

PONDICHERRY UNIVERSITY

MAHE CENTRE



SYLLABUS & COURSE FRAMEWORK
BACHELOR OF VOCATIONAL DEGREE
IN
OFFICE ADMINISTRATION & SECRETARIAL
ASSISTANCE

2022-23

PONDICHERRY UNIVERSITY
MAHE CENTRE
BACHELOR OF VOCATIONAL DEGREE IN
OFFICE ADMINISTRATION AND SECRETARIAL ASSISTANCE
(For the students admitted during the academic year 2022 - 2023 Batch onwards)

NSQF Level	Skill component credits	General Education Credits	Total Credits for Award	Normal Duration	Exit point/Awards	Job Role
4	18	12	30	One Sem.	Certificate	Multi Tasking Assistant
5	36	24	60	Two Sem.	Diploma	Office Assistant
6	72	48	120	Four Sem.	Advanced Diploma	Senior Assistant
7	108	72	180	Six Sem.	B. Voc Degree	Office Manager/ Superintendent/ Office Secretary

SCHEME OF SYLLABUS AND EXAMINATION PATTERN

Sl. No.	Study Components Course Title		Component	Hours in a week	Examination		Credit
					CIA	Marks	
I		Semester I					
1	ENGL - 1	English - Effective Communication Skills	G	4	40	60	4
2	DSE - 1	Communication Lab - Practical	G	3	50	50	2
3	DSC -1	Hindi/Malayalam Second Language	G	4	40	60	4
4	DSC - 2	Fundamentals of Financial Accounting	V	4	40	60	5
5	DSC - 3	Basics of Office Management	G	4	40	60	5
6	DSC - 4	Files and Office Equipments - Practical	V	4	50	50	3
7	DSC - 5	Accounting Lab - Practical	V	3	50	50	3
8	AECC - 1	Information Technology – Practical	V	4	50	50	4
II		Semester II					
1	ENGL -2	English	G	4	40	60	4
2	DSC -6	Hindi/Malayalam Second Language	G	4	40	60	4
3	DSC – 7	Business Organisation and Management	V	4	40	60	4
4	DSC - 8	Accounting for Management	V	4	40	60	5
5	DSE-2	Financial Accounting - I	V	4	40	60	4
6	AECC - 2	Environmental Studies	G	4	40	60	3
7	SEC - 1	Office Automation - Practical	V	3	50	50	3
8	DSC – 9	Financial Accounting – I Practical	V	3	50	50	3

ENGLISH - EFFECTIVE COMMUNICATION SKILLS

Credit 4

Hours:60

(Marks 60 + Internal 20 + Practical 20)

Objective: To study the basic communication skills

Unit I

Fundamentals of language – Basic use of parts of speech, tenses, Articles, Model verbs, Conditional sentences, verbs, phrasal verbs and idioms, word building through suffix and prefix, compound words for specific usage related to the situations. (14 Hours)

Unit II

Reading skills: Dealing with difficult vocabulary, reading comprehensions, reading sub skills – skimming and scanning. (10 Hours)

Unit III

Sentence pattern and paragraph writing: Basic writing skills and conveying specific factual information using simple sentences of various patterns. Transformation of sentences, writing introduction, welcoming, thanks giving and conclusion. (12 Hours)

Unit IV

Effective oral communication: Oral reports, Discussion, Telephonic conversations, Pronunciation, Stress and intonation. British and American English, synonyms and antonyms, Public speaking. (12 Hours)

Unit V

English for job search: Drafting covering letters and applications specific to a job. Difference between C V, Resume and Bio-data. Tips for interview success. Body language. Mock interviews for enhancing skills. (12 Hours)

COMMUNICATION LAB

Credit 2

Hours:30

(Practical 50 + Internal 20 + Viva 20)

Exercise 1:

Conversation between two students recorded on camera. To be self-critiqued

Exercise 2:

Reporting on various types of radio programmes monitored by them

Exercise 3:

Presentation on TV programmes watched on the previous day

Exercise 4:

Rewriting Headlines of Newspapers (Hindi & English) on the display boards

Exercise 5:

Reading of day's newspapers followed by discussions

Exercise 6:

