## Course of Study and Scheme of Examination

<table>
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<tr>
<th>S. No</th>
<th>Board of Study</th>
<th>Subject Code</th>
<th>Subject</th>
<th>Periods/ Week</th>
<th>Scheme of Examination</th>
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**PPA**: Proficiency in professional activity.

**L**: Lecture, **T**: Tutorial, **P**: Practical, **ESE**: End of Semester Exam, **CT**: Class Test, **TA**: Teacher’s Assessment
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

SEMESTER : II
COURSE TITLE : COMMUNICATION SKILLS -II
THEORY CODE : 200211 (46)
BRANCH / DISCIPLINE : ALL DISCIPLINES

Minimum number of class tests to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS:

<table>
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<th>S. No.</th>
<th>Chapter No.</th>
<th>Chapter Name</th>
<th>No. of Hours/Periods</th>
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DETAILED COURSE CONTENTS:

Chapter –1 : PASSAGES FOR COMPREHENSION

- Taming the Atom
- Radar and its Uses
- A Volcano
- Precision – A Measure of Progress
- Laser

Chapter –2 : APPLIED GRAMMAR

- Basic Sentence Pattern
- Infinitives
- Narration
- Common Errors
- Modifiers
- Paragraph Writing
Chapter –3 : PASSAGES IN GENERAL STUDIES

- Salient Features of the Indian Constitution
- Structure of Government
- Functioning of an Economic System
- Production and Productivity by
- Professional Ethics

Chapter –4: TECHNICAL WRITING

- Technical Writing
  a. A Communication Skill
  b. Basic facts of Technical Writing
- Main Features of Technical Writing
  a. Features of Technical Writing
  b. Style: Literary and Technical
  c. Mechanics of Technical Writing
- Forms of Technical Writing
  a. Forms
  b. Writing Definitions
  c. Writing Technical Descriptions
  d. Writing Technical Descriptions of Processes
  e. Writing Instructions
- Writing Technical Reports
  a. Qualities of a Good Report
  b. Forms of Reports
  c. Types of Reports

Chapter –5 : LETTER WRITING

- Introduction
- Purposes of Letters
- Characteristics of a Letter
- Mechanics and Style
- Types of Business Letters
  - Letter of Enquiry
  - Answer to an Enquiry

INSTRUCTIONAL STRATEGIES

- Regular assignments should be given on every topics.
- Arranging expert lecture on specific topics.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Use of Audio-Visual aids.
- Group Discussions.
- Paper Presentation on different topic.
LIST OF TUTORIALS

- Group discussion and seminar
- Small report writing
- Translation works
- Practice of various letter writing / precise writing / essay writing

LEARNING RESOURCES

(a) Reference Books:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
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<tbody>
<tr>
<td>1</td>
<td>Business Communication</td>
<td>Asha Kaul, Prentice Hall of India Pvt. Ltd, New Delhi</td>
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<tr>
<td>4</td>
<td>Living English Structure</td>
<td>W.S Allen</td>
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<td>Practical English Grammar</td>
<td>Thomos and Martinet</td>
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<td>Grammar &amp; Composition</td>
<td>P R Sarkar, Anand Marg Publication, Easter, Matropolition Calcutta</td>
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<td>8</td>
<td>How To Write Correct English</td>
<td>R P Sinha, Bharti Bhavan Publication, Patna</td>
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<td>9</td>
<td>English Errors of Indian Students</td>
<td>Oxford University Publication, By TLH Smith Pearse</td>
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<td>10</td>
<td>Passages in General Studies</td>
<td>Vikas Publication, Bhopal</td>
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</table>

(b) Others:

- VCD
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

*******
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI (C.G.)

SEMESTER : II
SUBJECT TITLE : STATISTICS
THEORY CODE : 240212 (40)
BRANCH / DESCILIPLINE : MODERN OFFICE MANAGEMENT

Minimum number of class tests to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS:

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<th>S. No.</th>
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<th>Chapter Name</th>
<th>No. of Hours/Periods</th>
<th>Marks</th>
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<td>COLLECTION OF DATA</td>
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<td>STATISTICAL AVERAGE</td>
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DETAILED OF COURSE CONTENTS :

Chapter –1 : INTRODUCTION TO STATISTICS

- Meaning
- Definition
- Nature and Scope
- Limitation of Statistics

Chapter –2 : COLLECTION OF DATA:

- Meaning of data
- Types of data
- Collection Methods of Primary and Secondary data
- Editing of data
- Classification and tabulation of data

