

SCHEME OF STUDY & EXAMINATION AND  
COURSE WISE DETAILS & CONTENTS

DIPLOMA IN COMPUTER APPLICATIONS FOR THE  
VISUALLY IMPAIRED

(C-21)

FIRST SEMESTER

W.E.F 2021-22

**CURRICULUM STRUCTURE****I SEMESTER SCHEME OF STUDIES -DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED (C 21)**

Sl. No.	Course Category/ Teaching Department	Course Code	Course Title	Hours per week			Total Contact hrs/Week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing	(including CIE Marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min						
<b>THEORY COURSES</b>																		
1	CAVI/EG	6411	Communication English	4	0	0	4	4	50	20	50	20	100	40				<b>ONLY SGPA FOR 1<sup>ST</sup> SEMESTER</b>
2	CAVI/CAVI	6412	Introduction to Computer Concepts	4	0	0	4	4	50	20	50	20	100	40				
3	CAVI/CAVI	6413	Business Studies – I	4	0	0	4	4	50	20	50	20	100	40				
4	CAVI/CAVI	6414	Financial Accounting – I	4	0	0	4	4	50	20	50	20	100	40				
<b>PRACTICAL COURSES</b>																		
5	CAVI/CAVI	6415	Computer Applications in Office-I	0	2	4	6	4	60	24	40	16	100	40				<b>ONLY SGPA FOR 1<sup>ST</sup> SEMESTER</b>
6	CAVI/CAVI	-	English Computer Typing (Practice Only)	0	2	4	6	4	Only Practice during this Semester. The examination will be at the end of Second Semester. Attendance is Compulsory									
<b>AUDIT COURSES</b>																		
7	AU/CAVI Physical Activity	-	Sports / NCC / NSS / Youth Red Cross / Yoga / Technical club.	Student shall enrol in any one of these activities in 1st semester and shall participate actively. The student shall obtain 'Participation Certificate' in the activity to get eligible for the award of Diploma.														
8	AU/PSY	-	Psychology & Counselling-I	2	0	0	2	Not for Examination										
<b>Total</b>				<b>18</b>	<b>04</b>	<b>08</b>	<b>30</b>	<b>24</b>	<b>260</b>	<b>104</b>	<b>240</b>	<b>96</b>	<b>500</b>	<b>200</b>				

T:- Theory P:- Practical D:- Drawing E:- Elective BS- Basic Science:: ES-Engineering Science:: HS-Humanities &amp; Social Science:: AU-Audit Course

1. AU- Physical Activity- Student participation in the selected physical activity shall be monitored and the participation record shall be maintained by the respective Programme Coordinator (Head of Section).
2. Theory course Semester End Examination (SEE) is conducted for 100 marks (3 Hrs duration)
3. Practical course CIE and SEE is conducted for 100 marks (3 Hrs duration)

**Programme Coordinator****Principal**

**GOVERNMENT OF KARNATAKA****DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION****JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)****Programme: DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED**

Course Code	<b>6411</b>	Semester	<b>I</b>
Course Name	<b>Communication English</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>4 Hrs. / Week</b> <b>64 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[L : T : P] = 4: 0 : 0</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

At the end of the course, the students will be able to acquire the following skills:

- Develop Basic Skills in English.
- Learn Communication Skills in English.
- Develop Reading, writing and listening skills.

**2. COURSE OUTCOMES**

At the end of the course, students will be able to

	<b>Course Outcome</b>
<b>CO1</b>	Procure the problem of man and the meaning of Mercy. Acquire Knowledge to Identify the Parts of speech, And uses of primary and modal auxiliaries in the sentences.
<b>CO2</b>	Apply knowledge to a modern consumerist world exposition which is based on material wealth and money. Apply English language skills when framing questions and answers.
<b>CO3</b>	Acquire the knowledge of accomplishment by the youngest Head Master. Apply language skills to differentiate the verb usage and Articles.
<b>CO4</b>	Acquire the knowledge, insight into challenging stories by the farmer's wife. Apply English language skills, Forming the words with meaning.
<b>CO5</b>	Obtain knowledge of real-life experience. Apply Punctuation Marks in the sentences and develop reading and writing skills.

**3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARKS FOR SEE**

UNIT NO	UNIT TITLE	TEACHING HOURS	DISTRIBUTION LEVELS (Marks)			TOTAL
			R	U	A	
01	<b>Unit-1: ORU MANUSHYAN</b> Parts of Speech Auxiliaries and Modal auxiliaries	14	10	10	20	40
02	<b>Unit-2: MONEY MADNESS</b> Question Tags Short form answers	12	10	10	20	40
03	<b>Unit-3: BABAR ALI</b> Subject Verb agreement rule Articles-Definition and types- uses exercises	13	10	10	20	40
04	<b>Unit-4: THE FARMER'S WIFE</b> Formation of words	13	10	10	20	40
05	<b>Unit-6: AN OLD WOMAN</b> Punctuations–Descriptive writing-Unseen Passages Exercises	12	10	10	20	40
CIE Tests						
<b>Total</b>		<b>64</b>	<b>50</b>	<b>50</b>	<b>100</b>	<b>200</b>

(R = Remember, U = Understand, A = Apply and above levels (Bloom's Revised Taxonomy))

**4. DETAILS OF COURSE CONTENT**

The following topics / subtopics is to be taught and assessed in order to develop Unit