Writing exercises to inform, report and persuade

Exercise 7:

Using microphones (Public Speaking/Presentation Situations)

Exercise 8:

Interview and Group Discussion sessions

Exercise 9:

Book Reading, Reviews, Appreciation

Exercise 10:

Effective Presentation using various audio – visual aids

FUNDAMENTALS OF FINANCIAL ACCOUNTING

Credit 5

Hours: 75

(Marks: 60 + Internal 20 + Practical 20)

Objective: To study the basic accounting works in an organisation and to enable the students to understand the system of preparing financial statements for various types of organisation and prepare necessary books of accounts independently. To familiarize the students with knowledge about financial reporting standards

Unit I

Accounting – Introduction – Meaning - Book keeping and Accounting – Objectives of Accounting - Accounting Principles, Concepts and Conventions - Double Entry System - Books of Accounts - Accounting Equation - Capital and Revenue Expenditure - Capital and Revenue Receipts - Capital and Revenue Losses - Deferred Revenue Expenditure. (15 Hours)

Unit II

Journal and Ledger: Meaning of Journal – Journalising - Journal Entry - Simple and Compound Entries - Opening Entry – Ledger: Form of an Account - Posting - Balancing of Accounts - Subdivision of Journals - Purchase book - Sales Book - Cash book (simple, double column and triple column) - Petty Cash book.

(15 Hours)

Unit III

Trial Balance - Meaning of Trial Balance – Objects – Preparation - Classification of Errors – Rectification of Errors – Preparation of Suspense a/c. Bank Reconciliation Statement – Need and preparation.

(10 Hours)

Unit IV

Final Accounts of Sole Trading concern -Trading Account, Manufacturing Account & Profit and Loss Account - Balance Sheet - Adjusting and Closing Entries - Practical Problems with adjustments.

(20 Hours)

Unit V

Depreciation and Insurance Claims - Depreciation Accounting: Depreciation- Meaning –Causes-Types-Straight Line Method-Written - down value method- Concept of useful life under Companies Act 2013 - Insurance claims –Calculation of Claim amount-Average clause (Loss of stock only).

(15Hours)

Reference Books:

1. S.N. Maheshwari: Financial Accounting, Sulthan Chand & Sons, 23 Daryaganj, New Delhi..
2. M.C. Shukla, T.S. Grewal and S.C. Gupta, Advanced Accounts, S.Chand& Co., New Delhi.
3. Dr. Goyal V.K., Financial Accounting, Excel Books, New Delhi.
4. R.L. Gupta and Radhaswamy, Advanced Accounting, Sultan Chand & Sons, New Delhi.
5. Gupta, R.L & Gupta, V.K, Advanced Accounting, Sulthan Chand & Sons, New Delhi
6. Jain & Narang: Financial Accounting, Kalyani Publishers, New Delhi.
7. Parthasarathy, S. & Jaffarulla, A. Financial Accounting, Kalyani Publishers, New Delhi

BASICS OF OFFICE MANAGEMENT

Credit: 5

Hours: 75

(Marks: 60 + Internal 20 + Practical 20)

Objective: To study the basic functions of a modern office and acquaint with the same.

UNIT I

Introduction: Meaning, functions and importance of office management; office management and organisation. Principles of office management and organization - Principal departments of modern office - Centralization vs. decentralization of office services. (15 Hours)

UNIT II

Office Manager: Qualifications and qualities of office manager. The status of office manager in total organization - The authorities and responsibilities of an office manager - Office accommodation: Selection of site - Office layout. Office environment and working conditions - Maintenance of office vehicles – Two wheeler and LMV – Trouble shooting and crisis Management – Emergency medical care – First Aid - Fire Safety management – Office energy management – office Electrical appliances – UPS, Inverters, and Generators – Maintenance of essential office consumables. (15 Hours)

UNIT III

Office Communication: Various means of communication- Their use, merits and limitations. Selection of means of communication. Correspondence through Internet. (12 Hours)