Chapter –3 : STATISTICAL AVERAGE

- Mean
- Mode
- Median
- Geometric Mean

Chapter –4 : METHOD OF AVERAGING DEVIATION

- Quartile deviation or Semi Inter Quartile Range
- Mean Deviation
- Standard Deviation

Chapter –5: DIAGRAMMATIC AND GRAPHIC PRESENTATION OF DATA

- Advantage Limitation of Diagram
- General Rules for Drawing Diagrams
- Different types of bar diagram
- Pie Diagrams
- Meaning of Graphic
- Presentation of data
- Difference between diagram And Graph
- Merits and Demerits of Graphs
- General rules for plotting data on a graph paper
- False Base Line
- Presentation of Line and Bar frequency Diagrams

INSTRUCTIONAL STRATEGIES :

- Regular assignments should be given on every topics.
- Arrange expert lectures on specific topics of the subject.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Graphical and diagrammatic presentation of data.
- Problem solving, question assignment and monitoring and taking feedback.
- Design of different types of scale and measurement.
LIST OF TUTORIALS:

- Preparation of questionnaire to collect data.
- Use of calculations for solution of problems
- Use of formula /equation etc.
- Design of scale.
- Preparation of charts, graphs, diagrams to show data.

LEARNING RESOURCES:

(a) Reference Books:

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
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<tr>
<td>1</td>
<td>Principle of Statistics</td>
<td>Dr. S.M Shukla, Sahitya Bhawan Agra</td>
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<td>Principle of Statistics.</td>
<td>R.L Gupta</td>
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<td>3</td>
<td>Principles of Statistics</td>
<td>Shukla and Sahay, Sahitya Bhawan Agra</td>
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</table>

(b) Others:

- LCD Projector
- Graph paper and drawing sheet.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Teaching aids.
SEMESTER : II
SUBJECT TITLE : COMPUTER AIDED FINANCIAL ACCOUNTS
THEORY CODE : 240213 (40)
BRANCH / DESCIPLINE : MODERN OFFICE MANAGEMENT

Minimum number of class tests to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS :

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<td>FINAL ACCOUNT WITH ADJUSTMENTS</td>
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<td>HIRE PURCHASE SYSTEM</td>
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COURSE CONTENTS :

Chapter –1 : FINAL ACCOUNT WITHOUT ADJUSTMENT

- Introduction of Trading
- Profit & Loss Account & Balance Sheet
- Detail of Items taken to Trading Account & Profit & Loss Account
- Difference between Trading Account & Profit & Loss Account
- Balance Sheet- Meaning
- Objects of Making a Balance sheet
- Difference between Balance Sheet and Trial Balance and Profit & Loss profit, Assets
- Classification of Assets and Liabilities
- Classification of Liabilities

Chapter –2 : FINAL ACCOUNTS WITH ADJUSTMENTS

- Outstanding and prepaid expenses
• Accrued and Un-accrued Incomes
• Depreciation Bad and doubtful debts
• Dishonor of Bills Receivable and Bills payable
• Over and under valuation of stock
• Manager’s Commission, etc.
• Numerical problems with adjustments.

Chapter –3: HIRE - PURCHASE SYSTEM

• Meaning
• Characteristics
• Advantages and disadvantages
• Difference between Hire purchase and credit sales
• Accounting records in the books of Hire purchaser and Hire Vendor.
• Termination of Hire Purchase Agreement and numerical problems.

Chapter –4: BANK RECONCILATION STATEMENT

• Introduction
• Characteristics, importance, difference between pass book and cash book balance.
• How to prepare Bank Reconciliation Statement.
• Method of preparing Bank Reconciliation Statement- Numerical Problems.

Chapter –5: INTRODUCTION TO TALLY

• Hardware and Software required to installing Tally.
• Company Information: - Select Company, Create Company
• Gateway of Tally: - Various Menus
• Accounts Information: - Groups, Ledger, Cost categories, Cost Centers, Voucher Types.
• Voucher And Invoice Entry.
• Display Reports; - Accounting Reports, Balance Sheet, Profit & Loss Account, Trial Balance, accounts Books, Cash flow, funds Flow
• Printing Reports.

INSTRUCTIONAL STRATEGIES:

▪ Regular assignments should be given on every topic.
▪ Arrange expert lectures on specific topics.
▪ Assessment of term work of conduction of minimum two progressive tests during the session.
▪ Demonstration of various account books/ registers etc.
▪ Use of computer for preparation of different Accounts.
PRACTICAL

PRACTICAL CODE: 240222 (40)
No. of Hours/Periods: 80

LIST OF PRACTICAL/TUTORIALS:

- Preparation of Journal, Ledger, Final Accounts manually and by using computer.
- Accounting with computer –
  - Creation of new company
  - Creation of groups and ledger and items
  - Voucher entry in Tally software
  - Print out of different Accounts
  - List of Opening and Closing Balance
- Preparation of cashbook and amended cash book in tally software.
- Preparation of various books in Tally software.