Skill Sets for achieving CO to attain identified skill sets:

UNIT NO. AND NAME	UNIT SKILL SET	TOPICS / SUBTOPICS	HOURS L-T-P
<b>1. ORU MANUSHYAN</b> <b>A. Glossary:</b> <b>Comprehension Exercises</b> <b>B. Grammar-Parts of Speech, Primary and Modal auxiliaries</b>	Understand the concept of Parts of speech to the sentences	1.1 Procure the problem of man and the meaning of Mercy. 1.2 Eight Parts of speech 1.3 Function of Noun-Pronoun-Adjective-Verb-Adverb-Preposition-Conjunction-Interjection. 1.4 One word used as different Parts of speech. 1.5 Identify the Parts of speech in the sentences. 1.6 Fill the suitable Parts of speech words to the blanks 1.7 Primary and Modal Auxiliaries-uses- Exercises and Examples Examples and Exercises	14-0-0
<b>2. MONEY MADNESS</b> <b>A. Glossary:</b> <b>Comprehension Exercises</b> <b>B. Grammar: Question Tags, Short form answers</b>	Apply language skills on framing Questions and Answers.	2.1. Apply knowledge to a modern consumerist world exposition which is based on material wealth and money 2.2 WH Question words, uses and Meaning 2.3 Auxiliary words -Questions-Uses in the sentences 2.4 Question Tags -Exercises 2.5 Do, Does and Did questions 2.6 Short form Answers -Exercises 2.7 Fill the blanks with suitable Question tags Examples and Exercises	12-0-0
<b>3. BABAR ALI</b> <b>A. Glossary:</b> <b>Comprehension Exercises</b> <b>B. Grammar: Articles, Subject and verb agreement rule</b>	To learn use of the article in sentences.	3.1 Acquire the knowledge of accomplishment by the youngest Head Master. 3.2 Articles- Definition- Types 3.3 Definite Article and Indefinite Articles- Usage of Article 3.4 Grammatical rules on Subject-verb agreement 3.5 Exercises and Activity	13-0-0
<b>4. THE FARMER'S WIFE</b>	Use language skills on forming	4.1 Acquire the knowledge, insight into challenging stories by the	13-0-0

<b>A. Glossary: Comprehension Exercises</b> <b>B. Grammar: Formation of words</b>	the word.	farmer's wife. 4.2 Prefix -Definition-uses 4.3 Suffix -Definition-uses 4.4 Compound words 4.5 Singular and plural 4.6 Synonyms and Antonyms 4.7 Descriptive writing- Describing objects, persons, places and processes	
<b>5. AN OLD WOMAN</b> <b>A. Grammar: Punctuation- Descriptive writing</b> <b>B. Glossary: Comprehension Exercises</b>	To use punctuation properly	5. Obtain the knowledge of real-life experience. 5.2 List of Punctuation Marks – Apostrophe (’), Colon (:), Comma (,), Exclamatory mark(!), Hyphen (-), Question Mark (?), and Period(.) 5.3 Put Punctuation marks wherever necessary in the Paragraph 5.4 Use correct Punctuation marks in the sentences 5.5 Practice of Descriptive writing 5.6 Unseen Passages Exercises	12-0-0

## 5.MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Procure the problem of man and the meaning of Mercy. Acquire Knowledge to Identify the Parts of speech, And uses of primary and modal auxiliaries in the sentences.	1,6,7	1	R/U/A	14	40
2	Apply knowledge to a modern consumerist world exposition which is	1,6,7	2	R/U/A	12	40

## C-21 Curriculum 2021-22 Computer Applications for the Visually Impaired

	based on material wealth and money. Apply English language skills when framing questions and answers.					
3	Acquire the knowledge of accomplishment by the youngest Head Master. Apply language skills to differentiate the verb usage and Articles .	1,6,7	3	R/U/A	13	40
4	Acquire the knowledge, insight into challenging stories by the farmer's wife. Apply English language skills, Forming the words with meaning.	1,6,7	4	R/U/A	13	40
5	Obtain knowledge of real-life experience. Apply Punctuation Marks in the sentences and develop reading and writing skills..	1,6,7	5	R/U/A	12	40
<b>Total</b>					<b>64</b>	<b>200</b>

### 6.LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Communication English	CO1	3	-	-	-	-	2	3	2	3	-
	CO2	3	-	-	-	-	2	3	2	3	-
	CO3	3	-	-	-	-	2	3	2	3	-
	CO4	3	-	-	-	-	2	3	2	3	-
	CO5	3	-	-	-	-	2	3	2	3	-

**Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.**

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

**7. INSTRUCTIONAL STRATEGY**

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers by demonstrating screen reading software (NVDA and JAWS) which enables students to use computer.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.
- The teacher will have students participate in a demonstration in class.
- Support them to make them feel confident as they deliver the speech in Infront of the class.
- The teacher encourages students to acquire communication skills during the group discussion activity.
- The teacher directs conferences, seminars and communication programs to improve their academic skills.
- Providing them with online resources and materials for enhance their advanced learning skills.
- Encouraging them to use new vocabularies in daily day interactions.
- Encouraging them to identify the mistakes/ corrections in communication.

