

PROGRAMME STRUCTURE
FOR
DIPLOMA PROGRAMME IN
MODERN OFFICE PRACTICE
UNDER RATIONALISED SEMESTER SYSTEM
(IMPLEMENTED FROM ACADEMIC YEAR 2020-2021)



BOARD OF TECHNICAL EDUCATION, GOA STATE

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DIPLOMA IN MODERN OFFICE PRACTICE

(GC101) Communication Skills

1. COURSE OBJECTIVE :

The course aims to develop Communication skills in English by improving students' ability to write ,speak, listen and read effectively. Emphasis is also laid on students' personality development, helping them to build their confidence in interpersonal / group communication.

2. TEACHING AND EXAMINATION SCHEME

Semester	I				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
GC101		L	T	P		TH	TM	TW	PR/OR	
		-	-	02	32	-	-	25	25	50

3 . COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

GC101.CO1 Understand the essentials of effective Communication.

GC101.CO2 Develop reading. writing, speaking , listening and effective presentation skills.

GC101.CO3 Select the appropriate mode of Communication .

GC101.CO4 Demonstrate reading. writing, speaking , listening and effective presentation skills.

4.Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
CO1	0	0	0	0	3	3	3
CO2	2	1	1	1	3	3	3
CO3	2	0	1	1	3	3	3
CO4	2	0	0	1	3	3	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M Marks	=	Phr = Practical hours	CO = Course Outcomes	
Unit				Phr CO
1 UNIT NAME: FUNDAMENTALS OF COMMUNICATION SKILLS				
1.1 Communication Skills fundamentals				
Definition, communication process, importance of Communication Skills, essentials of effective communication				01
				CO 01 CO 02 CO 03 CO 04

1.2 Types of communication: Verbal Communication and nonverbal communication (body language, facial expressions, gestures, eye contact, posture, dress and grooming/personal appearance, deportment, personal hygiene) Paralinguistic (Volume, pace, pitch, pauses)	02	
1.3 Barriers to communication: Physical barriers, psychological barriers and cultural barriers	01	
2. Unit: PRESENTATION SKILLS		
2.1 Presentations: Methods and styles of presentation, importance, planning a presentation, venue selection, audience awareness (age, gender, profession, background, educational and social background), time and duration, audio visual aids (OHP, LCD projector, flip charts, white/black/green board, computer, microphone)	02	CO02 CO03 CO04
2.2 Public speaking: Preparatory steps, tips for good beginning and end, delivery style, techniques for a good speech (repetition, signs, pictures, humor), body language	02	
3 UNIT: TECHNICAL WRITING		
3.1 Report writing Functions and parts of a report, qualities of a good report and types: Report on any institute function, Accident report, Industrial visit Report	04	CO 01 CO 02 CO 04
3.2 Business letters Principles of effective letter writing, parts of a business letter, formats (Full block style, Semi block style, Modified block style) Routine/ Generic letters (letter to the heads of the institute, letter to the heads of various departments/sections of the institute) Types of letters: Enquiry Letter, Quotation, Purchase Order, Letter of Complaint	06	
3.3 Job application Tips for a good C.V and a Resume	02	
4 UNIT GRAMMAR		CO 01

4.1 Fundamentals of English writing Subject verb agreement, homonyms, homophones, homographs, articles, punctuation, synonyms, fundamentals of sentence construction	02	CO 02 CO 04
4.2 Paragraph Writing: Developing Topics (the main idea), body (supporting sentences), conclusion, proof reading	02	
UNIT V: LANGUAGE WORKSHOP		
5.1 Reading Skills Strategies to use for building vocabulary and reading fluencies (read extensively, identify new words, use of dictionary, online dictionary apps), reading comprehension, pronunciation, debate, role play,	08	CO 01 CO 02 CO 04
5.2 Listening Skills How to listen effectively, listening comprehension		
5.3 Speaking skills speech, group discussion		
5.4 Writing skills précis writing, comprehension		
Total	32	

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, videos, exercises

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	NO of practical hours
1	Fundamental of Communications skills	04
2	Presentation Skills	04
3	Technical Writing	12
4	Grammar	04
5	Language workshop	08
	Total	32

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical
1.	Practical Title: Fundamental of Communications skills
i.	Comprehension
ii.	Précis writing
iii.	Self-Introduction
2	Practical Title: Presentation Skills
iv.	Extempore speech

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v.	Presentation on any given Topic
3	Practical Title: Technical Writing
vi.	Accident Report
vii.	Report on Institute function
viii.	Industrial visit report
ix.	Generic letters to the heads of various department/ Sections of the institute
x.	Enquiry letter
xi.	Quotation
xii.	Purchase or supply order
xiii.	Complaint letter
xiv.	Job application
4	Grammar
xv.	Exercises in subject – verb agreement
xvi.	Exercises in use of preposition
xvii.	Exercises in use of homophones, homonyms, homographs
xviii.	Exercises in use of punctuation
xix.	Exercises relating to correcting the sentences
xx.	Paragraph writing
5	Language workshop
xxi.	Exercises to improve reading skills
xxii.	Exercises to improve writing skills
xxiii.	Group discussion
xxiv.	Listening comprehension

9. LEARNING RESOURCES

Text Books

S. No.	Author	Title of Books	Publishers
1	R. C. Sharma & Krishna Mohan	Business Correspondence and Technical Writing	Tata McGraw Hill
2	P. Prasad, Sharma, K. Rajendra	The Functional Aspects of Communication Skills	S.k. Kataria & sons
3	Sanjay Kumar, Pushpa Lata	Communication Skills	Oxford University Press
4	A.K.Jain, A.M.Shaikh & Pravin S R Bhatia	Professional Communication Skills	S.Chand
5	Wren & Martin	High School English Grammar & Composition	S. Chand, N. Delhi

10. Reference Books for further study

S. No.	Author	Title of Books	Publishers
1	Raul R. Timm	How to make winning presentations	Sneha Printers
2	Dale Carnegie, Training CPI	Stand and Deliver, How to become a masterful communicator and public speaker	Cox & Wyman, UK
3	John Seely	The Oxford Guide to Effective Writing and Speaking	Oxford University Press

Autobiographies, self-help books, Audio speeches given by famous personalities

Internet and Web Resources

<https://www.grammarly.com/>

<https://www.bbc.co.uk/programmes/articles/5QFnVy3xzT5htTh13cmP2P8/teacher-resources>

<https://Ted.com>

Videos and Multimedia Tutorials

https://you.tu.be/AykYRO5d_II

(MO101) ECONOMICS FOR BUSINESS

1. COURSE OBJECTIVE:

The students will be able to build a clear understanding that the business economics is the science of business decision making. They will also find the basic features of alternative representation of human behaviour in economics and examine the basic economics concepts and apply them to real issues. They will develop an understanding of the basic statistics & its interpretation.

2. TEACHING AND EXAMINATION SCHEME

Semester	I				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO101) ECONOMICS FOR BUSINESS		L	T	P		TH	TM	TW	PR/OR	
		05	-	-	05	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able:

1. To build understanding that the business economics is the science of business decision making.
2. To find the basic features of alternative representation of human behaviour in economics.
3. To examine basic economics concepts and apply them to real issues.
4. To develop & understand the basic statistics & its interpretation.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	3	2	-	3	1	3
CO2	3	3	3	-	3	1	3
CO3	2	3	3	-	3	1	3
CO4	1	1	3	-	3	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO	Levels	
1 INTRODUCTION	8	8	CO1, CO2, CO3	3	
1.1 Meaning, definition					
1.2 Features					
1.3 Problems associated with economics					
1.4 Scope of economics					
1.5 Difference between Micro & Macro economics					
2 LAW OF DEMAND & LAW OF SUPPLY	22	24	CO1, CO2, CO3	3	
2.1 Meaning Schedule & curve					
2.2 Assumption & Exceptions, why demand curve slopes down					
2.3 Variations & Changes in demand, Elasticity of demand					
2.4 Law of supply- Meaning Schedule & curve & slope					
2.5 Shifts in supply curve					
2.6 Price Elasticity of supply					
3 LAW OF DIMINISHING MARGINAL UTILITY	10	10	CO1, CO2, CO3	3	
3.1 Definition, Schedule & curve					
3.2 Assumptions, Importance & Criticisms					
3.3 Equi-marginal utility-definition, Schedule & curve					
4 MARKET STRUCTURE & PRICING	20	18	CO2, CO3	2	
4.1 Meaning & elements of markets					
4.2 Types of markets					
4.3 Distinguish between different types of markets					
4.4 Price determination & Price discrimination					
4.5 Pricing strategies: Meaning & types					
4.6 CVP and BEP					
5 STATISTICS FOR ECONOMICS	15	20	CO2, CO4	2	
5.1 Collection of data: Primary & Secondary					
5.2 Organisation of data: Meaning & frequency distribution.					
5.3 Statistical tools & interpretation					
5.4 Measures of central tendency					
5.5 Measures of dispersion					
Total	75	80	-		

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction	8	8
2	Law of demand and law of supply	24	22
3	Law of diminishing marginal utility	10	10
4	Market structure & pricing	18	20
5	Statistics for economics	20	15
	Total	80	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	Marks
1	Analyse & interpret the Law of demand & supply in the market.	
2	Analyse the various pricing strategies that are present in markets.	
3	Compare Macroeconomic& Micro economics variables.	
4	Collect primary data in the form of interview & interpret with the help of measures of central tendency.	
5	Discuss on various problems associated with economics in a selected area.	
6	Draw and explain the elasticity of demand on the basis of price income.	
7	Find out the various types of markets on the basis of products.	
8	Conduct a survey on any topic of your choice & show frequency distribution.	
9	Examine the marginal utility of any 20 respondents with regards to diminishing marginal utility	
10	Find out equi-marginal utility of any 20 respondents.	
	Total	25
No	Tutorial Exercise	Marks
1	NA	
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9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Mishra &Puri	Micro Economics	Himalaya Publications
2	M.L.Seth	Principles of economics	Tata Mc-Grew Hill
3	A.N. Agarwal	Indian Economics	Vikas Publications
4	T.R.Jain&V.K.Chari	Statistics for Economics	V.K.Global Publications

(MO102) PRINCIPLES OF MANAGEMENT

1. COURSE OBJECTIVE:

The students will be able to apply the principles of management in business organisations and build an understanding about the management functions. They will learn to relate the various functions and theories of management to real life issues and analyse the importance of green management.

2. TEACHING AND EXAMINATION SCHEME

Semester	I				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO102) PRINCIPLES OF MANAGEMENT		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Create an understanding of various principles of management as a manager.
2. Understand the functions of management in an organisation.
3. Identify the importance of decision making in any business situations.
4. Apply and analyse the principles of management in practical situations.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	3	3	-	3	1	3
CO2	3	2	2	-	2	1	3
CO3	2	2	2	-	3	1	3
CO4	3	3	2	-	3	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit :	M	Thr	CO	levels
1 INTRODUCTION TO MANAGEMENT	15	12	CO1, CO2, CO4	3
1.1 Meaning & definition				
1.2 Features & Importance of management				
1.3 Nature of management				
1.4 Levels of management				

1.5 Functions of management				
1.6 Principles of management				
2 PLANNING & ORGANISING	20	12	CO1, CO2, CO4	3
2.1 Planning- Meaning & definition				
2.2 Features of planning & Steps in the planning process				
2.3 Organising- Meaning & definition				
2.4 Steps in organizing process				
2.5 Formal & informal organisation: meaning & distinction				
3 MOTIVATION & LEADERSHIP	20	20	CO1, CO4	2
3.1 Motivation- Meaning & importance				
3.2 Theories of motivation (Maslow's theory, McGregors theory and Herzberg theory)				
3.3 Leadership- Meaning, importance & functions				
3.4 Styles of leadership				
3.5 Theories of leadership (trait, behavioural, situational)				
4 CONTROLLING & DECISION MAKING	10	14	CO1, CO2, CO3, CO4	4
4.1 Controlling- Meaning & importance				
4.2 Steps in the control process				
4.3 Problems in control process				
4.4 Decision Making- Meaning & features				
4.5 Advantages of effective decision making				
5 CONFLICTS MANAGEMENT	10	06	CO1, CO4	2
5.1 Conflicts Management – Meaning & Process				
5.2 Organizational conflict – individual and intergroup				
Total	75	64	-	

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to Management	12	15
2	Planning & Organising	12	20
3	Motivation & Leadership	20	20
4	Controlling & Decision Making	14	10
5	Conflict management & Green Management	06	10
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	NA	
No	Class room Assignments	Marks
1	Case study on importance of Management of any one company.	
2	Find out the number of management principles used in any company.	
3	Apply the steps of the planning process in setting up of the business.	
4	Find out about different departments in a super store.	
5	Show the effect of any one theory of motivation in an organisation of your choice.	
6	Case study of any one successful leader.	
7	Show the effects of decision making in ant top 5 companies of our country	
8	Visit a company and find out about their quality control process.	
9	List & explain various organisational conflicts.	
10	Predict the future of green management with the help of example.	
	Total	25
No	Tutorial Exercise	Marks
1	NA	
...		

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Koontz & O'Donnel	Essential of Management	Tata Mc-Grew Hill
2	Gupta C.B	Management Theory & Practice	Sultan Chand & sons
3	Prasad L.M.	Principles & Practice of management	Sultan Chand & sons
4	Robert Dahlstrom	Green Marketing Management	South Western

(MO103) COMPUTER APPLICATION AND TYPEWRITING -I

1. COURSE OBJECTIVE:

The students will be able to explain and relate to various physical functioning of typewriter and computer. They will also be able to demonstrate and experiment with the finger movement required for typing on typewriter to measure the typing speed. Students will learn to make use of different features of computer to create word documents.

2. TEACHING AND EXAMINATION SCHEME

Semester	I				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO103) Computer Application & typewriting -I		-	-	5	5	-	-	25	50	75

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Identify the various components of typewriter and computer.
2. Recall the finger movements required for the usage of typewriter.
3. Type fast and accurately.
4. Create word documents using various features of computer.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	-	-	2	1	3
CO2	3	2	-	-	1	2	3
CO3	3	1	-	-	2	2	3
CO4	3	2	-	-	2	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	Levels
1 Working on typewriter	-	10	CO1, CO2, CO3	3
1.1 Instruction on correct sitting posture, 1.2 Insertion, fixing of margins & removal of paper, carbon mani-folding, erasing etc. manipulation of fingers on the keyboard, 1.3 Carriage operation, use of space bar etc.				

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2 Working on computer		08	CO1, CO2, CO3, CO4	4
2.1 Introduction to computer 2.2 Hardware & Software 2.3 Introduction to operating system - Definition, functions, types 2.4 Windows OS – 2.5 GUI, Start menu, task bar, status bar, scroll bar, title bar, tool bar, menu bar, 2.6 File organization- create, save, delete, rename, cut, paste, copy, move & search files & folders 2.7 Application: my computer, recycle bin, windows explorer & control panel 2.8 Computer virus- definition, types, preventive measures				
3 Exercise	-	22	CO2, CO3	3
3.1 I asdf;lkj 3.2 II asdfgf;lkjhj 3.3 III awerqfa; oiupj 3.4 IV gftfrf hjyjuj 3.5 V azxcvf lkmbnj 3.6 VI abcdefghijklmnopqrstuvwxyz				
4 Typing matter	25	20	CO2, CO3, CO4	3
4.1 Typing letters and application 4.2 Various styles of typing letters: intended, block & semi intended centering 4.3 Accuracy & speed test				
5 MS Word	25	20	CO3, CO4	2
5.1 Introduction Starting MS Word 5.2 Creating, saving & opening a document 5.3 Editing commands- cut, copy, paste and paste special 5.4 Text formatting, bullets & numbering, borders & shading etc 5.5 Tabs, styles , view 5.6 Insert table, picture 5.7 Checking spelling & grammar 5.8 Page layout & printing 5.9 Mail merge				
Total	50	80	-	

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions and exercises

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practice of A to Z alphabets on Typewriter.	
2.	Practice of typing the words, sentences and short passages.	
3.	Practice various styles of typing letters.	
4.	Practice on windows 95/98/2000; <ul style="list-style-type: none"> Starting Windows, Exploring the desktop, Arranging windows, My Computer, The start button, Creating Shortcuts, Practice on moving and sizing of windows Study of file organization: creating, copying, moving, renaming and deleting Practice on Windows Accessories-Notepad, Word Pad and Paint Editing document & formatting text, Previewing and printing document / image file Practice on Windows Explorer Shutting down windows 	
5.	Practice on MS-Word: <ul style="list-style-type: none"> Create and format document Use cut, copy and paste Edit and Modify text-changing font size type and style, line spacing Auto Text, AutoComplete, AutoCorrect, grammar and spellchecker, Find and replace of text Bullets & Numbering, Header Footer, Watermark, Borders & Shading Open save and print a document Insert, modify table, page number, word art Insert graphics Mail merge 	
	Total	50 Marks
No	Class room Assignments	Marks
1	Assignment on typing atleast 5 passages each with the speed of 35 w.p.m.	
2	Identify the various components of a typewriter and elaborate them.	
3.	Make a comparative analysis between GUI and command line interface.	
4.	Analyze the impact Wannacry Ransom ware had on the people and government who got attacked by it.	
5.	Type atleast 5 various styles of letters.	
6.	Analyze the internal & external challenges faced by a person while working on a typewriter and suggest measures to overcome them.	
7.	Prepare a case analysis on a typist/stenographer in an organization and explain the role played by them in an organization.	
8.	Given the financial statements of a company present tabulation on MS word.	

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9.	List down various MS Word shortcut keys and their functions, also explain their advantages.	
10	Discuss how MS Word changed the way office or administration in an office functions.	
	Total	25 Marks
No	Tutorial Exercise	Marks
1	NA	

8. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Pitman	Typewriting Vol I & II	Pitman, New Delhi
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: 0070435650
5	Norton Peter	Introduction to computers (special Indian edition)	Tata McGraw Hills New Delhi. ISBN: 0070593744

(MO104) ADMINISTRATIVE MANAGEMENT – I

1. COURSE OBJECTIVE:

The students will be able to develop an understanding of the working of a basic office administration and analyse the different types of office accommodations. They will be able to decide the optimum space requirements for an existing and new office and choose the best elements for a good office environment.

2. TEACHING AND EXAMINATION SCHEME

Semester	I				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO104) Administrative Management – I		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able

1. To relate to working and functions of a basic office.
2. Identify and decide on the different types of office accommodations and office layout
3. Analyse the role of the administrator in having a proper office lighting systems
4. Utilize the conceptual ideas learnt in practical work environment

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life -long Learning
CO1	3	2	3	-	-	1	3
CO2	3	1	2	-	2	2	2
CO3	3	2	3	-	1	2	2
CO4	3	2	2	-	1	2	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	Levels
Unit I: Introduction	10	08	CO1 CO4	2
1.1.1 Meaning and Definition of an Office 1.1.3 Nature of Office Work 1.2.1 Importance and Functions of an Office 1.3.1 Meaning of Definition of Office Management 1.3.2 Elements of Office Management 1.4.1 Functions of Administrative Office Manager				
Unit II: Administration of office	10	08	CO1 CO4	2
2.1.1 Introduction 2.1.2 Objectives 2.1.3 Information management 2.1.4 Paperless office				
Unit III: Office Accommodation	20	16	CO1 CO2 CO4	3
3.1.1 Meaning, 3.1.2 Importance & Principles of Office accommodation 3.1.3 Steps in Office accommodation 3.1.4 Factors influencing choice of Office accommodation 3.1.5 Location of office – Introduction & Principles 3.1.6 Factors influencing office location 3.1.7 Urban v/s suburban- advantages & disadvantages 3.1.8 Rural location 3.1.9 Office building – meaning , needs, types 3.1.10 Office premises 3.1.11 Factors in selecting Office premises 3.1.12 Type of Building				
Unit IV: Office Layout	15	14	CO1 CO2 CO4	3
4.1.1 Meaning, definition & importance 4.1.2 Principles of office layout 4.1.3 Steps in office layout 4.1.4 Factors influencing physical layout 4.1.5 Space requirement 4.1.6 Relay out – moving office to another place, reasons, steps, 4.1.7 Open v/s private office – advantages & disadvantages				
Unit V: Office Environment	20	18	CO1 CO3 CO4	3
5.1.1 Meaning and definition of Office Environment 5.1.2 Elements of office environment				

5.2. Office lighting 5.2.1 Features, 5.2.2 Importance & Benefits 5.2.3 Kinds Of Lighting - Natural & Artificial 5.2.4 Types of Artificial lighting 5.2.5 Natural v/s artificial 5.2.6 Types of lighting used in office Direct, semi direct, indirect, semi indirect, general diffuse 5.3 Ventilation 5.3.1 Meaning, Methods, Types 5.3.2 Natural & Artificial 5.3.3. Air conditioning 5.4 Noise control 5.4.1 Meaning, 5.4.2 Effects, 5.4.3 Types 5.4.4 Control office noise 5.5 Cleanliness & sanitation 5.5.1 Meaning of Cleanliness & sanitation in office 5.5.2 Maintaining Cleanliness & sanitation in office 5.6 Safety & security 5.6.1 Meaning of Safety & security in office 5.6.2 Precautions and security 5.6.3 Office safety- physical hazards 5.6.4 Precautions and safety 5.7 Secrecy 5.7.1 Maintaining secrecy				
Total	75	64	-	

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction	08	10
2	Administration of office	08	10
3	Office Accommodation and Working Environment	16	20
4	Office Layout	14	15
5	Office Environment	18	20
	Total	64	75

9. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	Marks
1	Analyse Henri Fayol's Principles of Management and relate it to real office scenarios	
2	Make a comparative analysis between modern offices and traditional offices	
3	Analyse Frederick Taylor's principles of Scientific Management and relate it to real office scenarios	
4	Analyse the impact of paperless office on organization's and its employees	
5	You have been asked by your employer to choose a location for your new office, considering the limitations of your old office. Write a report on the factors which you will keep in mind while doing this?	
6	Prepare a comparative analysis between Urban, Sub Urban and Rural location.	
7	Discuss the influence of layout on efficiency of an office.	
8	Analyse the reasons and challenges for Re-layout	
9	Create a Fire Safety Awareness Program for your office employees.	
10	Discuss the benefits and limitations of a common Air Conditioning system. State the measures to be taken to solve these limitations.	
	Total	25 Marks
No	Tutorial Exercise	Marks
	NA	

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Chopra & Chopra	Office Management	Himalaya Publications
2	Sharma & Gupta	Office Organisation and Management	Kalyani Publications
3	Krishna Murty	Office Management	Chand Publications
4	Jaeger Dieter	Handbook of Modern office Management and Administrative Services	McGraw Hill

(MO201) MANAGERIAL AND ADMINISTRATIVE COMMUNICATION

1. COURSE OBJECTIVE:

The students will be able to discover the different styles of business communication and write circular letters as per their requirement. They will also learn to design trade enquires, orders, collection and complaint letter and understand the importance of other administrative communication.

