Tabular statements, balance sheets, bills & invoices.	20 HRS	20 MKS
UNIT V ACCURACY & SPEED TESTS	20 HRS	20 MKS

### Guidelines for conducting Practical Examination:

Duration 2 hours

1. Speed test 20Marks (A passage of 300 words to be typed in 10 minutes. Speed requirement 30 wpm.)
2. Accuracy test 10 Marks (A letter to be typed in correct format)
3. A Balance Sheet /Invoice to be typed in the correct format. 20 Marks

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)

Unit no.	Topic	Teaching hours/ semester
1.	Working on typewriter	05
2.	Exercise:	20
3.	Typing matter	15
4.	Official typing work	20
5.	Accuracy & speed tests	20
Total		80

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Pitman	Typewriting vol I & II	Pitman, new delhi
2.	Walmsley	Commercial typewriting	

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### GN-105 - COMPUTER FUNDAMENTALS & APPLICATIONS

#### 1. RATIONALE

The course on Computer Fundamentals & Applications will enable the students to understand the basic concepts related to computer fundamentals, Data Representation & Number Systems, Computer Languages, operating system, Computer Software and Internet Technology and will be able to apply the same in different areas of electronics engineering. Laboratory practice will help in developing the requisite skills.

#### 2. TEACHING AND EXAMINATION SCHEME

Course Code & Course Title	Periods/ Week (In Hours)			Total Credits	Examination Scheme				
					Theory Marks	Practical Marks	Total Marks		
<b>GN-105</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>TH</b>	<b>TM</b>	<b>TW</b>	<b>PR/OR</b>	
Computer Fundamentals & Applications	-	-	4	4	-	-	50	50	<b>100</b>

Minimum passing % : Theory 40%

#### Legends:

**L**-Lecture; **T** - Tutorial; **P** - Practical; **C**- Credit; **TH**- End Semester Theory; **TM** – Test Marks;  
**PR/OR** - End Semester Practical / Oral Examinations; **TW**- Term Work

#### 3. DETAILED COURSE CONTENTS

##### UNIT 1 Computer Fundamentals

- 1.Introduction to Computer
2. History, Evaluation, Classification and Generations of computers
- 3.Organisation of the Computer System
4. Hardware  
Input device, Memory or Storage Devices, Processing Unit, Output device, Scanner  
Printers.
5. Communication technology and evolution of communication mediums

6. Software

System software

Application Software

Shareware

Freeware

Open Source

7. Concept of Computer Viruses

Definition

Types

Preventive Measures

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**UNIT 2    Operating System**

1. Introduction to operating system

Definition    Functions ,    Types,    Examples,    Comparisons of Various Operating Systems

2. Windows Operating System-

GUI(Graphical user Interface), desktop, Start Menu, Task Bar, Status Bar, Scroll Bar, Title Bar, Toolbar, Menu Bar. File Organization: Creating, Saving, Deleting, Renaming, Cutting, Pasting, copying, moving, Searching Files and Folders. Applications: My Computer, Recycle Bin, Windows Explorer, Control Panel.

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**UNIT 3    Application Software**

**1. MS Word**

- Introduction
  - Starting MS Word
  - Creating, saving and opening a document
  - Editing commands-Cut, Copy, Paste, Paste Special
  - Text Formatting, Bullets and Numbering, Borders and shading etc.
  - Tabs, Style, Views
  - Insert Table, Picture, OLE Objects, etc.
  - Checking Spelling and Grammar, Thesaurus
  - Page Layout & Printing
  - Mail Merge.

**2. MS Excel**

- Create, Save and open a worksheet
- Entering data – text, numbers and formulae in a worksheet, Hyperlink
- Navigating within a Worksheet and also between different Worksheets of a Workbook
- Inserting and deleting cells, rows and columns in a worksheet
- Select, copy, paste and delete cell data within the worksheet
- Using various formulae and inbuilt functions like Trigonometric, Statistical, Logical, Data Sorting
- Update worksheets using special tools like spell check and auto correct.
- Setup the page and margins of worksheets for printing
- Enhance worksheets using charts & graphs

### 3. MS Power Point

- Introduction and starting the program
- Starting a presentation
- Adding new slide
- Saving and Opening presentation
- Text formatting options
- Copy, Move and delete slides and text
- Applying designs
- Using Animations
- Slide Transitions, Hyperlink
- Insert clip art
- Viewing the presentation

## UNIT 4 The Internet

### Networks, Advantages of networking, Types of networks.

- History and Functions of the Internet
- Working with Internet
- Web Browsers, World Wide Web, Uniform Resources Locator and Domain, Names, Issues related to web security.
- Uses of Internet
- Search for information, Email, Chatting, Instant messenger services, News Group, Teleconferencing, Video-Conferencing, E-Commerce and M-Commerce.

### Email

- Manage an E-mail Account  
E-mail Address, Configure E-mail Account, log to an E-mail, Receive E-mail, Sending mails, sending files an attachments and Address Book
- Downloading Files



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### 4. SUGGESTED LIST OF EXPERIMENTS

S. No.	Unit No.	List of Experiments
1	1	Identify Input and output devices
2	1	Calculate capacity of different storage device
3	2	Identify OS and different application software s loaded on that OS
4	3	Load Windows operating system. Configure and load relevant device drivers
5	4	Practice on Windows 95/98/2000 ; <ul style="list-style-type: none"> <li>o Starting Windows, Exploring the desktop, Arranging windows, My Computer, The start button, Creating Shortcuts, Practice on moving and sizing of windows</li> <li>o Study of file organization: creating, copying, moving, renaming and deleting</li> <li>o Practice on Windows Accessories- Notepad, Word Pad and Paint</li> <li>o Editing document &amp; formatting text, Previewing and printing document/Image file</li> <li>o Practice on Windows Explorer</li> <li>o Recycle bin</li> <li>o Shutting down windows</li> </ul>
6	4	Practice on MS-Word ; <ul style="list-style-type: none"> <li>o Create and format document</li> <li>o Edit and Modify text- changing font size type and style</li> <li>o AutoText, AutoComplete, AutoCorrect, grammar and spellchecker, Find and replace of text</li> <li>o Open save and print a document</li> <li>o Insert, modify table</li> <li>o Insert graphics</li> <li>o Mail merge</li> </ul>
7	5	Practice on Microsoft Excel <ul style="list-style-type: none"> <li>o Create, save &amp; format worksheet</li> <li>o Open and save worksheet file</li> <li>o Edit &amp; modify data</li> <li>o Use formula and functions</li> <li>o Split windows and freeze pans</li> <li>o Data sort and security features</li> <li>o Create, edit, modify and print worksheet.</li> <li>o Create and edit charts</li> </ul>
8	5	Practice on PowerPoint <ul style="list-style-type: none"> <li>o Create, edit, insert, move, slides</li> <li>o Open and save presentation</li> </ul>

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		<ul style="list-style-type: none"> <li>o Insert picture, audio slide layout, action button</li> <li>o Apply custom animation</li> <li>o Present slide show</li> </ul>
9	6	Practice on: <ul style="list-style-type: none"> <li>o Identification of type of Account.</li> <li>o Connecting to internet</li> <li>o Dial up access</li> <li>o Web browsing</li> <li>o Searching websites</li> <li>o Information searching</li> <li>o Email services</li> <li>o Creating email accounts &amp; Receiving and sending mails</li> </ul>

### 5. SUGGESTED LEARNING RESOURCES

S.No.	Author	Title of Books	Publication & Year
1	Norton Peter	Introduction to Computers (special Indian edition)	Tata McGraw Hills New Delhi, 6 <sup>th</sup> Edition, 2005  ISBN: 0070593744
2	Kahate Atul	Information Technology	Tata McGraw Hills New Delhi,  ISBN-13:9780070593718
3	Williams Stalling	Using Information technology: A Practical Introduction to Computers and Communication	Tata McGraw Hills New Delhi,
4	Curtin	Information Technology: The Breaking Wave (book only)	Tata McGraw Hills New Delhi,  ISBN:0074635581
5	Ravichandran, D	Introduction to Computers and Communication	Tata McGraw Hills New Delhi,  ISBN: 0070435650
7	Douglas E.	The Internet Book	Prentice Hall of India, New Delhi, 3 <sup>rd</sup> Edition,  ISBN: 812032286X
8	Basanbhara S.K.	Computer Today	Nita Mehta Publications, 2003  ISBN: 8186340742

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### (MP 104) ADMINISTRATIVE MANAGEMENT-I

#### 1. RATIONALE:

The purpose of this course is to explain the rudiments of Administrative management to the students.

#### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		THEORY MARKS		PRACTICAL MARKS		TOTAL MARKS
MP 104 Administrative Management- I	4	-	-	4	TH	TM	TW	PR/OR	
					75	25	25	-	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

On successful completion of this course students will acquaint themselves with functioning of modern office, its new services & technology.

#### 4. DETAILED COURSE CONTENT:

UNIT I INTRODUCTION	16 HOURS	15 MARKS
-meaning & definition of office , - nature of office work, - importance & functions of office , - meaning & definition of office management, - Functions, duties & qualities of office manager. -paperless office.		
UNIT II OFFICE ACCOMMODATION & WORKING ENVIRONMENT	16 HOURS	20 MARKS
-Meaning & importance of office accommodation , -factors influencing choice of office accommodation, -urban location v/s suburban location. -office building: meaning & types		

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<b>UNIT III</b> <b>OFFICE LAYOUT:</b>	<b>16 HOURS</b>	<b>20 MARKS</b>
-meaning & importance, -principles of layout -steps in office layout -space requirements, -moving office to another place, -open v/s private office		
<b>UNIT IV</b> <b>OFFICE ENVIRONMENT:</b>	<b>16 HOURS</b>	<b>20 MARKS</b>
-Office lighting : importance & types -ventilation : importance & types -noise control -cleanliness & sanitation -safety & security		

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER
1.	Introduction	16
2.	Office accommodation & working environment	16
3.	Office layout	16
4.	Office environment	16
<b>TOTAL</b>		<b>64</b>

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Chopra & Chopra	Office management	Himalaya publications
2.	Sharma & Gupta	Office organisation & management	Kalyani publications
3.	Krishna Murtys	Office management	Chand publications
4.	Jaeger Dieter	Handbook of modern office management & administrative services	Mc Graw hills

# SEMESTER II

## (MP 201) MANAGERIAL & ADMINISTRATIVE COMMUNICATION

### 1. RATIONALE:

The course on Managerial & Administrative Communication will help in developing the communication skills of the students. In our day to day office life 90% of the day is spent in some form of communication and that is why this course is introduced in this programme to improve and enrich the abilities of the students in communicating effectively at all the levels.

### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	
MP201 Managerial & Administrative Communication	5	-	-	5	TH	TM	TW	PR/OR	125
					75	25	25	-	

Legends:

L- Lectures T- Tutorials P- Practical C- Credit

TH- End Semester Theory; TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to improve & enrich the abilities of students in communicating effectively at all the levels

### 4. DETAILED COURSE CONTENT:

<p><b>UNIT I</b>  <b>INTRODUCTION TO MANAGERIAL COMMUNICATION : 10 HOURS 10MKS</b>                      Meaning &amp; definition of managerial communication                      -why people prefer organisations that communicate well?                      -Three rules for better understanding of managerial communication.                      -meaning of business letters                      -essentials of good business letters</p>
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<b>UNIT II</b>	<b>CIRCULAR LETTERS</b>	10 HOURS	10MKS
	on change of office address on power of attorney given & cancelled on appointment of sole distributor on opening of new branch on adding a new line of business		
<b>UNIT III</b>	<b>TRADE ENQUIRIES</b>	15 HOURS	15 MKS
	trade enquiries for quotation catalogue price list & terms & conditions for an agency replies to enquiries		
<b>UNIT IV</b>	<b>ORDERS</b>	15 HOURS	15 MKS
	placement of orders for supply with necessary instructions including advance payment execution of order & forwarding of documents amendments, etc. in the order after placement acknowledgement of consignment		
<b>UNIT V</b>	<b>COMPLAINT &amp; COLLECTION LETTERS</b>	15 HOURS	10 MKS
	complain letters for faulty consignment & claims payment for outstanding dues reminders for payment letters		
<b>UNIT VI</b>	<b>ADMINISTRATIVE CORRESPONDENCE</b>	15 HOURS	15MKS
	Demi-official letter in government & in business inter-departmental notes office memorandum notifications notice, agenda & minutes of meeting		

### **5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS**

Unit no.	Topic	Teaching hours/ semester
1.	Introduction to managerial communication	10
2.	Circular letters	10
3.	Trade enquiries	15
4.	Orders	15
5.	Complaint & collection letters	15
6.	Administrative Correspondence	15
Total		80

**6. SUGGESTED LEARNING RESOURCES**

Sr. No.	Author	Title of books	Publications
1.	Timm Paul	Managerial Communication II Edition	Prentice hall
2.	Doctor & doctor	Business Correspondence	
3.	Sharma & Mohon	Business correspondence & Report writing	
4.	Nagamiya & Behl	Commercial Correspondence	

**(MP 202) BASIC ACCOUNTING & FINANCE I**

<b>UNIT- I</b>	15 HRS	15 MKS
<b>PRINCIPLES OF ACCOUNTING AND JOURNAL:</b>		
Accounting concepts – Accounting conventions – Definition of Accounting– Objectives – Advantages – Limitations –Single & Double entry system of Bookkeeping– Book-keeping Vs Accounting – Principles of Accounting –Personal Account – Real Account – Nominal Account – Business Transactions – Journal – Preparation of Journal entry.		

**1. RATIONALE:**

The subject Basic Accounting & Finance- I make strong foundation for understanding the basic concepts of accounts. It gives full focus on fundamental steps to be followed through journal, Ledger, Trail Balance, Subsidiary Book, Trading Account, Profit & Loss Account and Balance Sheet. This will help for the preparation of accounts for any type of business.

**2. TEACHING & EXAMINATION SCHEME:**

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		THEORY MARKS		PRACTICAL MARKS		TOTAL MARKS
MP 202 Basic Accounting & Finance-I				C	TH	TM	TW	PR/OR	
	5	1	-	6	75	25	25	-	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

**3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:**

On successful completion of this course students will acquaint themselves to the rudiments of book keeping as well as the accounting areas. This is a basic course to establish the foundation of accounting & finance.