**8. SUGGESTED LEARNING RESOURCES:**

Sl.	Author	Title of Books	Publication / Year
-----	--------	----------------	--------------------

No			
1	English Course Book for I PUC	'Reflections'	ARKBIRD PUBLICATIONS
2	Wren and Martin	ENGLISH GRAMMAR AND COMPOSITION	S CHAND PUBLICATIONS
3	M.A Pink and S.E Thomas	ENGLISH GRAMMAR AND COMPOSITION	S CHAND PUBLICATIONS
4	Sanjay Kumar Sinha	THE KING'S GRAMMAR	S CHAND PUBLICATIONS
5	Dr. Shruthi Das	CONTEMPORARY COMMUNICATIVE ENGLISH	S CHAND PUBLICATIONS
6	Orient Blackswan	COMMUNICATION SKILLS IN ENGLISH	SAPNA BOOK HOUSE

### 9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Method	Type of Assessment	Target	Assessment methods	Max Marks	Type of record	CO's for assessment
-------------------	--------------------	--------	--------------------	-----------	----------------	---------------------

DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUATION	IA Testes	ST UD EN T	Three Tests (Average of Three Tests will be Computed)	30	Test Books	All CO's
		Assignment & Student Activity		Average of MCQ + Open Book Assignment + Assignment	20	Log of record/Acti vity Book	Specified CO by the course coordinator
				Total CIE Marks	50		
	SEMESTER END EXAMINATION	Semester End Exam		End of the Course	50	Answer Scripts by BTE	All CO's
				Total	100		
INDIRECT ASSESSMENT	Student feedback		ST UD EN T	Middle of the course		Feedback forms	CO's which are covered
	End of Course survey			End of course	-NA-	Questioner ire	All CO's Effectivene ss of delivery of instruction s and

**10. COURSE ASSESSMENT SUMMARY**

Sl. No.	Assessment	Duration	Max. Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4 (MCQ / Quiz) At the end of 8 <sup>th</sup> Week	60 Minutes	20	Average of three 20 Marks
5	CIE Assessment 5 (Open book Test) At the end of 13 <sup>th</sup> Week	60 Minutes	20	
6	CIE Assessment 6 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
7	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 3 CIE assessments (4, 5 & 6) will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

**Note:**

- SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
- Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, three CIE (MCQ or Quiz/Open book test/student activity or assignment) each of 20 marks for the time duration of 60 minutes shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
- Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

**11. DETAILED COURSE CONTENTS**

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
UNIT – 1 ORUMANUSHYAN Parts of Speech Primary and Modal Auxiliaries	1.1 Procure the problem of man and the meaning of Marcy.	1	1,6,7	4	14
	1.2 Eight Parts of speech	1	1,6,7	1	
	1.3 Function of Noun-Pronoun-Adjective-Verb-Adverb-Preposition-Conjunction-Interjection.	1	1,6,7	3	
	1.4 One word used as different Parts of speech.	1	1,6,7	1	
	1.5 Fill the suitable Parts of speech words to the blanks- Exercises.	1	1,6,7	2	
	1.6 Primary and Modal Auxiliaries- uses- Exercises and Examples	1	1,6,7	3	
UNIT – 2 MONEYMADNESS Question Tags and Short form answers	2.1. Apply knowledge to a modern consumerist world exposition which is based on material wealth and money	2	1,7	4	12
	2.2 WH Question words, uses and Meaning	2	1,7	2	
	2.3 Auxiliary words -Questions-Uses in the sentences	2	1,7	2	
	2.4 Question Tags -Exercises	2	1,7	2	
	2.5 Do, Does and Did questions	2	1,7	1	
	2.6 Short form Answers -Exercises	2	1,7	1	
	2.7 Fill the suitable Question tags				
	2.8 Exercises				
UNIT – 3 BABARALI Articles Subject-Verb agreement rule	3.1 To acquire the knowledge of accomplishment by the youngest Chief Master.	3	1,6,7	5	13
	3.2 Articles- Definition- Types	3	1,6,7	4	
	3.3 Definite Article and Indefinite Articles- Usage of Article	3	1,6,7	2	
	3.4 – Grammatical rules on Subject-verb agreement Exercises and Activity	3	1,6,7	2	
S W I F E F	4.1 To acquire the knowledge, insight into	4	1,7	3	13

	challenging stories by the farmer's wife.				
	4.2 Prefix -Definition-uses	4	1,7	3	
	4.3 Suffix -Definition-uses	4	1,7	2	
	4.4 Compound words	4	1,7	2	
	4.5 Singular to plural	4	1,7	3	
	4.6 Synonyms and Antonyms				
<b>UNIT – 5</b> <b>AN OLD WOMAN</b> <b>Punctuation</b> Descriptive writing Comprehension Passages	5.1 To obtain knowledge of real-life experience.	5	1,7	2	12
	5.2 List of Punctuation Marks – Apostrophe (’), Colon (:), Comma (,), Exclamatory mark(!), Hyphen (-), Question Mark (?), and Period(.)	5	1,7	3	
	5.3 Put Punctuation marks wherever necessary in the Paragraph and Use correct Punctuation marks in the sentences – Exercises.	5	1,7	3	
	5.4 Unseen Passages Exercises	5	1,7	4	
	5.5 Descriptive writing- Describing objects, persons, places and processes				
<b>Total</b>					<b>64</b>