LEARNING RESOURCES:

(a) References Books:

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<th>Sl.no.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
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<tr>
<td>1.</td>
<td>Advanced Accounts</td>
<td>Dr. M.C. Shukla and T.S. Grewal, Sultan Chand Educational Publication, New Delhi - 2005</td>
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<td>2.</td>
<td>Advanced Accounts</td>
<td>Dr. R.L. Gupta</td>
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<td>3.</td>
<td>Financial Accounting</td>
<td>Dr. S.M. Shukla and Dr. Sudhir Shukla , Sahitya Bhawan Agra - 2005</td>
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<td>5.</td>
<td>Tally 6.3</td>
<td>Naman Jain &amp; Goyal, Rajat Prakashan.-2005</td>
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(b) Others:

- LCD Projector
- OHP Transparencies
- Computer Aided Instructional Packages (Tally Software)
- Video/Audio Teaching aids.
- Cash Register

*****
SEMESTER : II
SUBJECT TITLE : COMPUTER AIDED OFFICE PROCEEDINGS
THEORY CODE : 240214 (40)
BRANCH / DESCRIPIE : MODERN OFFICE MANAGEMENT
Minimum number of class tests to be conducted: 2

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DETAILED COURSE CONTENTS:

Chapter –1: CONCEPT OF WORD PROCESSING
Chapter-2: M.S. WORD- APPLYING ADVANCE FORMATTING TECHNIQUES

- Formatting pages
- Insert a page number
- Auto formatting
- Insert Comments
- Construction of Tables, Merge and split Cell
- Mathematical and statically functions.
- Adding borders and shading, Headers and footers, Adjusting Margins
- Using Main Merge, Mail Merge levels for labels and envelops,
- Graphics using templates and wizards
- Embedding and linking objects in file,

Chapter -3: INTRODUCTION TO MICRO-SOFT EXCEL

- Meaning of worksheet
- Meaning of Column, Row and Cell
- Hardware and Software required to install MS Excel
- Data entry Cells, Entry of Text, Moving, Deleting, Copying, Editing data in a worksheet
- Selecting data range, Cell addresser, Cell Pointer
- Parts of Excel Screen Title Bar, Menu Bar, Standard Toolbar, formatting Toolbar, formula bar,
- Column Heading, Row Heading, scrollbar.
- Printing of worksheet, Print preview, Insert and deleting a cell change cell height and weight.

Chapter-4: FORMATTING & CALCULATIONS IN WORKSHEET

- Using of Different Menu
- File Menu
- Edit Menu
- View Menu
- Insert Menu
- Format Menu
- Tools Menu
- Data Menu
- Window Menu.

**Chapter –5 : USING E-MAIL IN OFFICE**

- Concept of E-Mail, Basic of Sending File through E-Mail, Receiving and Printing e-mail,
- POP and Web based e-mail
- Attachment, Downloading,
- Address book, Mailing List
- Create an e-mail account, Mail etiquette
- E-mail clients and their configuration, Outlook Express, Messengers, Voice chatting.

**INSTRUCTIONAL STRATEGIES:**

- Regular assignments should be given on every topic.
- Arrange expert lectures on specific topics.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Demonstration of working with various menus, MS Clip Art, Word Art, OLE effect with the help of LCD Projector.
- Demonstration of 2D and 3D graphs in spread sheet with the help of LCD Projector.
PRACTICAL

PRACTICAL CODE: 240223 (40)
No. of Hours/Periods: 80

LIST OF PRACTICAL/TUTORIALS:

- Practice on Computer for Word processing
- Preparation of documents i.e., Letters, Passage etc. in MS WORD and Practice to take printout.
- Copy of a file from Hard disk to Floppy disk and vice versa using DOS & Windows.
- Preparation of salary Register using MS Excel.
- Preparation of various worksheets a decided by the subject teacher using MS Excel.
- Configuring Modem.
- Configuring Internet Connection.
- Using Internet Surfing and Chatting
- Using Search Engines
- Send E-mail with attachments,

LEARNING RESOURCES:

(a) Reference Books:

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
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</thead>
</table>

(b) Others:

- LCD Projector.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio teaching aids.
- Complete Computer Unite.