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<b>UNIT II</b>	15 HRS	10 MKS
<b>LEDGER ACCOUNTS AND TRIAL BALANCE:</b> Ledger – Objectives – Journal Vs Ledger – Preparation of Ledger – Balancing of Ledger – Trial Balance – Objectives – Advantages – Limitations – Preparation of Trial Balance – Preparation of Trial Balance from Transactions.		
<b>UNIT III</b>	15 HRS	15 MKS
<b>SUBSIDIARY BOOKS:</b> Subsidiary Books – Benefits – Purchase Book – Purchase Returns Book – Sales Book – Sales Returns Book – Bills Receivable Book – Bills Payable Book – Cash Book – Simple Cash Book – Double Column Cash Book – Three Column Cash Book – Petty Cash Book.		
<b>UNIT IV</b>	15 HRS	15 MKS
<b>DEPRECIATION:</b> -Meaning of depreciation-Causes of depreciation-Methods of depreciation-practical problems only on Fixed Installment method & Reducing Balance Method		
<b>UNIT V</b>	20 HRS	20 MKS
<b>TRADING ACCOUNT, PROFIT AND LOSS ACCOUNT AND BALANCE SHEET:</b> Trading Account – Advantages of Trading Account – Direct Expenses – Performa of Trading Account – Preparation of Trading Account – Closing entries Profit and Loss Account – Indirect Expenses – Indirect Income – Performa of Profit and Loss Account – Preparation of Profit and Loss Account –Difference between Trading Account and Profit and Loss Account –Balance Sheet – Assets – Liabilities – Classification – Performa of Balance Sheet – Preparation of Balance Sheet (Simple problems in Trading Account, Profit and Loss Account and Balance Sheet).		

#### **4. DETAILED COURSE CONTENT:**

#### **5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS**

Unit no.	Topic	Teaching hours/ semester

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1.	Principles of accounting and journal	15
2.	Ledger accounts and trial balance:	15
3.	Subsidiary books	15
4.	Depreciation:	15
5.	Trading account, profit and loss account and balance sheet	20
Total		80

### **6. SUGGESTED LEARNING RESOURCES**

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	T.S. Grewal	Introduction to Accounting	S. Chand
2.	Pickle	Accountancy	S. Chand
3.	S. N. Maheshwari	Advanced Accountancy	Vikas
4.	Xavier	Higher Accounting	THM

**(MP 203) COMPUTER AIDED OFFICE MANAGEMENT - I**

**1. RATIONALE:**

This subject Computer Aided Office Management is being conducted to enable the students to qualify themselves for clerical related works, data entry and data Processing in Government, Public, Private and MNC organizations.

**2. TEACHING & EXAMINATION SCHEME:**

Course code & course title	Periods/weeks (in hours)				Total credits	Examination scheme			
						Theory marks		Practical marks	
	L	T	P	C	TH	TM	TW	PR/OR	
MP 203 Computer Aided Office Management-I	-	-	4	4	-	-	50	50	100

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral

Examination; TW- Term Work

**3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:**

This subject helps the students to learn about Ms. Access, Spread sheet to present the data through tables, charts and graphs and Presenting the data through slides with animation effects, relevant exercises are given, so that they can prepare the require document easily.

**4. DETAILED COURSE CONTENT:**

<b>UNIT I</b> Access Basics Designing a data base, Managing data base objects, adding & editing, finding & sorting.	10 marks	16 hours
<b>UNIT II</b> Tables, Queries & Macros Table Basics, Changing & customizing tables, importing & exporting. Query basics, designing select queries, sorting & merging data.	10 marks	16 hours
<b>UNIT III</b> Corel Draw Introduction, installation guide, starting coral draw, screen, dialogue boxes, utility drawing & text tools, outline & fill tools, menu options, Corel TRACE, Corel MOSAIC.	15 marks	16 hours

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### UNIT IV

Page maker 15 marks 16 hours

Basics of Page maker, placing text and graphics, step by step trip through page, the work area, making a page, setting page size, margin setting, page no. setup, page setup review, viewing master page, use of rules & guides, columns, tool box, preparing & placing text, word processing to page makeup, text troubles, graphics in text formatting, text flow, drag placing, working with placed text, windows shades handling, text blocks, text tools, font work, Moulding text, style sheets, indexes & table contents.

### **Guidelines for conducting Practical Examination:**

Duration 2 hours

There will be end of term practical examination of 50 marks.

Access Basics 10 marks

Tables Queries & Macros 10 marks

Corel draw 15 marks

Page maker 15 marks

### **5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)**

UNIT NO.	TOPIC/UNITS	TEACHING HOURS/ SEMESTER
1.	Access Basics	16
2.	Tables, Queries & Macros	16
3.	Corel Draw	16
4.	Page maker	16
TOTAL		64

### **6. SUGGESTED LEARNING RESOURCES**

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Gordon B. Davis & M.H. Olsin	Magement Information Systems-	TATA Mc. Graw Hill
2.	Williams Stalling	Using Information technology; A practical introduction to Computers & Communication	TATA Mc. Graw Hill

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### (MP 204) ADMINISTRATIVE MANAGEMENT-II

#### 1. RATIONALE:

The students should be able to understand some of the advanced uses in the domain of Administrative & Office management. They should be able to understand the basics of office activities, routines & procedures.

#### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	
MP 204 Administrative Management-II	5	-	-	5	TH	TM	TW	PR/OR	125
					75	25	25	-	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination;    TW- Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

On successful completion of this course students will acquaint themselves with functioning of modern office, its routines, systems, record management, etc.

#### 4. DETAILED COURSE CONTENT:

<b>UNIT- I</b> OFFICE SYSTEMS & ROUTINES                      20 HOURS                      20 MARKS -meaning & importance of system & routines, -system vs. Routines. -planning of office systems -flow of office work -problems encountered in smooth flow of work
<b>UNIT- II</b> RECORD MANAGEMENT                      20 HOURS                      20 MARKS -meaning , definition & scope of record management, -principles of record keeping , - filing :- meaning, definition - Different types of filing system. -indexing :- meaning, definition - Different types of Indexing.

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-record retention & disposal		
<b>UNIT III</b> OFFICE FORMS -Meaning of office forms -benefits of using forms -types of forms -designing of forms -factors affecting design	20 HOURS	20 MARKS
<b>UNIT IV</b> OFFICE MACHINES & EQUIPMENTS: -Meaning office appliances -fax -EPABX -copying machine -data processing system -EDP, its uses & limitations	20 HOURS	15 MARKS

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER
1.	OFFICE SYSTEMS & ROUTINES	20
2.	RECORD MANAGEMENT	20
3.	OFFICE FORMS	20
4.	OFFICE MACHINES & EQUIPMENTS	20
TOTAL		80

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Chopra & chopra	Office management	Himalaya publications
2.	Sharma & Gupta	Office organisation & management	Kalyani publications
3.	Mukherjee S.S.	Modern office management	Surjeet

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### (MP 205) COMPUTER TYPEWRITING.

#### 1. RATIONALE:

The students must have the necessary skills to operate the keyboard of the computer. The objective is to enable the students to acquire a speed of 40 wpm on a computer & a working knowledge of the operating system. Although in the identified job opportunity, they are not expected to perform the duty of typist, but still they have to take up this work in emergency.

#### 2. TEACHING & EXAMINATION SCHEME:

Course code & course title	Periods/weeks (in hours)				Total credits	Examination scheme			
						Theory marks		Practical marks	
MP 205 Computer Typewriting	L	T	P	C	TH	TM	TW	PR/OR	100
			5	5	-	-	50	50	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to develop the skills of accuracy & speed in typing passages for attaining proper level of proficiency.  
(Speed of 40 wpm)

#### 4. DETAILED COURSE CONTENT:

<b>UNIT I</b> SPEED DEVELOPMENT EXERCISES	
<b>UNIT II</b> OFFICIAL TYPING WORK Tabular statement, Balance Sheets, Bills & Invoices	15 Marks
<b>UNIT III</b> PROOF CORRECTIONS, SIGNS , MANUSCRIPTS & LEGAL MATTERS	10 Marks
<b>UNIT IV</b> ACCURACY & SPEED TEST Typing Master	25 Marks

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### Guidelines for conducting Practical Examination:

Duration 2 hours

1. Speed Test- Passage of 400 words to be typed in 10 minutes.

Speed requirement- 40 wpm Marks: 25

2. Skill & Accuracy test:

a) Balance Sheet 5Marks

b) Tabular Statement/ Invoice 10 Marks

c) Manuscript/ Letter 10 Marks

### **5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)**

Unit no.	Topic	Teaching hours/ semester
1.	Speed development exercises	20
2.	Official typing work	15
3.	Proof corrections, signs, manuscripts & legal matters.	15
4.	Accuracy & speed test	30
Total		80

### **6. SUGGESTED LEARNING RESOURCES**

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Pitman	Typewriting Vol. I &II	Pitman New Delhi
2.	Walmsley	Commercial Typewriting	
3.	Vijay Sharma	A Comprehensive Course in Touch Typewriting	Progressive Publications



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### (MP 206 ) BASIC STENO.-I

#### 1. RATIONALE:

The course on Basic Steno-I will help in the development of writing & taking down dictations skills, with special reference to business environment like taking down business letters, notes, reports, minutes, etc.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		Theory Marks		PRACTICAL MARKS	TOTAL MARKS	
MP 206 Basic Steno-I	4	1	-	5	TH	TM	TW	PR/OR	125
					75	25	25	-	

Legends:

L- Lectures    T- Tutorials    P- Practical C- Credit

TH- End Semester Theory;    TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to extend theoretical understanding of the concepts of stenography course, which shall act as a base for future courses in Stenography.

#### 4. DETAILED COURSE CONTENT:

<p><b>UNIT I</b>                    Hrs. 16    Mks. 10</p> <p>1. The Consonants-Definition of Consonants, classes of Consonants, joining of strokes</p> <p>2. The Vowels- Definition of Vowels, Types of Vowels, Vowel places, Stroke position of Vowel indication.</p> <p>3. Writing of outlines- Three position with practice &amp; demonstration.</p>
<p><b>UNIT II</b>                    Hrs. 16    Mks. 20</p> <p>1. Grammalogues- Introduction &amp; their drilling.</p> <p>2. The Consonants R/ H – Two forms of the Consonants.</p> <p>3. Diphtongs.</p> <p>4. Circles S/Z- (learning to write the left &amp; right motions)</p> <p>5. Strokes S/Z- Rules for use of stroke forms</p>
<p><b>UNIT III</b>                    Hrs. 16    Mks. 20</p> <p>1. Loops- The two loops ST &amp; STR- Use of the two loops &amp; their differences.</p> <p>2. 10. Hooks (R &amp; L)- Use of initial hooks to straight strokes &amp; curves. Use of right left hooks medially. Alternative forms of Fr., Vr, Fl, Vl, etc. Their forms &amp; uses. Circles</p>

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preceding initial hooks –Initially & medially.

3. 11 Hooks (N & F/V)-Use of final hooks to straight strokes & curves. Use of N & F/V hooks medially. Circles following final hooks.

**UNIT IV** Hrs. 16 Mks. 25

Short hand Exercises- Shun hooks, compound consonants, Halving principle, doubling principle, Diphones, medial semi-circle, prefixes, suffixes, general contractions & phrases.

### Guidelines for conducting Theory Examination:

Duration 3 hours

1. Questions to be answered in the form of long answers with examples in various topics.
2. Writing into shorthand (Theoretically) of short sentences.
3. Objective type questions- Give reasons fill in the blanks, shorthand outlines for words & phrases/ contractions, differentiating outlines.
4. Short type answers.

### **5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)**

UNIT NO.	TOPIC/UNITS	TEACHING HOURS/ SEMESTER	TOTAL
1.	UNIT I	16	10
2.	UNIT II	16	20
3.	UNIT III	16	20
4.	UNIT IV	16	25
TOTAL		64	75

### **6. SUGGESTED LEARNING RESOURCES**

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Pitman	Shorthand instructor & key	Pitman Publication
2.	Pitman	Modern Phrase Book	Pitman School Publication

## GN203 ENVIRONMENTAL STUDIES

### 1. RATIONALE

Due to various developmental activities carried out by man, our environment is continuously being abused and getting degraded. The air we breathe, water we drink, food we eat, land we live on, all are getting spoiled day by day. The purity of our environment is of prime importance for survival of human race on the earth. Man should not go for developmental activities at the cost of environment. This subject has been introduced in the Diploma Programme to bring about awareness towards the environmental purity amongst the students.

### 2. TEACHING AND EXAMINATION SCHEME

Course Code & Course Title	Periods/ Week (In Hours)				Total Credits	Examination Scheme				Total Marks
	L	T	P	C		TH	TM	TW	PR/O R	
GN203 Environmental Studies	3	-	-	3	75	25	-	-	100	

**Minimum passing %: Theory 40%**

**Duration of Theory Paper: 3 Hrs.**

### 3. DETAILED COURSE CONTENT

#### **Unit 1 Multidisciplinary Nature Of Environmental Studies.**

Definition, scope and importance. Need for public awareness.

#### **Unit 2 Natural Resources**

Renewable and nonrenewable resources. Natural resources and associated problems.

- Forest resources: Use and overexploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- Water resources: Use and over-utilization of surface and ground water, floods, droughts, conflicts over water, dams- benefits and problems.
- Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources. Case studies.
- Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer & pesticide problems, water logging, salinity, case studies.

- Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
  - Land resources: Land as a source, land degradation, man induced land slides, soil erosion and desertification.
- Role of an individual in conservation natural resources. Equitable use of resources for sustainable life styles.

### **Unit 3 Ecosystems.**

Concept of an ecosystem. Structure and function of an ecosystem. Producers, Consumers and Decomposers. Energy flow in the ecosystem. Ecological succession. Food chains. Food webs and ecological pyramids. Introduction, types, characteristic features, structure and function of following ecosystems: (a) Forest ecosystem (b) grassland ecosystem (c) desert ecosystem (d) Aquatic ecosystems (Ponds, streams, lakes, rivers, oceans, and estuaries).

### **Unit 4. Biodiversity And Its Conservation.**

Introduction – Definition: genetic, species and ecosystem diversity.  
Biogeographical classification of India. Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values. Biodiversity at global, national and local levels. India as a mega-diversity nation. Hot spots of biodiversity. Threats to biodiversity: habitat loss, poaching of wild life, man-wild life conflicts. Endangered and endemic species of India. Conservation of biodiversity: In-situ and ex-situ conservation of biodiversity.

### **Unit 5. Environmental Pollution.**

Definition. Causes, effects and control measures of: Air pollution, water pollution, soil pollution, marine pollution, noise pollution, Thermal pollution, Nuclear hazards. Solid waste management: Causes, effects and control measures of urban and industrial wastes. Role of individual in prevention of pollution. Pollution case studies. Disaster management: flood, earthquakes, cyclone and landslides.

### **Unit 6. Social Issues And The Environment.**

From unsustainable to sustainable development. Urban problems related to energy. Water conservation rainwater harvesting, watershed management. Resettlement and rehabilitation of people; its problems and concerns; case studies. Environmental ethics: Issues and possible solutions. Climatic change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust; case studies. Wasteland reclamation. Consumerism and waste products. Environmental protection act. Air (Prevention and control of pollution) Act. Water (Prevention and control of pollution) Act. Wildlife protection Act. Forest conservation Act. Issues involved in enforcement of

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environmental legislation. Public awareness.

### **Unit 7. Human Population And The Environment.**

Population growth, variation amongst nations. Population explosion – Family welfare programme. Environment and human health. Human rights. Value education. HIV / AIDS. Women and child welfare. Role of Information technology in environment and human health. Case studies.