UNIT IV

Office Records and Record Management: Importance of records in both Public and Private Offices – Institutional memory -Filing and Indexing - HRM for office Management: Recruitment, Selection and Training of office staff. Office supervision - Duties and responsibilities of supervisory staff. Motivation - Financial and non-financial incentives to subordinates - Planning and Scheduling Office Work: Office routine, flow of work and office manual - Stationery and forms: The design and control of office forms. Control over stationery, forms and supplies. Reading of MOP, Study the practice of MOP (Practical)

(18 Hours)

UNIT V

Office Automation and E Commerce, E office applications, Concept of paperless offices – Virtual office – Cloud based data Management, Work from home. Uses and abuses of cost cutting appliances. Correspondence:

Routine of handling mail. Importance of correspondence in business and Govt. Offices – Essentials of good business and official correspondence – Various forms of correspondence. (15 Hours)

(Note: Acquiring driving and maintenance skills is part of the syllabus as practical)

ACCOUNTING LAB - PRACTICAL	
Credit 3	Hours: 45 (Marks 50 + Viva 30 + 20 Internal)

Exercise 1

Preparation of various Journals using accounting software applications. (10 Hours)

Exercise II

Preparation of various Ledger Accounts. (10 Hours)

Exercise III

Preparation of Trial Balance and rectification of entries. (10 Hours)

Exercise IV

Preparation of Final Accounts of Sole Trader. (10Hours)

Exercise V

Preparation of Depreciation and Insurance Claim Accounts. (5 Hours)

FILES AND OFFICE EQUIPMENTS

Credit 3

Hours: 45

(Marks: 50 + Viva 30 + Internal 20)

Unit I

File: Meaning – Filing – Meaning – Importance and Essentials – Classification of filing – Alphabetical, numerical, geographical, subject, Chronological. Methods of Filing - Horizontal and Vertical – E –filing – Weeding out or Destruction of old records – Indexing - Meaning, Importance and types – Filing Procedure.

(8 Hours)

Unit II

Equipment and materials: 1. Photocopier, 2. Printer, 3. Computers, 4. Scanner, 5. Software-MS Office, Mail Accounting Software, etc., 6. Basic Mail Handling Machines, 7. Cash counting machine, 8. Weighing machine and Franking machine, 9. Addressing machine, 10. Folding , paper cutting , punching and stapling machines, 11. PBX/EPABX/ Intercom, 12. Bio-metric Machines, 13. Files/File Folders/Filing Cabinet of different types.

(10 Hours)

(**Note:** The list given above is suggestive and not an exhaustive list to be prepared by the vocational teacher).

Unit III

Handling the mail: Meaning and Types of Mail - Handling of Incoming Mail - Handling of Outgoing Mail - Handling of Electronic Mail - Mail Room Equipment - Postal Services.

(7 Hours)

Unit IV

Office appliance and business communication: Working knowledge of making use of information from different sources such as –Telephone Directories, Railway Time tables, Post office guide, Bus time table, Ready reckoner.

Drafting of the following (on the basis of given information): Application for a Job, Interview letter, Letter indicating appointment, Sales letter, Letter for making a purchase Inquiry, letter in relation to purchase of goods, Letters with clients/customers, Letter to be written to a Bank, Letters to a supplier of Goods, Office orders.

(10 Hours)

Unit V

Office forms and stationery - Office Forms - Meaning, importance and advantages of Office forms - Computerization of office forms - Principles of Form Designing - Office Stationery - Methods of purchasing stationery – Purchase Procedure – Storing Stationery - Control on consumption of stationery - Maintenance of Stock Register - Physical verification of Stock.

(10 Hours)

(NOTE: Students should be exposed to the operation of various Office Machines viz. EPABX, Bio-metric Machines, Security systems, Franking Machines and various Accounting Machines during Field Visits).

INFORMATION TECHNOLOGY FOR OFFICE

Credit: 4

Hours: 60

(Marks 50 + Viva 30 + Internal 20)

Objectives:

The objective of this course is to make the students capable of managing the office activities with the help of information technology.