****
SEMESTER : II
SUBJECT TITLE : OFFICE ROUTINE & CORRESPONDENCE
THEORY CODE : 240215 (40)
BRANCH / DESCipline : MODERN OFFICE MANAGEMENT

Minimum number of class to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS :

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<th>Chapter No.</th>
<th>Chapter Name</th>
<th>No. Hours/Periods</th>
<th>Marks</th>
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<tbody>
<tr>
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<td>COMPLAINT LETTER</td>
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</table>

DETAILED COURSE CONTENTS :

Chapter –1 : BUSSINESS CORRESPONDENCE
- Meaning,
- Importance and Function,
- Essentials of a good business letter.
- Part or structure of a good business letter.
- HANDLING OF MAIL:- Inward and Outward and various books and registers used in mailing section.
- Importance and utility of Note Sheet, Drafting of Note Sheet.

Chapter –2 : CIRCULAR LETTERS
- Letter of application for employment
- Drafting of advertisement for vacancy.
- Letter regarding reference and recommendation and status enquires.

Chapter –3 : TRADE ENQUIRIES
- Letters recording Inquires offers
- Quotation orders letters of confirmation and execution of order
- Letters of refusal and cancellation of order
- Letter regarding Agency
- Correspondence with Banks
- Insurance Companies and Post-Office.

**Chapter –4 : COMPLAINT LETTER**
- Letter regarding complaint and adjustment.
- Collection letter (dunning letters)
- Circular letters and follow up letters & Telegrams.

**Chapter –5 : ADMINISTRATIVE CORRESPONDENCE**
- Notification
- Resolution
- Communiqués
- Ordinances
- Memorandum
- Tenders D.O. letters
- Memo
- Circular
- Endorsement
- Reminder.

**INSTRUCTIONAL STRATEGIES:**
- Regular assignments should be given on every topic.
- Arrange expert lectures on specific topic.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Demonstration of various forms of good Business & Official Letters, Trade Letter & Correspondence.
- Preparation of different types of letters and their formats.

**LIST OF TUTORIALS :**
- Prepare the different type official and business letters through manual and computer
- Entries of incoming and outgoing mail register.
- Use of Fax, Postal Franking & Letter weighing Machine to fulfill the correspondence
- Entries in the stamp record register.
- Entries in the dak-book.
- E-mail sending and receiving.

**LEARNING RESOURCES :**

(a) Reference Books:
<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Business Communication</td>
<td>Dr. Agrawal and Mishra, Sahitya Bhawan Publication, Agra-2005</td>
</tr>
<tr>
<td>3.</td>
<td>Modern Office Management</td>
<td>Dr. I.M. Sahaya, Sahitya Bhawan Publication, 2005</td>
</tr>
<tr>
<td>4.</td>
<td>Business Correspondence</td>
<td>Dr. Rajendra Bhuftda, Hindi Grant Academdy, 2005</td>
</tr>
<tr>
<td>5.</td>
<td>Office Management and Correspondence</td>
<td>Dr. S.C. Sexena, Sahitya Bhawan Publication, 2005</td>
</tr>
<tr>
<td>6.</td>
<td>Business Correspondence</td>
<td>Doctor &amp; Doctor</td>
</tr>
<tr>
<td>7.</td>
<td>Commercial Correspondence</td>
<td>Nagamiya &amp; Behl</td>
</tr>
</tbody>
</table>

(b) **Others:**
- LCD Projector.
- OHP Transparencies
- Video/Audio Teaching aids.
- Collection of different types of Letters.
- Incoming & Outgoing Register.
- Franking machine.
- Letter weighing machine.
- Different filing cabinet.
- Complete Computer unit.
- Fax Machine.

*****
DISTRIBUTION OF MARKS AND HOURS:

<table>
<thead>
<tr>
<th>Chapter No.</th>
<th>Chapter Name</th>
<th>No. of Hours/Periods</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Presentation Skills</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>Learning To Learn Skills</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Study Skills</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Information Search</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Time Management</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Personality</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Personal Grooming</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>32</td>
<td>40</td>
</tr>
</tbody>
</table>

In this particular subject though it has been classified as practical, it maybe essential to take up certain theory classes and assignments this may include expert lectures, group discussion, plenary session etc.

DETAILED COURSE CONTENTS:

Chapter – 1 : PRESENTATION SKILLS :

Oral Presentation :
- Need of effective oral presentation.
- Characteristics of good oral presentation.
- Ways of Oral Presentation (Seminar, Viva-voce, Interview, Group Discussion, Lecturing, Power Point etc.)
- Gestures/Mannerism during oral presentation Media, methods used for effective oral presentation.
- Assessment of oral presentation.