**12. RUBRICS FOR ACTIVITY****MODEL OF RUBRICS /CRITERIA FOR ASSESSING STUDENT ASSIGNMENT**

<b>RUBRICS FOR ACTIVITY( 10 Marks)</b>						
<b>Dimension</b>	<b>Unsatisfactory</b>	<b>Developing</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Exemplary</b>	<b>Student Score</b>
	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>	
<b>Creativity</b>	Little evidence of creativity and no imagination	Contains few creative details but has tried to use imagination	Contains a few creative details but has used his imagination	Contains many creative details and has used his imagination	Excellent use of creativity and imagination	10
<b>Dialogue</b>	It is not clear which character is speaking	There is not much dialogue used but is clear who is speaking	Sufficient dialogue used and is clear which character is speaking	An appropriate amount of dialogue used and it is clear which character is speaking	Excellent use of dialogue and narrative to bring the character to life	8
<b>Organization</b>	Ideas and scenes are randomly arranged	Little hard to follow. The transitions are sometimes not clear	Easy to follow and transitions are somewhat clear	Well organized. Clear transitions are used	Very well organized. Logical sequencing with clear transitions	10
<b>Character</b>	It is hard to tell who the main characters are	The main characters are named but development is minimal	The main characters are satisfactorily described.	Characterization is up to the mark	Very well developed characters	6

<b>Total marks</b>	<b>34</b>
<b>Total marks / 4 = (10+8+10+6) = 34/4 = 8.5 = 09</b>	<b>09</b>

**13.SUGGESTED ACTIVITIES**

1. Mock interviews
2. Word Building
3. Group Discussion
4. Time Management Activity
5. Debates
6. Jumbled and missing letters game
7. Memory Games
8. Presentation
9. Enact an Advertisement
10. Role play
11. Telephonic conversations
12. Pick and Speak
13. Discuss with your friend and write a brief paragraph, if one's mother tongue is an important part of one's life.
14. Interview an eminent person in your locality.
15. Interview your local shop owners about how important 'reliability' is in their business. Prepare a brief report.
16. Collect information about any initiatives by government or private organizations to promote professionalism among their employees.
17. Leadership skills: Have you ever been in a leadership position? What did you learn from your experience? Share your thoughts.
18. Holistic and Visionary skills: when you start working in the future, how will you contribute to the company, and what do you expect from the company in return. Briefly write about your plans.

**SUGGESTED ASSIGNMENTS**

1. Drafting application and resume
2. Dialogue writing
3. Drafting Advertisements
4. Drafting Invitations
5. Write about self-introductions
6. Customer relation skills: Write a short paragraph on an experience, either positive or negative, when you approached an office/ organization for a service.
7. Positivity skills: Read about people who have survived deadly diseases and how they coped with their difficulties. Write a brief report.
8. Describe your favourite Tourist place/ Teacher/ Role model / Sports person / Actor / Politician etc.
9. Write an imaginary story on any topic of your choice.
10. Frame a timetable of your scheduled activity for a day.

**14. MODEL QUESTION PAPER FOR SEE**

**IC: 210**

**Code: 6411**

Reg. No.									
----------	--	--	--	--	--	--	--	--	--

**FIRST SEMESTER DIPLOMA EXAMINATIONS, NOV/DEC 20**

**Communication English**

**Time: 3 Hours**

**Max. Marks: 100**

**SECTION-I**

**1. Answer the following questions in one or two sentences each: 10x2=20**

- How far was the narrator's home town from the big city?
- Where does Babar Ali run classes for poor children?
- List the things which should be made available free of cost?
- The speaker is frightened of \_\_\_\_\_.
- Why Babar Ali considered 'The youngest headmaster in the world'?
- How is Babar Ali's routine described by the writer?
- Who do 'you' and 'I' in the poem refer to?(The Farmer's wife)
- Why has the speaker's husband committed suicide?
- What does the old woman offer to do?
- What does she expect for her service?

**OR**

- What profession did the narrator carry on in the big city?
- What was the narrator doing to earn a living?
- What happens if we do not regain our sanity about money?
- How are people without money, usually treated?
- Describe Babar Ali's daily routine.
- Why is Babar ali called a fortunate soul in his village?
- What series of contrasts does the speaker draw between herself and her husband?
- What memories of her husband trouble her now?
- The old woman's eyes are compared to\_\_\_\_\_
- You in the poem refers to\_\_\_\_\_.(old woman)

**SECTION-II**

**2. Answer the following questions in one or two paragraphs: 4x5=20**

- Who saved the day for the narrator? How?
- How does money trigger fear in an individual?
- Give the picture of Babar Ali's school.
- Many times the tone suggests the attitude of the speaker what kind of attitudes are suggested by the words?

**OR**

- Give an account of the embarrassing experience of the narrator at the restaurant.
- How does money madness affect everyone? What will happen if we don't regain our sanity about money? What solution does the poet offer?
- Why did Babar Ali take the initiative to start his own school?
- What series of contrasts does the speaker draw between herself and her husband?

**SECTION-III**

**3. Name the parts of speech of the underlined words in the following sentences: 4x1=4**

- a. The girl is beautiful.
- b. Two and two makes four.
- c. The flower is very beautiful.
- d. Reena is a famous singer.

**OR**

- a. Chanakya was a man of the wisdom.
- b. Respect your elders.
- c. He is a boy from the hills.
- d. Bravo! You have done well.

**4. Fill in the blanks with primary auxiliaries. 4x1=4**

- a. He \_\_\_ brilliant.
- b. she \_\_\_ an intelligent.
- c. I - \_\_\_ good.
- d. They \_\_\_ my best friend.