Unit I

Word Processing Package: MS-Word 2013 - Introduction-Features - Word User Interface Elements Creating New Documents - Basic Editing - Saving a Document - Printing a Document - Print Preview - Page Orientation - Viewing Documents - Setting Tabs - Page Margins – Indents – Ruler - Formatting Techniques - Font Formatting - Paragraph Formatting - Page Setup - Headers &Footers - Bullets and Numbered List - Borders and Shading - Find and Replace -Page Break Page Numbers - Mail Merging -Spelling and Grammar Checking – Thesaurus - Macros – Tables – Side - By-Side and Nested Tables - Formatting Tables – Drawing - Word art - Paint Brush Document Templates – Email Editor. (18 Hours)

Unit II

Desktop Publishing - PageMaker 7.0 - Introduction to Desktop Publishing as a Process- PageMaker Tools and Palettes - Working With Objects - Type Styling Options - Working With Text - Formatting Options: Leading, Margins and Indents - Scaling Text - Paragraph Formatting Options - Working With Grids - Creating Frames - Layers. (18 Hours)

Unit III

Spreadsheet Package: MS - Excel 2013-Introduction - Excel User Interface - Working With Cell and Cell Addresses - Selecting a Range, Moving, Cutting, Copying With Paste - Inserting and Deleting Cells - Freezing Cells - Adding, Deleting and Copying Worksheet Within a Workbook - Renaming a Worksheet Cell. Formatting Options - Formatting Fonts - Aligning-Wrapping and Rotating Text - Using Borders - Boxes and Colors - Centering a Heading, Changing Row/Column Height / Width - Formatting a Worksheet Automatically - Insert Comments - Clear Contents in a Cell - Using Print Preview - Preparing Worksheet for the Printer - Selecting Print Area - Margin and Orientation - Centering a Worksheet - Using Header and Footer - Inserting Page Breaks - Sorting Data. (22 Hours)

Unit IV

Advanced Features of Excel: All Functions in Excel - Using Logical Functions - Statistical Functions - Mathematical Functions - Linking Data between Worksheet - Elements of Excel Charts – Categories - Create a Chart - Choosing Chart Type - Edit Chart Axis - Titles, Labels, Data Series and Legend- Adding a Text Box - Rotate Text in a Chart - Converting a Chart on a Web Page- Saving a Chart - Designing of Templates in Excel.

(20 Hours)

Unit V

Presentation Package: Ms-Power Point 2013 - Advantages of Presentation - Screen Layout - Creating Presentation - Inserting Slides -Adding Sounds and Videos - Formatting Slides - Slide Layout Views in Presentation - Colour Scheme - Background Action Buttons - Slide Transition - Custom Animation - Creating Master Slides - Managing Slide Shows - Using Pen Setting Slide Intervals.

(12 Hours)

Practical Training:

1. Create a small poster using PageMaker.
2. Create a Brochure using PageMaker
3. Prepare Pay rolls in Excel
4. Conditional Cell Formatting
5. Analysis and presentation of data using charts in Excel
6. Usage of Functions in Excel
7. Mail merging feature of Word.

Suggested Readings:

1. Gini, Courter & Annette Marquis, Ms-Office 2013, BPB Publications.
2. Patrick Blattner, Louie Utrich. Ken Cook & Timothy Dyck, Special Edition Ms Excel 2013, Prentice Hall India Pvt. Ltd.
3. Atman Rebecca & Atman Rich, Mastering PageMaker, BPB Publications.
4. Building a Foundation with Microsoft Office 2013 5. Welcome to Microsoft Office

SEMESTER II

English

CREDIT-4
TOTAL HOURS:60

Unit I:

Basic Communication Theory: Importance of Communication – Stages of communication, Modes of Communication – Barriers to Communication-Strategies for Effective Communication – Listening: Importance, Types, and Barriers –Developing Effective Listening Skills.

Unit II:

Comprehension and Analysis: Comprehension of Technical and Non-technical Material – Skimming, Scanning, Inferring-Note Making and extension of Vocabulary, Predicting and Responding to Context- Intensive Reading and Reviewing.

Unit III:

Writing: Effective Sentences, Cohesive Writing, Clarity and Conciseness in Writing – Introduction to Technical Writing – Better Paragraphs, Definitions, Practice in Summary Writing – Four modes of writing – Use of dictionaries, Indices, library References –Making Bibliographical Entries with Regard to Sources from Books, Journals, Internet etc.