Written Presentation :
- Need of written presentation.
- Characteristics of written presentation.
• Ways of written presentation (Report writing, manual, handout, notes etc.).
• Grammar, Punctuation, referencing paragraphing during written presentation.

Chapter – 2 : LEARNING TO LEARN SKILLS :

• Need of Learning to Learn Skills.
• Type of Learning Skills (Learning face to face, Individualized learning, Distance learning, Self-learning).
• Developing Learning to Learn Skills.

Chapter - 3 : STUDY SKILLS :

• Methods of Good Study Habits
• Note Taking
• Developing Reading Skills

Chapter – 4 : INFORMATION SEARCH :

• Objectives of information search.
• Ways of information search (Internet surfing, Library search, Abstracts, Journals, books etc.)
• Assimilation and presentation of information.

Chapter – 5 : TIME MANAGEMENT :

• Principles of Time Management.
• Time Management matrix.
• Criteria governing Time Management.
• Possible time waster

Chapter - 6 : PERSONALITY :

• Concept and meaning of personality
• Characteristics of good personality
• Factors influencing personality
• Types of personality.
• Need for desirable personality for success
• Qualities of complete personality.

Chapter - 7 PERSONAL GROOMING:

• Posture and Health.
• Types of posture.
• Importance of posture.
• Factors affecting good health-diet, exercise personal cleanliness, sleep and rest.
• Use of cosmetics.
• Dress Code
• Physical Fitness and Inner Strength

INSTRUCTIONAL STRATEGIES:
• Lecture Method.
• Industrial visits.
• Expert Lecture.
• Demonstration
• Assignments-Individual and Group
• Group Discussions
• Presentation

LIST OF PRACTICALS
- Seminar Presentation on Specific topic for fixed time duration
- Information Collection on a particular topic followed by presentation in specified time duration.
- Visit to multinational outlet for observing personality traits of officials and preparing detailed report
- Demonstration exercise by personality experts
- Guest lectures by well known personality

LEARNING RESOURCES:

(a) Reference Books

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<tbody>
<tr>
<td>1</td>
<td>How to achieve success and happiness</td>
<td>Sultan Chand and Sons, New Delhi</td>
</tr>
<tr>
<td>2</td>
<td>How to develop effective personality</td>
<td>Dr Mittal and Agarwal CS</td>
</tr>
<tr>
<td>3</td>
<td>The Art of Public Speaking</td>
<td>Stephen E Lucas</td>
</tr>
<tr>
<td>4</td>
<td>Public Speaking and Influencing Business</td>
<td>Dale Carnegie</td>
</tr>
</tbody>
</table>

(b) Others:
- Video Programs.
- Learning Packages.
- Computer with internet facilities
- Television
- Charts.

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CHHATTISGARH SWAMI VIVEKA NAND TECHNICAL UNIVERSITY, BHILAI (C.G.)

SEMESTER : II
SUBJECT TITLE : ADVANCE COMPUTER Typing-ENGLISH (30 w.p.m.)
THEORY CODE : 240216 (40)
PRACTICAL CODE : 240226 (40)
BRANCH / DESCIPLENE : MODERN OFFICE MANAGEMENT
NO. OF THEORY PERIODS/HOURS : 16
NO. OF PRACTICAL PERIODS/HOURS : 64

COURSE CONTENTS:

Chapter –1: Speed Test
- There will be one question: - A passage of about 600 words (required 30 words per minute) passage should contain the running matter only.

INSTRUCTIONAL STRATEGIES:
- The teacher should do demonstration of typing methodology.
- Speed typing of letter/other documents etc.
- Regular assignments should be given on every topic.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Method of marking: - One mark should be deducted for each two mistakes. Mistakes will be include – omission, spellings, punctuation mark, repetition of words, justification of line etc.

LIST OF PRACTICAL/TUTORIALS :
- Demonstration of typing methodology.
- Preparation of letter/other documents typing etc.
- Speed typing of passage.
- Speed typing of Commercial or business letters.
- Speed typing of Official and Demo-Official letters.

LEARNING RESOURCES:

(a) Reference Books:

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<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>Upkar’s High speed English Typewriting</td>
<td>Omkarnath Verma Agra-2005</td>
</tr>
<tr>
<td>3</td>
<td>Commercial Typewriting</td>
<td>Walmslay</td>
</tr>
<tr>
<td>4</td>
<td>A text book of Touch Typewriting</td>
<td>Nagraja Rao –RSM Murty, Mysore-2005</td>
</tr>
</tbody>
</table>
(b) Others:
- OHP transparencies
- Video/Audio Teaching aids.
- Lab manuals available.
- Computer Machine

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