2. TEACHING AND EXAMINATION SCHEME

Semester	II				Total Hours	Examination Scheme				Total Marks
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO201) Managerial and Administrative Communication		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Discover the importance of written communication and business letter in an office.
2. Compose various forms of business and circular letter.
3. Create and design trade enquiries and orders, collection and compliant letters.
4. Make use of the written communication methods learnt in real life situations.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	3	3	-	1	2	3
CO2	3	3	2	-	1	3	3
CO3	3	3	2	-	1	3	3
CO4	3	2	3	-	1	3	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks		Thr = Teaching hours		CO = Course Objectives					
Unit						M	Thr	CO	Levels
1 Introduction To Business Communication						15	10	CO1 CO2 CO4	3
1.1 Business communication: Meaning & definition 1.2 Types of Business Communication 1.2.1 Oral v/s written 1.3 Principles of effective writing 1.4 3x3 writing process for BC- 1.4.1 Pre writing 1.4.2 Writing 1.4.3 Revising 1.5 Meaning of business letter 1.6 Forms or types of business letter 1.7 Writing job application									
2 Circular Letter						15	12	CO1 CO2 CO4	3
2.1 On change of office address/moving of business 2.2 On establishment of new business 2.3 On adding a new line of business 2.4 On power of attorney given & cancelled 2.5 Obtaining an agency /on appointment of sole distributor 2.6 Sales clearance									
3 Trade Enquiries						15	12	CO1 CO3 CO4	3
3.1 Trade Enquiries: Meaning & important terms 3.1.1 Inquiry form 3.1.2 Request for catalogue 3.1.3 Trade enquiries for quotation 3.1.4 Enquiry for terms & conditions of sale									
4 Orders						15	15	CO1 CO3 CO4	3
4.1.1 Ways of placing order 4.1.2 Types of order 4.1.3 Order form 4.1.4 Trial order & acknowledgement order 4.1.5 Refusal of order 4.1.6 Letter offer substitute in order									

5 Complaint & Collection Letters	15	15	CO1 CO3 CO4	3
5.1 Complaints : Meaning				
5.1.1 Complaint for delay of goods				
5.1.2 Complaint about damaged goods				
5.1.3 Complaint for cancellation of order				
5.1.3.1 When seller is at fault				
5.1.3.2 When buyer is at fault				
5.2 Collection letters : Meaning				
5.2.1 Steps involved in collection letters				
5.2.2 Reminder for payment letter				
Total	75	64	-	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction To Managerial/Business Communication	10	15
2	Circular Letter	12	15
3	Trade Enquiries	12	15
4	Orders	15	15
5	Complaint & Collection Letters	15	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	Marks
1	Compare between written communication and oral communication in terms of benefits.	
2	Draft the pro-forma for various types of business letters.	
3	Draft different types of circular letters in different situations.	
4	Draft different 5 types of sales clearance circular letters	

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5	Choose any 3 situations of your own choice and draft trade inquires.	
6	Choose any 3 situations of your own choice and draft request for catalogues	
7	Draft different types of orders.(Any 5)	
8	Analyse and describe how internet and mobile telecommunication has changed the ways of placing an order	
9	Draft complaint letters by considering different situations.	
10	Draft collection letters by considering all the reminders involved. (Any 2 case studies)	
	Total	25 marks
No	Tutorial Exercise	Marks
1	NA	

9. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1.	Timm Paul	Managerial Communication II	Prentice hall
		Edition	
2.	Doctor & doctor	Business Correspondence	
3.	Sharma & Mohon	Business correspondence	
4.	Nagamiya & Behl	Commercial Correspondence	

(MO202) ACCOUNTING AND FINANCE – I

1. COURSE OBJECTIVES:

The students will be able to build an understanding of basic concepts and develop competency in the functional areas of accounting. They will also be able to classify the accounting rules required for business enterprise and examine the financial transactions to record them systematically in the books of accounts.

2. TEACHING AND EXAMINATION SCHEME

Semester	II				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO202) ACCOUNTING & FINANCE I		L	T	P		TH	TM	TW	PR/OR	
		5	1	-	6	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able:

1. To demonstrate competency in applying course knowledge and successfully solve business difficulties.
2. To apply the accounting rules in determining financial results.
3. To identify different types of accounts prepared and make use of them in business.
4. To analyse the financial performance and financial position of business.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	2	-	2	2	3
CO2	3	2	2	-	2	2	3
CO3	3	2	2	-	2	2	3
CO4	3	3	3	-	2	2	3

Relationship : 1:Low

2:Medium

3: High

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	Levels
1 Principles of Accounting	20	20	CO1, CO2	2
1.1 Basic accounting concepts, convention, meaning, definition & objectives				
1.2 Basic accounting terms- Assets liabilities, debtors, creditors, debit, credit entry, transaction, Narration, bad debts, doubtful debts, live stock.				

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1.3 Single entry & double entry system of accounting				
1.4 Accounting standards: fixed assets, depreciation, inventories lease intangible assets.				
1.5 Rules of accounting: Personal, Real & Nominal				
1.6 Journal: Meaning & preparation of journal entries				
2 Ledger & Trial balance	20	12	CO1, CO2, CO3	3
2.1 Ledger: Meaning, Objectives, Posting of entries, Preparation of ledgers				
2.2 Trial Balance: Meaning& objectives, advantages, Preparation of trail balance from the list.				
3 Subsidiary book	20	18	CO1, CO2, CO3	3
3.1 Purchase Book- Meaning & Importance ,Preparation of Purchase Book				
3.2 Purchase return book- meaning & preparation of purchase return book				
3.3 Sales book -Meaning, & important preparation of sales book				
3.4 Sales Return book-:Meaning, & preparation of sales return book				
3.5 Cash book –Meaning, preparation of simple, double, triple column cash book				
3.6 Petty cash book - Meaning & preparation				
4 Depreciation, Provisions and Reserves	16	10	CO1, CO2, CO3	3
4.1 Meaning & causes: Fixed instalment method Reducing balance method				
4.2 Provisions & Reserves- meaning of provisions & reserves, Difference between provisions & reserves				
5 Financial statements of Sole Trader	20	20	CO1, CO2, CO3, CO4	4
5.1 Trading – meaning, importance & pro-forma				
5.2 Profit & Loss - meaning, importance & pro-forma				
5.3 Balance sheet - meaning, importance,& pro-forma				
Total	75	80	-	

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Principles of Accounting	20	20
2	Ledger & Trial balance	20	12
3	Subsidiary book	20	18
4	Depreciation, Provisions and Reserves	16	10
5	Financial statements of Sole Trader	20	15
	Total	96	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
No	Class room Assignments	Marks
1	List and explain any 5 accounting standards (Not covered in the syllabus)	
2	Study a sole trader's day today transactions. And pass journal entries (Min 10 transactions)	
3	List any 20 business transactions and prepare ledgers	
4	From the given ledgers prepare trial balance	
5	Study a sole trader and prepare purchase book, purchase return book, Sales book & sales return book.	
6	Study any 2 sole traders and prepare cash book & petty cash book.	
7	Select any asset of a particular company in Goa and give details regarding depreciation followed by the company	
8	List some items of provisions and reserves (Min 10)	
9	Case study analysis on partnership firm and prepare its financial statement.	
10	Case study analysis on co-operative society and prepare its financial statement.	
No	Tutorial Exercise	Marks
1	Journals – 10 Problems	
2	Ledgers – 05 Problems	
3	Trial balance – 05 Problems	
4	Purchase Book – 05 Problems	
5	Purchase Return book – 02 Problems	
6	Sales book – 02 Problems	
7	Sales Return book – 02 Problems	
8	Cash book – 02 Problems	
9	Petty cash book – 02 Problems	
10	Fixed instalment method – 05 Problems	
11	Reducing balance method – 05 Problems	
12	Financial statement of sole trading– 10 Problems	
	Total	25

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	S.N.Maheshwari	Advance Accountancy	Vikas Publicatons
2	TS Grewal	Introduction To Accountancy	S. Chand
3	Pickle	Accountancy	S. Chand
4	Xavier	Higher Accountancy	THM

(MO203) COMPUTER AIDED OFFICE MANAGEMENT- I

1. COURSE OBJECTIVE:

The students will be able to learn the Access basics and, create and implement databases and tables, use Corel Draw tools for designing purpose and understand the concept of Antivirus Software

2. TEACHING AND EXAMINATION SCHEME

Semester	II									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO203) Computer Aided Office Management-I		L	T	P	H	TH	TM	TW	PR/OR	
		-	-	4	4	-	-	25	25	50

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Relate and work with MS Access for creating databases, CorelDraw and PageMaker for Desktop Publications and recommend antivirus software for the systems.
2. Understanding and defining the access basics to demonstrate database and tables concepts with real life examples.
3. Make use of CorelDraw tools and PageMaker tools for designing and publishing documents and elaborate the functioning and need of antivirus softwares to protect systems.
4. Apply the concepts learnt in real life working environment

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	2	2	1	2	3
CO2	3	2	2	2	1	2	3
CO3	3	2	2	2	2	1	3
CO4	3	2	2	1	2	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
Unit	M	Thr	CO	Level		
1 Access Basics						
- 1.1 Designing a data base, managing the data base objects, adding & editing, finding & sorting	05	13	CO1 CO2 CO4	3		
2 Table, Queries & Macros						
- 2.1 Table basics, changing & customizing tables, importing & exporting, query basics, designing select queries, sorting & merging data	05	13	CO1 CO2 CO4	3		

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3 CorelDraw				
- 3.1 Introduction, installation guide, starting corel draw, screen, dialogue boxes, utility drawing & text tools outline & fill tools, menu options, COREL TRACE, COREL MOSAIC	07	16	CO1 CO3 CO4	3
4 PageMaker				
- 4.1 Basics of page maker, placing text & 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, graphic in text formatting, text flow, drag placing, working with place text, windows shades handling, text blocks, text tools, font work, moulding text, style sheets, indexes & table contents	08	16	CO1 CO3 CO4	3
5 Antivirus				
- 5.1 Basics of Virus - Types of viruses,How does Virus affect, Impact of Virus, Virus Detection, Virus Preventive Measures, Most effective antivirus - Installation and working of Antivirus software	-	06	CO1 CO3 CO4	3
Total	25	64	-	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	To study the MS Access basics	
2.	To create a database and tables	
3.	To apply table basics (renaming, saving a table, Copying a table etc.)	
3.	To sort and filter text and numerical data	
4.	To find and replace data in the table	
5.	Import and export a table	
6.	To study the CorelDraw installation and its various tools to design a page	
7.	To study the PageMaker installation and its various tools to publish a document	
8.	To study the Antivirus Software installation	
	Total	25
No	Class room Assignments	Marks
1	Discuss the difference between MS Excel and MS Access	
2	List and demonstrate use of various datatypes available in MS Access	
3	Create a database for School and enter 10 entries for each table	
4	Demonstrate use of various number filters in MS Access	
5	Demonstrate use of various text filters in MS Access	
6	Study of different workspaces available in CorelDraw	
7	Use CorelDraw drawing tools to draw a picture	

8	Study the various Alignments, different fonts and various bullets available in PageMaker	
9	Study how formatting of text is done in PageMaker	
10	Case study on different types of Malwares	
11	Case study on various Antivirus softwares available	
	Total	25
No	Tutorial Exercise	Marks
1	At least 10 problems on each unit given above	
2	NA	
...		

8. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1	Gordon B. Davis & M.H. Olsin	Management Information Systems	TATA Mc. Graw Hill
2	Williams Stalling	Using Information technology; A practical introduction to Computers & Communication	TATA Mc. Graw Hill

Internet and Web Resources

S. No.	Description
1	https://www.tutorialspoint.com/basics_of_computer_science/basics_of_computer_science_virus.htm
2	https://www.tutorialspoint.com/computer_security/computer_security_antiviruses.htm
3	https://www.wikipedia.com
4	https://design.tutsplus.com/tutorials/coreldraw-basic-drawing-tools--cms-22178
5	https://www.tutorialspoint.com/ms_access/ms_access_objects.htm
6	https://www.techwalla.com/articles/how-to-use-pagemaker-70

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(MO204) ADMINISTRATIVE MANAGEMENT - II

1. COURSE OBJECTIVE:

The students will be able to develop an ability to understand the importance of office systems and routines, plan the management and disposal filing & indexing of records, build an understanding of office forms and classify between various office equipments.

2. TEACHING AND EXAMINATION SCHEME

Semester	II				Total Hours	Examination Scheme				Total Marks
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO204) Administrative Management- II		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Adapt to the office systems and routines and develop excellent record management systems, filing & indexing practices
2. Design office forms and gain familiarity with the different equipments used in office
3. Judge the requirements for smooth functioning of an office
4. Make use of the knowledge gained and apply it in real office environment

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	3	1	2	3	3
CO2	3	3	2	2	1	2	3
CO3	3	3	3	1	1	2	3
CO4	3	2	2	1	2	3	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	Levels
Unit I: Office systems & routines	20	16	CO1 CO 4	2
1.1 Meaning of office systems and routines				
1.2 Importance of office systems				
1.3 Functions of Office systems				
1.4 Characteristics of system & routine				
1.5 Objectives of systems & routine				

1.6 Principles of Office System 1.7 Responsibilities of Office Systems 1.8 Common office systems and Routines 1.9 System v/s Routines 1.10 Planning of Office systems 1.11 Flow of office work 1.12 Flowchart - advantages & disadvantages 1.13 Types- office layout, flow process, management type 1.14 Problems with flow of work				
Unit II: Record Management	10	09	CO1 CO3 CO 4	3
2.1 Meaning , definition , scope of records 2.1.1 Types & importance of records 2.2 Record management - Meaning, definition, scope 2.2.1 Record keeping – principles 2.2.2 Importance of record management 2.2.3 Record retention & disposal 2.2.4 Meaning and Process of record retention 2.2.5 Transfer of records – advantages 2.2.6 Record disposal				
Unit III: Filing & Indexing	10	11	CO1 CO3 CO4	3
3.1 Filing - Meaning , definition, 3.1.1 Importance, advantages 3.1.2 Features of good filing system 3.1.3 Different types of filing system 3.1.4 Methods – conventional and modern 3.1.5 Methods of file classification 3.1.6 Modern filing devices 3.2 Indexing 3.2.1 Meaning , definition, importance 3.2.2 Different types of indexing				
Unit IV: Office Forms	20	16	CO2 CO3 CO4	3
4.1 Meaning 4.2 Benefits of using forms 4.3 Types of forms 4.4 Form designing – principles 4.5 Factors affecting form design 4.6 Methods of form design 4.7 Disposal of obsolete forms				
Unit V: Office Machines and Equipment's	15	16	CO2 CO3 CO4	3

5.1 Introduction				
5.2 Office mechanization				
5.3 Advantages & disadvantages				
5.4 Standardization of office machines				
5.5 Office equipment – meaning & types				
5.5.1 Fax				
5.5.2 EPABX				
5.5.3 Copying machine				
5.5.4 DTP - Uses & limitations				
5.5.5 Computer				
5.5.6 Typewriter				
5.5.7 Accounting Machine				
Total	75	64	-	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Office Systems and Routines	16	20
2	Record Management	09	10
3	Filing & Indexing	11	10
4	Office forms	16	20
5	Office Machines and Equipment's	16	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	Marks
1.	List any 5 common office systems followed in any office. Point out the flaws and rectify them.	
2	State the factors that are responsible for delaying a smooth flow of work.	
	Analyse the record disposal procedure in any office	
3	Design any 2 types of office forms	
4	Analyse the importance of record management in an office and explain how it is related to the efficiency of an office.	
5	Prepare a filing system based on the different modern filing methods.	
6	Prepare an index system for your notebook.	
7	Identify the mistakes in an already existing form and correct them	
8	Design an office form for any procedure of your preference	
9	Analyse how office mechanisation has influenced the functioning of an office	

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10	Identify the latest equipments used in a bank.	
	TOTAL	25marks

9. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1	Chopra & Chopra	Office Management	Himalaya Publishers
2	Sharma & Gupta	Office organisation & management	Kalyani publications
3	Mukherjee S.S	Modern Office Management	Surjeet

(MO205) COMPUTER APPLICATION AND TYPEWRITING – II

1. COURSE OBJECTIVE:

The students will be able to use the typing master software and type the office related written communication like tabular statement, balance sheet, bills & invoices. They will also learn to make use of MS PowerPoint to prepare slides and MS Excel to prepare excel worksheets and workbook.

2. TEACHING AND EXAMINATION SCHEME

Semester	II				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO205) Computer Application & Typewriting – II		-	-	4	4	-	-	25	50	75

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Build up the typing speed by using Typing master software and create tabular statement, balance sheet, bills & invoices.
2. Compose administrative communication using proof reading and typing it accurately.
3. Create PowerPoint presentations and Excel worksheets.
4. Recall the concepts and techniques learnt in real life working environment.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	1	2	2	2	1	3
CO2	3	1	2	2	2	2	3
CO3	3	2	2	1	-	2	3
CO4	3	2	3	3	1	2	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	Levels
1 Typing Master Software	10	15	CO1 CO4	2
2 Office Typing work	10	09	CO1	3

			CO2 CO4	
2.1 Tabular statements				
2.2 Balance sheets				
2.3 Bills & invoices				
3 Proof corrections, Signs, Manuscripts & Legal matters	10	10	CO1 CO2 CO4	3
4 MS PowerPoint	10	15	CO1 CO2 CO3 CO4	4
4.1 Introduction & starting a program 4.2 Starting a presentation 4.3 Adding a new slide 4.4 Saving & opening & viewing presentation 4.5 Text formatting options 4.6 Copy, move, delete slides & text 4.7 Applying designs 4.8 Using animation 4.9 Slide transition, hyperlink 4.10 Insert clip art				
5 MS Excel	10	15	CO1 CO2 CO3 CO4	4
5.1 Create, save open a worksheet 5.2 Entering data- text, number & formula in worksheet 5.3 Navigating between worksheet & between different workbooks 5.4 Inserting, deleting cells, rows & columns in worksheet 5.5 Select, copy, paste,& delete cells within the worksheet 5.6 Using trigonometric, statistical, logical, data sorting & other inbuilt functions/formulae's 5.7 Setup page & margins for printing 5.8 Charts & graphs				
Total	50	64	-	

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions & exercises and case studies.

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practice long passages on Typing Master Software.	
2	Practice on Tabular Statement	
3	Practice on Balance Sheets	
4	Practice on Bills & Invoices	
5	Practice on Manuscripts & Legal matters	
6	Practice on Microsoft Excel <ul style="list-style-type: none"> • Create, save & format worksheet • Open and save worksheet file • Edit & modify data • Use formula and functions • Spilt windows and freeze pans • Data sort and security features • Create, edit, modify and print worksheet • Create and edit charts 	
7	Practice on Microsoft PowerPoint <ul style="list-style-type: none"> • Create, edit, insert, move, slides • Open and save presentation • Insert picture, audio slide layout, action button, designs • Insert transition, shapes, charts, date & time, slide number, clipart, smartart • Apply custom animation • Link slides with hyperlink • Present slide show 	
	Total	50 Marks
No	Class room Assignments	Marks
1	Assignment on latest information of Typing Master Software Package.	
2	Analyse the need of Typing Master Software.	
3	Type 3 types of Tabular statement of any company.	
4	Type 5 types of Bills & Invoices of any company.	
5	Type 5 Manuscripts on Business letters.	
6	Type 5 Manuscripts on Legal Matters.	
7	Describe the etiquettes to be followed while preparing presentation on MS PowerPoint	
8	Compare traditional v/s modern methods of presentation.	
9	Examine the function of Charts group in MS Excel of Insert tab and explain its components	
10	Analyze the function library group in formulas of MS Excel and specify its importance	
	Total	25 Marks
No	Tutorial Exercise	Marks
1	NA	

8. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Pitman	Typewriting vol I & II	Pitman, New Delhi
2	Walmslay	Commercial Typewriting	
3	Vijay Sharma	A Comprehensive Course In Touch Typewriting	Progressive Publications
4	Ravichandran D.	Introduction to computers and communication	Tata McGraw Hills New Delhi, ISBN-0070435650
5	Basanbhara S.K	Computer today	Nita Mehta Publications,2003 ISBN: 8186340742

(MO206) FUNDAMENTALS OF STENOGRAPHY – I

1. COURSE OBJECTIVE:

The students will be able to identify every shorthand rule in each unit thoroughly and follow the suggested practice plan. They will be able to demonstrate and outline the consonants and positioning of vowels, compare the loops, circles and double consonants in shorthand. They will also be able to make use of grammalogues and Diphthongs in shorthand.