### **Unit 8. Field Work.**

Visit local area to document environment assets – river / forest / grassland / hill / mountain. Visit to a local polluted site – urban / rural / industrial / agricultural. Study of common plants, insects, birds. Study of simple ecosystems – ponds, river, hill slopes, etc. (field work equal to 6 lecture hours).

#### **4. SPECIFICATION TABLE WITH HOURS & MARKS (THEORY )**

<b>Unit No.</b>	<b>Topic</b>	<b>Teaching Hours</b>	<b>Marks</b>
1)	Multidisciplinary Nature Of Environmental Studies.	01	03
2)	Natural Resources.	10	12
3)	Ecosystems.	06	08
4)	Biodiversity And Its Conservation.	06	09
5)	Environmental Pollution.	08	12
6)	Social Issues And The Environment.	07	12
7)	Human Population And The Environment.	04	09
8)	Field Work.	06	10
		48	75



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### 5. MANDATORY ACTIVITIES

In addition to the class room instruction, visits should be arranged in any 2 of the following areas:

1. Visit to NIO or Science Centre.
2. Visit to Selaulim/ Anjunem Dam.
3. Visit to study ecosystem (Pond, Stream, River, and Forest).
4. Visit to show Hill cuttings, mining areas.
5. Visit to show Rain water harvesting project / Vermicomposting plant / Watershed management project. ( Krishi Vigyan Kendra – Old Goa)
6. Visit to water treatment/ waste water treatment plant.

### 6. SUGGESTED VIDEOS

In addition to the class room instruction, video films on environment may be shown.

### 7. SUGGESTED LEARNING RESOURCES

S.No.	Author	Title of Books	Publication
1	Erach Bharucha	Textbook of Environmental Studies for Undergraduate courses	University Press
2	P. Meenakshi	Elements of Environmental Science and Engineering	Prentice Hall of India (PHI)
3	S. Deswal & A. Deswal	A Basic Course in Environmental Studies.	Dhanpat Rai & Co.
4	Pandya and Camy	Environmental Engineering	Tata McGraw Hill
5	Asthana D.K. and Asthana Meera	Environmental Problems and Solutions.	S. Chand & Co
6	Centre for Environmental education	Video Film	Thaltej Tekra, Ahme
7	Dr. S.K. Dhameja	Environmental Studies	

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SEMESTER III

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Course code	Name of course	TEACHING SCHEME				EXAMINATION SCHEME				TOTAL MARKS
		L	T	P	C	Theory marks		practical		
						TH	TM	PR/OR	TW	
MP 301	Advanced Economics for Business -I	4	-	-	4	75	25	-	25	125
MP 302	Basic Accounting & Finance-II	5	-	-	5	75	25	-	25	125
MP 303	Computer aided office Mgt.-II	-	-	4	4	-	-	50	50	100
MP 304	Business Organisation	4	-	-	4	75	25	-	25	125
MP 305	Retail & Service Mgt.	4	-	-	4	75	25	-	25	125
MP306	Basic Stenography- II	-	-	5	5	-	-	50	50	100
TOTAL		17	0	9	26	300	100	100	200	700



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### (MP 301) ADVANCED ECONOMICS FOR BUSINESS I

#### 1. RATIONALE:

Students are expected to acquire sufficient knowledge about the various concepts of economics, economic development and the dynamic trends in economics.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	Theory Marks		PRACTICAL MARKS	
<u>Advanced Economics for business I (MP 301)</u>	4	-	-	4	TH	TM	TW	PR/OR	125
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different concepts of economics which include learning of money and capital markets, industrial and agricultural finance, tax system and economic development.

#### 4. DETAILED COURSE CONTENT:

<p>UNIT I      Marks 15      12 Hours</p> <ul style="list-style-type: none"> <li>• <b>Indian financial market:</b></li> </ul> <p>Indian money market: meaning and components (organized and unorganized), Instruments, Functions, Limitations</p> <p>Indian capital market: meaning and components, Instruments, Functions, Regulatory mechanism, Limitations</p>
<p>UNIT II      Marks 20      15 Hours</p> <ul style="list-style-type: none"> <li>• <b>Industrial and agricultural finance:</b></li> </ul> <p>-Industrial finance: Need and sources of industrial finance</p> <p>-Functions and performance</p>

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<ul style="list-style-type: none"> <li>-Agricultural finance: need and sources of agricultural finance</li> <li>-Functions and Performance during post 1990</li> <li>-NABARD</li> <li>-cooperative banks</li> <li>-commercial banks</li> <li>-Regional rural banks</li> </ul>
UNIT III    Marks 10    10 Hours <ul style="list-style-type: none"> <li>• <b>Economic development</b></li> <li>-Meaning,</li> <li>-features of a developing economy</li> <li>-Objectives and performance of economic planning in India</li> </ul>
UNIT IV    Marks 15    12 Hours <ul style="list-style-type: none"> <li>• <b>Indian tax system</b></li> <li>-Sources of public revenue</li> <li>-Canons of taxation</li> <li>-Features of Indian tax system</li> </ul>
UNIT V    Marks 15    12 Hours <ul style="list-style-type: none"> <li>• <b>Public debt and deficit financing:</b></li> <li>-Concept of public financing</li> <li>-Role in economic development</li> <li>-Limitations</li> <li>-Concept of deficit financing</li> <li>-Role and limitations</li> </ul>

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Total
1.	Indian financial market	12	15
2.	Industrial and agricultural finance.	18	20
3.	Economic development	10	10
4.	Indian tax system	12	15
5.	Public debt and deficit financing	12	15
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Agarwal A.N.	Indian Economy-problems of development and planning	Wishwa Prakashan

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2.	Misra S.K. & V.K. Puri	Indian Economy-Its Development experience	Himalaya Publication
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UNIT I	20 HRS	20 MKS
<b>SINGLE ENTRY SYSTEMS:</b>		
Concept; special features; advantages and limitations; Distinction between single & double entry system, Computation of profit/Loss under single entry system.		
a) Statement of affairs method		

### (MP- 302) BASIC ACCOUNTING & FINANCE II

#### 1. RATIONALE:

The subject Basic Accounting & Finance II gives knowledge about single entry system, preparation of the bank reconciliation statement; bills of exchange and rectifying the errors while preparation of accounts.

#### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	
(MP- 302) Basic Accounting & Finance-II					TH	TM	TW	PR/OR	
	5		-	5	75	25	25	-	125

Minimum passing %: Theory 40%

Duration of Theory paper: 3 hours

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim that the students understands better the difference between single entry and double entry and also try to rectify the errors as easily as possible.

#### 4. DETAILED COURSE CONTENT:

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b) Conversion method (simple problems)		
<b>UNIT II</b>		
<b>RECTIFICATION OF ERRORS :</b>	20 HRS	15 MKS
Meaning & Classification of Errors		
a) Errors of commission		
(b) Errors of omission		
(c) Errors of principle		
(d) Compensating errors		
Suspense Account		
Rectification of errors-Passing journal entries (simple problems)		
<b>UNIT III</b>	20 HRS	20 MKS
<b>BANK RECONCILIATION STATEMENT:</b>		
-Meaning – Objectives - Cash Book – Pass Book		
– Preparation of Bank Reconciliation Statement with		
a) Cash balance as per cash book		
b) Bank balance as per pass book		
c) Bank overdraft as per cash book		
d) Bank overdraft as per pass book		
(Simple problems)		
<b>UNIT IV</b>	20 HRS	20 MKS
<b>BILLS OF EXCHANGE:</b>		
Definition & Features		
Parties to a bill of exchange-drawer, drawer and payee, drawee and payee,		
Specimen of a bill of exchange		
Important terms: Terms of bill, days of grace, date of maturity, negotiation, endorsement, discounting of bill, dishonor of bill, noting charges, retirement and renewal of a bill.		
Journal entries. (simple problems)		

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER	TOTAL
1.	SINGLE ENTRY SYSTEMS	20	20
2.	RECTIFICATION OF ERRORS	20	15
3.	BANK RECONCILIATION STATEMENT	20	20

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4.	BILLS OF EXCHANGE	20	20
TOTAL		80	75

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	T.S. Grewal	Double entry book keeping	
2.	K.L. Nagarajan, N. Vinayagam P.L. Mani.	. Principles of Accountancy	
3.	T.S. Reddi, A.S. Murthy	Financial Accounting	
4.	R.S.N. Pillai , Bagavathi S. Uma	Fundamentals of Advanced Accounting	

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### (MP- 303) COMPUTER AIDED OFFICE MANAGEMENT II

1. **RATIONALE:** Internet has become an inseparable part of everyone's life. So the knowledge of internet plays a dominant role in the management of organization. This subject covers the basic needs of a wide range of computer users.

2. **TEACHING & EXAMINATION SCHEME:**

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		THEORY MARKS		PRACTICAL MARKS		TOTAL MARKS
(MP- 303) Computer Aided Office Management II	-	-	4	4	TH	TM	TW	PR/OR	
					-	-	50	50	

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

3. **COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:** The course contents is designed to provide all the essential information, Students will get the most from the internet while at the same time expecting the students in developing basic web pages for organization.

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### 4. DETAILED COURSE CONTENT:

UNIT I	12 HRS	10 MKS
<b>Introduction to Web World</b>		
<ul style="list-style-type: none"> <li>-Introduction to the Web pages &amp; HTML</li> <li>-Setup reader to read news feed</li> <li>-Set up an email client</li> </ul>		
UNIT II	20 HRS	15 MK
<b>Multimedia</b>		
<ul style="list-style-type: none"> <li>-Image processing( Resize, crop, grayscale, red eye, correction, common effects, rotation/flip, stitch images)</li> <li>- Audio processing (trim audio, change tempo, left and right channels)</li> <li>- Video trimming</li> <li>- Upload to flicker, Picasa, YouTube, Wikimedia marking, Edit Wikipedia articles.</li> </ul>		
UNIT III	12 HRS	10 MKS
<b>Moodle</b>		
<ul style="list-style-type: none"> <li>-Download lecture slides, upload assignment</li> <li>- Register feedback, use discussion forums, Blogs, Edit settings.</li> </ul>		
UNIT IV	20 HRS	15 MKS
<b>Multiuser Google</b>		
<ul style="list-style-type: none"> <li>-create documents, spreadsheets and presentation online</li> <li>- Share and Collaborate in real-time.</li> <li>- Safely store &amp; organize your work</li> <li>- Online purchase ( Check fare of particular airline tickets, Check train reservation status &amp; availability, Shop/Sell online)</li> </ul>		

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER	TOTAL
1.	Introduction to Web World	12	10
2.	Multimedia	20	15
3.	Moodle	12	10
4.	Multiuser Google	20	15
<b>TOTAL</b>		64	50

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### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	David Whitely	E-Commerce: Strategy, Technology & Application	Tata McGraw hill Edition
2.	Judith Jeffcoate	Multimedia in Practice, technology & Application	PHI
3.	Tay Vaughan	Mutimedia making it Work. 3 <sup>rd</sup> Edition,	3 <sup>rd</sup> Edition, Tata McGraw hill
4.	Pradeep Sinha & Priti Sinha	Computer Fundamentals 4 <sup>th</sup> Edition	BPB Publication
5.	S. N. Akhter	Computer Fundamentals	
6.	<a href="http://www.Moodle.org">www.Moodle.org</a>		
7.	<a href="http://www.wikipedia.org">www.wikipedia.org</a>		



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### (MP-304) BUSINESS ORGANISATION

#### 1. RATIONALE:

Students are expected to acquire sufficient knowledge about the various types & kinds of Business Organisations, its control & regulations including the Public Utilities & Public Enterprises.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	Theory Marks		PRACTICAL MARKS	TOTAL MARKS
MP 304 Business Organisation	4	-	-	4	TH	TM	TW	PR/OR	125
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different types of business organisations including those owned, managed & controlled by the Government.

#### 4. DETAILED COURSE CONTENT:

UNIT I      Marks 15      12 Hours

##### **Business Organisation & Size of the Business:**

Meaning and Definition of Business organization

- nature and scope

– objectives of business organization

Size of the Business:

-Meaning of size of a Business Unit.

-Meaning of Plant, Firm & Industry

-Factors influencing the size.

-Optimum Size.

-Large Size v/s Small Size.

<p>UNIT II    Marks 15    12 Hours</p> <p><b>Forms of Business Organisations:</b></p> <p>Sole trader – meaning - functions – advantages and disadvantages</p> <p>- Partnership - meaning – partnership deed – contents - advantages and disadvantages of partnership firm –</p> <p>-Joint Hindu Family – meaning -Advantages &amp; Disadvantages</p> <p>-Joint Stock Company – Definition – meaning – features – advantages – disadvantages – types of companies</p> <p>-Co-operative organization – Definition – meaning - need for cooperative organizations – merits and demerits</p> <p>-Comparison between all the forms</p>
<p>UNIT III    Marks 15    14 Hours</p> <p><b>Business Combination:</b></p> <p>-Meaning &amp; Features</p> <p>-Advantages &amp; Limitations</p> <p>-Factors responsible for the growth of Combinations</p> <p>-Types of Combinations (Horizontal, Vertical, Lateral, Diagonal &amp; Circular)</p> <p>-Forms of Combinations (Associations, Federations &amp; Consolidations)</p>
<p>UNIT IV    Marks 15    12 Hours</p> <p><b>Public Utility &amp; Enterprises:</b></p> <p>Public Utility</p> <p>-Meaning &amp; Characteristics</p> <p>-Problems relevant to utilities</p> <p>-Privatisation of Public utilities (Arguments in favour &amp; against)</p> <p>Public Enterprises:</p> <p>-Meaning</p> <p>-Forms of Public Enterprises</p> <p>-Advantages &amp; Limitations of each form</p>
<p>UNIT V    Marks 15    14 Hours</p> <p>Marketing of Securities:</p> <p>- Meaning</p> <p>-Classification of security buyers</p> <p>-Methods of Marketing Securities (Advantages &amp; Disadvantages of each)</p> <p>-Security Exchange Board of India</p> <p>-Stock Exchange &amp; its functions</p>

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### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Total
1.	Size of the Business	12	15
2.	Forms of Business Organisations.	12	15
3.	Business Combination	14	15
4.	Public Utility & Enterprises	12	15
5.	Marketing of Securities	14	15
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Bhushan Y. K.	Fundamentals of Business Organisation	Sultan
2.	A. N. Agarwala	Business Organisation & Management	
3.	N. G. Kale	Business Organisation	Manisha Prakashan
4.	Dr. C.N. Sotakki	Business Organisation	Sheth Publishers

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### (MP 305) RETAIL AND SERVICE MANAGEMENT

#### 1. RATIONALE:

To acquaint the students to the basic concepts of retailing and service marketing and its application in the current market scenario.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	Theory Marks		PRACTICAL MARKS	
(MP 305) Retail and service Management	4	-	-	4	TH	TM	TW	PR/OR	125
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different concepts of retail and service marketing.