Unit IV:

Business Writing/Correspondence: Report Writing – Memoranda – Notice– Instruction – Letters.

Unit V:

Oral Communication: – Presentation skills – Group Discussions – Dialogue Writing– Short Extempore – Debates-Role Plays-Conversation Practice.

Reference Books:

1. B. K.Das et al., Cambridge,An introduction to Professional Englishand Soft Skills University Press (Facilitated by BPUT)

2. MeenakshiRamanandSangeeta Sharma, Oxford Publications Technical Communication: Principles and Practice, Second Edition
3. M Ashraf Rizvi, The McGraw, Effective Technical Communication Hill companies.
4. Alan Pease, Understanding Body Language
5. Geoffrey Leech and Ian Svartik.Communicative Grammar of English
6. J.D.O'Connor Better English Pronunciation.

BUSINESS ORGANISATION AND MANAGEMENT

Credit 4

Hours: 75

(Marks: 60 + Internal 20 + Practical 20)

Objective: The course aims to provide basic knowledge to the students about the organisation and management of a business enterprise.

Unit I: Business Enterprises:

Forms of Business Organisation: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society - Limited Liability Partnership. Choice of form of Organisation: Government - Business Interface; Rationale and Forms of Public Enterprises. International Business, Multinational Corporations, Social Responsibility of business and ethics—Emerging opportunities in business; Franchising, Outsourcing, and E-Commerce.

(15 Hours)

Unit II: Foundation of Indian Business :

Manufacturing and service sectors; Small and medium enterprises; Problems and government policy. India's experience of liberalisation and globalisation. Technological innovations and skill development. 'Make in India' Movement. Social responsibility of business and ethics. Emerging opportunities in business; Franchising, Outsourcing, and E-commerce. (15 Hours)

Unit III: Management and Organisation:

The Process of Management: Planning; Decision-making; Strategy Formulation. Organizing: Basic Considerations; Departmentation – Authority and Responsibility - Delegation and Decentralisation of Authority; Staffing - Directing and Control. (20 Hours)

Unit IV: Functional Areas of Management:

Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices. Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures, Venture Capital and Lease Finance. Securities Market, Role of SEBI. Human Resource Management: Concept and Functions; Basic Dynamics of Employer – Employee Relations.

(15 Hours)

Unit V: Leadership, Motivation and Control:

Leadership: Concept and Styles; Trait and Situational Theory of Leadership - Motivation: Concept and Importance; Maslow's Need Hierarchy Theory; Herzberg Two Factors Theory. Communication: Process and Barriers; Control: Concept and Process. (10 Hours)

Suggested Readings:

1. Kaul, V.K., *Business Organisation and Management*, Pearson Education, New Delhi
 2. Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi,
 3. Gupta CB, *Modern Business Organisation*, Mayur Paperbacks, New Delhi
 4. Koontz and Weihrich, *Essentials of Management*, McGraw Hill Education.
 5. Basu, C. R., *Business Organization and Management*, McGraw Hill Education.
 6. Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.
 7. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
 8. Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
 9. Burton Gene and Manab Thakur; *Management Today: Principles and Practice*; Tata McGraw Hill, New Delhi.
 10. L. M. Prasad, *Management Principles*, Sultan Chand & Sons, 23 Daryaganj, New Delhi
- (Note: Latest Editions of the above books may be used.)

ACCOUNTING FOR MANAGEMENT

Credits 5

Hours: 75

(Marks: 60 + Internal 20 + Practical 20)

Objective:

This course provides the students an understanding of the application of accounting techniques for management.