**OR**

- a. You--- my colleague.
- b. It ---- good subject.
- c. We\_\_\_ doing better work.
- d. Rohan ---- going to school everyday.

**5. Fill in the blanks with suitable auxiliaries. 3x1=3**

- a. I \_\_\_ score good marks.(Can, ought, have)
- b. She \_\_\_\_\_ a book. (have, has, will)
- c. We \_\_\_ respect the law.(may, should, would)

**OR**

- a. Do you \_\_\_\_\_ pen?(do, have, can)
- b. I \_\_\_\_\_ go to Agra tomorrow.(will, should, could)
- c. \_\_\_\_\_ I come in?(May, used, Must)

**6. Supply suitable question tags. 3x1=3**

- a. We aren't late \_\_\_\_\_?
- b. Children like sweets \_\_\_\_\_?
- c. She is good \_\_\_\_\_?
- d. They are listing the music \_\_\_\_\_?

**OR**

- a. Raju is kind \_\_\_\_\_?
- b. You weren't invited \_\_\_\_\_?
- c. They broke the silence \_\_\_\_\_?
- d. She was absent to the class \_\_\_\_\_?

**7. Supply short form answers to the following: 4x1=4**

- a. Will Prasad come back?(only affirmative)
- b. Was it cold yesterday?(only negative)
- c. Can you lift this box?(only negative)
- d. Are you coming?(only affirmative)

OR

- a. Can you teach?(only affirmative)
- b. Are you angry with me?(only negative)
- c. Will Prasad come back?(only affirmative)
- d. Was it cold yesterday?(only negative)

**8. Identify the Parts of the sentences :**

**3x1=3**

- a. Gandhiji is our Father of Nation.
- b. I am learning new topic.
- c. She takes milk everyday.

OR

- a. She does play.
- b. We won the Match.
- c. She had learnt so many things.

**SECTION-IV**

**9. Fill in the blanks with the verb that agrees with the subject:**

**4x1=4**

- a. Slow and steady \_\_\_\_\_ the race.(win, wins)
- b. A lot of houses \_\_\_\_\_ collapsed in the rain.(have, has)
- c. A large sum of money \_\_\_\_\_ stolen.(was, were)
- d. Here \_\_\_\_\_ the keys.(are, is)

OR

- a. Plenty of mangoes \_\_\_\_\_ available in the season.(is , are)
- b. Oil and water \_\_\_\_\_ not mix.(do, does)
- c. One of my friend's \_\_\_\_\_ gone to Oxford.(has, have)
- d. Two and two \_\_\_\_\_ four(make, makes)

**10. Use the following verbs in your own sentences.**

**3x1=3**

- a. Come
- b. Chose
- c. run

OR

- a. Go
- b. Sleep
- c. Eat

**11. Fill in the blanks with suitable articles:**

**4x1=4**

- a. Punjab is \_\_\_\_\_ province.
- b. Breakfast is \_\_\_\_\_ first meal of the day.
- c. He is \_\_\_\_\_ honorable man.
- d. He is studying in \_\_\_\_\_ university.

OR

- a. How dark \_\_\_\_\_ sky looks!

- b. Hundred paise makes \_\_\_\_ rupee.
- c. I have \_\_\_\_ uncle, who is a professor.
- d. She bought \_\_\_\_ umbrella.

**12. Supply appropriate prefixes and suffixes to the following words: 3x1=3**

- a. Remark(suffix)
- b. Kind(suffix)
- c. Scope(prefix)

**OR**

- a. Nation(suffix)
- b. Biology(prefix)
- c. Books(prefix)

**13. Change the word from Singular to Plural 5x1=5**

- a. Basket
- b. Cookie
- c. Tree
- d. Tax
- e. Potato

**OR**

- a. Man
- b. Watch
- c. Thief
- d. Table
- e. Bench

**14. Give the synonyms and Antonyms for the following: 3x1=3**

- a. Aid(Synonyms)
- b. Teach(Synonyms)
- c. Bad(Antonyms)

**OR**

- a. Complete (Synonyms)
- b. Come(Antonyms)
- c. Right (Antonyms)

**15. Punctuate with capitals: 2x1=2**

- a. ravi are you joining diploma

**OR**

- b. he said I am not of that sort

**16. Descriptive writing: 5x1=5**

- a. Describe your native place.

**OR**

- a. Describe the role model of your life.

**17. Comprehension:**

**Read the following passage and answer the questions given below: 5x2=10**

'Pocket Money' is the term for the money that parents give to their children to spend every month. In America, they call it 'allowance'. A child can spend this money in anyway he or she likes. Sometimes parents guide their children and help them decide how the money should be spent.

I also get a fixed amount of pocket money every month from my parents.

I don't spend all my pocket money. I put some of it in my piggy bank. Since I love chess, I use my pocket money to buy books about the game. Now I have very good collection of books on chess. Sometime I go out to watch a film with my friends. Often we go out for lunch to some Restaurant. If I like some music, I use my pocket money to buy tapes and CD's.

Since my sister is still too young, she doesn't get any pocket money. So, sometimes, I give her some money to spend or buy some things for her. During some months, I am able to save most of my pocket money. At times I'm not able save anything at all.

Overall, The concept of pocket money is good. It helps children understand the value of money and how one should plan for the entire month. It is important that Parents are strict and do not give children more money once they have finished their pocket money.