2. TEACHING AND EXAMINATION SCHEME

Semester	II				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO206) FUNDAMENTALS OF STENOGRAPHY – I		-	-	4	4	-	-	50	50	100

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Understand the theoretical concept of shorthand.
2. Identify the various consonants and vowels.
3. Use grammalogues and diphthongs.
4. Compare loops, circles and double consonants.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	1	2	2	-	2	1	3
CO2	1	1	2	-	2	2	3
CO3	1	2	2	-	2	2	3
CO4	1	2	2	-	2	2	3

Relationship : 1:Low

2:Medium

3: High

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	Levels
UNIT I	05	12	CO1, CO2, CO4	3
1.1 Explanation of Consonants, classes of consonants, joining of strokes				
1.2 The Vowels: Explanation of vowels, types of vowels, vowel places, stroke Position of vowel indication.				
1.3 Writing of outlines- Three position with practice and demonstration.				
1.4 Grammalogues- Introduction & their drilling.				
UNIT II	10	14	CO1, CO2, CO3, CO4	4
2.1 The consonants R/H- Two forms of the consonants.				
2.2 Diphthongs				
2.3 Circles S/Z (learning to write the left & right motions)				
2.4 Strokes S/Z- Rules for use of stroke forms.				
UNIT III	10	14	CO1, CO2, CO3, CO4	4
3.1 Loops- The two loops ST & STR- use of the two loops & their differences.				
3.2 Circles : SES Circle, SW Circle				
3.2 Vowel Indication				
UNIT IV	15	12	CO1, CO2, CO3, CO4	4
4.1 Halving, Downward L, Abbreviated W.				
4.2 Double consonants: PL Series, PR Series, special use of Double Consonants.				
UNIT V	10	12	CO1,	4

			CO2, CO3, CO4	
5.1	Double consonants- curves			
5.2	Additional forms of double consonants			
Total		50	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practice on words, short forms, and phrases	
2.	Practice on Two forms of consonants	
3.	Practice on Loops and Circles	
4.	Practice on Halving, Downward L, Abbreviated W	
5.	Practice on Double Consonants	
Total		50
No	Class room Assignments	Marks
1	Write top 50 difficult words in shorthand	
2	Solving Exercises from Pitman Shorthand Book	
3	Write 50 Phrases of your own choice	
4	Find new words of 'S' circle.(Min. 50 words)	
5	Find new words of 'SW' Circle .(Min. 50 words)	
6	Find new words of 'SES' .(Min. 50 words)	
7	Find new words of Halving.(Min. 50 words)	
8	Find new words of PL Series.(Min. 50 words)	
9	Find new words of PR Series.(Min. 50 words)	
10	Headings from English Edition Newspapers	
Total		50
No	Tutorial Exercise	Marks
1	NA	
...		

8. LEARNING RESOURCES

Text Books

S. No.	Author	Title of Books	Publishers
1	Pitman	New Era Pitman Shorthand	Pitman Publication
2	Pitman	Shorthand Instructor & Key	Pitman Publication

(MO301) ADVANCED ECONOMICS FOR BUSINESS - I

1. COURSE OBJECTIVE:

The students will be able to understand the dynamics of India's Money and Capital market and the importance of various financial institutions, industrial and agricultural sources, economic development for a country and of having a robust tax system and also identify the role and importance of public debt and deficit financing

2. TEACHING AND EXAMINATION SCHEME

Semester	III									
Course code & course title	Periods/Week (in hours)	Total Hours	Examination Scheme							
			Theory Marks		Practical Marks		Total Marks			
(MO301) Advanced Economics for Business - I	L	T	P	H	TH	TM	TW	PR/OR	125	
	4	-	-	4	75	25	25	-		

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Identify nature of Indian economy & various elements which influence it
2. Judge the importance of all the financial markets, financial institutions and appraise the performance of economic planning
3. Determine the importance of a competitive tax system and summarize the role of financing and criticise its limitations
4. Explain the various factors associated with economic growth and development

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	1	1	-	2	1	3
CO2	2	2	2	-	2	1	3
CO3	2	1	1	-	1	1	3
CO4	3	3	1	-	1	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	
1 Indian financial market:	20	18	CO1 CO2 CO4	
1.1. Indian money market: meaning and importance 1.2. Indian money market: components (organized and unorganized) 1.3. Organized sector – Introduction 1.4. Instruments of organized sector 1.5. Unorganized sector – introduction 1.6. Components of unorganized sector 1.7. Difference between nidhis and chit fund 1.8. Players of money market 1.9. Functions of money market 1.10 Limitations of money market 1.11 Indian capital market: meaning & importance 1.12 Components of capital market 1.12.1 Government securities (gilt edged market) 1.12.2 Industrial security market: primary market & secondary market -- Primary market and secondary market: Introduction, features, functions, limitation, difference 1.12.3 Development financial institution: IFCI, ICICI, SFC's, IDBI, IRBI, UTI 1.12.4 Financial intermediaries: Merchant banks, mutual funds, leasing company, venture capital companies 1.13 Instruments of capital market 1.14 Functions of capital market 1.15 Limitations of capital market 1.16 Difference between capital market and money market 1.17 Regulatory mechanism 1.18 Role of Significance of SEBI and RBI				
2 Industrial and agricultural finance:	15	15	CO1 CO2 CO4	
2.1 Industrial finance: Meaning & definition 2.2 Need and sources of industrial finance 2.3 Functions and performance 2.4 Agricultural finance: Meaning 2.4.1 Need and sources of agricultural finance 2.5 Functions and Performance during post 1990 2.6 NABARD – functions 2.7 Cooperative banks – introduction 2.7.1 Advantages 2.8 Commercial banks 2.8.1 Functions 2.8.2 Importance				

2.9 Regional Rural Banks – introduction 2.9.1 Objective 2.9.2 Functions			
3 Economic development	15	10	CO1 CO2 CO4
3.1 Economic development-Meaning 3.1.1 Objective 3.1.2 Features 3.2 Developing economy – introduction 3.2.1 Characteristics of a developing economy 3.3 Objectives and performance of economic planning in India 3.4 Achievements of economic planning in India			
4 Indian tax system	15	11	CO1 CO3 CO4
4.1 Definition of tax 4.2 Canons of taxation 4.3 Features of Indian tax system 4.3.1 Direct and indirect tax In India – Types and Features 4.3.2 GST - Introduction 4.4 Public revenue – introduction 4.4.1 Sources of public revenue			
5 Public debt and deficit financing:	10	10	CO1 CO3 CO4
5.1 Concept of public debt 5.2 Role of public finance in economic development 5.3 Limitations 5.4 Concept of deficit financing 5.4.1 Role and limitations			
Total	75	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Indian financial market	18	20
2	Industrial and agricultural finance.	15	15
3	Economic development	10	15
4	Indian tax system	11	15

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5	Public debt and deficit financing	10	10
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	Marks
1	Prepare a case analysis on economic reforms of 1991 and the analyze its effect on the Indian economy	
2	Prepare a comparative analysis between Sensex and Nifty	
3	Analyze the consolidation of RRB's, and the government's reason behind taking this decision	
4	Explain the structure of commercial bank in India	
5	Study the impact of five year plans on Indian economy from 1947-2017	
6	Prepare a Case analysis on BIMARU states of India	
7	Prepare a Case analysis on GST collections and implementation and its impact on small traders and government	
8	Prepare a Case analysis on tax evasion in India and its adverse effect	
9	Analyze the national debt of India	
10	Explain how deficit financing leads to inflation	
	TOTAL	25 Marks
No	Tutorial Exercise	Marks
1	At least 10 problems on each unit given above	
2	NA	
...		

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Agarwal A.N.	Indian Economy-problems of development and planning	WishwaPrakashan
2	Misra S.K. & V.K. Puri	Indian Economy-Its Development experience	Himalaya Publication

(MO302) ACCOUNTING AND FINANCE II

1. COURSE OBJECTIVE:

The students will be able to solve the accounts of a firm by maintaining accounts under single entry system and rectify the errors occurring in the day today business transactions. They will also learn to identify the difference between the balance in passbook and cash book and create specimen of bills of exchange.

2. TEACHING AND EXAMINATION SCHEME

Semester	III									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO302) Accounting And Finance II		L	T	P	H	TH	TM	TW	PR/OR	
		4	1	-	5	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Create an understanding of various terminologies used in accounting.
2. Identify the errors occurring in the firm's financial transactions.
3. Apply the concepts of accounting in various forms of organisation.
4. Analyse systems of accounting and make use of them in real life issues.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	2	-	3	1	3
CO2	2	3	3	-	2	1	3
CO3	3	3	3	-	3	1	3
CO4	3	3	2	-	3	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO		
1 Single Entry System	18	18	CO1, CO3, CO4		
1.1 Meaning, features, advantages and disadvantages					
1.2 Distinguish between Single Entry System and Double					

Entry System.			
1.3 Computation of Profit and Loss Account under Single Entry System: 1.3.1 Statement of Affairs 1.3.2 Conversion Method			
2 Rectification of Errors	15	18	CO1, CO2, CO3, CO4
2.1 Meaning and Classification of Errors: 2.1.1 Error of Commission 2.1.2 error of omission 2.1.3 Error of Principle 2.1.4 Compensating Errors			
2.2 Suspense Account – Meaning			
2.3 Rectification Of Errors – Passing Journal Entries.			
3 Bank Reconciliation Statement	18	19	CO1, CO2, CO4
3.1 Meaning and objectives			
3.2 Passbook and Cash book - Meaning			
3.3 Preparation of Bank Reconciliation Statement 3.3.1 Bank Balance as per Cashbook 3.3.2 Bank Balance as per Passbook 3.3.3 Bank overdraft as per Cash book 3.3.4 Bank overdraft as per Passbook			
4 Bills of Exchange	18	20	CO1, CO3
4.1 Meaning, definition and definition.			
4.2 Parties to a Bills of Exchange – Drawer, Drawee and Payee			
4.3 Specimen of bills of Exchange			
4.4 Important terms under Bills of Exchange: 4.4.1 Discounting of Bills of Exchange 4.4.2 Due date and Days of Grace 4.4.3 Dishonour of Bills of Exchange 4.4.4 Endorsement of Bills of Exchange 4.4.5 Noting Charges 4.4.6 Renewal of Bills of Exchange			
5 Computer in Accounting	6	5	CO3, CO4
5.1 Introduction to computerised accounting system			
5.2 Concept of computerised accounting system			
5.3 components of computerised accounting system			
5.4 Features, importance and limitations computerised accounting system			
Total	75	80	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studie

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Single Entry System	18	18
2	Rectification of Errors	18	15
3	Bank Reconciliation Statement	19	18
4	Bills of Exchange	20	18
5	Computer in accounting	05	06
	Total	80	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	Marks
1.	Case Study analysis of a single entry system of a sole trader under Statement of Affairs method.	
2.	Case study analysis on single entry system of sole trader under conversion method.	
3.	Explain different types of errors with the help of minimum 5 examples under each type.	
4.	From the given transactions of a business rectify the errors and elaborate on the importance of suspense account.	
5.	Give a specimen of Cashbook and Passbook.	
6.	Case study analysis on any banks passbook and cashbook of an individual and prepare bank reconciliation statement.	
7.	Case study analysis on debtors and creditors of a firm of your own choice.	
8.	Create a specimen of Bills of Exchange by considering all the parties to a Bills of Exchange	
9.	From the given sample of question on Bills of Exchange, Pass journal entries in the books of Drawer and Drawee. (At least 2 problems)	
10.	Case study analysis of a firm of your own choice who carries out a business on single entry system.	
No	Tutorial Exercise	Marks
1.	Statement of Affairs method – 5 practical problems	
2.	Conversion method – 5 practical problems	
3.	Rectification of Errors – 10 transactions to rectify	
4.	Preparation of bank Reconciliation Statements under different situations – 3 problems under each situation.	
	Total	25

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1.	T.S Reddy, A.S. Murthy	Financial Accounting	S. Chand
2.	P. Mohana Rao	Fundamentals of Accounting	Prentice Hall – Indian Learning Pvt Ltd
3.	S.N. Maheshwari	Advanced Accounting	Vikas
4.	M. Hanif Mukherjee	Financial Accounting	McGraw Hill

(MO303) COMPUTER AIDED OFFICE MANAGEMENT-II

1. COURSE OBJECTIVE:

The students will be able to use and work with Internet and Web World, Processing tools to process Images, Audio and Video files and implement the concepts of Multiuser Google

2. TEACHING AND EXAMINATION SCHEME

Semester	III				Total Hours	Examination Scheme				Total Marks
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO303) Computer Aided Office Management-II		L	T	P		TH	TM	TW	PR/OR	
		-	-	4	4	-	-	25	25	50

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Relate and work with Internet, Web World concepts for communication purposes, Multimedia tools for Audio, Video, Image Processing and Multiuser Google concept for creating and sharing documents.
2. Demonstrate the various concepts of internet and web world, working of email system and illustrate the use of HTML language to prepare web pages.
3. Make use of processing tools to experiment with image, audio, video files etc. and elaborate the Multiuser Google concepts and develop documents online.
4. Apply the concepts learnt in real life working environment.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentatn & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life -long Learning
CO1	3	2	2	2	1	2	3
CO2	3	2	2	1	1	2	3
CO3	3	2	2	2	1	2	3
CO4	3	2	2	2	2	2	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives	
Unit	M	Thr	CO
1 Internet	5	12	CO1 CO2 CO4
1.1 Basics of internet 1.2 History, functions of internet 1.3 Working with internet			

1.4 LAN,WAN,MAN, Transmission media, server, modem, IP address, web browser, protocols, URL, domain name 1.5 Email – architecture of email			
2 Introduction To Web World	5	12	CO1 CO2 CO4
2.1 Introduction to web pages & HTML 2.2 Setup reader to read news feed 2.3 Set up an email client			
3 Multimedia (Image Processing, Audio Processing)	5	10	CO1 CO3 CO4
3.1 Image processing(Resize, crop, grayscale, red eye, correction, common effects, rotation/flip, stitch images) 3.2 Audio processing(trim audio, change tempo, left and right channels)			
4 Multimedia (Video Trimming , Uploads)	5	10	CO1 CO3 CO4
4.1 Video trimming 4.2 Upload to flicker, Picasa, YouTube, Wikimedia marking, Edit Wikipedia articles			
5 Multiuser Google	5	20	CO1 CO3 CO4
5.1 Create documents, spreadsheets and presentation online 5.2 Share and collaborate in real time 5.3 Safely store & organize your work 5.4 Online purchase(check fare of particular airline ticket, check train reservation status & availability, shop/sell online)			
Total	25	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Study and demonstration of how internet works.	
2	Setting up of an email account	
3	Implement a html page in web browser	
4	Demonstration of image and audio processing	
5	Demonstration of video trimming	

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6	Demonstration of how Upload on flicker/Picasa/Youtube is done	
7	Demonstration on how documents, spreadsheets, presentation are created and shared online. (Google Drive)	
8	Demonstrate how online purchases are done.(air ticket booking/train status/online shopping)	
	Total	25
No	Class room Assignments	Marks
1	List and explain popular web browsers available	
2	List of commonly known domain names with its URL	
3	Send an email to a friend	
4	Replying to and forwarding an email	
5	Edit an Image file	
6	Edit an Audio file	
7	Editing of a video	
8	Uploading a file (Picasa/Flicker/Youtube)	
9	Share a document/spreadsheet/presentation online	
10	Make an online purchase	
...	Total	25
No	Tutorial Exercise	Marks
1	At least 10 problems on each unit given above	
2	NA	

8. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
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. 3rd Edition,	3rd Edition, Tata McGraw hill
4	Pradeep Sinha & Priti Sinha	Computer Fundamentals 4th Edition	BPB Publication
5	S. N. Akhter	Computer Fundamentals	

Internet and Web Resources

S. No.	Description
1	http://www.ftms.edu.my/images/Document/CSCA0101%20-%20Computing%20Basics/csa0101_ch09.pdf
2	https://www.tutorialspoint.com/internet_technologies/internet_overview.htm
3	https://atrium.lib.uoguelph.ca/xmlui/bitstream/handle/10214/9067/Lung_DocumentSharingPlatform_2013.pdf;sequence=4
4	https://www.w3schools.com/html/default.asp

(MO304) BUSINESS ORGANISATION

1. COURSE OBJECTIVE:

The students will be able to develop an understanding of the concept of business organization. They will also be able to distinguish and explain different forms of business organization and also to determine the various types of combinations and forms of combinations available in a particular firm. Students will learn to build knowledge and competencies regarding public utilities and analyze the different methods available for marketing of securities.

2. TEACHING AND EXAMINATION SCHEME

Semester	III									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO304) BUSINESS ORGANISATION		L	T	P	H	TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

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1.4 Plant, firm and industry: Meaning and distinguish 1.5 Size of business : Meaning & factors influencing the size			
Unit 2: Forms of Business Organisations:	15	12	CO1, CO2, CO3
2.1 Sole trader – meaning – advantages and disadvantages 2.2 Partnership - meaning – partnership deed- advantages and disadvantages of partnership firm 2.3 Joint Hindu Family – meaning -Advantages & Disadvantages 2.4 Joint Stock Company –meaning advantages – disadvantages – types of companies 2.5 Co-operative organization – meaning – merits and demerits. 2.6 Comparison between all the forms			
Unit 3: Business Combination:	15	14	CO1, CO2, CO3
3.1 Meaning, Advantages & Limitations of business combination 3.2 Factors responsible for the growth of Combinations 3.3 Types of Combinations (Horizontal, Vertical, Lateral, Diagonal & Circular): Meaning 3.4 Forms of Combinations (Associations, Federations & Consolidations): Meaning			
Unit 4: Public Utility & Enterprises:	15	12	CO1, CO3, CO4
4. 1 Public Utility: Meaning & Characteristics 4.2 Problems relevant to utilities 4.3 Privatisation of Public utilities (Arguments in favour & against) 4.4 Public Enterprises: Meaning and features 4.5 Forms of Public Enterprises			
Unit 5: Marketing of Securities:	15	14	CO1, CO3, CO4
5.1 Meaning and Classification of security buyers 5.2 Methods of Marketing Securities 5.3 Security Exchange Board of India: Meaning and functions 5.4 Stock Exchange: Meaning and functions			
Total	75	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies:

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to business Organisation	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

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	Marks
1	Case study analysis on the size of the business of selected concern	
2	Collect information of various plant, firm and industry in Goa	
3	Choose any one form of business organisation and make case study	
4	Compare private ltd company with public company(select min one company)	
5	Case study on any 2 different types of combinations of any 2 companies of your own choice.	
6	Case study on any 2 different forms of combinations of any 2 companies of your own choice.	
7	Case study on problems faced by any public utility of your own choice.	
8	Case study analysis on public enterprise.(any 1)	
9	Collect information about SEBI	
10	Case study analysis on any 1 Stock exchange.	
	TOTAL	25 Marks
No	Tutorial Exercise	Marks
	NA	

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	N.G Kale	Business Organisation	Manisha Prakashan
2	Dr C.N. Sontakki	Business Organisation	Sheth Publishers
3	Bhushan Y.K	Fundamentals of Business Organisation	Sultan Chand

(MO305) Retail and Service Management

1. COURSE OBJECTIVE:

The students will be able to assess the role of a retailer and understand the importance of Customer Satisfaction in retailing. They will also compare, classify and distinguish between the different types of retail stores. They will develop a basic understanding of the Marketing Mix and analyse the role of Supply Chain Management in Retailing.

2. TEACHING AND EXAMINATION SCHEME

Semester	III				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO305) Retail and Service Management		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Understand the basic concepts of retail and apply them in real life situations.
2. Explain the difference between a retailer and wholesaler, examine their marketing mix in order to prioritize Customer Satisfaction.
3. Identify the different types of retail stores and analyse their supply chain management.
4. Develop retail and service strategies and make use of them in the business world.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	1	-	2	2	3
CO2	3	2	2	-	2	2	3
CO3	3	2	2	-	2	2	3
CO4	3	3	3	-	2	2	3

Relationship : 1:Low 2:Medium 3: High

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives	
Unit	M	Thr	CO
Unit I: Introduction to Retail and Service Management	15	12	CO1, CO4
Retail : Meaning and Definition Functions and role of a retailer Retail Theories a) Cyclical theories b) Evolutionary theories Services : Meaning and Definition Factors responsible for the growth of the service sector Features of services			
UNIT II: Types of Retail Stores	20	15	CO1, CO2, CO3, CO4
Retail Store: Meaning and Definition Types of Retail Store on the basis of a) Form of Ownership : independent retailer, chain retailer, franchising, lease departments, consumer cooperatives b) Merchandise offered: convenience stores, supermarkets hypermarkets, speciality stores and department stores c) Non retailing stores: direct selling, mail order, telemarketing, automated vending Online retailing			
Unit III: Marketing Mix of Services	10	10	CO1, CO2, CO4
Marketing Mix Meaning and Definition of Marketing Mix Elements of Service Marketing Mix: a) Product Mix b) Price Mix c) Promotion Mix d) Place Mix e) People f) Process Mix g) Physical Evidence			
Unit IV: Supply Chain Management	15	12	CO1, CO3, CO4
Supply Chain Management : Meaning and Definition Need for Supply Chain Management Retail Logistics: Meaning and Definition Push v/s Pull Logistics			

Unit V: Customer Expectation and Customer Satisfaction	15	12	CO1, CO2, CO3, CO4
Customer Expectation : Meaning and Definition The Zone of Tolerance – Meaning Customer Satisfaction: Meaning and Definition Factors Determining Customer Satisfaction Customer Feedback: Meaning and Importance			
Total	75	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to retail and Service Management	12	15
2	Types of retail stores	15	20
3	Marketing Mix Of Services	10	10
4	Supply Chain Management	12	15
5	Customer Expectation and Customer Satisfaction	12	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	Marks
1	Conduct an interview of any retailer and identify the challenges associated with the retailing business	
2	Analyse any 5 retail companies a) Indian market b) Global market	
3	Case study on 2 retail stores in Sports Industry, FMCG, Luxury Goods, Toys, Automobiles	
4	Case study on any 2 online retail stores	
5	Identify an existing product and analyse its marketing mix	
6	You are launching a new product in the market. Elaborate on its marketing mix	
7	Analyse the challenges of Supply Chain Management in FMCG sector	
8	Identify any 5 best practices of any 2 Supply Chain Management Companies	

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9	Conduct an interview with any retail store manager and analyse their customer satisfaction techniques and strategies	
10	Prepare a customer feedback form for any retail store of your choice.	
	Total	25
No	Tutorial Exercise	Marks
	NA	

9. LEARNING RESOURCES

Reference Books S. No.	Author	Title of Books	Publishers
1	David Gilbert	Retail Marketing Management	Persian Education
2	Swapna Pradhan	Retail Management- Text and Cases	Tata McGraw Hill
3	Ravi Shankar	Service Marketing- The Indian Perspective	Excel Books
4	Vasanti Venugopal and V.N. Raghu	Services Marketing	Himalaya Publication

(MO306) FUNDAMENTALS OF STENOGRAPHY -II

1.COURSE OBJECTIVE:

The students will be able to explain the different types of hooks and make use of the Compound Consonants. They will also be able to explain Halving, Doubling Principle, Prefixes and Suffixes and show the Monetary Units and Round figures.