UNIT I

Meaning – Nature – Scope and Functions of Management Accounting –Role of Management Accounting in Decision Making – Management Accounting and Financial Accounting - Tools and Techniques of Management Accounting. (12 Hours)

UNIT II

Financial statement analysis – Meaning – Nature and Limitations of Financial Statements – Objectives and Methods of Financial Statements Analysis – Comparative Statement – Common Size Financial Statements. Funds flow and Cash flow statements. (23 Hours)

UNIT III

Ratio analysis and Trend Analysis – Meaning, advantages and limitations of Ratio Analysis – Significance of Ratio Analysis in Managerial decision making. (15 Hours)

UNIT IV

Marginal Costing and CVP analysis – Profit Volume Ratio, Break- Even Point – Margin of Safety, Application of Break-Even Analysis. (15 Hours)

UNIT V

Budgets & Budgetary Control: Meaning, Characteristics, Objectives, Advantages, Limitations. Classification & Types of Budgets. Problems on Cash Budget and Flexible Budget Only. (10 Hours)

Suggested Readings

1. Management Accounting, Manmohan & Goyal, Sahitya Bhawan Publication, Agra.
2. Management Accounting RK Sharma and S K Gupta, Kalyani Publications, Ludhiyana.
3. Management Accounting, Khan M Y and Jain R K, TATA Mc GRAW HILL, NEW DELHI.
4. Management Accounting, N Vinayakhan and I B Singh, Himalaya Publishing House
5. Management Accounting, R S N Pillai and V Bhagvathi, S. CHAND & COMPANY, New Delhi.
6. Principles of Management Accounting, Dr. S N Maheshwari, Sultan Chand and Sons, 23 Daryaganj, New Delhi.

FINANCIAL ACCOUNTING - I

Credit 4

Hours: 60

(Marks: 60 + Internal 20 + Practical 20)

Objectives:

To equip the students with the skills of preparing financial statements for various types of business organizations other than corporate undertakings.

Unit I

Accounts of Non - Profit Organisations – Meaning of Non-Profit Organizations- Accounts of Non- Profit Organisations - Preparation of Final Accounts - Receipts and Payments Account, Income and Expenditure account and Balance Sheet – Treatment of items peculiar to Non-Trading Concern – Donations – Legacy – Entrance fees – Life membership fees – Endowment fund. (15 Hours)

Unit II

Accounting for Consignment - Meaning – Important Terms – Journal Entries in the books of Consignor and Consignee – Preparation of Consignment Account – Consignee’s Account – Goods Sent at Cost or Invoice Price - Delcredre commission- Valuation of Stock – Normal and Abnormal Loss. (12 Hours)

Unit III

Single Entry Book-Keeping - Meaning–Limitations of Single-Entry System–Double entry system Vs Single entry system – Ascertainment of profit – Net worth method – Conversion method – Statement of Affairs Versus Balance Sheet – Preparation of Trading, Profit and Loss A/c and Balance Sheet from incomplete records. (18 Hours)

Unit IV

Final Accounts of Partnership Firms: Capital Accounts of Partners - Calculation of Interest on capital, drawings – Division of profit – Preparation of Trading and Profit and Loss Account of Partnership Firms –Accounting treatment in situations like admission, retirement, death and insolvency of partners – Dissolution of Partnership firm. (18 Hours)

Unit V

Hire Purchase Account: Hire Purchase and Instalment Purchase system - hire-purchase contract - legal provisions regarding hire purchase contract - Accounting records for goods of substantial value and accounting records for goods of small values, Instalment purchase system. (12 Hours)
(Problems 70 % & Theory 30 %)

Suggested Readings:

1. Jain, S.P., & Narang, K.L., Advanced Accountancy, Kalyani Publishers, New Delhi.
2. Maheshwari, S.N., & Maheswari, S.K., Advanced Accountancy, Vikas Publishing House, New Delhi.
3. Shukla, M.C., & Grewal, T.S., Advanced Accountancy, S Chand and Company (Pvt.) Ltd, New Delhi.
4. Ashok, Sehgal, & Deepak Sehgal, Financial Accounting Taxmann Allied Service (Pvt.) Ltd,

New Delhi.

5. MA Arulanandam and KS Raman, Advanced Accountancy, Himalaya Publications, Mumbai.
6. Paul, S. K., & Chandrani, Paul, Advanced Accountancy, New Central Book Agency, New Delhi.
7. Raman B S, Financial Accounting- United Publishers, Mangalore.
8. The Chartered Accountant (Journal), Institute of Chartered Accountants of India, New Delhi.