#### 4. DETAILED COURSE CONTENT:

UNIT I	Marks 15	12 Hours	<p><b>Introduction to retail and service management</b></p> <ul style="list-style-type: none"> <li>-Retail: meaning and definition, functions, role of a retailer</li> <li>-Retail theories-a) cyclical theories b)evolutionary theories</li> <li>-Services: meaning and definition</li> <li>-Factors responsible for growth of service sector, features of services</li> </ul>
UNIT II	Marks 20	15 Hours	<p><b>Types of retail stores:</b></p> <ul style="list-style-type: none"> <li>-On the basis of</li> <li>a)form of ownership- independent retailer, chain retailer, franchising, lease departments, consumer cooperatives</li> <li>b)merchandise offered- convenience stores ,super markets, hyper markets , specialty stores, department stores</li> </ul>

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c)non store retailing- direct selling , mail order, telemarketing, automated vending		
UNIT III	Marks 10	10 Hours
<b>Marketing mix of services</b>		
-Marketing mix- meaning , elements of service		
-Marketing mix-(product mix, price mix, place mix ,promotion mix, people mix, physical evidence-meaning)		
UNIT IV	Marks 15	12Hours
<b>Supply chain management-</b>		
-Concept of supply chain management ,need for supply chain management		
-Retail logistics-push v/s pull logistics		
UNIT V	Marks 15	12 Hours
<b>Customer expectation and customer satisfaction</b>		
-Customer expectation-meaning and definition		
-The zone of tolerance-meaning		
-Customer satisfaction-meaning and definition		
-Factors determining customer satisfaction		
-feedback		

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Total
1	Introduction to retail and service management	12	15
2.	Types of retail stores	16	20
3.	Marketing mix of services	12	10
4.	Supply chain management	12	15
5.	Customer expectation and customer satisfaction	12	15
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	David Gilbert	Retail Marketing Management	Persian Education
2.	Swapna Pradhan	Retail Management-Text and cases	Tata Mc Graw Hill
3.	Ravi Shankar	Service Marketing – The Indian Perspective	Excel Books
4.	Vasanti Venugopal &	Services Marketing	Himalaya publication

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	V.N. Raghu		
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### (MP-306) BASIC STENOGRAPHY –II

#### 1. RATIONALE:

The students are expected to acquire the proficiency of at least 100 wpm at the end of the term.

#### 2. TEACHING & EXAMINATION SCHEME:

Course code & course title	Periods/weeks (in hours)				Total credits	Examination scheme			
						Theory marks		Practical marks	
(MP- 306) Basic Steno-II	L	T	P	C	TH	TM	TW	PR/OR	100
	-	-	5	5	-	-	50	50	

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to enhance the speed & accuracy in taking down dictation, transcribing of long hand matter into correct shorthand.

#### 4. DETAILED COURSE CONTENT:

<p><b>UNIT I</b> Dictation of simple passages of general interest from 700 common words reading exercises.</p>
<p><b>UNIT II</b> 1. Dictation from seen &amp; unseen passages at 100 wpm. 2. Daily transcription of unseen passages. 3. Dictation of 3-4 minutes. Duration of commercial /Business letters at 100 wpm.</p>
<p><b>UNIT III</b> 1. Drilling of difficult outlines &amp; phrases from the dictated matter. 2. Dictation from journals &amp; books specially intended for speed building.</p>

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### UNIT IV

Speed building exercises. Exercises in transcribing of long hand matter into correct theoretical shorthand.

- Dictation of legal passages
- Minutes of the meeting.

### Guidelines for conducting Practical Examination:

Duration 2 hours

The Practical Paper must comprise of four passages:

Passage A: General passage dictated at 100 wpm. 15 Marks

Passage B: Commercial / Business Letter dictated at 100 wpm 15 Marks

Passage C: Long hand passage to be transcribed in shorthand 10 Marks

Passage D: Long hand passage to be transcribed in shorthand 10 Marks

Time for Transcription of Passage A & B 1 Hour 30 Minutes.

Time for Transcription of Passage C & D 30 Minutes.

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)

UNIT NO.	TOPIC/UNITS	TEACHING HOURS/ SEMESTER	TOTAL
1.	UNIT I	15	15
2.	UNIT II	15	15
3.	UNIT III	25	10
4.	UNIT IV	25	10
TOTAL		80	50

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Pitman	Shorthand instructor & key	Pitman Publication
2.	Pitman	Modern Phrase Book	Pitman School Publication
3.	Pitman	700 common words reading & dictation	Pitman New Era

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	exercises	
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Course code	Name of course	TEACHING SCHEME				EXAMINATION SCHEME				TOTAL MARKS
		L	T	P	C	Theory marks		Practical Marks		
						TH	TM	PR/OR	TW	
MP401	Accounting Information Systems	-	-	4	4	-	-	50	50	100
MP402	Human Behaviour in office	4	-	-	4	75	25	-	25	125
MP403	Accounting	5	2	-	7	75	25	-	25	125
MP404	Banking	4	-	-	4	75	25	-	25	125
MP405	Company Secretarialship Practice	4	-	-	4	75	25	-	25	125
MP406	Marketing Management	4	-	-	4	75	25	-	25	125
MP407	Basic Costing	4	-	-	4	75	25	-	25	125
<b>TOTAL</b>		<b>25</b>	<b>02</b>	<b>04</b>	<b>31</b>	<b>450</b>	<b>150</b>	<b>50</b>	<b>200</b>	<b>850</b>

## SEMESTER IV



## (MP401) Accounting Information Systems

### 1. RATIONALE:

The rapid emergence of Computer based organization has created an intense demand for well trained, capable e-accounting personnel to plan, organize, direct & control the power technology of computer based information system. This subject covers the concept of e-accounting which is required in many businesses today

### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	
(MP401) ACCOUNTING INFORMATION SYSTEMS			4	4	TH	TM	TW	PR/OR	100
							50	50	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the e-accounting in office & an awareness of various tools & techniques used to manage e-commerce, e-payment & Tally package.

### 4. DETAILED COURSE CONTENT:

UNIT I	Marks 10	15 Hours
<b>Introduction:</b>		
-E-commerce today, Features of E-commerce, technology.		
-E-Marketing: - Online marketing. E- Advertising, E- Branding.		
UNIT II	Marks 10	15 Hours
<b>E-Payment System:</b>		
-Digital payments requirements, online payment categories, Classification of new payment systems / Properties of E-Cash, Cheque Payment systems on the internet ( E- Cheque), Risk and E-Payment System.		

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UNIT III	Marks 30	34 Hours
<b>Tally: - (Latest version)</b>		
-Basics of Accounting		
-How to start with Tally		
-Voucher entries in Tally		
-Shortcut keys		
-Financial Statement (Simple problems)		

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)

Unit no.	Topic	Teaching hours/ semester	Total
1	Introduction	15	10
2.	E-Payment System	15	10
3.	Tally	34	30
Total		64	50

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	C.S .Rayadu	E-Commerce	Himalaya Publication house, Delhi
2.	P.T .Joseph	E-Commerce	Prentice hall of India Pvt Ltd, New Delhi.
3.	Kamlesh N. Agarwal, Amit Jal & Diksha Agarwal	Business on the net	Macmillan India Ltd, New Delhi.

## ( MP402) Human Behaviour in Office

### 1. RATIONALE:

To give the students a clear understanding of the human behaviour in office & to acquaint the learner with the different problems faced by man in his work place & the ways of dealing with it.

### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		Theory Marks		PRACTICAL MARKS		TOTAL MARKS
(MP402) HUMAN BEHAVIOUR IN OFFICE	4	-	-	4	TH	TM	TW	PR/OR	
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks

PR/OR- End Semester Practical/Oral Examination; TW –Term Work

### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different behaviour of man in office & an awareness of various tools & techniques used to manage this Human behaviour.

### 4. DETAILED COURSE CONTENT:

UNIT I	Marks 15	10 Hours
<b>Human Behaviour &amp; Work Psychology of the Workers:</b>		
-Meaning & Nature of Human Behaviour.		
-Meaning of work Psychology		
-Work Psychology & Common sense		
-Women at work place		
-Disabled worker.		
UNIT II	Marks 12	10 Hours
<b>Attitude at work:</b>		
-Meaning		
-Measuring attitudes		
-Change in attitudes		
-Relationship between attitude & behaviour, job satisfaction, organisational commitment.		

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UNIT III <b>Management of Change:</b> -Meaning -Importance -Resistance to change -Causes of Resistance to change -Dealing with resistance to change -Factors contributing to organizational change	Marks 10	7Hours
UNIT IV <b>Approaches to Work Motivation:</b> -Definition & Features -Role of money in motivation -Common sense approach -Need Theories -Expectancy theories -Equity theory -Goal setting theory.	Marks15	15 Hours
UNIT V <b>Perceiving People:</b> -Overview of people's perception -Perception, factors affecting perception -Individual behavior -Basic psychological process Personality: -Determinants of personality -Personality traits -Stereotypes -Implicit personality theory & Prototypes	Marks 8	7 Hours
UNIT VI <b>Work Stress:</b> -Meaning of Stress -Types of stress -Causes of stress -Costs associated with stress -Factors influencing stress -Consequences of work stress -Organisation &stress -Relationship at work & stress -Career development & Stress -Organisational climate & Stress -Measures to control Stress -Stress of being unemployed	Marks 15	15 Hours

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### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Total
1.	Human Behaviour & Work Psychology of the Workers	10	15
2.	Attitude at work	10	12
3.	Management of Change	07	10
4.	Approaches to Work Motivation	15	15
5.	Perceiving People	07	08
6.	Work Stress:	15	15
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Arnold Robertson	Work Psychology	Mac Millan
2.	Duncan W. J.	Organisational Behaviour	Houghton
3.	Filley Etal	Managerial Process & Organisational Behaviour	
4.	Schein	Organisational Psychology	PHI
5.	Jai B. Sunhat:	Culture and Organisational Behavior	
6.	Fred Luthans :	Organisational behavior	McGrawHill Publishers Co. Ltd., New Delhi

**(MP403) ACCOUNTING**

1. RATIONALE:

The subject accounting gives thorough knowledge about the preparation of final accounts with adjustments, Accounting for professional, Departmental Accounts & Goa Value Added Taxation.

2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	TOTAL MARKS
(MP403) ACCOUNTING	5	2	-	7	TH	TM	TW	PR/OR	125
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give better knowledge of accounting, besides the basic knowledge.

4. DETAILED COURSE CONTENT:

UNIT I	Marks 20	28 Hours
<b>Company final accounts:</b> Problems on T format only as per schedule VI of the companies Act. Adjustments including- Closing stock, outstanding expenses, Outstanding income, prepaid expenses, Income received in advance, Depreciation, Bad debts & Provision for doubtful debts only(simple problems)		
UNIT II	Marks 20	28 Hours
<b>Departmental accounts:</b> Departmental Accounts: need, features, Branch Vs departmental, Preparation of departmental trading & Profit & loss account, Balance Sheet and Inter - Departmental Transfer at cost & Selling Price (simple problems)		
UNIT III	Marks 20	28 Hours
<b>Accounting for professionals:</b> Introduction, Meaning & three systems of Accounting: Accrual/Mercantile system, cash system and Mixed/Hybrid system – Books of accounts maintained by the Professionals – Cash book, Memorandum Book, stock register, Receipts and Expenditure Account / Profit and Loss Account and Balance sheet, Practical problems based on preparation of Receipts and Expenditure Account / Profit and Loss Account and Balance Sheet of Medical Practitioners only. (Simple problems)		
UNIT IV	Marks 15	28 Hours
<b>THE GOA VALUE ADDED TAX (VAT) ACT, 2005:</b> DEFINITIONS: Business, Dealer, Goods, Declared Goods, Input Tax, Manufacture, Out Put Tax, Person, Sale, Sale Price, Turnover, Works-Contract, And Taxable Turnover. Registration of Dealer. Incidence of Tax, Composition of Tax, Net Tax of Registered Dealers, Input Tax Credit, Returns & Payment of Tax.(Only theory)		

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### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Total
1	Company final accounts	28	20
2.	Departmental Accounts	28	20
3.	Accounting for professionals	28	20
4.	The Goa value added tax (VAT) Act, 2005	28	15
<b>TOTAL</b>		<b>112</b>	<b>75</b>

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	Modern Accountancy	Mukherjee & Haniff	Tata McGraw Hills
2.	Advanced Accounting	Gupta & Radhaswamy	Sultan Chand
3.	Advanced Accounts	Shukla & Grewal & Gupta	Sultan Chand
4.	Sandip P. Bhandare & Manguirish Pai Raikar	A Guide to Goa VAT	
5.	Prabhu Verlekar (C.A.)	Goa Value Added Tax Mannual	



## (MP404 ) Banking

1. RATIONALE:

To enable students to understand the functions, documents and modern concepts in banking, so that they can implement it in their day to day life.

2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	Theory Marks		PRACTICAL MARKS	
(MP404) BANKING	4	-	-	4	TH	TM	TW	PR/OR	125
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different concepts, documents and functions involved in banking.

4. DETAILED COURSE CONTENT:

<b>UNIT I</b> <b>Introduction:</b> -Meaning and definition of banking -Types of banks-public sector banks(state bank of India & nationalized banks),private banks & foreign banks, RRBs, cooperative banks, scheduled and non-scheduled banks	Marks 15	12 Hours
<b>UNIT II</b> <b>Functions of banks:</b> -Accepting deposits-meaning of deposits -Types of deposits-saving ,current, fixed, recurring, pigmy security and other deposits, deposits at call and short notice -Deployment of advances	Marks 20	15 Hours

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-Types of advances-cash, credit ,bank overdraft, bills discounting ,personal advances, housing advances, agricultural advances, industrial advances and gold advances, short, medium and long term advances		
UNIT III	Marks 15	12Hours
<b>Bank documents:</b>		
-Cheque- meaning, types, crossing		
-Passbook-meaning and purpose		
-Specimen signature and its importance, demand draft, pay in slip and withdrawal slip		
UNIT IV	Marks 25	25Hours
<b>Modern banking services and their marketing:</b>		
-Plastic money-types of cards(ATM card ,credit card, debit card and green card)		
-Factoring-meaning , types and benefits		
-Mutual fund		
-Internet banking, mobile banking anywhere banking, retail banking.		

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching semester	hours/	Total
1	Introduction	12`		15
2.	Functions of banks	15		20
3.	Bank documents	12		15
4.	Modern banking services and their marketing	25		25
Total		64		75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Jha S.M.	Bank Marketing	Himalaya Publication
2.	Arora S.	Marketing of Financial Services	Deep & Deep

## (MP405) COMPANY SECRETARIALSHIP & PRACTICE

### 1. RATIONALE:

Students are expected to acquire sufficient knowledge about the functions and the role played by a secretary in company management.

### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P	C	Theory Marks		PRACTICAL MARKS		TOTAL MARKS
(MP405) COMPANY SECRETARIALSHIP & PRACTICE	4	-	-	4	TH	TM	TW	PR/OR	125
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks

PR/OR- End Semester Practical/Oral Examination; TW –Term Work

### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different roles played by the Secretary in Company management.