2. TEACHING AND EXAMINATION SCHEME

Semester	III								
Course code & course title	Periods/Week (in hours)			Total Hours	Examination Scheme				
					Theory Marks		Practical Marks		Total Marks
(MO306) Fundamentals Of Stenography-II	L	T	P	H	TH	TM	TW	PR/OR	
	-	-	04	04	-	-	25	50	75

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. To learn the basic concepts of shorthand.
2. To apply the concepts learnt of shorthand in practical life.
3. To observe and recognize the different types of hooks and make use of the compound consonants, WL and WHL, Tick and Dot H, Omission of Consonants, Halving Principles and Doubling Principles.
4. To develop and apply new sentences with Prefixes, Suffixes, Diphones and Intersections.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	2	-	1	2	3
CO2	3	2	2	-	1	2	3
CO3	3	2	3	-	1	2	3
CO4	3	2	3	-	1	2	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO		
UNIT I	15	16	CO1, CO2, CO3		
1.1 Use of final hooks to Straight Strokes & Curves					
1.2 N Hook					
1.3 F or V Hook					
1.4 Shun Hook, S - Shun					
UNIT II	15	16	CO1, CO2, CO3		
2.1 Compound Consonants					
2.2 WL and WHL, Tick and Dot H					
2.3 Omission of Consonants					
2.4 Halving					
2.5 Doubling Principle					
UNIT III	05	08	CO1, CO2, CO4		
3.1 Prefixes					
3.2 Suffixes and Word Endings					
UNIT IV	05	08	CO1, CO2, CO4		
4.1 Diphones					
4.2 Medial W, Stroke S					
UNIT V	10	16	CO1, CO2, CO4		
5.1 Figures					
5.2 Compound Words					
5.3 Interactions					
Total	50	64	-		

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practice of Initial small hooks for R & L, other related principles for attaching with other strokes and dictation practice.	50
2.	Practice of Compound Consonants and Dictation.	
3.	Practice of Halving Principles and Dictation.	
4.	Practice of Prefixes and their representative strokes and Dictation.	

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5.	Practice of Intersection: Monetary Units & Round Figures and Dictation.	
	Total	50
No	Class room Assignments	Marks
1	Frame 20 Sentences having the words of Hook R & L.	25
2	Collect information of any 5 Stenographer in India.	
3	Write 50 words of Compound Consonants.	
4	Frame 50 words of Prefixes, Suffixes and Word Endings.	
5	Write 50 Phrases of words with Interactions.	
6	Write 5 passages based on Interaction phrases.	
7	Write 50 words of Doubling Principles.	
8	Write at least 100 numbers of figures in shorthand.	
9	Frame 20 sentences with the words of Shun Hook.	
10	Frame 20 sentences with the words Halving Principles.	
	Total	25
No	Tutorial Exercise	Marks
	NA	-----

8. LEARNING RESOURCES

Text Books

S. No.	Author	Title of Books	Publishers
1	Pitman	New Era Pitman Shorthand	Pitman Publication
2	Pitman	Shorthand Instructor & Key	Pitman Publication

(MO307) COMPANY SECRETARIALSHIP PRACTICE

1. COURSE OBJECTIVE:

The students will be able to:

Define the importance, routine duties, need and role played by a secretary in an office and in company meetings. They will also learn the written communication that is extensively used in an office

2. TEACHING AND EXAMINATION SCHEME

Semester	III				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO307) Company Secretarialship Practice		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Value the presence and need of a secretary in the company.
2. Justify the role and significance associated with the secretarial position.
3. Distinguish between various types of company meeting and master the art of administrative written communication.
4. Examine the various routine duties and relevance of secretary in modern world.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	& Basic Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life -long Learning
CO1	3	2	2	-	-	1	3
CO2	3	2	2	-	-	1	3
CO3	3	3	2	-	-	1	3
CO4	3	2	2	-	-	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO		
1 Secretarialship practice	15	12	CO1 CO2 CO4		
1.1 Meaning, definition of secretary					
1.2 Duties & importance of secretary					
1.3 Types of secretaries & their functions					
1.4 Role of secretary in company formation- promotion stage,					

incorporation stage, capital subscription & commencement of business stage			
2 Company secretary	15	12	C01 C02 C04
2.1 Meaning & Definition of company secretary 2.2 Qualification & qualities of company secretary 2.3 Appointments – Format & Types of appointments 2.4 Dismissal of company secretary 2.5 Rights, duties, powers & liabilities : statutory & contractual			
3 Company meeting & administrative correspondence	20	16	C01 C03 C04
3.1 Meaning & Definition of Company meeting 3.2 Objectives & elements of valid meeting 3.3 Types of company meeting – features 3.4 Secretarial work- before, during & after the meeting 3.5 Procedure of conducting a meeting 3.6 Notice, agenda, quorum, voting, proxy, press note, memo 3.7 Motion ,adjournment, amendment & postponement			
4 Minutes and Resolutions	10	10	C01 C03 C04
4.1 Resolutions 4.2 Types of resolutions 4.3 Minutes – contents, rules, features 4.4 Methods of drafting minutes			
5 Routine duties of secretary	15	14	C01 C02 C03 C04
5.1 Duties related to telephone calls 5.1.1 Telephone manners, handling incoming & outgoing calls 4.2 Duties related to office mail 4.2.1 Steps involved in handling inward & outward mail through postal services & internet 5.2 Duties related to travel arrangements 5.2.1 Planning the itinerary for the executives local & foreign trip, reservation, hotel accommodation, visa & other formalities for			

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international travel			
5.3 Duties related to office visitors			
5.3.1 Screening of visitors			
5.3.2 Scheduling & rescheduling,			
5.3.3 Appointments of visitors			
5.3.4 Providing necessary information.			
Total	75	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Secretarialship practice	12	15
2	Company secretary	12	15
3	Company meeting & resolutions	16	20
4	Minutes and Resolutions	10	10
5	Routine duties of secretary	14	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	Marks
1	A case study analysis on the role of secretary in company.	
2	Conduct an interview on any 2 secretaries of any organisation and analyse their daily routine	
3	Prepare a report on top 10 Company Secretaries in India with reference to their qualifications and qualities	
4	Conduct a survey on any 5 employees with reference to their appointment procedure	
5	Interview any 2 Secretaries of any 2 companies with reference to work performed by them before, during and after meeting	
6	Conduct a role play on a mock meeting(Notice, Quorum, Agenda, Voting Motion, Resolution, Motion)	
7	Prepare Resolution and Minutes based on the Mock meeting	
8	Prepare a detailed report on minutes of general meeting, meeting of BOD and other meeting & resolutions passed by postal ballot according to The Companies Act, 2013	

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9	Prepare a role play on handling visitors with tact and sophistication	
10	Prepare a role play on how a secretary manages travel arrangements	
	Total	25 Marks

9. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1	B.N.Tandon	Secretarial Practice	S. Chand and Co.
2	S.A.Sherlekr	Secretarial Practice	Kitab Mahal
3	M.C Kuchhal	Secretarial Practice	Vikas Publishers

DEPARTMENT OF MODERN OFFICE PRACTICE

Programme Structure

FOURTH SEMESTER

Code	Subjects	L	T	P	Hrs	TH	TM	PR	TW	TOTAL
MO401	Accounting Information Systems	0	0	4	4	0	0	50	25	75
MO402	Human Behaviour in office	5	0	0	5	75	25	0	25	125
MO403	Financial Accounting	5	1	0	6	75	25	0	25	125
MO404	Banking	4	0	0	4	75	25	0	25	125
MO405	Stenography	0	0	2	2	0	0	25	25	50
MO406	Marketing Management	4	0	0	4	75	25	0	25	125
MO407	Cost Accounting	4	0	0	4	75	25	0	25	125
		22	1	6	29	375	125	75	175	750

(MO401) ACCOUNTING INFORMATION SYSTEMS

1. COURSE OBJECTIVE:

The students will be able to understand the concepts of E-Commerce and develop understanding in the functional areas of accounting information system. They will also be able to understand various softwares used in accounting and examine the various information systems.

2. TEACHING AND EXAMINATION SCHEME

Semester	IV									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO401) ACCOUNTING INFORMATION SYSTEM		L	T	P	H	TH	TM	TW	PR/OR	
				4	4			25	50	75

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able:

1. To build an understanding of the concepts of E- Commerce.
2. To develop competency in the functional areas of accounting information system.
3. Create an understanding of various softwares used in accounting.
4. To examine the various information systems by using softwares.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation &	Engg. Practices for Society, Sustainability &	Project Management	Life -long Learning
CO1	3	2	2	-	3	1	3
CO2	3	2	2	-	2	1	3
CO3	3	2	2	-	2	1	3
CO4	3	2	2	-	2	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives	
Unit 1: E-commerce			M Th r CO
1.1 E-commerce technology and its progress 1.2 E-Marketing: - Online marketing. 1.3 E- Advertising 1.3.1 Create advertisement using paint application 1.4 E-Branding	10	8	CO1, CO2

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1.4.1 Create Logo using coral draw			
Unit 2: E Payment System	10	8	CO1, CO2
2.1 Digital payments requirements, online payment categories, Classification of new payment systems / Properties of E-Cash, 2.2 Cheque Payment systems on the internet (E- Cheque), 2.3 Online payment applications- Paytm, BHIM, State Bank Collect			
Unit 3: Tally ERP 9- Formation of company and Inventory	10	15	CO2, CO3, CO4
3.1 Basics of Accounting 3.1.1 Creation/ Setting up of company in Tally 3.1.2 Features and configuration 3.1.3 Setting up of account heads 3.1.4 Stock Groups, Stock categories, Unit of measure and stock items			
Unit 4: Tally ERP 9- Inventory masters and voucher entries	10	18	CO2, CO3, CO4
4.1 Creating inventory masters			
4.2 Accounting Vouchers and Inventory vouchers			
4.3 Financial statements (simple problems)			
Unit 5 : Statistical Packages for Social Science (SPSS)	10	15	CO2, CO3, CO4
5.1 Introduction to Statistical Packages for Social Science (SPSS)			
5.2 Frequencies analysis of data			
5.3 Descriptive analysis of data			
5.4 Crosstab analysis of data			
5.5 Charts			
Total	50	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	Marks
1	Collect information of various companies using Tally package	
2	Collect information of different vouchers which are used in Tally and explain each.	
3	Use paint application and create a creative advertisement.	
4	Collect information of company and collect E Advertising procedure of that company	
5	Collect information of company and collect E marketing procedure of that company	

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6	Collect information of company and collect E payment procedure of that company	
7	Collect information of various ways of doing accounts in any 2 company.	
8	Create a unique logo of a company using coral draw application	
9	Analyse a sample of 10 respondents of your choice and do frequency analysis of data.	
10	Analyse a sample of 10 respondents of your choice and prepare charts	
No	Tutorial Exercise	Marks
1	Tally (Accounts only) 15 problems	
2	Tally (Accounts with inventory) 15 problems	
	Total	25

8. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	S.N.Maheshwari	Advance Accountancy	Vikas Publications
2	TS Grewal	Introduction To Accountancy	S. Chand
3	Pickle	Accountancy	S. Chand
4	Xavier	Higher Accountancy	Tata McGraw Hill

(MO402) HUMAN BEHAVIOUR IN OFFICE

1. COURSE OBJECTIVE:

The students will be able to identify the different human behaviours at workplace, importance of attitude, management & resistance to change and also analyse the ways of motivation to determine the manner in which people perceive themselves and work stress.

2. TEACHING AND EXAMINATION SCHEME

Semester	IV									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO402) Human Behaviour In Office		L	T	P	H	TH	TM	TW	PR/OR	
		5	-	-	5	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Predict and improve human behaviour at workplace and recommend ideas to deal with challenges
2. Determine the reasons behind resistance to change and minimize its impact on attitude and utilise it to motivate the employees.
3. Perceive various personalities and determine stress management solutions
4. Develop the ability to deal with employees in an office and gain self awareness

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of	Engg. Tools, Experimentation &	Engg. Practices for Society, Sustainability &	Project Management	Life -long Learning
CO1	3	3	3	-	1	2	2
CO2	3	2	1	-	2	2	3
CO3	3	2	3	-	2	1	2
CO4	3	3	2	-	1	2	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives	
Unit	M	Thr	CO
Unit 1: Human Behaviour and Psychology at Work	10	10	CO1 CO4
1.1 Meaning & Characteristics of Human Behaviour. 1.2 Meaning of work Psychology 1.3 Areas of work Psychology 1.4 Women at work place 1.5 Challenges Faced by women At workplace 1.6 Success of Women At Workplace 1.7 Disabled employee - Meaning and Definition 1.8 Considerations for Disabled employees At Workplace			
Unit 2: Attitude & Management of Change:	20	20	CO2 CO4
2.1 Meaning and Definition of Attitude 2.2 Features and Importance of Attitudes at Work Place 2.3 Measuring attitudes 2.3.1 Likert's Scale , 2.3.2 Attitude Survey, 2.3.3 Interview 2.4 Factors Influencing Attitude Formation 2.5 Change in attitudes 2.6 Relationship between Attitude & Behaviour, 2.7 Relationship between attitude & job satisfaction 2.8 Meaning & importance Of Change 2.9 Resistance to change-Meaning 2.10 Causes of Resistance to change 2.11 Dealing with resistance to change			
Unit 3: Approaches to Work Motivation:	20	20	CO3 CO4
3.1 Importance of Work Motivation 3.2 Role of Monetary and Non-Monetary Factors in motivation 3.3 Motivation Theories – 3.3.1 Maslow's Theory, 3.3.2 Herzberg's Two Factor Theory, 3.3.3 Equity Theory, 3.3.4 McGregor's theory X theory Y , 3.3.5 Vroom's Expectancy theory, 3.3.6 Goal setting theory.			
Unit 4: Perceiving People:	12	15	CO3 CO4
4.1 Definition and meaning of perception 4.2 Factors affecting perception 4.3 Perceptual errors			

4.4 Personality			
4.4 Meaning and definition			
4.6 Determinants of personality			
4.7 Personality theory			
4.7.1 Personality type-MBTI			
4.7.2 Personality TRAIT – Big 5 factor theory			
4.7.3 Personality psychodynamic – Sigmund Freud theory			
Unit 5: Work Stress:	13	15	CO3 CO4
5.1 Meaning & definition of Stress			
5.2 Types of stress			
5.3 Causes of stress			
5.4 Factors influencing stress			
5.5 Consequences of work stress			
5.6 Relationship between work & stress			
5.7 Stress management - meaning			
5.8 Measures & strategies to control Stress			
5.8.1 Individual & organizational level			
Total	75	80	-

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Human Behaviour , Psychology at Work	10	10
2	Attitude & Management of Change:	20	20
3	Approaches to Work Motivation	20	20
4	Perceiving People	15	12
5	Work Stress	15	13
	Total	80	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	Marks
1	Case study of any two successful women in the industry	
2	Challenges of and considerations to be taken for a disabled employee	

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3	Prepare a case analysis of resistance of bank employees to new technology in the early 90's. Comment on its causes and outcomes	
4	There is an employee with a trouble making attitude at work. How will u change his or her attitude as a manager of that firm.	
5	Relate to either Maslow's or Herzberg's theory of Motivation in your life as a student	
6	Your employees are demotivated due to various factors (overtime, targets etc) How will you motivate them	
7	Take an MBTI personality on yourself and analyse it	
8	Conduct an MBTI test on any two of your classmates applying for a post of a sales manager	
9	Select a company and analyse their stress management program	
10	Stress affects our daily lives. Discuss the measures taken by you to manage the stress in your life.	
	TOTAL	25 Marks
No	Tutorial Exercise	Marks
1	At least 10 problems on each unit given above	
2	NA	
...		

9. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1	Arnold Robertson	Work Psychology	Mac Millan
2	Duncan W. J.	Organisational Behaviour	Houghton
3	Filley et al	Managerial Process & Organisational Behaviour	Scott, Foresman
4	Schein	Organisational Psychology	PHI
5	Jai B. Sunhat	Culture and Organisational Behaviour	SAGE Publications Pvt. Ltd

(MO403) FINANCIAL ACCOUNTING

1. COURSE OBJECTIVE:

The students will be able to illustrate how to record financial accounting information and prepare financial statements of companies and build skills necessary to evaluate firm's financial performance and position. They will also learn to develop the skills needed to analyse financial statements of various departments of companies effectively and construct an understanding of the various provisions of GST and make use of them in practical life.

2. TEACHING AND EXAMINATION SCHEME

Semester	IV				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO403) FINANCIAL ACCOUNTING		L	T	P		TH	TM	TW	PR/OR	
		5	1	-	6	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Understand information contained in the published financial statements of organisations.
2. Determine the impact of theoretical knowledge of accounting.
3. Identify and analyse financial accounting problems and opportunities in real life issues.
4. Inspect the various provisions of GST

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	2	-	2	1	3
CO2	3	2	2	-	3	1	3
CO3	3	3	3	-	3	1	3
CO4	2	-	1	-	2	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO		
1 Introduction to Financial Accounting	6	4	CO2, CO3		
1.1 meaning & definition of Financial Accounting					
1.2 Functions of Financial Accounting					
1.3 Branches of Accounting – Financial Accounting, Management Accounting & Cost Accounting (Meaning)					
2 Company Final Accounts	18	24	CO1,		

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			CO2, CO3
2.1 Overview to Company Final Accounts			
2.2 Pro-forma of Statement of Profit & Loss Account and Balance Sheet as per schedule III of the company's Act 2013			
2.3 Problems on Company Final Accounts including following adjustments: 2.3.1 Prepaid incomes and expenses. 2.3.2 Outstanding incomes and expenses. 2.3.3 Bad debt, Doubtful debt, Reserve for doubtful debt, Further bad debt, Provision for doubtful debt and Provision for bad debt. 2.3.4 Closing Stock 2.3.5 Depreciation			
3 Departmental Accounting	18	24	CO1, CO2, CO3
3.1 Meaning and types of departments: HR Department, Purchase Department, Accounts Department, Production Department, Quality Control Department etc			
3.2 Branch V/S Department			
3.3 Departmental Accounting: Departmental trading, profit and loss account and balance sheet.			
3.4 Inter Departmental Transfer: Departmental trading, profit and loss account and balance sheet.			
4 Accounting for Professionals	18	22	CO1, CO2, CO3
4.1 Meaning and list of books maintained by professionals – Cash book, memorandum book and stock register			
4.2 Receipt and Expenditure – Meaning			
4.3 Preparation of Receipt and Expenditure account and Balance sheet of medical practitioner only			
5 Introduction to Goods and Service Tax	15	22	CO2, CO4
5.1 Stages of evolution of GST			
5.2 Structure of GST – CGST AND SGST, Integrated GST			
5.3 Benefits of GST and rates of GST			
5.4 Registration, Returns and Assessment of GST			
5.5 Definitions: Business, Manufacture, input tax, output tax, taxable person, aggregate turnover, agent, capital goods, composite supply, exempted supply, Goods & services			
Total	75	96	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1.	Introduction to Financial Accounting	4	6
2.	Company Final Accounts	24	18
3.	Departmental Accounting	24	18
4.	Accounting for Professionals	22	18
5.	Introduction to Goods and Service Tax	22	15
	Total	96	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	NA	
No.	Class room Assignments	Marks
1.	Extract any one company's financial statement and prepare statement of Profit and Loss Account and Balance Sheet as per Company's Act 2013.	
2.	Collect information as on provisions of Companies Act 2013.	
3.	Case study analysis on various departments in a company of your own choice.	
4.	Find out the Profit or Loss of any 5 departments of any one company.	
5.	Create a question on inter departmental transfer and find out the Profit or Loss of each department along with its financial position.	
6.	Write down the information on various professionals providing services.	
7.	Case study analysis on any one medical practitioner and prepare Receipt and Expenditure Account.	
8.	Collect information of levy of GST and collection of tax.	
9.	Show the calculation of GST on various products.	
10.	Give one example explaining GST in detail.	
	Total	25
No	Tutorial Exercise	
1.	Company Final Accounts – 10 Practical problems	
2.	Departmental Accounting - 10 Practical problems	
3.	Accounting for Professionals - 10 Practical problems	
		25

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1.	Mukherjee & Haniff	Modern Accountancy	Tata McGraw Hill
2.	Gupta & Sharma	Advanced Accounts	S. Chand
3.	Shukla, Grewal & Gupta	Advanced Accounts	S. Chand
4.	CA Nitesh Parashar & Dr. Akash Agarwal	Students guide to Goods & Service Tax	Bharat Law

(MO404) BANKING

1. COURSE OBJECTIVE:

The students will be able to construct the very basics of banking functions and examine the understanding of various banking services. They will also be able to formulate and create understanding about E- banking and justify the emerging trends in banking technology.