ENVIRONMENTAL STUDIES

Credit 3

Hours: 45

(Marks: 60 + Internal + Practical 20)

UNIT I

Definition, scope and importance of Natural Resources -, need for public awareness. Natural Resources: Renewable and non-renewable resources. a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. e) Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies. f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion - Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

UNIT II

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 the following ecosystem: - a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

UNIT III

Biodiversity and its conservation Introduction – Definition: genetic, species and ecosystem diversity. Biogeographically 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 wildlife, man-wildlife conflicts. Endangered and endemic species of India. Conservation of biodiversity.

UNIT IV

Environmental Pollution: Definition, Cause, effects and control measures of :- a. Air pollution b. Water pollution c. Soil pollution d. Marine pollution e. Noise pollution f. Thermal pollution g. Nuclear hazards. Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual

in prevention of pollution. Pollution case studies. Disaster management: floods, earthquake, cyclone and landslides.

Unit V

Social Issues and the Environment: From Unsustainable to Sustainable development. Urban problems related to energy. Water conservation, rain water harvesting, watershed management. Resettlement and rehabilitation of people; its problems and concerns. Case Studies. Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies. Waste land reclamation. Consumerism and waste products. Environment 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 environmental legislation. Public awareness.

UNIT VI

Human Population and the Environment. Population growth, variation among 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.

OFFICE AUTOMATION

Credit 3

Hours: 45

(Marks: 50 + Viva 30 + Internal 20)

Unit I

- Starting the Windows, Starting a program, running a program, Running multiple programs and switching between windows, Customizing the Task bar, Recycle bin, restoring the deleted files
- Creating and removing folders Making the taskbar wider, arranging icons on the Desktop Displaying and hiding the taskbar clock, controlling the size of start menu options, Creating Shortcuts.
- Installing a screen saver, Assigning a wallpaper to Desktop, Adding a program to the start menu, Adding a program shortcut in the Desktop, Customizing the mouse settings
- Expanding and collapsing a folder, Recognizing File types using icons, Running a program from explorer, Renaming a file or folder, Sorting a folder, Displaying the properties for a file or folder
- Using cut and paste operations to move a file, Using copy and paste operations to copy a file, Moving and copying files with mouse, Searching a file or folder by using search command, Finding a file or folder, by name
- Defragmenting the disk, using disk defragmenter, Controlling the speaker volume Recording and saving an audio file Connecting a printer to the PC.
- Creating folders, renaming folders and files, Copying, moving, deleting files, Taking backups and restoration of files.
- Practicing the commands like passwd, who, whoami, kill, write etc.

Unit II

- word processing, Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter
Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.
- Preparing a news letter: To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.
- Creating and using styles and templates, To create a style and apply that style in a document
To create a template for the styles created and assemble the styles for the template.
- Creating and editing the table, To create a table using table menu, To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells

Unit III

- Creating numbered lists and bulleted lists. To create numbered list with different formats (with numbers, alphabets, roman letters), To create a bulleted list with different bullet characters. Printing envelopes and mail merge.

- To print envelopes with from addresses and to addresses .To use mail merge facility for sending a circular letter to many persons.

Unit IV

- Using the special features of word: To find and replace the text, To spell check and correct. To generate table of contents for a document. To prepare index for a document.
- Create an advertisement
- Prepare a resume.
- Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting.
- Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.
- Creating a Presentation with Slide Transition – Automatic and Manual with different effects.
- Creating a Presentation applying Custom Animation effects –
- Applying multiple effects to the same object and changing to a different effect and removing effects.
- Creating and Printing handouts.

Unit V

- Design a visiting card using publisher.
- Design a brochure using publisher.
- Searching for a web site / application / text documents viewing and downloading.
- Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding.

FINANCIAL ACCOUNTING – I PRACTICAL

Credit: 3

Hours: 45

(Marks: 50 + Viva 30 + Internal 20)

The learners are required to:

1. Collect data from Charitable Institutions and make entry of Receipt and Payment Vs Income & Expenditure.
2. Prepare Partnership Accounts with appropriate software.
3. Visit a local firm to gain in-housing knowledge on accounts keeping under single entry and prepare a report.
4. Use of appropriate software for recording transactions and preparing accounts under Hire Purchase and Instalment Purchase System and provide comparative data for decision making.
5. Prepare a Consignment Account and Consignee Account.