### 4. DETAILED COURSE CONTENT:

Unit I	Marks 15	16 Hours
<b>Secretarial practice:</b>		
-Meaning, definition and importance.		
-Types of secretaries and their functions.		
-Role of a secretary in company formation		
Unit II	Marks 20	16 Hours
<b>Company secretary :</b>		
-Definition of a company secretary		
-Qualifications of a company secretary, & qualities		
-Appointment		
-Rights, duties and powers		
-Liabilities		

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<b>UNIT III</b> <b>Company meetings &amp; resolutions :</b> -Types of company meetings - Secretarial work before, during & after the meeting. - Procedure of conducting a meeting - Preparation of agenda, quorum, voting, proxies. <b>Resolutions :</b> -Types of resolution - Recording of minutes - Confirmation -Forms of resolution	Marks 20	16 Hours
<b>UNIT IV</b> <b>Routine duties of a secretary:</b> Duties related to telephone calls: -telephone manners, handling incoming and outgoing calls, maintaining records for calls.  Duties related to office mail : -steps involved in handling inward mail and outward mail through postal services; courier and the internet.  Duties related to travel arrangements: -planning the itinerary for the executive's local and foreign trips, reservations, hotel accommodation, visa & other formalities for international travel, immunization etc.  Duties related to office visitors: -screening of visitors, scheduling and re-scheduling appointments of visitors, providing necessary information, use of diplomacy and tact in dealing with visitors.	Marks 20	16 Hours

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching semester	hours/	Total
1.	Secretarial practice	16		15
2.	Company Secretary	16		20
3.	Company meetings & resolutions	16		20
4.	Routine duties of a Secretary	16		20
Total		64		75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Secretarial Practice	B.N.Tandon	
2.	Secretarial Practice	S.A.Sherlekr	
3.	Secretarial Practice	M.C Kuchhal	

## (MP406) Marketing Management

1. RATIONALE:

To develop an understanding of the basic concepts in marketing and to enable students to know and understand the influence of marketing forces on their behavior as consumers and help them to understand the necessary marketing skills.

2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		Theory Marks		PRACTICAL MARKS		TOTAL MARKS
(MP406) MARKETING MANAGEMENT					TH	TM	TW	PR/OR	
	4	-	-	4	75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different concepts in marketing management, consumer behavior and the modern concepts in marketing.

4. DETAILED COURSE CONTENT:

UNIT I	Marks 10	10 Hours
<b>Marketing –an introduction:</b>		
-Meaning, definition of market, definition of marketing ,		
-Selling v/s marketing ,importance of marketing		
-Marketing mix: meaning, definition of marketing mix ,four variables of marketing mix		
-Marketing management: definition, functions, functions of marketing manager		
UNIT II	Marks 15	12 Hours
<b>Marketing environment and segmentation:</b>		
-Marketing environment-(socio-economic forces, competition, technology, government policies, suppliers)		
-Market segmentation-meaning, bases for market segmentation (geographic, demographic, socio-economic, psychographic, market conditions)		
-Importance and limitations of market segmentation		
-Concept of niche marketing		

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<b>UNIT III</b> <b>Consumer behavior:</b> -Concept of consumer behavior, meaning and importance -Stages of individual buying process(need recognition, product awareness, interest, evaluation and intention purchase) -Factors determining consumer behavior	Marks 10	10 Hours
<b>UNIT IV</b> <b>Branding ,packing and pricing:</b> -Branding-meaning, advantages and limitations of branding, brand positioning -Packaging-meaning, packaging policies -Labeling-meaning and importance -Pricing-meaning ,pricing policies, methods of price determination	Marks 20	16Hours
<b>UNIT V</b> <b>Modern concepts in marketing:</b> -Customer relationship management -Rural marketing-meaning, distinction between rural and urban markets, factors leading to growth of rural markets, institutional mechanism, for promoting rural markets(role of government cooperative societies ,private. sector ,SHG & AGMARK) -Global marketing	Marks 20	16 Hours

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Total
1	Marketing-an introduction	10	10
2.	Marketing environment and segmentation	12	15
3.	Consumer behavior	10	10
4.	Branding, packaging & pricing	16	20
5.	Modern concepts in marketing	16	20
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Banerjee Mrityunjoy	Essentials of Modern marketing	Oxford and IBH publishing company
2.	Diwan Parag & Agarwal L.N.	Marketing management	Vanity Books International
3.	P.K Srivastava	Management in a developing economy	Sterling publication

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4.	A.Sinha	Rural consumer behavior	Sonali Publication
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### (MP407) BASIC COSTING

#### 1. RATIONALE:

The subject Basic Costing gives thorough knowledge to the student about the cost accounting & methods used in cost accounting. It will also help in preparing a cost sheet.

#### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		THEORY MARKS		PRACTICAL MARKS		TOTAL MARKS
(MP407) BASIC COSTING				C	TH	TM	TW	PR/OR	
	4		-	4	75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of cost accounting and also understanding the difference between cost & financial accounting.

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UNIT I	Marks 10	10 Hours
<b>Introduction:</b> Meaning, objectives and advantages of cost accounting, Difference between cost accounting and financial accounting. Cost classifications, cost unit, cost centre, cost object.		
UNIT II	Marks 15	12 Hours
<b>Accounting and control of material cost:</b> Methods of pricing of material issues – FIFO, LIFO, Simple average & Weighted Average. Stock levels, perpetual & periodic inventory systems, bin cards & stores ledger. (Problems on FIFO & LIFO methods only)		
UNIT III	Marks 12	10 Hours
<b>Accounting and control of labour cost:</b> Time keeping & methods of time keeping, time booking & methods of time booking, concept of idle time, over time and labour turnover. Time rate system and piece rate system.		
UNIT IV	Marks 10	10 Hours
<b>Accounting and control of overhead cost:</b> Overhead Cost- Meaning, Classification, allocation, apportionment and absorption of overhead & methods of absorption. Over-and under-absorption of overhead.		
UNIT V	Marks 13	10 Hours
<b>Methods of costing:</b> Job Costing -Meaning, Objectives & Procedure. Batch Costing - Meaning and Procedure. Contract Costing- Meaning, Features & Procedure. Service Costing- Meaning & Types (In brief) & Transport Costing.		
UNIT VI	Marks 15	12 Hours
<b>Cost Sheet:</b> Meaning and purpose. Preparation of cost sheet by using all the elements of cost. ( Simple Problems)		

#### 4. DETAILED COURSE CONTENT:



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### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Total
1	Introduction	10	10
2.	Accounting and control of material cost	12	15
3.	Accounting and control of labour cost	10	12
4.	Accounting and control of overhead cost	10	10
5.	Methods of costing	10	13
6.	Cost sheet	12	15
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	A Text Book of Cost Accountancy	M.N.Arora	Vikas Publishing Pvt., Ltd.
2.	Cost Accounting	N.K.Prasad & A.K.Prasad	Book Syndicate
3.	Cost Accounting	R.S.N.Pillai & Bhagavati	S.Chand
4.	Cost Accounting – Theory and Practices	Bhabatosh Banerjee	Sultan Chand & Sons
5.	Principles and Practice of Cost Accounting	Ashish Bhattacharya	Sultan Chand

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### SEMESTER V

Course code	Name of course	TEACHING SCHEME				EXAMINATION SCHEME				TOTAL MARKS
		L	T	P	C	Theory marks		Practical Marks		
						TH	TM	PR/OR	TW	
IT501	MOP Training	-	-	16	16	-	-	-	-	Grade
CS501	Entrepreneurship Development	-	-	2*	2	-	-	-	50	50
MP501	Advanced Accounting	4*	1*	-	5	75	25	-	25	125
MP502	Travel and Tourism Management	4*	-	-	4	75	25	-	50	150
E1	Elective 1	4*	-	-	4	75	25	-	50	150
<b>TOTAL</b>		<b>12</b>	<b>1</b>	<b>18</b>	<b>31</b>	<b>225</b>	<b>75</b>	<b>-</b>	<b>175</b>	<b>475</b>

### SEMESTER V

**\*Workload shall be doubled**

E1: MP511- Advertising Management  
MP512- Cooperative Management

Course code	Name of course	TEACHING SCHEME				EXAMINATION SCHEME				TOTAL MARKS
		L	T	P	C	Theory marks		Practical Marks		
						TH	TM	PR/OR	TW	
MP601	Student Project	-	-	6	6	-	-	50	50	100
MP602	Financial Management	5	1	-	6	75	25	-	50	150
MP603	Advanced Stenography	-	-	4	4	-	-	50	50	100
MP604	Business Law	5	-	-	5	75	25	-	25	125
E2	Elective II	5	-	-	5	75	25	-	25	125
E2	Elective II	5	-	-	5	75	25	-	25	125
<b>TOTAL</b>		<b>20</b>	<b>1</b>	<b>10</b>	<b>31</b>	<b>300</b>	<b>100</b>	<b>100</b>	<b>225</b>	<b>725</b>

### SEMESTER VI

E2: MP611 - Hotel Management  
MP612 – Auditing  
MP613 – Human Resource Management  
MP614 - Advanced Costing  
MP615 – Advanced Banking  
MP616– Insurance  
MP617 – Securities & Investments

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MP618– Taxation

## SEMESTER V

### (MP501) ADVANCED ACCOUNTING

#### 1. RATIONALE:

The course aims at imparting knowledge about the principles, methods and techniques of accounting and their applications.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	Periods/Weeks (In Hours)			Total Credits	Examination Scheme				
	L	T	P		C	Theory Marks		Practical Marks	Total Marks
MP501 Advanced Accounting	4	1	-	5	TH	TM	TW	PR/OR	125
					75	25	25	-	

**\*Actual load will be doubled since duration is 8 weeks**

*Minimum passing %: Theory 40%*

*Legends:*

*L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks*

*PR/OR- End Semester Practical/Oral Examination; TW –Term Work*

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give better knowledge of advanced accounting, besides the knowledge of accounting.

#### 4. DETAILED COURSE CONTENT:

**Unit I:** Marks 25    25 Hours

**Accounting for Shares:**

Meaning, kinds of shares, issue of shares, terms of issues, accounting entries, Issue of shares at premium, at discount, at par for consideration other than cash, pro-rata allotment, calls in arrears, calls in advance, interest on calls in advance, forfeiture, reissue- partly and fully, issue of bonus shares. (for Theory Only)

**Unit II:** Marks 25    25 Hours

**Amalgamation of firms:**

Meaning, Objectives, consequences of amalgamation, problems to be dealt with methods of accounting – Realization method and Revaluation method, Accounting procedures in the books of old and new firm. (Simple problems)

**Unit III:** Marks 25    30 Hours

**Hire Purchase and Installment system Accounting:**

Hire purchase: Accounting treatment in the books of Hire purchaser (Buyer) and Hire vendor (Seller) – when the asset is recorded at full cash price to be dealt with-Journal

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entries and Ledger Accounts.

Installment System: Journal entries and Ledger Accounts only under 'Interest Suspense method' in the books of buyer and seller/vendor to be covered. (Simple problems)

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (Theory)

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER	Marks
1.	Accounting for Shares	25	25
2.	Amalgamation of firms	25	25
3.	Hire Purchase and Instalment system Accounting	30	25
TOTAL		80	75

### 6. SUGGESTED LEARNING RESOURCES

SR. NO.	AUTHOR	TITLE OF BOOKS	PUBLICATIONS
1.	S. N. Maheshwari	Advanced Accountancy	Vikas
2.	Gupta & Radhaswamy	Advanced Accounting	Sultan Chand

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### (MP502) TRAVEL & TOURISM MANAGEMENT

1. RATIONALE: To familiarize the students with the basic concepts of Tourism and to enhance their understanding of the Tourism Industry & its Various Components.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	Periods/Weeks (In Hours)			Total Credits	Examination Scheme				
	L	T	P		Theory Marks		Practical Marks		Total Marks
MP502 TOURISM & TRAVEL MANAGEMENT	4	-	-	4	TH	TM	TW	PR/OR	
					75	25	50	-	

**\*Actual load will be doubled since duration is 8 weeks**

*Minimum passing %: Theory 40%*

*Legends:*

*L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work*

3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE: To understand the process of Tourism management and its functions and to familiarize the students with current tourism management practices.

#### 4. DETAILED COURSE CONTENT:

UNIT I      Marks 15      16 Hours

##### **Tourism Introduction:**

- Definition of tourism
- the need for tourism
- The birth, growth and development of tourism
- factors influencing growth of tourism
- Types of tourism & Emerging areas of tourism: rural, economic, medical, pilgrimage, Bollywood, golf, Dark Tourism, Mass Tourism, wine tourism, camping tourism, Adventure tourism etc.
- Forms of tourism: domestic, International, regional, inbound, outbound
- components of tourism.

UNIT II Marks 20 16 Hours

**Tourism Product:**

- Concept of tourism product.
- Characteristics of Tourism Product
- forms of tourism product both natural & man-made
- Heritage: arts, craft, Flora, Fauna Environmental Ecology
- Tourist Resources:-religious & spiritual centers, fairs & Festivals, Yoga meditation & others centers.
- Craftsmanship: Folk customs, museum, art galleries,
- Natural tourist resources, Landform & Landscape, Climate, water bodies.
- Socio-cultural resource - Architectural Heritage Of-India, Historical monuments of touristic significance
- Archaeological sites, religious shrines/centers -Hindu, Buddhist, Jain, Sikh, Muslim Christian & Others.
- Performing arts - Dance and Music forms ~Music Festivals - Fruit and Flowers Shows – Food Festivals
- Wildlife sanctuaries- National facilities & parks -Botanical gardens and Zoological Parks,

UNIT III Marks 20 16Hours

**Tourism Marketing :**

- Definition and Marketing Concepts
- Need and Importance of Marketing for Tourism
- Special features of Tourism Marketing
- Marketing Functions
- Market Segmentation and Tourism Marketing Mix;
- Promotion: Advertising
- Sales Promotion
- Publicity

UNIT IV Marks 20 16 Hours

**Travel Agency & Tour Operators Business**

- Basic concept of Travel agents, Tour Operators & Excursion Agents.
- History &growth of Travel Agency
- Types of travel agency and tour operation,
- Functions of a travel agency and tour operator
- Types of Tours, tour formulation and designing process
- Meaning of tour package, types and forms of tour package.
- Costing of tour packaging, Advantages and disadvantages of Package tours.
- Designing & printing of tour Brochure.
- Role of Airlines, Indian Railways, Air India & private airlines in the growth of travel agency &tour operators Business.
- Ticketing



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### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Marks
1.	Tourism Introduction	16	15
2.	Tourism Product	16	20
3.	Tourism Marketing	16	20
4.	Travel Agency & Tour Operators Business	16	20
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Anand M.M.	Tourism and hotel industry in India -	
2.	PranNath Seth.	Successful tourism management	
3.	Bukart A J.	The management of tourism	
4.	Butler R W.	The social implications of tourism development	
5.	Clib SN.	Perspectives of Indian Tourism in India	



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## (IT501) INDUSTRIAL TRAINING

### 1. RATIONALE:

Industrial Training is a newly introduced component, in the curriculum under Revised Semester Pattern system for all 03 year Diploma Programmes. It is a Training programme designed to expose & prepare the students for the Industrial work situation. This exposure and hands on experience, will further enhance the prospects of student fraternity to be better placed on completion of their course.