2. TEACHING AND EXAMINATION SCHEME

Semester	IV				Total Hours	Examination Scheme			
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks	
(MO404) BANKING		L	T	P		TH	TM	TW	PR/OR
		04	-	-	04	75	25	25	-
									125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Recall the very basics of banking functions and apply them in practical life.
2. Create an understanding of banking technologies and emerging trends in banking.
3. Apply the use of banking documents in banking services.
4. Demonstrate the importance of banking intermediaries.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentatn & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	3	1	-	3	1	3
CO2	3	2	2	-	3	1	3
CO3	3	1	1	-	3	1	3
CO4	3	3	2	-	3	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	
1 Overview of Banking	20	18	CO1, CO2, CO3, CO4	
1.1 Introduction – Meaning & definition of banking & Nationalisation				
1.2 Types of banks- Public sector, private sector, foreign banks, regional rural banks, co-operative banks, schedule & non-schedule banks (

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only Meaning and importance)			
1.3 Functions of Banks- Accepting deposits and granting loans.			
1.4 Types of deposits- saving, current, fixed, recurring & pigmy security (only meaning)			
1.5 Types of Advances- cash, credit, bank overdraft, bill discounting, personal advances, industrial advances & gold advances (only meaning)			
2 Bank Documents	8	8	CO1, CO3
2.1 Bank Documents: a) Cheques- Meaning, specimen & type b) passbook- Meaning & specimen c) demand draft- Meaning & specimen d) pay-in-slip- Meaning & specimen e) Withdrawal slip- Meaning & specimen 2.1.1 Difference between cheque & demand draft			
3 Services & schemes in banking	7	7	CO1,CO3, CO4
3.1 Banking Services: Plastic money & types of cards- ATM card, credit card, debit card & green card.			
3.2 Banking Schemes: Pradhan Mantri Jan DhanYojana, Atal Pension Yojana, : Pradhan Mantri Jan JyotiBimaYojana, Stand Up India Scheme			
4 Technology in Banking	20	15	CO1,CO2, CO4
4.1 E-Banking- Introduction, Impact of information technology on banking			
4.2 Conventional system- pay orders (meaning)			
4.3 Electronic Fund Transfer System (EFTS) – RTGS, NEFT, SWIFT			
4.4 Telephone banking- Mobile banking Internet banking- Meaning, features & importance.			
5 Emerging trends in Banking Technology	20	16	CO1,CO2, CO4
5.1 Recent trends and development in banking technology, Note & coin counting & vending machines, Microfiche.			
5.2 Banking payment intermediaries- Rupay card, VISA card, Mster card etc.			
5.3 Emerging trends in Banking Communication			
5.4 Universal Banking- Meaning, merits & demerits			
5.5 Green Banking- Meaning & channels			
5.6 Shadow banking- Meaning			
Total	75	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Overview of Banking	18	20
2	Bank Documents	8	8
3	Services & schemes in banking	7	7
4	Technology in Banking	15	20
5	Emerging trends in Banking Technology	16	20
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	NA	
No	Class room Assignments	Marks
	At least 10 covering all units above	
1	Case study analysis on any one type of banks.	
2	Compare the different types of advances given by banks in your area.	
3	Collect and interpret the various banking documents.	
4	Conduct a banking survey of 20 respondents on utility of any banking scheme in your area.	
5	Case study analysis on impact of information technology on banking.	
6	Show the process of internet banking in online shopping.	
7	Measure the importance of banking communication in terms of Green banking and shadow banking.	
8	Compare any 2 banking payment intermediaries.	
9	Distinguish between various banking services.	
10	List & elaborate the various Electronic fund transfer systems.	
	Total	25
No	Tutorial Exercise	Marks
	NA	

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Jha S. M	Bank Marketing	Himalaya Publications
2	Arora S.	Marketing of financial services	Deep & Deep
3	Ravi P. Patki, Deepak Kadve, AbhayRatnaparkhi	Emerging trends in information technology	Tech Tree Educations
4	R.K. Uppal	E-banking the Indian Experience	Bharti publications

(MO405) STENOGRAPHY

1. COURSE OBJECTIVE:

The students will be able to develop the English vocabulary and language skills through practice of shorthand which is based on Phonetics and identify the shorthand matter. They will also be able to build and translate in longhand and develop maximum speed of taking dictation.

2. TEACHING AND EXAMINATION SCHEME

Semester	IV				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO405) STENOGRAPHY		-	-	2	2	-		25	25	50

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. To identify beginning words and ending words to speed up writing.
2. To develop an understanding of various skills required in shorthand.
3. To transcribe the matter in longhand.
4. To examine the time taken in order to speed up in taking dictation.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	1	1	-	-	1	3
CO2	3	1	1	-	-	1	3
CO3	3	1	1	-	-	1	3
CO4	3	3	2	-	-	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Th r	CO	
UNIT I	3	4	CO1, CO2	
1.1 Dictation of Simple Passages of general interest from 700 common words reading.				
UNIT II	5	7	CO2, CO3	
2.1 Dictation from Seen and Unseen passages at 100 w.p.m.				
2.2 Daily transcription of Unseen passages.				
UNIT III	5	4	CO2, CO3, CO4	
3.1 Dictation of 5 minutes duration of Commercial / Business Letters.				
UNIT IV	5	7	CO1, CO2, CO3, CO4	
4.1 Drilling of difficult outlines and phrases from the dictated matter.				
4.2 Dictation from journals and books specially intended for speed building.				
UNIT V	7	10	CO2, CO3, CO4	
5.1 Speed building exercises. Exercises in transcribing of longhand matter into Correct theoretical shorthand.				
5.2 Dictation of legal passages.				
5.3 Minutes of the meeting.				
Total	25	32	-	

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practice of simple passages.	
2.	Practice of seen & unseen passages.	
3.	Practice of the difficult outlines and phrases.	
4.	Practice of legal passages and minutes of meeting.	
	Total	25
No	Class room Assignments	Marks
1.	Write some speed building tips of the shorthand.	
2.	Write the scope of Stenography.	
3.	Typing and Stenography grade evaluation.	
4.	Collect information about stenography Court Reporting.	
5.	Write Technical words and Expressions extracted from shorthand books.	
6.	Write 5 shorthand passages with outlines.	
7.	Write the work of the stenographer in Offices.	
8.	Write shorthand outlines of the legal words.	
9.	How to write stenography on Steno Machine.	
10.	How to prepare for the court stenographer interview.	
	Total	25
No	Tutorial Exercise	Marks
1	NA	---

8. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Dr. G.D. Bist	Workbook on shorthand dictation and corrections.	Shorthand House, C4B/66, Janakpuri, New Delhi
2	R. Rajagopalan	Advanced Shorthand Legal Phraseology	Shree Vishnu Art Press Publications

(MO406) MARKETING MANAGEMENT

1. COURSE OBJECTIVE:

The students will be able to develop an understanding of the basic concepts in marketing, marketing segmentation, consumer behavior, necessary marketing skills and latest marketing concepts.

2. TEACHING AND EXAMINATION SCHEME

Semester	IV				Total Hours	Examination Scheme				Total Marks
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO406) Marketing Management		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Relate to the concept of marketing and utilise it in practical work environment
2. Utilize the knowledge of market segmentation to develop marketing strategies
3. Assess the consumer behaviour and experiment with the branding, pricing & positioning
4. Maximise the use of modern marketing concepts to influence consumer behaviour

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of	Engg. Tools, Experimentation &	Engg. Practices for Society, Sustainability &	Project Management	Life-long Learning
CO1	3	2	2	-	2	1	3
CO2	3	2	1	-	1	2	2
CO3	3	2	3	-	1	2	2
CO4	3	3	2	-	2	1	2

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit			M	Thr	CO
1 Marketing –An Introduction:			10	10	CO1
1.1 Meaning, definition of market					
1.2 definition of marketing					
1.3 Selling v/s marketing					
1.4 Importance of marketing					
1.5 Marketing mix: meaning, definition, Four variables of marketing mix					
1.6 Marketing management: definition					

1.6.1 Functions			
1.6.2 Functions of marketing manager			
2 Marketing Environment And Segmentation:	15	12	CO1 CO2
2.1 Marketing environment-(socio-economic forces, competition, technology, government policies, suppliers)			
2.2 Market segmentation-meaning			
2.2.1 Bases for market segmentation (geographic, demographic, socio-economic, psychographic, market conditions)			
2.3 Importance and limitations of market segmentation			
2.4 Concept of niche marketing			
3 Consumer behavior:	10	10	CO1 CO2
3.1 Concept of consumer behavior			
3.1.1 Meaning and importance			
3.2 Stages of individual buying process(need recognition, product awareness, interest, evaluation and intention purchase)			
3.3 Factors determining consumer behavior			
4 Branding, packing and pricing:	20	16	CO1 CO3
4.1 Branding-meaning			
4.1.1 Advantages and limitations of branding			
4.2 Brand positioning			
4.3 Packaging-meaning, packaging policies			
4.4 Labeling-meaning and importance			
4.5 Pricing-meaning ,pricing policies, methods of price determination			
5 Modern concepts in marketing	20	16	CO1 CO4
5.1 Customer relationship management			
5.1.1 Meaning, definition			
5.1.2 Types			
5.1.3 Advantages and Disadvantages			
5.2 Rural marketing-meaning,			
5.2.1 Distinction between rural and urban markets			
5.2.2 Factors leading to growth of rural markets			
5.3 Digital Marketing - Introduction			
5.3.1 E- Marketing Concepts			
5.3.2 M- Marketing			
5.3.3 Affiliate Marketing			
5.3.4 Social Media Marketing			
5.3.5 Pay Per Click			
5.3.6 Video Marketing			
5.3.7 Content Marketing			
Total	75	64	-

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
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

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
No	Class room Assignments	Marks
1	Choose a product and explain the marketing mix variables for that product.	
2	Explain the importance of marketing in Banking, FMCG, Luxury Products, Automobiles, Telecom Industry.	
3	You are introducing a new product in the market. Examine the marketing environment for your product.	
4	Case study for any niche product	
5	You want to buy a new product. Relate your buying experience to the stages of individual buying process.	
6	Analyse the strategies used by the companies to influence consumer behaviour	
7	Case study on the downfall and rise of Maggie noodles	
8	Choose a product of your preference and comment on its Packaging, pricing and labelling.	
9	Case study on any product for the rural market	
10	Analyse how You tube is used in Digital Marketing	
	Total	25 Marks
No	Tutorial Exercise	Marks
1	At least 10 problems on each unit given above	
2		

9. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1	Banerjee Mrityunjoy	Essentials of Modern marketing	Oxford and IBH publishing company
2	Diwan Parag	Marketing management	Vanity Books International
3	P.K Srivastava	Management in a developing economy	Sterling publication

(MO407) COST ACCOUNTING

1. COURSE OBJECTIVE:

The students will be able to develop and build competency in the various methods of cost accounting. They will also be able to analyse the importance of material cost, labour cost and overhead cost and also relate the methods of costing in any particular firm.

2. TEACHING AND EXAMINATION SCHEME

Semester	IV									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO407)COST ACCOUNTING		L	T	P	H	TH	TM	TW	PR/OR	
		4	-	-	4	75	25	25	-	125

1.4 Cost Unit, Cost Centre, Cost Object			
1.5 Cost Sheet – Meaning and preparation of Cost Sheet			
2 Accounting of Material and Labour cost of Control	12	12	C01, C02, C03, C04
2.1A) Material Cost: Meaning 2.1.1 Methods of pricing of material issues – FIFO, LIFO, Simple average & Weighted Average Method – meaning 2.1.2 Practical problems on FIFO & LIFO method.			
2.2B) Labour Cost: Meaning 2.2.1 Time keeping – Meaning and Methods 2.2.2 Time Booking – Meaning and Methods 2.2.3 Time Rate System and Piece Rate System - Meaning			
3 Accounting of Overhead cost of Control	10	10	C01, C02, C03, C04
3.3C) Overhead Cost: Meaning 3.3.1 Classification of Overhead Cost 3.3.2 Absorption, Allocation and Apportionment – Meaning 3.3.3 Methods of Absorption: a) Direct Material Cost Percentage: Meaning b) Direct Labour Cost Percentage Meaning c) Prime Cost Percentage cost Meaning d) Direct Labour Hour Rate: Meaning e) Machine Hour Rate: Meaning Problems on all the above methods			
4 Methods of Costing	18	15	C01, C03, C04
4.1 Job Costing: Meaning, objectives and procedure.			
4.2 Batch Costing: Meaning and procedure			
4.3 Contract Costing: Meaning and procedure			
4.4 Service Costing: Meaning and types			
5 Process Costing	20	17	C01, C03, C04
5.1 Process Costing: Meaning and features			
5.2 Normal Loss, Abnormal Loss and Abnormal Gain			
5.3 Preparation of process accounts			
Total	75	64	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to Cost Accounting	10	15
2	Accounting of Material and Labour cost of Control	12	12
3	Accounting of Overhead cost of Control	10	10
4	Methods of Costing	15	18
5	Process Costing	17	20
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	NIL	
No	Class room Assignments	Marks
1.	Collect information about costing procedure of any one company.	
2.	Prepare a cost sheet of any one company of your own choice.	
3.	Prepare a store ledger account of any one company by using FIFO and LIFO methods.	
4.	Analyse any one company's control procedure of labour and overhead cost.	
5.	Find out the information of contract costing of any one company.	
6.	Collect information on job costing, procedure of any one job.	
7.	Solve one problem of process costing by collecting information of any one company's process.	
8.	Analyse any one company's process costing procedure.	
9.	Explain in detail Labour Turnover and causes of labour turnover.	
10.	Analyse any one company's material cost control.	
No	Tutorial Exercise	Marks
1.	Cost Sheet – 10 problems	
2.	FIFO Method – 5 problems	
3.	LIFO Method – 5 problems	
4.	a)Direct Material Cost Percentage – 2 problems b) Direct Labour Cost Percentage – 2 problems c) Prime Cost Percentage cost – 2 problems d) Direct Labour Hour Rate – 2 problems e) Machine Hour Rate – 2 problems	
5.	Process Costing: 10 problems	
	Total	25

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1.	M.N.Arora	A Text Book of Cost Accountancy	Vikas Publishing Pvt. Ltd.
2.	N.K.PrasadA.K.Prasad	Cost Accounting	Book Syndicate
3.	R.S.N.Pillai Bhagavati	Cost Accounting	S. Chand
4.	Bhabatosh Banerjee	Cost Accounting – Theory and Practices	S. Chand

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DEPARTMENT OF MODERN OFFICE PRACTICE

Programme Structure

			22	1	6	29	375	125	75	175	750
FIFTH	MT501	MOP Training	4	0	0	4	0	0	30	70	Grade
	CC501	Entrepreneurship Development	0	0	2	2	0	0	0	25	25
	MO501	Advanced Accounting	4	1	0	5	75	25	0	25	125
	MO502	Travel and Tourism Management	4	0	0	4	75	25	0	25	125
	MO503	Advertising Management	4	0	0	4	75	25	0	25	125
	AC101	Essence of Indian Knowledge and Tradition (Audit Course)	2	0	0	2	0	0	0	0	0
			18	1	2	21	225	75	30	170	400

(MT501) INDUSTRIAL TRAINING

1. COURSE OBJECTIVE:

The students need to have industry exposure, where they can experience real life situations related to office management. It is a Training programme designed to expose & prepare the students for the Industrial work situation. This exposure and hands on experience will further encourage the students to take up the industrial projects and enhance their prospects for better employment in their relevant fields.

2. TEACHING AND EXAMINATION SCHEME

Semester	V				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MT501) INDUSTRIAL TRAINING		4	-	-	4	-	-	70	30	GRADE

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Relate the knowledge of theory learnt in academics with practical work at industry
2. Understand functioning of various departments and processes in the industry
3. Prepare technical documents and give oral presentations related to the work undertaken or observed.
4. Operate various machines, equipments, tools etc, wherever possible and applicable, under the guidance and mentor-ship of industry personnel.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	0	1	0	3	0
CO2	3	1	1	1	1	2	0
CO3	3	0	0	2	0	1	0
CO4	3	2	2	3	1	1	0

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
			M	Thr	CO	Levels
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 19. Any other area specific to the Industry providing Training						

6. COURSE DELIVERY:

The Course will be delivered through placement of the students in various industries

7. TERM WORK & PRACTICALS

Evaluation Scheme					
TW				PR/OR	TOTAL Marks
Attendance Marks*	Industrial Mentor's assessment Marks	Institute Mentor's assessment Marks	Training Report	Report Assessment & Seminar/Viva	
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 organized and conducted in accordance with Industrial Training Manual duly prescribed by the Board.

8. SUGGESTED SPECIFICATION TABLE WITH MARKS & HOURS

Unit No	Name of the Unit	Teaching Hours	Marks
1	PR/OR	08 weeks	30
2	TW		70
	Total	08 weeks	100

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

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(CC501) ENTREPRENEURSHIP DEVELOPMENT

1. COURSE OBJECTIVES:

Student will be able to start his own venture with all fundamentals of business. Today Entrepreneurship is given importance by the government to bring the youth of our country to overcome the problem of unemployment and bring them in the main stream of global business to strengthen Indian economy by Make in India philosophy. Government has announced various financial schemes for young youth and women to support them for setting up an enterprise. To fulfill this, youth are to be prepared for setting an enterprise. The students undergoing this course will develop entrepreneurial traits and confidence within themselves and choose entrepreneurship as a career to brighten their future.

2. TEACHING AND EXAMINATION SCHEME

Course Code & Course Title	Periods/ Week (In Hours)			Total Credits	Examination Scheme				Total Marks
					Theory Marks		Practical Marks		
CS501 Entrepreneurship Development	L	T	P	C	-	-	PR/OR	TW	25
	-	-	2	2	-	-	-	25	

3. COURSE OUTCOMES:

CC501CO1: List the terms associated with Entrepreneurship Development.

CC501CO2: Explain the terminologies and procedures involved in Entrepreneurship Development

CC501CO3: Identify legal implications for Entrepreneurs.

CC501CO4: Develop the project report for new enterprise.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO1	PSO2
CO1	1	0	0	0	2	3	2	1	1
CO2	1	0	0	0	1	3	2	1	1
CO3	0	1	2	0	0	0	2	1	1
CO4	3	2	2	0	2	0	2	1	1

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS

M=Marks	Phr= Practical hours	CO – Course Outcomes			
Unit			M	Phr	CO
1 Introduction to Entrepreneurship Development				4	
1.1 Introduction to Entrepreneurship Development (EDP)					

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1.2 Entrepreneur definition, Types of Entrepreneur, Characteristics of entrepreneur and entrepreneurship			CO1
1.3 Enterprises: Micro, Small and Medium Enterprises (MSME), Service industry, Manufacturing Industry, Franchises and Start up.			CO2
1.4 Organisations: Sole proprietorship, Partnership, Public, Co-operative Society.			CO3
2. Identification of business opportunity		6	CO4
2.1 Business ideas- Exploring business ideas in terms of marketability, technical feasibility, financing and authorities			CO1
2.2 Business terms: - Clients, vendors market description, demand, supply, banking& non- banking, financing companies, Loans of various types, GST, peers Promoters, Lenders, Consortium.			CO2
2.3 Government Departments: - IDC, EDC, Civic Body, Pollution Control department.			CO3
3. Market Research		4	CO4
3.1 Data Collection: - Data collection of Business idea such as Number of players, Total demand, Total supply			CO1
3.2 Analysis of Data: - Analysis of data and projection of data with respect to various factor (such as GDP, Climate etc through case studies).			CO2
3.1 Questionnaire: - Preparing a questionnaire for business idea to assess business opportunity.			CO3
4. Legal Aspect		10	CO4
4.1 Legal Financial Term: - Know the various terms such as Resources, Assets, Liabilities, Advances, Depreciations, Investments, Fixed Capital, Working Capital (cash credit), Employee Cost, Miscellaneous Expense, Other Income, Profit & Loss Statement, Cash Flow Analysis, and Balance Sheet.			CO1
4.2 Legal Aspects: - Procedure for Registration with various government agencies, GST, PAN, Slab of Income Tax. Difference in use of electricity, water & LPG for domestic purpose and industrial applications			CO2
4.3 Business Analyses: - 1) Swot Analysis 2) Break – Even Analysis			CO3
5. Project Report		8	CO4

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5.1 Need for project report, Importance of Project report, Scope of project report: Economic aspects, Technical aspects, Financial aspects, Managerial aspects, Production aspects.			CO1
List the contents of a project report. Proforma of a project report which includes: -Introduction, Schemes, Profitability and Projections, Infrastructure, Break Even Point, Names and Addresses of suppliers, remarks.			CO2 CO3 CO4
5.2 Project Profile: - Project appraisal criteria: - Technical feasibility, Financial feasibility, Economic viability, Commercial viability, Managerial competency, Political and Labour considerations			
5.3 Scope of Business: - Further scope with Capital infusion, Exit plan Analysis.			
Total	25	32	

6. COURSE DELIVERY:

Videos / Lectures/ Practicals /Expert lectures / Industry visits

7. SPECIFICATION TABLE FOR PRACTICALS

Unit No.	Topic	Teaching Hours/ Semester	MARKS
1	Entrepreneurship Development	4	3
2	Identification of business opportunity	6	5
3	Market Research	4	3
4	Legal Aspect	10	8
5	Project Report	8	6
TOTAL		32	25

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICAL HOURS

No	Classroom Assignments	Marks
1.	Prepare a Case Study on leading enterprise	
2.	Prepare a Case Study on small scale unit	
3.	Prepare a report on various government schemes for startup.	
4.	Prepare SWOT analysis for a new business idea.	
5.	Prepare Project Report for a new business idea.	
	Total	25

9. LEARNING RESOURCES

S.No.	Author	Title of Books	Publisher
1.	Sharad Jawadekar, Shobha Dodlani,	Business entrepreneurship	Suvicharprakashanmandal, pune,
2.	S.S. Khanna	Entrepreneurship development	S. Chand & Co. Ltd, New Delhi,
3.	Vasant Desai	Management of small- Scale Industry in India	Himalaya Publishing House
4.	DilipSarwate	Entrepreneurial development Concepts and practices	Everest Publication House, Pune
5.	CB Gupta and P Srinivasan	Entrepreneurship Development	S. Chand and Sons, New Delhi

(MO501) ADVANCED ACCOUNTING

1. COURSE OBJECTIVE:

The students will be able to develop practical aspects of accounting for banking companies. They will also be able to compare the accounting of hire purchase system and instalment system. They will learn to evaluate the financial results through examination of a ratio analysis and predict the company's performance and profitability on the basis of ratio analysis.