**Questions:-**

1. What is Pocket money called in America?
2. Which Games does the girl like the most?
3. Who gives the girls younger sister pocket money?
4. Is concept of pocket money good or bad?
5. Give suitable Title to the story?

**OR**

On August 15th,1947, India attained freedom from the British rule. Since then, we celebrate this day as our Independence Day. It is a red-letter day for us because we achieved our freedom from the foreign rule.

Our independence came after a long and hard struggle. Many people had to make huge sacrifices to achieve it. Our national flag was unfurled from the ramparts of the Red Fort for the first time by our first prime minister, pt. Jawaharlal Nehru. The practice is being followed to this day.

The day is celebrated throughout the country. In all the state capitals, the governor or the chief minister of the state unfurls the flag. But the main function is held at the Red Fort, in Delhi, where the prime minister of the country hoists the flag.

The ceremony at the Red Fort is marked by a guard of honour, which is presented to the prime minister, along with a salute of 21gunshots. Various military bands play the national anthem and the prime minister delivers a speech to the nation.

It is a national holiday and all shops, offices, schools and colleges remain closed. This day is a reminder of all the great patriots who sacrificed their lives so that we may live in a free land. Hence, we must work hard to maintain our freedom.

The tricolour is also hoisted in many schools on this day. Some important person, or the school principal, addresses the gathering. In the evening, all major government buildings are nicely lit up.

**Questions:**

- a. Who unfurled India's national flag from the Red Fort for the first time?
- b. A salute of how many gunshots follows the guard of honour ceremony at the Red Fort?

- c. How is this day celebrated in various states?
- d. When we are celebrating Independence day?
- e. Give suitable title to the story?

\*\*\*\*\*

**GOVERNMENT OF KARNATAKA****DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION****JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)****Programme: DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED**

Course Code	<b>6412</b>	Semester	<b>I</b>
Course Title	<b>Introduction to Computer Concepts</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>4 Hrs. / Week</b>
			<b>64 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] = 4 : 0 : 0</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Know the basic of computers.
2. Know the basics of computer Software
3. Understand the concepts of computer memory and devices.
4. Know the computer networks, internet and multimedia benefits.

**2. COURSE OUTCOMES**

At the end of the course, students will be able to

	<b>Course Outcome</b>
<b>CO1</b>	Acquire the basic knowledge of a Computer and Working Principles of a computer
<b>CO2</b>	Obtain the basics knowledge of Computer Software.
<b>CO3</b>	Acquire the knowledge of computer memory and storage.
<b>CO4</b>	Analyze the functions of Input and Output devices.
<b>CO5</b>	Obtain the basics of Computer Networks, Internet and Multimedia.

**3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE**

<b>COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE</b>							
<b>Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.</b>							
<b>Unit No</b>	<b>Unit name</b>	<b>Hour</b>	<b>Questions to be set for SEE</b>			<b>Marks Weightage</b>	<b>Hours Weightage (%)</b>
			<b>R/ U /A</b>				
			<b>No of question of 1 Mark</b>	<b>No of question of 5 Marks</b>	<b>No of question of 10 Marks</b>		
1	INTRODUCTION TO COMPUTERS AND COMPUTER SYSTEM	13	10	-	02	30	20
2	COMPUTER PROGRAM AND SOFTWARE	12	10	-	02	30	20
3	PRIMARY MEMORY AND SECONDARY STORAGE	13	10	-	02	30	20
4	INPUT DEVICES AND OUTPUT DEVICES	13	10	-	02	30	20
5	BASICS OF COMPUTER NETWORKS AND INTERNET	13	10	-	02	30	20
<b>Total</b>		<b>64</b>	<b>50</b>	<b>-</b>	<b>10</b>	<b>150</b>	<b>100</b>

**4. DETAILS OF COURSE CONTENT**

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

<b>UNIT NO. AND NAME</b>	<b>UNIT SKILL SET</b>	<b>TOPICS / SUBTOPICS</b>	<b>HOURS L-T-P</b>
<b>UNIT – 1 INTRODUCTION TO COMPUTERS AND COMPUTER SYSTEM</b>	Understand the basics of Computers	1.1 Meaning and Overview of Personal Computer. 1.2 Generations of Computer (Up to 5th ) 1.3 Characteristics of Computer 1.4 Classification of Computer 1.5 Advantages of Computer 1.6 Applications of Computer 1.7 Meaning of Hardware and Software. 1.8 Parts of Computer 1.9 I/O Ports and Interfaces of CPU 1.10 Meaning of Binary System	13-0-0
<b>UNIT – 2 COMPUTER PROGRAM AND SOFTWARE</b>	Understand basics of Computer Software	2.1 Introduction to Computer program 2.2 Software Definition 2.3 Relationship between Software and Hardware 2.4 Software Classifications- System Software - Application Software 2.5 Utility Software –Snow (Service Now) and Ticketing Tool	12-0-0