### 2. TEACHING AND EXAMINATION SCHEME

Course code & course title	Periods/Week (in hours)			Total Credits	Examination Scheme				
	L	T	P		Theory		Practical		Total Marks
IT501 INDUSTRIAL TRAINING	L	T	P	C	TH	TM	PR/OR	TW	Grade
	-	-	16	16	-	-	30	70	

Minimum passing %: 40%

#### Legends:

PR/OR - End Semester Practical / Oral Examinations; TW- Term Work

### 3. DETAILED COURSE CONTENTS

Students are required to study and have hands-on experience wherever possible in the following areas (depending on availability):

1. Company Profile
2. Organizational Structure
3. Company Product Range
4. Manufacturing Facilities Available /Services provided
5. Plant / Facility Layout
6. Operations / Production Processes
7. Production Planning and Control
8. Detail study of Latest Equipment/ Technologies Used
9. Stores Functions
10. Material Handling Systems/ Equipments
11. Quality Management Systems / Functions
12. Maintenance and Repair Practices
13. Safety Practices / Safety Equipments
14. Utilities
15. Logistics
16. Sales and Marketing
17. Ethics, Statutory Rules and Regulations followed
18. Product Design and Development

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19. Any other area specific to the Industry providing Training

### 4. TERM WORK & PRACTICALS

<b>Evaluation Scheme</b>					
<b>TW</b>				<b>PR/OR</b>	<b>TOTAL Marks</b>
<b>Attendance Marks*</b>	<b>Industrial Mentor's assessment Marks</b>	<b>Institute Mentor's assessment Marks</b>	<b>Trainin g Report</b>	<b>Report Assessment &amp; Seminar/Viva</b>	
10	20	20	20	30	100

\* 01 mark shall be deducted for every Absence (with or without permission).

#### Daily Dairy

The daily dairy should-be maintained in a book. It should reflect the day to day activities performed by the student (including task, men and materials involved). It should be counter signed by the Industry Mentor. It will become the basis for writing reports on the complete training.

#### Training Report

The training report should be submitted by the training students should include the following salient points- Certificate from institute, Certificate of training from company, detailed write up as per daily dairy, detailed drawings, working drawings, photographs, safety precautions, techniques for work minimization on site, organizational chart, Importance of project to the society, special methods/techniques/equipment should be separately high lightened, including environmental aspects. The report should be informative and technical, typed with double spacing on good quality bond paper and bound.

Assessment of Training Report be based on Knowledge, Presentation, Quality of contents and Sketches.

Note :

- a. Student/s undergoing Industrial Training shall follow Rules and Regulations of the Industry.
- b. Industrial Training will generally be organised and conducted in accordance with Industrial Training Manual duly prescribed by the Board.

### 5. SUGGESTED SPECIFICATION TABLE WITH MARKS & HOURS (THEORY)

<b>Unit No</b>	<b>Name of the Unit</b>	<b>Teaching Hours</b>	<b>Marks</b>
1	PR/OR	} 08 Weeks	30
2	TW		70
<b>Total</b>		<b>08 Weeks</b>	<b>100</b>

**Note:**

1. For Industrial training Grades will be awarded based on marks scored as follows:

80% and above Marks – Grade ‘A’  
 60% to 79% Marks – Grade ‘B’  
 40% to 59% Marks – Grade ‘C’  
 Marks below 40% - Grade ‘D’

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2. TW and PR/OR shall be separate heads of passing. Student has to secure minimum Grade 'C' for passing.

### (CS501) ENTREPRENEURSHIP DEVELOPMENT

#### 1. RATIONALE

The course on Entrepreneurship Development focuses on creating awareness regarding entrepreneurial traits, entrepreneurial support system, opportunity identification, project report preparation and understanding of legal and managerial aspects related to setting up of enterprise. This can be helpful in motivating technical students to start their own small-scale business/enterprise.

#### 2. TEACHING AND EXAMINATION SCHEME

Course Code & Course Title	Periods/Week (In Hours)			Total Credits	Examination Scheme				
	L	T	P		Theory Marks		Practical Marks	Total Marks	
CS501 Entrepreneurship Development	L	T	P	C	-	-	PR/OR	TW	50
	-	-	2	2	-	-	-	50	

Minimum passing % Practical 40%

#### 3. COMPETENCY TO BE DEVELOPED THROUGH THIS COURSE

The course content should be taught and implemented with the aim to develop different types of skills leading to the achievement of the competency – *Prepare a detailed project report for an identified product/service.*

#### 4. DETAILED COURSE CONTENT

<b><u>Unit 1:Introduction</u></b>	(7 Hours, 12 Marks)
Meaning of entrepreneurship, need in the present scenario, definition of an entrepreneurship, qualities of an entrepreneur, functions of an entrepreneur, risks and rewards of entrepreneurship.	
Definition of Micro, Small And Medium Enterprises ( MSME).Classification of Micro, Small And Medium Enterprises ( MSME). Types of Enterprises - manufacturing, service and franchisee.	
<b><u>Unit 2:Forms of Business Organisation</u></b>	( 2 Hours, 9 Marks)
Main features of Sole Proprietorship, Partnership, Private Limited Company, Public Limited Company, Co-operative Society.	

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<b><u>Unit 3: Entrepreneurial Support System</u></b>	(6 Hours, 9 Marks)
<p><u>Central Government Agencies:</u> Functions of Small Industries Development Bank of India (SIDBI), National Bank for Agriculture and Rural Development (NABARD), National Small Industries Corporation (NSIC), Micro, Small And Medium Enterprises -Development Institute (MSME- DI), Technology Business Incubator (TBI), Khadi &amp; Village Industries Commission (KVIC).</p> <p><u>State Government Agencies:</u> Functions of District Industries Centre (DIC), Goa Industries Development Corporation (GIDC), Economic Development Corporation (EDC), Financial Institutions-Banks, Goa Handicrafts and Rural Small Scale Industries Development Corporation (GHRSSIDC), Rural Development Agency (RDA), Khadi and Village Industries Board (KVIB).</p>	
<b><u>Unit 4: Business Opportunity Identification</u></b>	(7 Hours, 6 Marks)
Evaluation of business opportunity:- selection of industry, initial prospects study, product marketing concept, decision to proceed, feasibility study, project evaluation.	
<b><u>Unit 5: Market Research</u></b>	(6 Hours, 12 Marks)
Definition of demand, factors affecting demand, law of demand, demand curves Definition of supply, factors affecting supply, law of supply, supply curves. Preparation of questionnaire. Data collection for setting up a small enterprise.	
<b><u>Unit 6: Legal Aspects</u></b>	(4 Hours, 9 Marks)
Procedure of registration of Micro, Small And Medium Enterprise (MSME), meaning and registration of Value Added Tax (VAT), Service Tax, PAN. Slabs of Income tax.	
<b><u>Unit 7: Project Report</u></b>	(16 Hours, 18 Marks)
Need for project report, importance of Project report, scope of project report: Economic aspects, technical aspects, financial aspects, managerial aspects, production aspects. List the contents of a project report. Proforma of a project report which includes:- Introduction, scheme, profitability and projections, infrastructure, break- even point, names and addresses of suppliers, remarks. Project Profile.	

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Project appraisal criteria:- technical feasibility, financial feasibility, economic viability, commercial viability, managerial competency, political and labour considerations.

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (THEORY)

Unit No.	Topic	Teaching Hours/ Semester	MARKS
1	Introduction	7	12
2	Forms of Business Organisation	2	9
3	Entrepreneurial Support System	6	9
4	Business Opportunity Identification	7	6
5	Market Research	6	12
6	Legal Aspects	4	9
7	Project Report	16	18
<b>TOTAL</b>		<b>48</b>	<b>75</b>

### 6. MANDATORY ASSIGNMENTS

1. Preparation of a Case Study on leading entrepreneurs of Goa. (To be taken while conducting Unit 1)
2. Preparation of a Case Study on leading entrepreneurs of India. (To be taken while conducting Unit 1) Unit 1)
3. Filling of template of “Business Model Canvas”
4. Preparation of Project Profile.
5. Preparation of Project Report.

### 7. SUGGESTED ACTIVITIES:

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1. Visits to related departments (DIC,Banks,Tecnology Business Incubators, MSME-DI, NSIC, KVIC, KVIB).
2. Study visits to industries.
3. Organise entrepreneurship related event / activities.
4. Organise lectures/seminars with successful entrepreneurs.
5. Organise brainstorming sessions on ideation.
6. Establish an Entrepreneurship Development Cell.

### 8. SUGGESTED LEARNING RESOURCES

S.No.	Author	Title of Books	Year of Publication
1.	<i>Sharad jawadekar, shobha dodlani,</i>	<i>Business entrepreneurship</i>	<i>Suvichar prakashan mandal pune,</i>
2.	<i>S.S. Khanna</i>	<i>Entrepreneurship development</i>	<i>S. Chand &amp; Co. Ltd, New Delhi,</i>
3.	<i>Vasant Desai</i>	<i>Management of small Scale Industry in India</i>	<i>Himalaya Publishing House</i>
4.	<i>Dilip Sarwate</i>	<i>Entrepreneurial development Concepts and practices</i>	<i>Everest Publication House, Pune</i>
5.	<i>CB Gupta and P Srinivasan</i>	<i>Entrepreneurship Development</i>	<i>S. Chand and Sons, New Delhi</i>
6.	<i>PM Bhandari</i>	<i>Handbook of Small Scale Industry</i>	

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### (MP511) ADVERTISING MANAGEMENT

#### 1. RATIONALE:

The purpose of this course is to explain the basics of advertising management to the students.

#### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	THEORY MARKS		PRACTICAL MARKS	
MP511 ADVERTISING MANAGEMENT	4	-	-	4	TH	TM	TW	PR/OR	150
					75	25	50	-	

**\*Actual load will be doubled since duration is 8 weeks**

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks

PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a basic knowledge of advertising and to provide all the essential information regarding advertising management.

#### 4. DETAILED COURSE CONTENT:

**Unit I:** Marks 15      10 Hours

**Introduction :**

- Advertising – Meaning & definition, Benefits and limitations of advertising (in brief only)
- Advertising Media – meaning & types (in brief),
- Advertising ethics and social responsibility,
- Advertising and consumer protection.

**Unit II:** Marks 20      16 Hours

**Fundamental tasks in advertising:**

- Meaning of advertising research and media research
- Advertising Budget: Meaning & Methods (in brief), Factors influencing allocation of funds for advertising.
- Media Planning and Media Scheduling : Meaning & Importance

**Unit III:** Marks 10      10 Hours

**Creativity in advertising:**

- Creativity : Meaning, role of creativity in advertising,
- The creative visualization process / steps – the creative pyramid.

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-AIDA process.

**Unit IV:** Marks 15      14 Hours

**Layout & copywriting**

-Layout: Meaning, elements of an ad in brief – Principles of effective layout.

-Copy writing: Meaning, Types and Principles for effective copywriting for posters, Print, Radio and Television.

**Unit V:** Marks 15      14 Hours

**Visuals, signs & symbols in advertising**

-Visuals : Meaning and Types

-Signs & Symbols: Meaning of signs – Symbols verbal and non-verbal.

-Advertising agency: Meaning, client - agency relationship

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (Theory)

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER	Marks
1.	Introduction	10	15
2.	Fundamental tasks in advertising	16	20
3.	Creativity in advertising	10	10
4.	Layout & copywriting	14	15
5.	Visuals, signs & symbols in advertising	14	15
TOTAL		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	William Arens.	Advertising	Tata Mc. Graw Hill, N. Delhi
2.	N.G. Kale and M. Ahmed.	Advertising	Vipul Prakashan, Mumbai 04.
3.	Kale and Sablak	Advertising	



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### (MP512) CO-OPERATIVE MANAGEMENT

1. **RATIONALE:** This Course presents the Co-operatives in India which explains the Working of Co-operative institutions practically with problems. It enables the students to learn the features and functions of Co-operative societies.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	Periods/Weeks (In Hours)			Total Credits	Examination Scheme				
	L	T	P		Theory Marks		Practical Marks		Total Marks
MP512 CO-OPERATIVE MANAGEMENT	4	-	-	4	TH	TM	TW	PR/OR	
					75	25	50	-	

**\*Actual load will be doubled since duration is 8 weeks**

*Minimum passing %: Theory 40%*

*Legends:*

*L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks*

*PR/OR- End Semester Practical/Oral Examination; TW –Term Work*

3. **COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:** On successful completion of the course the students should have to understand the structure of Credit and Non-Credit co-operative societies in India. Learn about the various co-operative societies like Banking, Production, Processing, Marketing, Housing Dairy, Labour co-operatives, etc.

#### 4. DETAILED COURSE CONTENT:

UNIT I      Marks 10      10 Hours

##### **INTRODUCTION**

- Meaning, Definition and characteristics of Cooperatives
- Principles of Cooperation
- Role of Cooperatives in development
- history of Cooperative movement
- Cooperative Movement in India
- Cooperation during Five Year Plans

UNIT II Marks 15 10 Hours

**Cooperative society:**

- Meaning & Objective of a Cooperative society
- Formation of a society
- Registration of co-operatives, need, conditions and effects of registration
- Procedure for registration
- By-Laws - its importance- amendment of by-laws
- Duties, responsibilities and the powers of Registrar of Cooperative Societies.
- Evolution of Cooperative Legislation in India
- Cooperative Societies Act 1904, 1912, Provincial Legislation.
- Cooperative Societies Act and Rules of the State concerned
- Cooperative Department

UNIT III Marks 10 10Hours

**Organisation & management of co-operatives**

- Membership, their rights & liabilities
- Composition of Board of Directors & its relation with general body
- Role of General Body, Managing Committee, Chairman, Managing Director & Secretary,
- Meetings, Tenure and Quorum

UNIT IV Marks 10 10 Hours

**Financing of co operatives:**

- Sources of Finance to finance its needs,
- Statutory funds
- Organisation of Finance department,
- Role of RBI, SBI & other re-financing agencies
- Role of NABARD
- Role of Cooperative Banks and NCDC
- Properties and funds of Cooperative Societies
- appropriation of net profit
- Investment of funds and reserve fund

UNIT V Marks 15 12 Hours

**Classification of co operative societies:**

- Agricultural Cooperative Societies - Non-Agricultural Cooperative Societies
- Agricultural Credit
- Agricultural Non-Credit-Non-Agricultural Credit - Non-Agricultural Non-Credit

**TYPES OF NON CREDIT COOPERATIVES:**

- Primary Marketing Societies,
- Cooperative Processing,
- Cooperative Farming
- Consumer Cooperatives,
- Industrial Cooperatives,
- Housing Cooperative
- Industrial Labour cooperative

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- Dairy Cooperatives,  
-Significance of Milk Cooperatives AMUL in the Socio Economic Development of Rural Area

UNIT VI Marks 15 12Hours

### **TYPES OF CREDIT COOPERATIVE:**

Agricultural Credit Cooperatives and Non-Agricultural Credit Cooperatives.