2. TEACHING AND EXAMINATION SCHEME

Semester	V				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO501) ADVANCED ACCOUNTING		L	T	P		TH	TM	TW	PR/OR	
		4	1	-	05	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Demonstrate the preparation of accounts as per accounting rules and regulations.
2. Understand the accounting of hire purchase and installment system.
3. Judge the performance, profitability and liquidity of a firm.
4. Apply the knowledge of accounting in dealing with shares.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	2	-	3	1	3
CO2	2	2	2	-	2	1	2
CO3	3	3	3	-	3	1	3
CO4	2	1	2	-	3	1	3

Relationship: Low-1 Medium-2 High-3

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5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
Unit	M	Thr	CO	Levels		
1 UNIT NAME - Accounting for Banking Companies	20	22	CO1, CO3	2		
1.1 Meaning of banking and banking company.						
1.2 Brief idea about important legal provisions affecting the accounts.						
1.3 Practical problems to cover preparation of Balance Sheet (Form A) and Profit and Loss Account (Form B) in vertical form with separate schedules.						
2 Hire purchase system of accounting	15	15	CO1, CO2	2		
2.1 Hire purchase: Accounting treatment in the books of hire purchaser (buyer) and hire vendor (seller)- Journal entries and Ledger accounts.						
3 Instalment system of accounting	15	15	CO1, CO2	2		
3.1 Instalment system: Journal entries and Ledger accounts only under Interest suspense method in the books of buyer and seller/vendor to be covered(practical problems)						
4 Ratio Analysis	16	20	CO1, CO3, CO4	3		
4.1 Introduction to ratios and their advantages.						
4.1.1 Liquidity Ratio						
4.1.2 Leverage Ratio						
4.1.3 Efficiency Ratio						
4.1.4 Profitability Ratio						
4.1.5 Operating Ratio						
5 Accounting for shares	9	8	CO1, CO3, CO4	3		
5.1 Meaning and kinds of shares						
5.2 Issue of Shares and terms of issues (At par, at premium & At Discount) – meaning and journal entries						
5.3 Calls in arrears, Calls in Advance Forfeiture and re-issue of shares – Meaning						
Total	75	80	-			

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies.

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7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Accounting for Banking Companies	22	20
2	Hire purchase system of accounting	15	15
3	Instalment system of accounting	15	15
4	Ratio Analysis	20	16
5	Accounting for shares	8	9
	Total	80	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	Marks
	At least 10 covering all units above	
1	Case study analysis on any one type of bank of your own choice.	
2	Study Banking act and prepare a report on legal provisions of Banking Act.	
3	From the given sample of questions prepare Form A and Form B in vertical form.	
4	Conduct a survey of any 2 companies dealing with hire purchase system.	
5	Conduct a survey of any 5 sole traders selling their products on instalment basis.	
6	Write a report on comparison between hire purchase and instalment system.	
7	On the basis of any 5 financial statements of MNC's find out liquidity ratios.	
8	On the basis of any 5 financial statements of MNC's find out operating ratios.	
9	From the given sample of financial statements prepare ratio analysis	
10	Collect the cuttings of any 1 company's statement of Profit and Loss account and find out profitability ratios.	
No	Tutorial Exercise	Marks
	At least 10 problems on each unit given above	
1	Practical problems on Banking Act 1949- 10 problems	
2	Practical problems on Hire purchase system-5 problems	
	Practical problems on Instalment system- 5 problems	
3	Two problems each on the following ratios	
	Liquidity ratios	
	Leverage ratios	
	Profitability ratios.	
	Efficiency ratios	
	Operating ratios	
	Total	25

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Chowdhary, Chopde and Pednekar	M. Financial accounting, Auditing and Taxation	Sheth Publishers
2	Jain and Narang	Advanced Accountancy	Kalyani Publishers
3	S.N. Maheswari	Advanced Accountancy	Vikas Publishers
4	Gupta and Radhaswamy	Advanced Accounting	S. Chand

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(MO502) Travel and Tourism Management

1. COURSE OBJECTIVE:

The students will be able to develop an understanding of the concept of tourism industry and explain the diverse nature of tourism including culture, places, perspectives and experiences. They will also learn to create and evaluate marketing strategies for tourism destinations and identify the elements involved in the production and management of tourism experiences.

2. TEACHING AND EXAMINATION SCHEME

Semester	V				Total Hours	Examination Scheme				Total Marks
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO502) Travel and Tourism Management		4	-	-	4	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Provide an understanding of how the travel and tourism industry works.
2. Acquire the knowledge of the tourism industry in order to develop a sustainable travel and tourism industry.
3. Plan and execute marketing strategies for various tourism destinations.
4. Examine natural and man-made tourism products and analyse the elements involved in the management of tourism experiences.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	1	1	-	3	1	3
CO2	3	2	2	-	3	2	3
CO3	3	1	3	-	3	3	3
CO4	3	2	3	-	3	2	3

Relationship: Low-1 Medium-2 High-3

DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
Unit	M	Thr	CO	Levels		
1 Introduction	20	16	CO1, CO2	2		
1.1 Meaning and definition of tourism						
1.2 Advantages and disadvantages of tourism						
1.3 The birth and growth of tourism						
1.4 Factors influencing growth of tourism						
1.5 Types of tourism: Rural, Economic, Medical, Pilgrimage, Bollywood, Golf, Dark, Mass, Wine, Camping and Adventure tourism – Meaning						
1.6 Forms of tourism: Domestic and International Tourism – Meaning and Distinguish between						
1.7 Components of tourism						
1.8 Causes of rapid growth of tourism						
2 Natural Tourism Products	8	10	CO1, CO2, CO4	3		
2.1 Meaning, features and elements of tourism product						
2.2 Forms of tourism product both natural & man-made						
2.3 Heritage: Arts, Craft, Flora, Fauna and Environmental Ecology						
2.4 Natural tourist Attractions: Landform, Landscape and Climate						
3 Man Made Tourism Products	12	10	CO1, CO2, CO4	3		
3.1 Tourist Attractions: Religious & Spiritual centres, Fairs & Festivals, Yoga meditation & others centres						
3.2 Socio-cultural Tourism: Architectural Heritage of India, and Historical monuments.						
3.3 Craftsmanship: Folk customs of India, Museums and Art galleries						
3.4 Archaeological sites: Religious shrines/centres -Hindu, Buddhist, Jain, Sikh, Muslim, Christian & Others						
3.5 Performing arts: Indian Dance, Indian Music and Food Festivals						
3.6 Wildlife Sanctuaries: National Facilities and parks, Botanical Gardens and Zoological parks						
4 Tourism Marketing	15	12	CO1, CO2, CO3	3		
4.1 Meaning and elements						
4.2 marketing process and marketing mix						
4.3 Market segmentation						
4.4 Sales promotion						
4.5 Publicity						
5 Travel agency and tour operator	20	16	CO1, CO2, CO4	3		

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4.1 Travel agency and Tour operator: meaning and distinguish				
4.2 History and growth of travel agency				
4.3 Types of tours and types of travel agencies				
4.4 Functions of travel agency				
4.5 Tour Brochure – Meaning and content				
4.6 Tour Packages – meaning, types, advantages and disadvantages				
4.7 Role of Airlines and Railways in the growth of travel agency and tour operators business				
4.8 Ticketing – Meaning				
Total	75	64	-	

5. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

6. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction	16	20
2	Natural Tourism Product	10	8
3	Man Made Tourism Product	10	12
4	Tourism Marketing	12	15
5	Travel agency and tour operator	20	20
	Total	64	75

7. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	Marks
1.	Identify the various places of tourism in India and write report on the basis of types of tourism.	
2.	Case study analysis on forms of tourism (one tourism place on each form).	
3.	Case study analysis on any 2 tourist places in India.	
4.	Elaborate on various Archaeological sites in India (At least 5 Religious Shrines and centres).	
5.	Explain various Indian dances and Indian music carried out in India (minimum 5 places).	
6.	Compare any 2 tourism places on the basis of its marketing mix.	
7.	Case study analysis on market segmentation of any 2 tourism places of your own choice.	
8.	Create any 2 tour packages of your own choice for 10 days in India.	
9.	Explain the process of ticketing through various modes of transport. (For example: Railways, Airlines etc)	

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10.	Class Activity: Organise a food festival in your class on any theme.	
	Total	25
No	Tutorial Exercise	Marks
	NA	

8. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1.	Md Abu Barkat Ali	Travel and Tourism Management	PHI
2.	Manjula Chaudhary	Tourism Marketing	S. Chand
3.	SunitraRoday, ArchanaBiwal, Vandana Joshi	Tourism Operation and Management	S. Chand
4.	Dr. Sandeep Walia, Prof. Manish Sharma	Tourism and Hospitality	Bharti Publications

(MO503) ADVERTISING MANAGEMENT

1. COURSE OBJECTIVE:

The students will be able to build an understanding of the meaning of advertising and determine the importance of socially responsible advertising. They will also be able to understand the basic tasks in advertising and its principles involved in layout and copywriting. The students will be able to explain role of creativity and the use of semiotics in their careers in advertising.

2. TEACHING AND EXAMINATION SCHEME

Semester	V								
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme			
						Theory Marks	Practical Marks	Total Marks	
(MO503) ADVERTISING MANAGEMENT		L	T	P	H	TH	TM	TW	PR/OR
		4	-	-	4	75	25	25	-
									125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Build an understanding of the basics of Advertising and differentiate between socially responsible and irresponsible Advertising.
2. Explain the basic tasks of advertising and use the principles of layout and copywriting in the future.
3. Develop an understanding of Creativity in Advertising.
4. Make use of the knowledge of Advertising and decide on a career in advertising.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	3	1	-	3	1	3
CO2	3	2	2	-	2	1	3
CO3	3	1	1	-	3	2	3
CO4	3	2	3	-	3	2	3

Relationship: Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
Unit			M	Thr	CO	Levels
Unit I: Introduction to Advertising			15	10	CO1, CO2, CO4	3
1.1 Advertising – Meaning and Definition, 1.2 Benefits and Limitations of Advertising(in brief only) 1.3 Advertising Media- Meaning and Types (in brief only) 1.4 Advertising Ethics and Social Responsibility 1.5 Advertising and Consumer Protection						
Unit 2: Fundamental Tasks in Advertising			20	16	CO1, CO2, CO4	3
2.1 Meaning of Advertising Research 2.2 Meaning Of Media Research 2.3 Advertising Budget; Meaning 2.4 Advertising Methods(in brief) 2.5 Factors influencing allocation of funds for advertising 2.6 Media Planning: Meaning and Importance 2.8 Media Scheduling : Meaning and Importance						
Unit III Creativity in Advertising			10	10	CO1, CO3, CO4	3
3.1 Creativity: Meaning, 3.2 Role of Creativity in Advertising 3.3 The Creative Visualisation Process/ Steps – The Creative Pyramid 3.4 AIDA Process						
Unit IV: Layout and Copywriting			15	14	CO1, CO2, CO4	3
4.1 Layout: Meaning 4.2 Elements of an Ad in brief 4.3 Principles of effective layout 4.4 Copywriting 4.5 Meaning of Copywriting 4.6 Copywriter: Meaning and Functions 4.7 Types of Copywriting 4.8 Principles of effective Copywriting for 4.8.1 Print 4.8.2 Radio 4.8.3 Television 4.8.4 Web						

Unit V: Use of Semiotics, Advertising Agency and Future Prospects of Advertising	15	14	CO1, CO2, CO3, CO4	4
5.1 Visuals: Meaning & Types				
5.2 Signs : Meaning				
5.3 Symbols : Meaning				
5.4 Verbal & Non Verbal Symbols				
5.5 Advertising Agency: Meaning				
5.6 Client Agency Relationship				
5.7 Types of Agencies				
5.8 Digital Advertising Concept (In brief)				
5.9 Careers in Advertising				
Total	75	64		

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to Advertising	10	15
3	Fundamental Tasks in Advertising	16	20
3	Creativity in Advertising	10	10
4	Layout and Copywriting	14	15
5	Use of Semiotics, Advertising Agency and Future Prospects of Advertising	14	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	NA	
No	Class room Assignments	Marks
1	Case study of any 5 Socially responsible advertisements in brief.	
2	Case study of any 2 misleading advertisements and their impact on the consumers	
3	Analyse the advantages and disadvantages of any 2 methods of advertising	
4	Take any two television advertisements and analyse their media scheduling strategy	
5	A company is launching a new product. Create an advertisement for the same using role play	

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6	Choose any 5 catchy and creative slogans that had an impact on the consumers. Analyse why it was successful in having that impact.	
7	Conduct an analysis of any 5 magazine ads in terms of their layout, use of colour, placement of elements etc	
8	Identify an existing print ad. How will u make it better?	
9	Analyse how Social Media plays a role in advertising of a product or service	
10	Compare and Contrast any two advertising agencies in terms of their portfolio of work.	
	Total	
No	Tutorial Exercise	Marks
1	NA	

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	William Arens	Advertising	Tata McGraw Hill, New Delhi
2	N.G. Kale and M. Ahmed	Advertising	VipulPrakashan, Mumbai 04
3	Rajeev Batra, John G. Myers and David A. Aaker	Advertising Management	Pearson
4	Donald W. Jugenheimer and Larry D. Kelley	Advertising Management	Routledge

AUDIT COURSE

(AC101) ESSENCE OF INDIAN KNOWLEDGE AND TRADITION

1. COURSE OBJECTIVES:

This course aims at imparting basic principles of thought process, reasoning and inferencing by human being. Sustainability is at the core of Indian Traditional Knowledge Systems connecting society and nature. Holistic life style of Yogis, science and wisdom capsules in Sanskrit literature are also important in modern society with rapid technological advancements and societal disruptions. The course thus focuses on introduction to Indian Knowledge System, Indian perspective of modern scientific world-view, basic principles of Yoga and holistic health care system.

2. TEACHING AND EXAMINATION SCHEME

Semester	V									
Course code & course title		Periods/Week (in hours)			Total Credits	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(AC101) Essence of Indian Knowledge and Tradition		L	T	P	C	TH	TM	TW	PR/OR	
		2	-	-	2	-	-	-	-	-

Course Content:

(i) वेद, (ii) उपवेद (आयुर्वेद, धनुर्वेद, गन्धर्ववेद, स्थावत्य आदयः) (iii) वेदांग (शिक्षा, कल्प, ननरुत, व्याकरण, ज्योतिष आदि), (iv) उपाङ्ग (धर्म शि, शीर्षाङ्ग, ब्रह्मण, तर्कमिास)

Basic Structure of Indian Knowledge System:

- Modern Science and Indian Knowledge System
- Yoga and Holistic Healthcare
- Case Studies.

S. No.	Title of Book	Author	Publication
1.	Cultural Heritage of India- Course Material	V. Sivaramakrishna	Bharatiya Vidya Bhavan, Mumbai, 5th Edition, 2014
2.	Modern Physics and Vedant	Swami Jitatmanand	Bharatiya Vidya Bhavan
3.	The wave of Life	Fritz of Capra	
4.	Tao of Physics	Fritz of Capra	
5.	Tarkasangraha of Annam Bhatta, International	V N Jha	Chinmay Foundation, Velliarnad, Amaku,am
6.	Science of Consciousness Psychotherapy and Yoga Practices	RN Jha	VidyanidhiPrakasham, Delhi, 2016

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DEPARTMENT OF MODERN OFFICE PRACTICE

Programme Structure

SIXTH SEMESTER

MO601	MOP Project	0	0	6	6	0	0	50	100	150
MO602	Financial Management	5	1	0	6	75	25	0	25	125
MO603	Advanced Stenography	0	0	3	3	0	0	25	25	50
MO604	Human Resource Management	4	0	0	4	75	25	0	0	100
AC102	Indian Constitution (Audit Course)	2	0	0	2	0	0	0	0	0
	Elective I	4	0	0	4	75	25	0	50	150
	Elective II	4	0	0	4	75	25	0	50	150
		18	1	9	28	300	100	75	250	725

Elective Subjects for VI Semester

Course code	Elective I
MO611	Hotel Management
MO612	Auditing
MO613	Insurance
MO614	Co-operative management

Course code	Elective II
MO615	Business Law
MO616	Techniques of Costing
MO617	Advanced Banking
MO618	Taxation

(MO601) MOP PROJECT

1. COURSE OBJECTIVE :

The students will be able to build an understanding of the functioning of an industry and make use of the knowledge gained in the corporate sector in the future. They will also identify their area of interest, prepare a case study analysis, evaluate and determine the results.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI				Total Hours	Examination Scheme				Total Marks
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO601) MOP PROJECT		L	T	P		TH	TM	TW	PR/OR	
		-	-	6	6	-	-	100	50	150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Develop an understanding of an industry, its functioning and its role in the society.
2. Demonstrate the ability to adapt and work in the corporate sector in the future.
3. Choose their area of interest and prepare a rough outline of a project on the chosen topic.
4. Show their ability to arrive at, analyze and present the conclusions drawn by them in the study.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life - long Learning
CO1	3	3	3	-	3	3	3
CO2	3	2	2	1	3	2	3
CO3	2	3	1	1	1	3	3
CO4	3	3	3	1	3	3	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
			M	Thr	CO	Levels
Stage 1: Selection of topic and its approval			10		CO1, CO2, CO3	3
From the list given below the students will select a project in the area of his or 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 related areas.						
Stage 2 : Outline and Rough Structure			20		CO1, CO3	2
2.1 Once the topic is finalized, the students will have to submit in a group the rough outline of the project to be completed during the semester.						
Stage 3:Collection of data			10		CO1, CO2, CO4	3
3.1 Students will have to research for secondary data on the topic selected 3.2 Students will then have to conduct a field survey to collect primary data and analyze it.						
Stage 4 : Project Report and Project Presentation (Internal panel)			60		CO1, CO2, CO4	3

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4.1 Submission of ROUGH copy of the complete study including conclusion, reference, acknowledgement, declaration etc. in the form of spiral binding . 4.2 Each student will have to present and answer viva conducted by an internal panel of three teachers within the department				
Stage 5: Project Report and Project Presentation (External panel)	50		CO1, CO2, CO4	3
5.1 Submission of FINAL copy of the complete study including conclusion, reference, acknowledgement, declaration etc. in the form of book binding . 5.2 Students will have to present and answer viva in a group to an external examiner as a final presentation within the department				
Total	150			

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Stages	Marks
1	Stage 1: Selection of topic and its approval	10
2	Stage 2 : Outline and Rough Structure	20
3	Stage 3: Collection of data	10
4	Stage 4 : Project Report and Project Presentation (Internal panel)	60
5	Stage 5: Project Report and Project Presentation (External panel)	50
	Total	150

(MO602) FINANCIAL MANAGEMENT

1. COURSE OBJECTIVE:

The students will be able to explain the concept of managing finance in organisation and analyse the company's performance and make appropriate recommendations. They will also learn to assess the factors affecting capital structure decisions and dividend policy. They will also be able to select and apply techniques in managing working capital.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO602) FINANCIAL MANAGEMENT		L	T	P	H	TH	TM	TW	PR/OR	
		4	1	-	5	75	25	25	-	125

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Understand and appreciate strong linkage between finance and its management.
2. Interpret company's performance on the basis of knowledge gained from various techniques of financial management.
3. Build the optimum capital structure for the organisation.
4. Demonstrate the importance of capital management and the tools to manage it.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	1	2	-	3	1	3
CO2	3	1	2	-	3	1	3
CO3	2	1	3	-	3	1	3
CO4	3	2	3	-	3	1	3

Relationship: Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit	M	Thr	CO	Levels
1 Introduction to Financial Management	08	07	CO1,CO4	2
1.1 Meaning and definition				
1.2 Scope of Financial Management – Traditional and Modern Approach				
1.3 Objectives of Financial Management				
1.3.1 Profit maximization				
1.3.2 Wealth maximization				
1.4 Profit maximization V/S Wealth maximization				
1.5 Role and responsibility of a Finance Manager				
2 Cost of Capital & Its Measurement	12	11	CO1,CO2, CO4	3
2.1 Meaning and types of cost				
2.2 Measurement of specific cost of capital				
2.2.1 Cost of debt capital				
2.2.2 Cost of Preference capital				
2.2.3 Cost of equity capital (4 approaches – P/P ratio, E/p ratio, D/P +G ratio, Realized yield approach)				
2.2.4 Cost of Retained Earnings				
2.2.5 Cost of depreciation funds				
2.2.6 composite/Average cost of capital				
3 Capital Budgeting	15	16	CO1,CO2, CO4	3
3.1 Meaning & importance				
3.2 Types of Capital Budgeting				
3.3 Process of Capital Budgeting				
3.4 Techniques/Methods of Capital Budgeting:				
3.4.1 Traditional/ Non-discounting criteria:				
a) Pay-back Period				
b) Average/Accounting Rate of Return				
3.4.2 Modern/Discounting Criteria:				
a) Net Present Value				
b) Profitability Index				
c) Internal Rate of Return				
4 Capital Structure Decisions and Dividend Policy Decisions	25	17	CO1,CO3	2
A)Capital Structure Decisions				
4.1 Meaning and Definition				
4.2 Factors affecting Capital Structure				
4.3 Leverage: Meaning, types and Practical problems on types of Leverages				
4.4 Classification of Capital Structure:				
a) Fixed Capital – Meaning, factors and sources of fixed capital				
b) Working Capital – Meaning				
4.5 Lease Financing: Meaning, types, advantages and disadvantages				

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B)Dividend Policy Decisions:				
4.6 Meaning and factors affecting Dividend Policy				
4.7 Earning Per Share: Meaning and practical problems				
5 Working Capital Management	15	13	CO1,CO2, CO4	3
5.1 Meaning, Features, Factors and importance of Working Capital				
5.2 Estimation and computation of working capital				
5.3 Management of cash: Meaning, Motives of holding cash, Factors determining cash needs & Techniques for speedy cash collection.				
5.4 Receivable management: Meaning, Costs associated with receivables&Decision areas in receivable management.				
Total	75	64	-	

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to Financial Management	07	08
2	Cost of Capital & Its Measurement	11	12
3	Capital Budgeting	16	15
4	Capital Structure Decisions and Dividend Policy Decisions	17	25
5	Working Capital Management	13	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NIL	
No	Class room Assignments	Marks
1.	A study analysis on financial Management of any company of your own choice.	
2.	Interview any 2 finance managers on role and responsibilities performed by them in their respective companies.	
3.	Select a company and study any 2 types of cost of capital.	
4.	Find out composite cost of capital of any one company.	
5.	Make any 2 mutually exclusive investment proposals and select the most productive proposal by using any 2 methods of capital budgeting.	
6.	Select any one company and write a report on types of Capital Budgeting followed in that company.	
7.	Case study analysis on capital structure of selected MSMEs in Goa.	
8.	Case study analysis on any one leasing company.	
9.	Write in detail on different theories of dividend.	