<p style="text-align: center;"><b>UNIT – 3</b> <b>PRIMARY MEMORY &amp; SECONDARY STORAGE</b></p>	<p>Understand the concepts of computer memory</p>	<p>3.1 Introduction to Storage Memory</p> <p>3.2 Memory Classification</p> <p>3.3 Random Access Memory (RAM) (Basis Concept only)</p> <p>3.4 Read Only Memory (ROM) (Basic Concepts only).</p> <p>3.5 Classification of Secondary Storage Magnetic Tape - Magnetic Disk - Optical Disk.</p> <p>3.6 Cloud storage – One Drive</p>	<p>13-0-0</p>
<p style="text-align: center;"><b>UNIT – 4</b> <b>INPUT DEVICES AND OUTPUT DEVICES</b></p>	<p>Understand the concepts of Input and Output Devices</p>	<p>4.1 Introduction of Input Devices</p> <p>4.2 Importance of Input Devices</p> <p>4.3 Types of Input Devices – Keyboard, Mouse, Scanners, Earphones etc.</p> <p>4.4 Introduction of Output Devices</p> <p>4.5 Importance of Output Devices</p> <p>4.6 Types of Output Devices – Speakers, Monitors, Printers, Plotters etc</p>	<p>13-0-0</p>
<p style="text-align: center;"><b>UNIT – 5</b> <b>BASICS OF COMPUTER NETWORKS AND INTERNET</b></p>	<p>Understand computer networks, internet and multimedia benefits</p>	<p>5.1 Introduction to Network</p> <p>5.2 Classification of Network - LAN, MAN, WAN</p> <p>5.3 Introduction to Internet – Client Server – Network Services – DNS Server, FTP.</p> <p>5.4 Internet Applications - E-mail, Chat, Searching.,</p> <p>5.5 Group E-mail ID – Accessibility for Visually impaired.</p>	<p>13-0-0</p>

**5. MAPPING OF CO WITH PO**

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Acquire the basic knowledge of a Computer and Working Principles of a Computer	1,2,5,7	1	R/U/A	13	30
2	Obtain the basics knowledge of Computer Software.	1,2,3,4,5,6,7	2	R/U/A	12	30
3	Acquire the knowledge of Computer memory and storage.	1,2,3,4,5,6,7	3	R/U/A	13	30
4	Analyze the functions of Input and Output devices.	1,2,3,4,5,6,7	4	R/U/A	13	30
5	Obtain the basics of Computer Networks, Internet and Multimedia.	1,2,3,4,5,6,7	5	R/U/A	13	30
<b>Total</b>					<b>64</b>	<b>150</b>

## 6. LEVELS OF CO,PO AND PSO MAPPING

Course	CO's	Program me Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Introduction to Computer Concepts	CO1	2	2	1	1	1	1	1	1	1	1
	CO2	2	2	1	1	1	1	1	1	1	1
	CO3	2	2	1	1	1	1	1	1	1	1
	CO4	2	2	1	1	2	1	1	1	1	1
	CO5	2	2	2	1	2	1	1	1	1	1

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.  
Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.  
If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3  
If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2  
If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1  
If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

## 7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- Teachers need to take the students on industrial visits to get them exposure on working environment.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

**8. SUGGESTED LEARNING RESOURCES:**

<b>Sl. No</b>	<b>Author</b>	<b>Title of Books</b>	<b>Publication / Year</b>
1	V Rajaraman	Fundamentals of Computers	
2	Peter Norton's	Introduction to Computers	4th Edition Tata McGraw Hill
3	-	Introduction to Computer Science	ITL Education Solutions Ltd, Pearson Education.
4	Rajesh Hongal, EBPB	Introduction to Computer Concepts	

## 9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUATION	IA Test	STUDENTS	Three tests (Average of Three tests will be Computed)	30	Blue Book	All Co's
		Assignment & Student activity		Average of MCQ +Quiz +Open book +Assignment	20	Activity Book	Specified CO by the Course Coordinator
				Total CIE Marks	50		
	SEE SEMESTER END EXAMINATION	Semester End Exam		End of the Course	50	Answer Scripts	All Co's
				Total	100		
INDIRECT ASSESSMENT	Student Feedback		STUDENTS	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

**10. COURSE ASSESSMENT SUMMARY**

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4 (MCQ / Quiz) At the end of 8 <sup>th</sup> Week	60 Minutes	20	Average of three 20 Marks
5	CIE Assessment 5 (Open book Test) At the end of 13 <sup>th</sup> Week	60 Minutes	20	
6	CIE Assessment 6 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
7	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
<b>Total Marks</b>				<b>100</b>
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 3 CIE assessments (4, 5 & 6) will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

**Note:**

1. SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
2. Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, three CIE (MCQ or Quiz/Open book test/student activity or assignment) each of 20 marks for the time duration of 60 minutes shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