Agricultural Credit Co-operatives

-PACS, FSS, LAMPS, DCC Banks and State Cooperative Banks.

Non-Agricultural Credit Cooperative

-Urban Cooperative Banks, Salary Earners Cooperative Credit Societies/Banks,

Industrial Cooperative Banks and other Non-Agricultural Credit Societies.

### Guidelines for conducting Theory Examination:

Duration 3 hours

1. Questions should be of short answer type only.
2. Sufficient internal choice should be provided in the question paper.

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit No.	Topic	Teaching hours/ semester	Total
1.	Introduction	10	10
2.	Cooperative society:	10	15
3.	Organisation & management of co-operative	10	10
4.	Financing of co operatives	10	10
5.	Classification of co- operative societies	12	15
6.	Types of credit cooperative:	12	15
Total		64	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	B.S.mathur	Co-operation in India,	Sahitya Bhawan,99.
2.	R.D.Bedi,	Theory, History & Principals of Co-operation,	R. Lall Book Depot,
3.	B.L.Mathur	Rural Development and Co-operation,	RBSA Publishers
4.	Nakkiran & John Winfred	Co-operative Banking in India,	Rainbow Publications
5.	Mamoria & Others	Co-operation	Kitab publications
6.	Dubhashi P.R	Principles & Philosophy of co-operation	Vmnicm Pune

## **SEMESTER VI**

### **(MP601) STUDENT PROJECT**

#### 1. RATIONALE:

The course aims at making the students work on a project. This will develop the planning, collecting, analyzing, interpreting skills of the student. The students will work on the project in a group of minimum of 3 students per group under the guidance and supervision of the teacher/guide in charge.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	Periods/Weeks (In Hours)			Total Credits	Examination Scheme				
	L	T	P		C	Theory Marks		Practical Marks	
MP601 Student Project	-	-	6	6	TH	TM	TW	PR/OR	100
					-	-	50	50	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks

PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

Student Project will give an experience to the student to work on a fully fledged project which will improve the student's practical learning. The student will learn to plan, collect, analyze, interpret and present the data in the form of a report.

#### 4. DETAILED COURSE CONTENT:

The project report should be typed. The complete report should be between 30-40 pages.

**From the list given below, the student will select a project in the area of his/her interest**

1. Entrepreneurship – To study the establishment and working of a firm.
2. Management- To undertake a study on topics related to advertising management, retail and service management, administrative management, etc.
3. Accounting – To study the procedure of accounting undertaken by a company either manually or by using software (e-accounting).
4. Banking- to study latest trends in banking (mobile , internet banking etc)

5. Travel & Tourism management- To study the various aspects of the tourism industry including functioning of travel agency, tour operators, hotels, and other related areas.

**The following are the desirable stages of the project:**

Stage 1- Concept: submission of various concepts (topics) & its approval. (5marks by guide)

Stage 2- Outline and a rough structure of the project. The above will serve as a guideline for completing the project work. (10 marks by guide)

Stage 3- Field Survey, Collection of primary & secondary data. (5 marks by guide)

Stage 4- Project Report- Submission of a complete study including conclusions drawn, documents referred, acknowledgement, etc in the form of a technical report.(30marks by internal panel)

Stage 5- Examination /viva of the final project by the external examiner (DTE). (50 marks)

Note: Two copies of the report should be submitted to the guide concerned by each student of the respective group.

The guide will be marking the students out of 20 in the first 3 stages.

Term work for each student will consist of 30marks for the presentation and viva conducted by a panel of 3 teachers within the department.

An external faculty will be marking the students on presentation and viva out of 50marks for the final examination.

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### (MP602) FINANCIAL MANAGEMENT

#### 1. RATIONALE:

The course is designed to provide basics of finance function, its management & accounting. Students are expected to acquire basic understanding & Proficiency in the area of company finance.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	Periods/Weeks (In Hours)			Total Credits	Examination Scheme				
	L	T	P		Theory Marks		Practical Marks		Total Marks
MP602 Financial Management	5	1	-	6	TH	TM	TW	PR/OR	
					75	25	50	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different sources of finance available to business firms including corporate and the concepts, tools & techniques used in the area of financial management.

#### 4. DETAILED COURSE CONTENT:

UNIT I      Marks 10      15 Hours

**Meaning of financial Management:**

- Nature, Scope & Objectives
- Profit maximization Vs. Wealth maximization
- Role and responsibility of a Finance Manager
- Agency problem: Managers Vs. Shareholders

UNIT II      Marks 10      15 Hours

**Cost of capital and its measurement:**

- Measuring cost of capital
- Explicit cost and Implicit cost
- Cost of debt capital
- Cost of Preference capital
- Cost of equity capital (4 approaches – P/P ratio, E/p ratio, D/P +G ratio, Realized yield approach)
- Cost of retained earnings
- Cost of depreciation funds.
- Composite & Average cost of capital

(simple problems on calculation of all the above costs of capital)

UNIT III Marks 15 20Hours

**Capital Budgeting :**

-Meaning & importance

-Capital budgeting process

-Project classification

Investment criteria (methods)

a) Non-discounting criteria

i) Pay-back

ii) Accounting Rate of Return

b) Discounting criteria

i) Internal Rate of Return

ii) Net Present Value

iii) Profitability index

(Practical Problems on only the above methods)

UNIT IV Marks 15 20 Hours

**Capital Structure Decisions:**

-Concept of capital structure

-Meaning and importance of capital structure

- factors influencing capital structure

-concept of Optimum capital structure

Leverages

i) Financial leverage and its features

ii) Operating leverage and its features

iii) Combined leverage

Classification of capital into Fixed & Working Capital:

fixed capital:

-factors determining fixed capital

-Sources of long term finance

Lease financing

Introduction, Nature and Types of leasing, Lease Vs. Buying

i) Operating lease

ii) Financial lease

(Practical problems on calculation of all the 3Leverages only)

UNIT V Marks 10 10 Hours

**Dividend Policy:**

-Concept of Dividend Policy

-Determinants of dividend

-Dividend payout ratio

-Earnings per share

i) Models in which investment and dividend decisions are related

a. Walter model

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b. Gordon model  
 ii) Miller and Modigliani position  
 (Practical problems on the calculation of Earnings per share only)

UNIT VI      Marks 15      16 Hours

**Working Capital Management:**

- Concept, Need & Factors determining working capital
- Estimation and computation of working capital

Management of cash:

- Introduction
- Motives of holding cash
- Factors determining cash needs
- Techniques for speedy cash collection
- Techniques for slowing disbursements.

Receivable management:

- Meaning & objectives
- Costs associated with receivables
- Decision areas in receivable management
- Credit policies, Credit terms, and Collection policies.

(Practical Problems on the estimation & Calculation of working Capital)

Guidelines for conducting Theory Examination:

Duration 3 hours

1. Questions should be of short answer type only.
2. Sufficient internal choice should be provided in the question paper.
3. The Paper should not contain more than 50% theory.

**5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (Theory)**

Unit No.	Topic	Teaching hours/ semester	Marks
1.	Meaning of financial system	15	10
2.	Cost of capital and its measurement	15	10
3.	Capital Budgeting	20	15
4.	Capital Structure Decisions	20	15
5.	Dividend Policy	10	10
6.	Working Capital Management	16	15
Total		96	75

**6. SUGGESTED LEARNING RESOURCES**

Sr. No.	Author	Title of books	Publications
1.	Prasanna Chandra	Financial Mgt.-Theory & Practice	Tata Mc Graw Hill
2.	I. M. Pandey	Financial Management	Vikas Publishing House
3.	James C. Vanhorne	Fundamentals of Financial Mgt.	Prentice Hall of India



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4.	S. C. Kuchhal	Financial Management	ChitanyaPub.House
5.	Khan & Jain	Financial Management	Tata Mc Graw Hill
6.	Sharma & Shashi Gupta	Financial Management	Kalyani Publishers

### (MP603) ADVANCED STENOGRAPHY

1. RATIONALE:

*The main aim of diploma holders is to perform secretarial duties for and on behalf of the boss. Therefore, one must be well conversant with relevant sources of information and*

*alert and active with detailed knowledge to perform assignment as per direction of the office.*

The students are expected to acquire the proficiency of at least 120 W.P.M. at the end of Semester

2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		THEORY MARKS		PRACTICAL MARKS		TOTAL MARKS
MP 603 ADVANCED STENOGRAPHY	--	-	04	04	TH	TM	TW	PR/OR	
					---	---	50	50	

*Minimum passing %: Theory 40%*

*Legends:*

*L- Lectures      T- Tutorials      P- Practical      C- Credit*

*TH- End Semester Theory; TM- Test Marks; PR/OR- End Semester Practical/Oral Examination; TW- Term Work*

3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

To develop the ability to take down in shorthand the dictated matter at the rate of 120 W. P. M. and familiarize with the terms related to the different branches of business.

4. DETAILED COURSE CONTENT:

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### **UNIT I**

1. Intersections
2. Advance Phraseography (Legal Phrases, Insurance Phrases, Political Phrases, General Advanced Phrases)
3. Dictation of passages using the above.

### **UNIT II**

1. Dictation from Newspaper.
2. Dictation from magazines and books specially intended for speed building.

### **UNIT III**

1. Reading back / transcribing on Computer of the dictated matter.

### **UNIT IV**

1. Exercises in transcription of longhand matter into theoretically correct shorthand.
2. Speed tests of 10 minutes. Duration at 120 w. p. m.

### GUIDELINES FOR CONDUCTING PRACTICAL EXAMINATION:

Duration 2 hours

The Practical Paper must comprise of two passages:

Passage A: This passage must be a legal report/matter or political report/speech of 10 minutes. Duration at the rate of 120 w.p.m.----- 30Mks.

Passage B: This passage must be a longhand matter to be transcribed into shorthand accurately and theoretically (500 words) ----- 20 Mks.

#### 4. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (PRACTICAL)

UNIT NO.	UNITS	TEACHING HOURS/SEMESTER	Marks
1.	UNIT I	16	10
2.	UNIT II	16	10
3.	UNIT III	16	15
4.	UNIT IV	16	15
TOTAL		64	50

#### 5. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publication
1.	Pitman	Shorthand instructor & Key	Pitman Publication

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2.	Pitman	The New Phonographic Phrase Book	Pitman Publication
3.	Pitman	Miscellaneous correspondence in pitman shorthand.	Pitman Publication

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### (MP604) BUSINESS LAW

#### 1. RATIONALE:

Students are expected to acquire sufficient knowledge about the various concepts of business law and the latest knowledge about the various acts.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		Theory Marks		PRACTICAL MARKS		TOTAL MARKS
MP604 BUSINESS LAW	5	-	-	5	TH	TM	TW	PR/OR	
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different concepts of business law which include learning of acts such as Indian Contract Act, 1872 ; Indian Partnership Act, 1932; Arbitration and conciliation Act, 1996; Competition Act, 2002- Part I

#### 4. DETAILED COURSE CONTENT:

UNIT I      Marks 30      25 Hours

##### **Indian Contract Act, 1872**

A. Definition of contract, agreement, proposal, acceptance, void agreement, voidable contract and consideration. Essentials of a contract.

B. Contract of indemnity, rights of indemnity holder , contract of guarantee, rights of surety , discharge of surety, bailment , rights and duties of the Bailer and Bailee, pledge , rights and duties of Pawnor and Pawnee, contract of agency , modes of creation of agency, extent of agents authority and termination of agency.

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<p>UNIT II    Marks 20    20 Hours</p> <p><b>Indian Partnership Act, 1932</b></p> <ul style="list-style-type: none"> <li>-Definition of partnership, characteristics</li> <li>- Modes of determining existence of partnership</li> <li>- Types of partnership</li> <li>-Registration of a firm and effects of non –registration</li> <li>-Rights, duties and liabilities of partners</li> <li>-Rights and liabilities of partners on dissolution of partnership</li> <li>-Modes of settlement of accounts between partners.</li> </ul>
<p>UNIT III    Marks 15    20 Hours</p> <p><b>Arbitration and conciliation Act, 1996</b></p> <ul style="list-style-type: none"> <li>-Meaning of arbitration</li> <li>- How arbitration agreement is made</li> <li>-Arbitral tribunal</li> <li>-Appointment of Arbitrators</li> <li>-Meaning of Conciliation</li> <li>-Appointment of Conciliator</li> <li>-Role of Conciliator</li> </ul>
<p>UNIT IV    Marks 10    15 Hours</p> <p><b>Competition Act, 2002- Part I</b></p> <ul style="list-style-type: none"> <li>-Object of Competition Act</li> <li>-Anti Competitive Agreements</li> <li>-Dominant position</li> <li>- Abuse of dominant position</li> <li>-Combination</li> <li>-Regulation of Combination</li> </ul>

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit No.	Topic	Teaching hours/ semester	Marks
1.	Indian Contract Act,1872	25	30
2.	Indian Partnership Act,1932	20	20
3.	Arbitration and conciliation Act,1996	20	15
4.	Competition Act,2002 Part-I	15	10
Total		80	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Pullock and Mulla	Indian Contract Act	
2.	Private Publication	Indian Partnership Act,1932(latest bare Act)	
3.	Prafulla C Pant	The Arbitration and Conciliation Act,1996	
4.	Dr. V.K Agarwal	Competition Act, 2002- Part I (student edition)	

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### (MP611) HOTEL MANAGEMENT

**1. RATIONALE:** To give a broad overview of the basic concepts of hospitality management and to equip the students to make use of the opportunities in this sector.

**2. TEACHING & EXAMINATION SCHEME:**

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		Theory Marks		PRACTICAL MARKS		TOTAL MARKS
MP611 HOTEL MANAGEMENT				C	TH	TM	TW	PR/OR	
	5	-	-	5	75	25	25	-	

*Minimum passing %: Theory 40%*

*Legends:*

*L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks*

*PR/OR- End Semester Practical/Oral Examination; TW –Term Work*

**3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:** The students will be to familiarized with the basic concepts of Hotel Management and will enhance their understanding of the working of the Hotel industry & their costing & Accounting.

**4. DETAILED COURSE CONTENT:**

**UNIT I**      Marks 15      14 Hours

**Introduction to Hotel Industry:**

- Introduction and evolution
- Types of accommodation
- Basic concepts of hotel management
- Characteristics & functions of hotels
- Classification of hotels
- Development of Hotel Industry in India
- Major hotel chains in India
- Hotel Industry vs. Tourism Industry.