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10.	Case study analysis on Receivables Management in banks in relation to recovery of loan amount.	
No	Tutorial Exercise	Marks
1.	Cost of Capital: Cost of debt capital - 2 problems Cost of Preference capital - 2 problems	
	Cost of equity capital - 2 problems Cost of Retained Earnings - 2 problems Composite/Average cost of capital - 2 problems	
2.	Traditional/ Non-discounting criteria: a) Pay-back Period - 2 problems b) Average/Accounting Rate of Return - 2 problems Modern/Discounting Criteria: a) Net Present Value - 2 problems b) Profitability Index - 2 problems c) Internal Rate of Return - 2 problems	
3.	Leverage – 5 Practical problems on types of Leverages	
4.	Earning Per Share: 5 practical problems	
5.	Estimation and computation of working capital – 5 problems	
	Total	25

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1.	Sharma & Shashi Gupta	Financial Management	Kalyani Publishers
2.	Khan & Jai	Financial Management	Tata McGraw Hill
3.	James C. Vanhornen	Fundamentals of Financial Management	Prentice Hall of India
4.	Prassanna Chandra	Financial Management – Theory and Practice	Tata McGraw Hill

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(MO603) ADVANCED STENOGRAPHY

1. COURSE OBJECTIVE:

The students will be able to compose advance Phraseography through dictation and build speed & accuracy through dictation from Newspaper, Magazines etc. they will also be able to make use of the knowledge of shorthand and translate on Computer in long hand and change longhand into shorthand using correct prescribed speed.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO603) ADVANCED STENOGRAPHY		L	T	P		TH	TM	TW	PR/OR	
		-	-	3	3	-	-	25	25	50

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. To improve core Shorthand Skills.
2. To have flexibility of self study training methods that allow for different learning speed and styles.
3. To have opportunity to gain a widely recognizes qualification.
4. To develop their potential skill on various secretarial practices.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentatn& Testing	Engg. Practices for Society,Sustaina bility & Environment	Project Management	Life -long Learning
CO1	3	2	3	-	-	2	3
CO2	3	2	3	-	-	2	3
CO3	3	1	2	-	-	2	3
CO4	3	2	2	-	-	2	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
Unit	M	Thr	CO	Levels		
UNIT I	05		CO1, CO2, CO3, CO4	4		
1.1 Advance Phraseography (Legal Phrases, Insurance Phrases, Political Phrases, General Advanced Phrases.						
1.2 Dictation of Passages using the above.						
UNIT II	05		CO1, CO2, CO3, CO4	4		
2.1 Dictation from Newspapers						
2.2 Dictation from Magazines and books specially intended for speed building.						
UNIT III	05		CO1, CO2, CO3, CO4	4		
3.1 Reading back/transcribing on Computer of the dictated matter.						
UNIT IV	05		CO1, CO2, CO3, CO4	4		
4.1 Exercises in transcription of longhand matter into theoretically correct Shorthand .						
UNIT V	05		CO1, CO2, CO3, CO4	4		
5.1 Speed tests of 10 minutes duration at 120 w.p.m.						
Total	25					

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

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7 . SPECIFICATION TABLE FOR THEORY/ MACRO LESSON PLAN

Unit No.	Unit	No. of Lectures	Marks
1	UNIT I		05
2	UNIT II		05
3	UNIT III		05
4	UNIT IV		05
5	UNIT V		05
	Total		25

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Dictation of the shorthand from the Newspapers and transcription of the same on computer.	25
2.	Dictation of the shorthand from the Books and Magazines and transcription of the same on the computer.	
3.	Dictation @ 120 w.p.m. of an unseen passage of 600 words and transcription in 50 minutes.	
	Total	25
No	Class room Assignments	Marks
1.	List any 30 Tagline of products of your own choice and translate into shorthand.	
2.	Write 5 letters based on Political words in shorthand.	
3.	Write 50 Phrases based on Newspaper Heading in shorthand.	
4.	Write 10 News Articles with the help of Multi-Media.	
5.	Compose shorthand by listening to News on Television.	
6.	Write 5 Passages based on Insurance words in shorthand.	
7.	Write General Passages in shorthand.	
8.	10 Benefits of becoming a Court Stenographer.	
9.	Research on relevant of shorthand.	
10.	Write 50 Shorthand Advance Phraseography with grammalogues for shorthand.	
	Write 5 Passages based on legal matters in shorthand.	
	Total	25
No	Tutorial Exercise	Marks
	NA	---

8. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Mr. Sagar	Shorthand Advance Outlines (Legal words) Part 11.	
2	R. Rajagopalan	Advanced Shorthand Legal Phraseology	Shree Vishnu Art Press Publications
3			

(MO604) HUMAN RESOURCE MANAGEMENT

1. COURSE OBJECTIVE:

The students will be able to understand the evolution of HRM and function of pre-recruitment, recruitment and selection functions, importance of training & development from the individual's & organization's point of view and core concepts of wage & incentives.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO604)		L	T	P	H	TH	TM	TW	PR/OR	
Human Resource Management		4	-	-	4	75	25	-	-	100

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Find out the relevance of HRM and its wide scope within all the organizations
2. Relate to the pre recruitment functions & compare and contrast between recruitment & selection
3. Determine the importance of Training & Development and analyze it to determine the required compensation and benefits
4. Assess the significance and role played by HRM in a modern organization

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	2	-	1	2	3
CO2	3	3	2	-	1	3	3
CO3	3	3	1	-	2	3	3
CO4	3	3	2	-	2	1	3

Relationship: Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO	Levels	
1 Introduction to Human Resource Management	12	12	CO1 CO4	2	
1.1 Meaning, Nature and scope of HRM 1.2 Evolution of the concept of HRM 1.3 Functions of HRM Department and HR manager 1.4 Approaches to HRM 1.5 Personnel management Vs Human Resource Management					
2 Pre recruitment functions of HRM	13	12	CO1 CO2 CO4	3	
2.1 Job analysis 2.1.1 Job description and job specification 2.2 Job evaluation Definition 2.2.1 Objectives of job evaluation 2.2.2 Essential for the success of job evaluation programs 2.2.3 Job evaluation technique/methods 2.3 Human resource planning - Concept & need 2.3.1 Human resource planning – process 2.3.2 Human resource forecasting – Methods					
3 Recruitment & Selection	20	16	CO1 CO2 CO4	3	
3.1 Recruitment 3.1.1 Meaning 3.1.2 Source of recruitment 3.1.3 Methods 3.2 Selection: 3.2.1 Meaning 3.2.2 Methods of Selection 3.2.3 Use of various tests 3.2.4 Interview techniques in selection 3.2.5 Induction, objectives and procedure. 3.2.6 Placement					
4 Employee training & Development	15	12	CO1 CO3 CO4	3	
4.1 Training – Meaning & need for training 4.2 Training process 4.3 Training need analysis 4.4 Methods of training 4.4.1 On the job and Off the job 4.5 Training evaluation					
5 Compensation:	15	12	CO1 CO3 CO4	3	

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5.1 Meaning and Concepts of wages				
5.1.1 Factors influencing wages				
5.1.2 Wage structure and administration				
5.1.3 Elements of good wage plan				
5.2 Rewards and Incentives:				
5.2.1 Meaning and types				
5.2.2 Wage Incentives				
5.2.3 Guidelines for effective incentive plans				
Total	75	64	-	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to Human Resource Management	12	12
2	Pre recruitment functions of HRM	12	13
3	Recruitment & Selection	16	20
4	Employee training & Development	12	15
5	Compensation	12	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No.	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	
1	Interview a HR manager of any company and discuss the role and functions of HR manager	
2	Analyze the significance of HR Department in any company	
3	You are the HR manager of your company, prepare job description & job specification for the post of marketing and finance manager	
4	Identify the various actions which can be taken to address manpower gap in an organization	

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5	Prepare a report on the legal aspects that an organization needs to keep in mind in the process of recruitment	
6	Prepare an application form and identify the components within the form and	
	describe them	
7	Choose any organization and identify & describe various methods of training utilized by them	
8	“Development is a lifelong process” – Elaborate	
9	Explain the concept of Cost to Company and its various components	
10	Identify and explain any 2 economic theories of wages	
...		
	Total	25

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
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	

(AC102) INDIAN CONSTITUTION

1. COURSE OBJECTIVES:

As a proud citizen of this country every student must be aware about the Indian Constitution to appreciate the provisions available for the people of this biggest democracy in Indian Constitution so that the youth of this country plays active role in development of the country by participating in the formation of sensitive and proactive Government at national and state level. This course intends to make students aware about various constituents of the Indian Constitution.

2. TEACHING AND EXAMINATION SCHEME:

Semester	VI								
Course Code & Course Title	Periods/Week (in hours)			Total Hours	Examination Scheme				
					Theory Marks	Practical Marks		Total Marks	
(AC102) INDIAN CONSTITUTION	L	T	P	C	TH	TM	TW	PR/OR	
	2	0	0	2	0	0	0	0	

3. COURSE CONTENT

UNIT 1: The Constitution– Introduction <ul style="list-style-type: none"> ✓ The History of the Making of the Indian Constitution ✓ Preamble and the Basic Structure, and its interpretation ✓ Fundamental Rights and Duties and their interpretation ✓ State Policy Principles
UNIT 2: Union Government <ul style="list-style-type: none"> ✓ Structure of the Indian Union ✓ President- Role and Power ✓ Prime Minister and Council of Ministers ✓ Lok Sabha and Rajya Sabha
UNIT 3: State Government <ul style="list-style-type: none"> ✓ Governor- Role and Power ✓ Chief Minister and Council of Ministers ✓ State Secretariat

UNIT 4: Local Administration

- ✓ District Administration
- ✓ Municipal Corporation
- ✓ Zila Panchayat

UNIT 5: Election Commission

- ✓ Role and Functioning
- ✓ Chief Election Commissioner
- ✓ State Election Commissioner

Suggested Learning Resources:

S. No.	Title of Book	Author	Publication
1	Ethics and Politics of the Indian Constitution	Rajeev Bhargava	Oxford University Press, New Delhi, 2008
2	The Constitution of India	B. L. Fadia	SahityaBhawan; New edition (2017)
3	Introduction to the Constitution of India	D DBasu	Lexis Nexis; Twenty – Third 2018 edition

Suggested Software/ Learning Websites:

- a. <https://www.constitution.org/cons/india/const.html>
- b. <http://www.legislative.gov.in/constitution-of-india>
- c. <https://www.sci.gov.in/constitution>
- d. <https://www.toppr.com/guides/civics/the-indian-constitution/the-constitution-of-india/>

(MO611) HOTEL MANAGEMENT

1. COURSE OBJECTIVE:

The students will be able to build the knowledge of hotel management & prepare student for responsible role in hotel industry and explain the importance of each activity of hotel. They will also learn to analyse the different operations of hotel and develop the skills required for computation of hotel accounts.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO611) HOTEL MANAGEMENT		04	-	-	04	75	25	50	-	150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Develop an understanding of hotel management.
2. Make use of the knowledge of hotel management in real life situations
3. Analyse the different operations of hotels and recommend solutions
4. Demonstrate the skills required to compute the accounts of hotel industry.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentatn & Testing	Engg. Practices for Society, Sustain ability & Environment	Project Management	Life-long Learning
CO1	3	3	3	-	3	1	3
CO2	3	3	3	-	3	1	3
CO3	2	2	2	-	3	1	2
CO4	3	3	3	-	3	1	2

Relationship: Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO	Levels	
1 Introduction to hotel industry	18	16	CO1, CO2	2	
1.1 Introduction					
1.2 Types of accommodations					
1.3 Characteristics of hotels					
1.4 Classification of hotels- size, star, ownership & level of service.					
1.5 Alternative accommodations					
1.6 Major hotel chains in India					
2 Hotel Activities	20	20	CO1, CO2, CO3	3	
2.1 Front Office- Introduction & responsibilities, operational structure of front office.					
2.2 Reservation					
2.3 Registration					
2.4 Front Office Accounting					
2.5 House Keeping- Meaning & Functions & Qualities					
2.6 Food & Beverage services					
2.7 Maintenance – Equipments					
3 Room Occupancy	15	8	CO1, CO2, CO3	3	
3.1 Room Occupancy- Meaning					
3.2 Estimation of demand					
3.3 Factors affecting determinants of room rates during season & off-season					
3.4 Types of guest rooms & suites					
3.5 Tariff cards & Tariff decisions- European, Continental, American & modified American plan (only introduction)					
3.6 Tariff fixation (bases)					
4 Hotel Operations	10	8	CO1, CO2, CO3	3	
4.1 Introduction to hotel operations					
4.2 Purchasing					
4.3 Storage					
4.4 Costing					
4.5 Ordering levels					
4.6 Marketing					
4.7 Security					

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5 Hotel Accounting	12	12	CO1, CO2, CO4	3
5.1 Uniform system of accounts for hotels				
5.2 Introduction, need & purpose				
5.3 Final Accounts of hotels (practical problems on preparation of Final Accounts, Gross profit & Net profit ratios)				
Total	75	64	-	

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to hotel industry	16	18
2	Activities of hotel	20	20
3	Room Occupancy	08	15
4	Hotel Operations	08	10
5	Hotel Accounting	12	12
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room assignment	
	At least 10 covering all units above	
1	Build a model of any hotel based on any 1 type of hotel selected	
2	As Goa is a famous tourist destination collect data on any 5 hotels and classify them on the basis of star & size	
3	Conduct an interview of any 2 front office managers on the responsibilities handled by them & prepare a report.	
4	Find out about food & beverage services provided by any 5 hotels in your locality and prepare a report.	
5	Prepare a creative tariff card with relation to the bases of tariff fixation.	
6	Conduct a survey and prepare a report on influx of tourist during season & off season period in any 3 hotels.	

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7	Perform a role play on hotel security.	
8	Solve 10 problems on ordering levels.	
9	Solve 05 problems on final accounts of hotels	
10	Solve 05 problems on Gross profit & 5 problems on Net profit ratios.	
	Total	50
No	Tutorial Exercise	Marks
	NA	

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Dr. B.K.Chakravarti	Hotel Management Theory	APH Publishing Corporations
2	John R. Walker	Introduction to Hospitality	Pearson Education
3	Denney G. RutherFord, Michael J. O'Fallon	Hotel Management & Operations	Wiley
4	Richard Kotas, Michael Conlan	Hospitality Accounting	Cengage Learning EMEA

(MO612) AUDITING

1. COURSE OBJECTIVE:

The course aims at imparting knowledge about the principles, methods, techniques of auditing and their applications to gain working knowledge of generally accepted auditing procedures and techniques and skills.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO612) AUDITING		L	T	P	H	TH	TM	TW	PR/OR	
		04	-	-	04	75	25	50	-	150

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5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
Unit	M	Thr	CO	Levels		
Unit 1: Introduction to Auditing	15	16	CO1, CO2	3		
			CO3			
1.1 Meaning and definition of auditing						
1.2 Objectives of auditing						
1.3 Scope of auditing						
1.4 Benefits and limitation of auditing						
1.5 Basic principles governing an audit						
1.6 Auditing Vs Accounting						
1.7 Various classes of audit (based on authority, time and scope)						
1.8 Qualities of auditor						
Unit 2: Audit Process	15	12	CO1, CO2,	2		
2.1 Audit Plan:- Meaning and steps in audit Planning						
2.2 Audit Programme:- Meaning, Objectives and contents						
2.3 Audit Evidence: - Procedure of obtaining evidence and sources of evidence.						
2.4 Audit working papers:- Purpose and Contents						
2.5 Audit Note Book:- Purpose and Contents						
Unit 3: Internal Control	15	12	CO1, CO2	2		
3.1 Meaning of internal control						
3.2 Nature and objectives of internal control						
3.3 Internal control questionnaire:- Meaning and illustrations						
3.4 Flow charts :- Meaning and illustrations						
3.5 Internal Checks:-Meaning and objectives						
3.6 Internal audit:- Meaning and significance						
Unit 4: Vouching, Verification and Valuation	15	12	CO1, CO2, CO4	3		

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4.1 Vouching:- Meaning, Objectives and types of vouchers				
4.2 Verification:- Meaning, Objectives and Verification Vs Vouching				
4.3 Valuation:- Meaning, Objectives and Verification Vs Valuation				
Unit 5: Reporting	15	12	CO1, CO2	2
5.1 Reporting: - Meaning, Features of audit report and Types of audit report.				
5.2 Investigation:- Meaning, Features, Objectives, Classes of Investigation and Investigation Vs Auditing				
Total	75	64	-	

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction to Auditing	16	15
2	Audit Process	12	15
3	Internal Control	12	15
4	Vouching, Verification and Valuation	12	15
5	Reporting	12	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room assignment	
1	Case study analysis on various classes of audit.	
2	Case study analysis on auditing and Assurance Standards (Revised SA).	
3	Select any one company and write a report on audit planning.	
4	Select a company and write a report on audit working papers and audit note books.	
5	Select any one company and write a report on internal control questionnaire.	
6	Select any one company and write a report on flow charts.	
7	Case study analysis on audit of limited companies.	
8	Case study analysis on audit of service unit.	
9	Choose one company and write in detail about audit of payments, receipts, sales and purchase.	
10	Interview an auditor of any company and discuss the role and functions of auditor	
	Total	50
No	Tutorial Exercise	Marks
	NA	

9. LEARNING RESOURCESReference Books

S. No.	Author	Title of Books	Publishers
1	Aruna Jha	Students guide to auditing	Taxman publication, New Delhi
2	Tandan B.N	Principles of auditing	S.Chand & Co, New Delhi
3	Pagare Dinkar	Principles & Practice of auditing	Sultan Chand, New Delhi.
4	Sharma T.R	Auditing Princilps and problems	Sahitya Bhavan, Agra.

(MO613) INSURANCE

1. COURSE OBJECTIVE:

The students will become aware of insurance and the insurance industry of India and learn concepts like Reinsurance, Bancassurance, Insurance Fraud and its effects on the insurance industry.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO613) Insurance		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	50	-	150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Understand the theoretical aspects of insurance and relate to it practically
2. Illustrate condition of insurance and insurance industry of India
3. Examine the concept of Reinsurance and Bancassurance and identify the issues involved in insurance fraud
4. Analyse the impact of insurance on our day to day lives and within an organization

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentatn & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	2	2	1	-	-	1	3
CO2	3	2	2	-	1	2	3
CO3	3	2	2	-	2	1	3
CO4	3	2	1	-	2	1	3

Relationship: Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO	Levels	
1 An introduction to Insurance	10	12	CO1 CO2 CO4	3	
1.1 Meaning & Objectives of Insurance 1.2 Need of insurance 1.3 Functions of insurance : Primary & secondary 1.4 Human life value concept 1.5 Principles of Insurance 1.6 Types : life, general and reinsurance 1.6.1 General insurance - types (Motor , Health, Travel , Home, Marine, Commercial)					
2 Indian Insurance Industry	25	20	CO1 CO2 CO4	3	
2.1 History of insurance in India 2.2 Private and public players in India 2.3 Nationalization of Indian insurance industry 2.3.1 Reasons, merits, demerits 2.4 LIC- introduction, objectives, market size, structure 2.5 Challenges faced by Indian consumers with respect to Insurance 2.6 Regulatory authority - Role & Significance 2.6.1 IRDA 2.6.2 Tariff Advisory Committee 2.6.3 Insurance Association of India, Councils and Committees 2.6.4 Ombudsmen 2.7 Regulatory framework - Deposit , Submission of Returns, Actuary, Insurance Advertisements , Assignment and Nomination , Tax Implication, Stamp duty – Meaning					
3 Reinsurance	15	12	CO1 CO3 CO4	3	

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3.1 Introduction and function of Reinsurance 3.2 Regular insurance contract v/s Reinsurance contract 3.3 Reinsurance – Reasons, Methods & Regulation 3.4 Types of Reinsurance – Facultative & Treaty (Proportional & Non proportional) 3.5 Challenges faced by Reinsurance firms 3.6 Recent developments in Reinsurance industry of India 3.7 Domestic and foreign players				
4 Bancassurance	15	12	CO1	3
			CO3 CO4	
1.1 Concept of Bancassurance - Issues & implication 1.2 Symbiotic relationship between Bank & Insurance companies 1.3 Bancassurance in India 1.4 Bancassurance benefits for banks & insurance company 1.5 Bancassurance models – integrated & non integrated 1.6 Traditional and Hybrid Models of Bancassurance 1.7 BIM v/s Traditional Insurance Model 1.8 Regulatory authority				
5 Insurance Fraud	10	08	CO1 CO3 CO4	3
5.1 Meaning of Insurance Fraud 5.2 Types of Insurance Fraud – Life, Health care, Automobile & Property 5.3 Reasons or causes of Insurance Fraud 5.4 Effects of fraud on insurance companies 5.5 Recent developments undertaken to prevent fraud				
Total	75	64	-	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	An introduction to Insurance	12	10
2	Indian Insurance Industry	20	25
3	Reinsurance	12	15
4	Bancassurance	12	15
5	Insurance Fraud	08	10
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	
1	Explain the role of underwriter in insurance	
2	Case: Medical Inflation a cause of concern for Health Insurance in India	
3	Customer Relationship Management at LIC	
4	Usage of information technology at LIC	
5	Case: Global reinsurance firms in India	
6	Prepare a detailed report on the Indian reinsurance market	
7	Prepare a SWOT analysis of Bancassurance in India	
8	Case: SBI Bank – Bancassurance	
9	Case: Wakeup call- Fraud and abuse in insurance industry	
10	Case: Frauds blow a hole in insurance firms	
	Total	50

9. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1	Dr. Karam Pal, Dr. B.S.Bodla, Dr. M.C.Garg	Insurance Management : Principles & Practices	
2	Dr. Debabrata Mitra & Dr. Amlan Ghosh	Life Insurance In India – Reforms & Impacts	
3	Dr. Sanjib Kumar Pakira	Growth Performance Analysis -A Comparative Study between Private and Public Sector Non-Life Insurance Companies	International journal of art, humanities and management studies

(MO614) CO-OPERATIVE MANAGEMENT

1. COURSE OBJECTIVE:

The students will be able to understand the principles, formation and functioning of co-operative society and different types of co-operative and credit societies

2. TEACHING AND EXAMINATION SCHEME

Semester	V									
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme				
						Theory Marks		Practical Marks		Total Marks
(MO614) Co-Operative Management		L	T	P	H	TH	TM	TW	PR/OR	
		4	-	-	4	75	25	50	-	150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Discover the role and importance of co-operation in India and the world
2. Identify the importance of co-operative society and assess the functioning of co-operatives in India
3. Compare and categorise the different credit and non credit co-operatives
4. Make use of the knowledge of cooperatives in the future

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimental & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	1	2	-	-	1	3
CO2	3	1	2	-	-	1	3
CO3	3	2	1	-	-	1	3
CO4	3	2	1	-	-	1	3

Relationship: Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO	Levels	
1 Introduction To Cooperatives	10	10	CO1 CO4	2	
1.1 Meaning, Definition of Cooperatives 1.2 Characteristics of Cooperatives 1.3 Principles of Cooperation 1.4 Role of Cooperatives in development 1.5 History of Cooperative movement in India 1.6 Cooperation during Five Year Plans					
2 Cooperative society	15	10	CO2 CO4	2	
2.1 Meaning & Objective of a Cooperative society 2.2 Formation of a society 2.3 Registration of co-operatives 2.3.1 Need, conditions and effects of registration 2.3.2 Procedure for registration 2.4 By-Laws - its importance- amendment of by-laws 2.5 Duties, responsibilities and the powers of Registrar of Cooperative Societies. 2.6 Evolution of Cooperative Legislation in India 2.7 Cooperative Societies Act 1904, 1912, Provincial Legislation. 2.8 Cooperative Societies Act and Rules of the State concerned 2.9 Cooperative Department					
3 Organization, management and Financing of co-operatives	20	20	CO3 CO4	2	
3.1 Membership, their rights & liabilities 3.2 Composition of Board of Directors & its relation with general body 3.3 Role of General Body, Managing Committee, Chairman, Managing Director & Secretary, 3.4 Meetings, Tenure and Quorum 3.5 Sources of Finance to finance its needs, 3.6 Statutory funds 3.7 Organization of Finance department, 3.8 Role of RBI, SBI & other re-financing agencies 3.9 Role of NABARD 3.10 Role of Cooperative Banks and NCDC 3.11 Properties and funds of Cooperative Societies 3.12 Appropriation of net profit 3.13 Investment of funds and reserve fund					
4 Classification of co -operative societies:	15	12	CO3 CO4	2	

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4.1	Agricultural Cooperative Societies - Non-Agricultural				
	Cooperative Societies Agricultural Credit				
4.2	Agricultural Non-Credit-Non-Agricultural Credit - Non-Agricultural Non-Credit				
4.3	Types Of Non Credit Cooperatives:				
4.3.1	Primary Marketing Societies,				
4.3.2	Cooperative Processing,				
4.3.3	Cooperative Farming				
4.3.4	Consumer Cooperatives,				
4.3.5	Industrial Cooperatives,				
4.3.6	Housing Cooperative				
4.3.7	Industrial Labour cooperative				
4.3.8	Dairy Cooperatives,				
4.3.9	Significance of Milk Cooperatives AMUL in the Socio Economic Development of Rural Area				
5	Types Of Credit Cooperative:	15	12	CO3 CO4	2
5.1	Agricultural Credit Cooperatives and Non-Agricultural Credit Cooperatives.				
5.2	Agricultural Credit Co-operatives				
5.2.1	PACS, FSS, LAMPS, DCC Banks and State Cooperative Banks.				
5.3	Non-Agricultural Credit Cooperative				
5.3.1	Urban Cooperative Banks,				
5.3.2	Salary Earners Cooperative Credit Societies/Banks,				
5.3.3	Industrial Cooperative Banks and other Non-Agricultural Credit Societies				
	Total	75	64	-	-

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1.	Introduction	10	10
2.	Cooperative society	10	15
3.	Organization, Management & Financing of co-operative	20	20
4.	Classification of co- operative societies	12	15
5.	Types of credit cooperative	12	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	Total	50
No	Class room Assignments	
1	Identify and analyse any 5 Cooperative societies in India	
2	Analyse the merits and demerits of Cooperative Societies	
3	Identify the documents required for the registration for a cooperative Society	
4	Explain the steps involved in the formation of a Cooperative Society of India	
5	Case study on any of NABARD's initiative in India	
6	Analyse the factors determining the capital requirements of a cooperative Society	
7	Choose any Non Credit Industrial Unit and analyse it	
8	Choose any Non Credit Agricultural Unit and analyse it	
9	Identify any 2 Urban Cooperative Banks of India and describe them in brief	
10	Identify any 2 Industrial Cooperative Banks of India and describe them in brief	
	Total	50

9. LEARNING RESOURCES

Reference Books for further study

S. No.	Author	Title of Books	Publishers
1.	B.S.Mathur	Co-operation in India,	SahityaBhawan,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

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(MO615) BUSINESS LAW

1. COURSE OBJECTIVE:

The students will be able to gain sufficient knowledge about the intricacies and latest amendments taken place in business law and understand the importance of Indian Contract Act, 1872, Indian partnership act, 1932, Arbitration and conciliation act, 1996 and Competition Act, 2002-Part-I

2. TEACHING AND EXAMINATION SCHEME

Semester	VI				Total	Examination Scheme			
Course code & course title		Periods/Week (in hours)			Hours	Theory Marks		Practical Marks	Total Marks
(MO615)		L	T	P	H	TH	TM	TW	PR/OR
Business Law		4	-	-	4	75	25	50	-
									150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Relate to the laws learnt and make use of them in real life situations
2. Assess the importance of entering into a contract and partnership formulation
3. Analyze the functions of arbitrator and conciliator and define the dominant position and its abuse
4. Interpret and solve the real life case study analysis

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimental & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	2	2	1	-	1	1	3
CO2	2	2	1	-	2	1	3
CO3	2	1	1	-	1	1	3
CO4	3	3	3	-	2	1	3

Relationship: Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives			
Unit	M	Thr	CO	Levels	
1 Indian Contract Act, 1872	15	12	CO1 CO2 CO4	3	
1.1 Indian Contract Act, 1872 – Introduction 1.2 Definition of contract 1.3 Essentials of a contract 1.4 Elements of a contract 1.5 Void and voidable contract 1.6 Agreement - Introduction 1.7 Void agreement 1.8 Difference between contract and agreement 1.9 Proposal 1.10 Acceptance 1.11 Consideration - No consideration no contract					
2 Indian Contract Act, 1872 - Special contracts:	15	08	CO1 CO2 CO4	3	
2.1 Contract of indemnity, rights of indemnity holder 2.2 Contract of guarantee, rights of surety, discharge of surety 2.3 Contract of bailment, rights and duties of the Bailer and Bailee, 2.4 Contract of pledge, rights and duties of Pawnor and Pawnee 2.5 Contract of agency, modes of creation of agency, Extent of agents authority and termination of agency.					
3 Indian partnership act, 1932	20	16	CO1 CO2 CO4	3	
3.1 Definition of partnership, characteristics 3.2 Modes of determining existence of partnership 3.3 Types of partnership 3.4 Registration of firm and effects of non –registration 3.5 Rights, duties and liabilities of partners 3.6 Rights and liabilities of partners on dissolution of partnership 3.7 Modes of settlement of account between partners					
4 Arbitration and conciliation act, 1996	15	16	CO1 CO3 CO4	3	
4.1 Meaning of arbitration 4.2 How arbitration agreement is made					

4.3 Arbitral tribunal 4.4 Appointment of arbitrators 4.5 Meaning of conciliation 4.6 Appointment of conciliator 4.7 Role of conciliator				
5Competition Act,2002-Part-I	10	12	CO1 CO3 CO4	3
5.1 Competition act – Introduction& objective 5.2 Anti competitive agreements 5.3 Dominant position 5.4 Abuse of dominant position 5.5 Combination 5.6 Regulation of combination				
Total	75	64	-	-

6. COURSE DELIVERY:

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1.	Indian Contract Act,1872	12	15
2.	Indian Contract Act,1872 – special contracts	08	15
3.	Indian Partnership Act,1932	16	20
4.	Arbitration and conciliation Act, 1996	16	15
5.	Competition Act,2002 Part-I	12	10
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	Practical Title	
	NA	
No	Class room Assignments	
1	Analyse “ Minor’s contract”-its effects and non effects	

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2	Prepare a case analysis on the 'Balfour v/s Balfour' case and explain the verdict, also explain the reasons behind the verdict	
3	Every pledge is a bailment but every bailment is not a pledge- explain	
4	Explain the relationship between Indemnity and damages	
5	Analyze oral and written partnership from Partnership Act, 1932's point of view	
6	Describe the nature and criteria of partnership according to Partnership Act, 1932	
7	"In all cases arbitration agreement need not be signed" Explain	
8	Discuss the verdict given in "State of Goa v/s Western Builders" a case of conciliation	
9	Discuss the case between Reliance JioInfocomm Ltd. And Bharti Airtel Ltd. According to Competition act, 2002	
10	Discuss Fast Track v/s Ola case and analyze the abuse of dominant position by Ola	
	Total	50 Marks

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
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	Lexis Nexis Butterworth Wadhwa and Co.
4	Dr. V.K. Agarwal	Competition Act- Part –I, 2002 (student edition)	

(MO616) TECHNIQUES OF COSTING

1. COURSE OBJECTIVE:

The students will be able to build an understanding of basic concepts of costing and develop competency in the techniques of costing. They will also learn to evaluate the information of inter firm comparison and explain the various techniques of costing.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI								
Course code & course title		Periods/Week (in hours)			Total Hours	Examination Scheme			
						Theory Marks	Practical Marks	Total Marks	
(MO616) TECHNIQUES OF COSTING		L	T	P	H	TH	TM	TW	PR/OR
		4	-	-	4	75	25	50	-
									150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able:

1. To develop the students in various techniques of costing.
2. To apply all the techniques to solve various business problems.
3. To demonstrate competency in applying course knowledge and successfully solve business difficulties.
4. To analyse the process of various techniques of costing in the business.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentatn & Testing	Engg. Practices for Society, Sustain ability & Environment	Project Management	Life -long Learning
CO1	3	2	2	-	1	1	3
CO2	3	3	3	-	1	1	3
CO3	3	3	3	-	1	1	3
CO4	2	3	3	-	1	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
			M	Thr	CO	Levels
Unit 1: Marginal costing:			18	14	CO1,CO2,C O3,CO4	4
1.1 Meaning, Marginal cost statement, 1.2 Profit Planning – P/V Ratio, Break – Even Analysis – B.E.P., Margin of Safety. 1.3 Marginal Costing & Decision- making – Key factor, product decision, market decision. (Simple problems)						
Unit 2: Standard costing:			18	14	CO1,CO2,C O3,CO4	4
2.1 Meaning and features 2.2 Variance analysis’; Meaning and Different types of variances- Material, Labour and overhead variances, sales variances. (Simple problems)						
Unit 3: Budgetary Control:			18	14	CO1,CO2,C O3,CO4	4
3.1 Meaning and Classification of Budgets, 3.2 Preparation of functional budgets – sales budget, production budget, cost of Production budget – 3.3 Direct Material, Direct Labour and overhead budget, cash Budget, Flexible budget. (Simple problems)						

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Unit 4: Uniform Costing:	13	14	CO1,CO2,C O3,CO4	4
4.1 Meaning and objectives, 4.2 Requisites for installation of uniform costing system, 4.3 Uniformcosting manual, 4.4 Inter-firm comparison – meaning, need and types of comparison. (Simple problems)				
Unit 5: Activity Based Costing	8	8	CO1,CO2,C O3,CO4	4
5.1 Meaning and Advantages of Activity Based Costing				
5.2 Terms used in ABC- Activity, Cost object, Cost driver, Resource cost driver and Activity cost driver				
5.3 Steps in Activity Based Costing				
5.4 Traditional approach and Activity based costing approach (Theory only)				
Total	75	64		

6. COURSE DELIVERY :

The course will be delivered through lectures, class room interactions, exercises and case studies.

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Unit 1: Marginal costing	14	18
2	Unit 2: Standard costing	14	18
3	Unit 3: Budgetary Control	14	18
4	Unit 4: Uniform Costing	14	18
5	Unit 5: Activity Based Costing	8	8
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	
1	Collect one companies information and do break even analysis.	
2	Prepare BEP, P/V ratio and margin of safety of any one particular company.	
3	Analyse variance of any 2 company	
4	Prepare different variance analysis of one company.	
5	Prepare a functional budget of one company	
6	Collect information of one company budget and how it is control.	
7	Make a inter firm comparison by collecting information of a firm.	
8	Collecting information of a firm uniform costing procedures	
9	Take any one company and analyse all the techniques used in the company.	
10	Collect information of one company and various techniques used in the company.	
No	Tutorial Exercise	
1	Marginal costing: 10 problems	
2	Standard costing: 10 problems	
3	Budgetary Control: 10 problems	
4	Uniform Costing: 10 problems	
5	Activity Based Costing: 10 problems	
	Total	50

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
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	

(MO617) ADVANCED BANKING

1. COURSE OBJECTIVE:

The students will be able to understand the progress of Indian banking sector and determine the importance and development of banking sector. They will also be able to compare the various non-banking financial institutions in India and also to inspect the developments taking place in the banking sector.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
(MO617) ADVANCED BANKING		L	T	P		TH	TM	TW	PR/OR	
		4	-	-	4	75	25	50	-	150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Build an understanding of the progress of Indian banking sector.
2. Examine the Importance and development of banking sector.
3. Create an understanding of non-banking financial institutions in India.
4. Analyze the developments taking place in the banking sector.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	1	1	-	2	1	3
CO2	3	2	2	-	2	1	3
CO3	3	2	2	-	2	1	3
CO4	3	1	1	-	2	1	3

Relationship : Low-1 Medium-2 High-3

5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives		
Unit			M	Thr
1 Commercial Banks after Nationalisation			15	12
		CO1, CO2, CO4		3
1.1 Progress of Commercial Banks after Nationalisation – Achievements and failures				

1.2 Banking Sector reforms – Rational relevance				
1.3 Narasimhan committee – Report on banking and financial systems.				
2 Introduction to Reserve bank of India (RBI)	15	14	CO1,C O2,CO 4	3
2.1 History and formation of RBI.				
2.2 Role of RBI as a Central Bank				
2.3 Monetary policy of RBI				
3 Development Banking	15	13	CO1,C O2,CO 4	3
3.1 Concept and importance – Progress in India				
3.2 Present position and working of IFC, ICICI, IDBI and SFC's				
3.3 Changing role of development banking.				
3.4 Universal banking - Concept				
4 Non-Banking Financial Institutions in India – Mutual fund	15	13	CO1,C O2,CO 3,CO4	4
4.1 Meaning and types				
4.2 Present position of mutual funds in India.				
4.3 Importance of mutual funds.				
5 Non-Banking Financial Institutions in India – Housing finance	15	12	CO1,C O2,CO 3,CO4	4
5.1 National Housing Banks (NHB) – Meaning and role				
5.2 Housing Development Finance Corporation (HDFC) - Meaning and role				
5.3 Housing and Urban Development Corporation (HUDCO) - - Meaning and role				
5.4 Government Initiatives to develop housing sector in India				
Total	75	64		

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Commercial Banks after Nationalisation	12	15
2	Introduction to Reserve bank of India (RBI)	14	15
3	Development Banking	13	15
4	Non-Banking Financial Institutions in India – Mutual fund	13	15

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5	Non-Banking Financial Institutions in India – Housing finance	12	15
	Total	64	75

8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
1.	NA	
No	Class room Assignments	
1	Find out the various banking sector reforms in India	
2	Case study analysis on Narasimhan committee	
3	Write a report on components of monetary policy	
4	Write a report on the activities performed by the governor of RBI	
5	Visit a bank and find out the recent developments in Know your customer procedure.	
6	Visit a bank and find out about the developments that have taken place in the bank for past 5 years	
7	Case study analysis on UTI	
8	Study any one open ended systematic investment plan	
9	Collect information and prepare a report on any 5 schemes of Housing and Urban Development Corporation	
10	Collect information and prepare a report on any 5 schemes of Housing Development Finance Corporation	
	Total	50

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	Tannans	Banking Law & Practice in India	
2	Sayers R. S.	Modern Banking	
3	Panandikar S. G.	Banking in India	
4	Desai Vasant	Indian Banking	

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(MO618) TAXATION

1. COURSE OBJECTIVE:

The students will be able to illustrate how to compute income from salaries by applying concepts of taxation. They will also determine the exemptions and exclusions as per Income Tax Act.

2. TEACHING AND EXAMINATION SCHEME

Semester	VI				Total Hours	Examination Scheme				
Course code & course title		Periods/Week (in hours)			Total Hours	Theory Marks		Practical Marks		Total Marks
		L	T	P		TH	TM	TW	PR/OR	
(MO618) Insurance		4	-	-	4	75	25	50	-	150

3. COURSE OUTCOMES:

On successful completion of the course, the student will be able to:

1. Understand the basic concepts of taxation.
2. Determine and compute income from salaries and identify the residential status of a person.
3. Identify the scope of income and analyse the exemptions and exclusions U/S 10.
4. Apply the knowledge gained on computation of income from salaries and profit and gain of business or profession in real life situations.

4. Mapping Course Outcomes with Program Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
	Basic & Discipline Specific Knowledge	Problem Analysis	Design and Development of Solutions	Engg. Tools, Experimentation & Testing	Engg. Practices for Society, Sustainability & Environment	Project Management	Life-long Learning
CO1	3	2	1	-	-	1	3
CO2	3	2	3	-	1	1	3
CO3	3	2	3	-	1	1	3
CO4	3	2	1	-	1	1	3

Relationship: Low-1 Medium-2 High-3

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5. DETAILED COURSE CONTENTS / MICRO-LESSON PLAN

M = Marks	Thr = Teaching hours	CO = Course Objectives				
Unit	M	Thr	CO	Levels		
1 Introduction	10	08	CO1, CO3	2		
1.1 Income U/S(24) 1.2 Person U/S 2(B) 1.3 Assessee U/S2(7)						
1.4 Assessment U/S 2(8) 1.5 Assessment Year U/S 2(9) 1.6 Previous year U/S3 1.7 Business U/S 2(13) 1.8 Company U/S2 (17) 1.9 Gross total Income U/S 2(13)						
2 Scope of Income & Residential Status	20	16	CO1, CO2	2		
2.1 Scope of total Income U/S 5 2.2 Apportionment of income between spouses governed by Portuguese Civil Code U/S 5A 2.3 Residential Status in India U/S 6 2.4 Practical Problems to cover determination of residential status of individual only.						
3 Exemptions & Exclusions U/S 10	15	16	CO1, CO3	2		
3.1 Leave Travel Concession U/S10 3.2 Gratuity U/S 10(10) (only theory) 3.3 Compensation received at the time of voluntary Retirement U/S 10(10C) 3.4 Amount received under Life Insurance Policy 3.5 Payment received from provident fund U/S 10 (10D) 3.6 House Rent Allowance U/S 10(14)						

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4 Computation of income from Salaries	20	16	CO1, CO2, CO4	3
4.1 Section 15,16,17 Inclusive of allowances (Exclusive of valuation of perquisites)				
4.2 Elementary problems on computation of income from Salaries				
5 Computation of Profit & Gain of Business or Profession	10	08	CO1, CO4	2
5.1 Section 28,29,30,31,32 (Excluding Depreciation Rules)				
5.2 Section 36 Restricted to following clauses:				
5.2.1 S36 (1) (i) Insurance Premium				
5.2.2 S36 (1) (ii) Bonus/commission to employees				
5.2.3 S36 (1) (iii) Interest on borrowed capital				
5.2.4 S36 (1) (iv) Employers contribution to RPF & Approved superannuation Fund.				
5.2.5 S36(1) (v) Contribution towards Approved Gratuity Fund				
Total	75	64		

6. COURSE DELIVERY:

The Course will be delivered through lectures, class room interactions, exercises and case studies

7. SPECIFICATION TABLE FOR THEORY/ MACRO-LESSON PLAN

Unit No	Unit	Number of lectures	Marks
1	Introduction	08	10
2	Scope of Income & Residential Status	16	20
3	Exemptions & Exclusions U/S 10	16	15
4	Computation of income from Salaries	16	20
5	Computation of Profit & Gain of Business or Profession	08	10
10	Total	64	75

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8. SPECIFICATION TABLE FOR TERM WORK & PRACTICALS HOURS

No	Practical	Marks
	NA	
No	Class room Assignments	
1	Prepare a report on changes in income Tax slabs over a period of 5 years.	
2	Make project report on Portuguese Civil Code U/S 5A	
3	Make a sample of 10 individuals and find out their residential status	
4	Show the difference between the perquisites received by Govt. Employees and private employees.	
5	Prepare a report on provident funds and various schemes related to provident fund.	
6	Select any two types of Life Insurance Policies and show the insurance premium calculation.	
7	Take a sample of 5 retired individuals and calculate their Gratuity.	
8	Write on the procedure involved in payment of income tax of an individual and business.	
9	List out the various merits and demerits of VRS.	
10	Prepare a report on Leave Travel concession.	
	Total	50

9. LEARNING RESOURCES

Reference Books

S. No.	Author	Title of Books	Publishers
1	C.S.K.K. Agarwal	Income Tax	Tax by K.K.
2	Dr. Vinod K. Singhanian & Dr. Monica Singhanian	Students Guide to Income Tax	Taxmann
3	CA Bhanwar Borana	Direct Tax Compact	MMD
4	Dr. Vandana Bangar & Dr. Yogendra Bangar	Direct Laws and International Taxation	Adhya Prakashan