**UNIT II**      Marks 15      16 Hours

**Activities of Hotels:**

- accommodation management
- front office
- housekeeping
- bar and restaurant
- supporting service
- working of hotels

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<ul style="list-style-type: none"><li>- maintenance of equipments</li><li>- maintenance of Account</li></ul>
<p>UNIT III    Marks 10    12Hours</p> <p><b>Room Occupancy:</b></p> <ul style="list-style-type: none"><li>-Room occupancy rate management</li><li>-estimation of demand, seasonal pattern of guest company</li><li>-Factors affecting the determinations of room rate during seasons &amp; off-seasons.</li><li>-Need for Hotel Product Brochures,</li><li>-Types of Guest room and suites</li><li>-Tariff cards, Tariff decisions, Cost and pricing</li><li>-Types of room rates, basis for charging room rates.</li></ul>
<p>UNIT IV    Marks 10    12 Hours</p> <p><b>Hotel Marketing :</b></p> <ul style="list-style-type: none"><li>-Marketing functions &amp; its relevance to Hotel Industry</li><li>- sales</li><li>- purchasing</li><li>- storage system</li><li>- industry levels</li><li>- ordering levels</li><li>- costing</li><li>- recipe costing</li><li>- menu pricing</li><li>- Hotel security.</li></ul>
<p>UNIT V    Marks 15    14 Hours</p> <p><b>Hotel Costing &amp; Accounting:</b></p> <ul style="list-style-type: none"><li>-Elements of cost</li><li>-Gross Profit &amp; Net Profit determination &amp; their percentages</li><li>-Income Statement</li></ul> <p>Uniform system of accounts for hotels:</p> <ul style="list-style-type: none"><li>-Introduction, Need &amp; Purpose</li><li>-Final Accounts of Hotels under sole proprietorship, partnership &amp; Joint stock company ( Practical problems on preparation of income statements, Gross profit &amp; Net profit Ratios &amp; Preparation of final Accounts)</li></ul>
<p>UNIT VI    Marks 10    12Hours</p> <p><b>License &amp; Permissions:</b></p> <p>License &amp; permissions from authorities</p> <ul style="list-style-type: none"><li>- Labor Department</li><li>- City corporations</li><li>- police</li><li>- State Exercise</li><li>- Department of Tourism</li><li>- ESI</li><li>- food and beverage service</li><li>-FDI</li></ul>

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- Problems and prospects of Hotel Industry.

### Guidelines for conducting Theory Examination:

Duration 3 hours

1. Questions should be of short answer type only.
2. Sufficient internal choice should be provided in the question paper.

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Marks
1.	Introduction to Hotel Industry	14	15
2.	Activities of Hotels	16	15
3.	Room Occupancy	12	10
4.	Hotel Marketing	12	10
5.	Hotel Costing & Accounting	14	15
6.	License & Permissions	12	10
Total		80	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Andrews	Hotel Front Officer Training Manual	
2.	Richard Kotas	Food cost control	
3.	Megi	Hotels For Tourism Development Corporations	
4.	Tharakan	A Hoteliers Guide	
5.	Sudhir Andrews	Hotel front office training manual	
6.	Sue Baker and others	Principles of hotel front office operation	
7.	Dr. B. K. Chakravarti	Hotel Management Theory	
8.	S. N. Maheshwari	Advanced Accountancy	



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### (MP612) AUDITING

**1. RATIONALE:** The course aims at imparting knowledge about the principles, methods, techniques of auditing and their applications to understand the objective and concepts of auditing to gain working knowledge of generally accepted auditing procedures and of techniques and skills.

**2. TEACHING & EXAMINATION SCHEME:**

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		C	Theory Marks		PRACTICAL MARKS	
MP612 AUDITING	5	-	-	5	TH	TM	TW	PR/OR	125
					75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

**3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:** To make the students understand basic concepts of auditing and to enhance their understanding about auditing concepts.

**4. DETAILED COURSE CONTENT:**

<p>UNIT I      Marks 15      20 Hours  <b>INTRODUCTION:</b> Meaning and Definition, Scope of Auditing. Auditing V/s. Accountancy Objectives of Auditing – Primary &amp; Secondary, Various classes of audit, Qualities of an Auditor, Benefits and limitations of Auditing.</p>
<p>UNIT II      Marks 20      20 Hours  <b>AUDIT PROCESS:</b>                      Audit plan – Meaning and steps in audit planning.                      Audit Programme – Meaning, objectives, contents, Audit evidence - Procedures for obtaining evidence, Sources of evidence, Methods of obtaining audit evidence.                      Audit Working Papers – Purpose, contents, working files – permanent and temporary files, ownership &amp; confidentiality of working papers.                      Audit Note Book- Purpose, content and benefits.</p>

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<p>UNIT III    Marks 20      20Hours</p> <p><b>INTERNAL CONTROL SYSTEM :</b> Meaning – Nature and Objectives of internal Control System, Procedure for Evaluation of Internal Control System, Methods for evaluation of internal control system,</p> <p>Internal Control Questionnaire – Meaning, illustrations, merits and demerits</p> <p>Internal Check – Meaning, objectives, merits and demerits, Principles to be Considered in determining the Internal Check System, General Procedure to be followed in Internal Check System</p> <p>Internal Audit – Meaning and Significance</p>
<p>UNIT IV    Marks 20      20 Hours</p> <p><b>VOUCHING AND VERIFICATION:</b> Vouching – Meaning, objectives and types of voucher. General procedure for vouching including treatment for missing voucher.</p> <p>Verification-meaning, objectives, verification V/s Vouching.</p> <p>Valuation-meaning, objectives, Verification V/s. Valuation, Procedure for Verification &amp; Valuation in general.</p>

### Guidelines for conducting Theory Examination:

Duration 3 hours

1. Questions should be of short answer type only.
2. Sufficient internal choice should be provided in the question paper.

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit No.	Topic	Teaching hours/ semester	Marks
1.	Introduction	20	15
2.	Audit process	20	20
3.	Internal control system	20	20
4.	Vouching and verification	20	20
Total		80	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Aruna Jha	Students guide to auditing	Taxman publication New Delhi
2.	Gupta Kamal	Contemporary Auditing	Tata McGraw-Hill, New Delhi
3.	Tandon B. N.	Principles of Auditing	S. Chand & Co, New Delhi.
4.	Pagare Dinkar	Principles & Practice of Auditing	Sultan Chand, New Delhi
5.	Sharma T.R.	Auditing Principle & Problems	SahityaBhavan, Agra

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### (MP613) HUMAN RESOURCE MANAGEMENT

1. RATIONALE: To give a conceptual understanding of human resource practices in the organization.

2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		Theory Marks		PRACTICAL MARKS		TOTAL MARKS
MP613 HUMAN RESOURCE MANAGEMENT				C	TH	TM	TW	PR/OR	
	5	-	-	5	75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE: To familiarize the students with the basic concepts of Human Resource Management and to enhance their understanding of the interaction between the Human Resource and the organization.

4. DETAILED COURSE CONTENT:

<p>UNIT I      Marks 10      12 Hours</p> <p><b>Introduction to Human Resource Management:</b></p> <ul style="list-style-type: none"> <li>- Nature and scope of HRM</li> <li>-Evolution of the concept of HRM</li> <li>- Functions of HRM Department</li> <li>-Approaches to HRM</li> <li>- Personal management Vs Human Resource Management</li> <li>- Traditional Vs Strategic human resource management.</li> </ul>
<p>UNIT II      Marks 10      10 Hours</p> <p><b>Human resource planning:</b></p> <ul style="list-style-type: none"> <li>-Concept &amp; need</li> <li>- Assessing Human Requirements</li> <li>- Human resource forecasting</li> <li>- Work-load analysis</li> <li>-Job analysis</li> <li>- Job description and job specification.</li> </ul>

UNIT III    Marks 15    16 Hours <b>Recruitment &amp; Selection:</b> - source of recruitment -methods Selection: Methods of Selection - Use of various tests - Interview techniques in selection - Induction, objectives and procedure. - Placement
UNIT IV    Marks 15        16 Hours <b>Employee training &amp; Development:</b> -Training of employees -need for training -objectives - approaches -methods of training -Training evaluation
UNIT V        Marks 15    16 Hours <b>Job Evaluation &amp; Career Development:</b> - Definition -objectives of job evaluation - essential for the success of job evaluation programmes -job evaluation technique/methods Career development: -Meaning & Importance -Transfers - Promotion and termination of services
UNIT VI        Marks 10    10 Hours <b>Compensation:</b> -Meaning and Concepts of wages -Factors influencing wages - Wage structure and administration -Elements of good wage plan Rewards and Incentives: -Meaning and types of rewards & Incentives -Wage Incentives -Guidelines for effective incentive plans.

Guidelines for conducting Theory Examination:

Duration 3 hours

1. Questions should be of short answer type only.
2. Sufficient internal choice should be provided in the question paper.

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### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit no.	Topic	Teaching hours/ semester	Marks
1.	Introduction to Human Resource Management	12	10
2.	Human resource planning	10	10
3.	Recruitment & Selection	16	15
4.	Employee training & Development	16	15
5.	Job Evaluation & Career Development	16	15
6.	Compensation	10	10
Total		80	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	Aswathappa K	Human Resource and Personnel Management	Himalaya Publishing House, Mumbai
2.	Prasad	Getting the right people	MacMillan I Ltd
3.	Pattanayak	Human Resources Management	Prentice - Hall of India
4.	Dale Yolder	A Hand Book of Personnel Management Practice	
5.	P. Subbarao	Personnel & Industrial Relations	

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### (MP614) ADVANCED COSTING

#### 1. RATIONALE:

The subject advanced costing makes strong foundation for understanding all the techniques of costing including process costing and uniform costing.

#### 2. TEACHING & EXAMINATION SCHEME:

COURSE CODE & COURSE TITLE	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		THEORY MARKS		PRACTICAL MARKS		TOTAL MARKS
MP614 ADVANCED COSTING				C	TH	TM	TW	PR/OR	
	5	-	-	5	75	25	25	-	

Minimum passing %: Theory 40%

Legends:

L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks  
PR/OR- End Semester Practical/Oral Examination; TW –Term Work

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of advanced costing and also understanding the different techniques of costing.

#### 4. DETAILED COURSE CONTENT:

<p><b>Unit I :</b> Marks 15      16Hours</p> <p><b>Marginal costing:</b> – Meaning, Marginal cost statement, Profit Planning – P/v Ratio, Break – Even Analysis – B.E.P., Margin of Safety, Marginal Costing &amp; Decision- making – Key factor, product decision, market decision. (Simple problems)</p>
<p><b>Unit II:</b> Marks 15      14Hours</p> <p><b>Standard costing:</b> – Meaning, variance analysis, Different types of variances- Material, Labour and overhead variances, sales variances. (Simple problems)</p>
<p><b>Unit III:</b> Marks 20      20Hours</p> <p><b>Budgetary Control:</b> Meaning, Classification of Budgets, Preparation of functional budgets – sales budget, production budget, cost of Production budget – Direct Material, Direct Labour and overhead budget, cash Budget, Flexible budget. (Simple problems)</p>

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<p><b>Unit IV:</b>                      Marks 18      14Hours</p> <p><b>Process costing:</b>                      –Meaning and Features, Normal loss, Abnormal loss, Abnormal gain, Practical problems based on preparation of process accounts, normal loss, Abnormal loss or abnormal gain. (Simple problems)</p>
<p><b>Unit V:</b>                      Marks 12      10Hours</p> <p><b>Uniform Costing:</b>                      – Meaning, objectives, requisites for installation of uniform costing system, uniform costing manual, Inter-firm comparison – meaning, need and types of comparison. (Simple problems)</p>

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (Theory)

UNIT NO.	TOPIC	TEACHING HOURS/ SEMESTER	Marks
1.	Marginal costing	16	15
2.	Standard costing	14	15
3.	Budgetary Control	20	20
4.	Process costing	18	15
5.	Uniform Costing	12	10
<b>TOTAL</b>		<b>80</b>	<b>75</b>

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	S.P. Jain and K.L. Narang	Cost Accounting Principles and practice	Kalyani Publishers
2.	Ravi M. Kishore	Cost Accounting	
3.	B.K. Bhar	Cost Accounting	
4.	N.K. Prasad	Principles and Practice of Cost Accounting.	

## Directorate of Technical Education, Goa State

### (MP615) ADVANCED BANKING

#### 1. RATIONALE:

Students are expected to acquire sufficient knowledge about the various concepts of banking, and the dynamic trends in banking.

#### 2. TEACHING & EXAMINATION SCHEME:

Course Code & Course Title	PERIODS/WEEKS (IN HOURS)			TOTAL CREDITS	EXAMINATION SCHEME				
	L	T	P		Theory Marks		PRACTICAL MARKS		TOTAL MARKS
MP615 ADVANCED BANKING				C	TH	TM	TW	PR/OR	
	5	-	-	5	75	25	25	-	

*Minimum passing %: Theory 40%*

*Legends:*

*L- Lectures; T- Tutorials; P- Practical; C- Credit; TH-End Semester Theory; TM- Test Marks*

*PR/OR- End Semester Practical/Oral Examination; TW –Term Work*

#### 3. COMPETENCIES TO BE DEVELOPED THROUGH THIS COURSE:

The course content should be taught with the aim to give a clear understanding of the different concepts of banking which include learning of banker-customer relationship, negotiable instruments and banking regulation.

#### 4. DETAILED COURSE CONTENT:

<p>UNIT I      Marks 30      30 Hours</p> <p><b>Banker-Customer Relationship</b></p> <p>-Definition of customers</p> <p>- Different forms of bank-customer relationship - Bank as Debtor, Bank as Creditor, Bank as Trustee, Bank as Agent and Bank as Bailee.</p> <p>-Bank's Duties/Obligations - Obligation to honour cheques, Obligation to maintain secrecy of customer's accounts, Obligation for immediate credit of outstation cheques, Garnishee or Attachment order.</p> <p>-Bank's Rights - Bank's Lien, Right to Set-off, Right of appropriation of accounts, Right to charge interest/commission, Right of assignment.</p> <p>-Termination of banker-Customers relationship</p>
<p>UNIT II      Marks 25      25 Hours</p> <p><b>Negotiable Instruments</b></p> <p>-Negotiable Instruments - Features of negotiable instruments, Promissory notes, Bills of exchange, Cheques and other instruments</p> <p>-Endorsements-Meaning, Importance and Types.</p>



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-Holder, Holder in due course

UNIT III    Marks 20    25 Hours

### **Banking Regulation**

-Reserve Bank Of India – Functions- Traditional functions, Supervisory and Developmental Functions

-Instruments of RBI's Monetary Policy (Quantitative and Qualitative).

-Banking Ombudsman Act, and Credit Information Bureau (India) Ltd.

### 5. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS

Unit No.	Topic	Teaching hours/ semester	Marks
1.	Banker-Customer Relationship	30	30
2.	Negotiable Instruments	25	25
3.	Banking Regulation	25	20
Total		80	75

### 6. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title of books	Publications
1.	B. S. Khubchandani	Practice and Law of Banking	Macmillan Publisher India Ltd. New Delhi.
2.	Gordon and Natarajan	Banking Theory, Law and Practice, (21st revision edition)	Himalaya Publishing House Ltd., Mumbai
3.	Dr. P. K. Srivastava	Banking Theory and Practice	Himalaya Publishing House Ltd. Mumbai
4.	O. P. Agarwal	Modern Banking In India	Himalaya Publishing House, New Delhi.