## 11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS	TOTAL
UNIT – 1 INTRODUCTION TO COMPUTERS AND COMPUTER SYSTEM	Meaning and Overview of Personal Computer	1	1,2,5,7	1	13
	Generations of Computer (Upto 5th)	1	1,2,5,7	1	
	Characteristics of Computer	1	1,2,5,7	1	
	Characteristics of Computer	1	1,2,5,7	1	
	Advantages of Computer	1	1,2,5,7	1	
	Applications of Computer	1	1,2,5,7	1	
	Applications of Computer	1	1,2,5,7	1	
	Meaning of Hardware	1	1,2,5,7	1	
	Meaning of Software	1	1,2,5,7	1	
	Parts of Computer	1	1,2,5,7	1	
	I/O Ports of CPU	1	1,2,5,7	1	
	Interfaces of CPU	1	1,2,5,7	1	
	Meaning of Binary System	1	1,2,5,7	1	
UNIT – 2 COMPUTER PROGRAM AND SOFTWARE	Introduction to Computer program	2	1,2,3,4,5,6,7	1	12
	Introduction to Computer Software	2	1,2,3,4,5,6,7	1	
	Definition of Software	2	1,2,3,4,5,6,7	1	
	Relationship between Software and Hardware	2	1,2,3,4,5,6,7	1	
	Software Classifications	2	1,2,3,4,5,6,7	1	
	Software Classifications	2	1,2,3,4,5,6,7	1	
	System Software	2	1,2,3,4,5,6,7	1	
	System Software	2	1,2,3,4,5,6,7	1	
	Application Software	2	1,2,3,4,5,6,7	1	
	Application Software	2	1,2,3,4,5,6,7	1	
	Utility Software	2	1,2,3,4,5,6,7	1	
	Snow (Service Now) and Ticketing Tool	2	1,2,3,4,5,6,7	1	
UNIT – 3 PRIMARY MEMORY & SECONDARY STORAGE	Introduction to Storage Memory	3	1,2,3,4,5,6,7	1	13
	Introduction to Storage Memory	3	1,2,3,4,5,6,7	1	
	Memory Classification	3	1,2,3,4,5,6,7	1	
	Memory Classification	3	1,2,3,4,5,6,7	1	
	Random Access Memory (RAM) (Basis Concept only)	3	1,2,3,4,5,6,7	1	
	Classification of Secondary Storage	3	1,2,3,4,5,6,7	1	
	Classification of Secondary Storage	3	1,2,3,4,5,6,7	1	

C-21 Curriculum 2021-22 Computer Applications for the Visually Impaired

	Magnetic Tape	3	1,2,3,4,5,6,7	1		
	Magnetic Disk	3	1,2,3,4,5,6,7	1		
	Optical Disk	3	1,2,3,4,5,6,7	1		
	Cloud storage – One Drive	3	1,2,3,4,5,6,7	1		
	Cloud storage – One Drive	3	1,2,3,4,5,6,7	1		
<b>NIT – 4</b>	<b>INPUT DEVICES AND OUTPUT DEVICES</b>	Introduction of Input Devices	4	1,2,3,4,5,6,7	1	<b>13</b>
		Importance of Input Devices	4	1,2,3,4,5,6,7	1	
		Importance of Input Devices	4	1,2,3,4,5,6,7	1	
		Types of Input Devices	4	1,2,3,4,5,6,7	1	
		Keyboard, Mouse	4	1,2,3,4,5,6,7	1	
		Scanners, Earphones etc	4	1,2,3,4,5,6,7	1	
		Introduction of Output Devices	4	1,2,3,4,5,6,7	1	
		Importance of Output Devices	4	1,2,3,4,5,6,7	1	
		Importance of Output Devices	4	1,2,3,4,5,6,7	1	
		Types of Output Devices	4	1,2,3,4,5,6,7	1	
		Speakers, Monitors	4	1,2,3,4,5,6,7	1	
		Printers, Plotters etc.,	4	1,2,3,4,5,6,7	1	
<b>UNIT – 5</b>	<b>BASICS OF COMPUTER NETWORKS AND INTERNET</b>	Introduction to Network	5	1,2,3,4,5,6,7	1	<b>13</b>
		Classification of Network	5	1,2,3,4,5,6,7	1	
		LAN, MAN & WAN	5	1,2,3,4,5,6,7	1	
		Introduction to Internet	5	1,2,3,4,5,6,7	1	
		Client Server	5	1,2,3,4,5,6,7	1	
		Network Services	5	1,2,3,4,5,6,7	1	
		DNS Server, FTP	5	1,2,3,4,5,6,7	1	
		Internet Applications	5	1,2,3,4,5,6,7	1	
		E-mail, Chat, Searching	5	1,2,3,4,5,6,7	1	
		Group E-mail ID	5	1,2,3,4,5,6,7	1	
		Accessibility for Visually impaired.	5	1,2,3,4,5,6,7	1	
		Accessibility for Visually impaired.	5	1,2,3,4,5,6,7	1	
<b>Total</b>					<b>64</b>	

**12. RUBRICS FOR ACTIVITY**

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
	1. Unsatisfactory ( 59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction / Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organized and Understand the importance of the topic	A well Organized and easy to understand the importance of the topic	
2.Focus on the Topic/ Contents	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understanding	Partially attempt is made to collect information in the context that shows little Understanding	Attempt is made to collect information in the context that Shows understanding	Succeeds in collecting information that shows understanding	
3.Applications	Presentation is not clear	Meet task but lacks clarity and Consistency	Meet task but lacks some clarity and Consistency	Meet task clarity and Consistency	Presentation is very clear	
<b>Average Marks of 3 Dimension=</b>					<b>/3</b>	
<b>Maximum 20 Marks</b>						

**13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE**

SI.NO	SUGGESTED ACTIVITIES
1	Creating Email ID
2	Write the Working Features of CPU
3	List the Visually impaired Accessibility
4	List how LAN, MAN and WAN Network Works

**14. MODEL QUESTION PAPER FOR SEE**

IC: 210

Code: 6412

Reg. No.									
----------	--	--	--	--	--	--	--	--	--

FIRST SEMESTER DIPLOMA EXAMINATIONS, NOV/DEC 20

**INTRODUCTION TO COMPUTER CONCEPTS**

Time: 3 Hours

Max. Marks: 100

Instructions: In all the **Section a** is compulsory and answer **any One** full question from each **Section b or c.**

**SECTION – I**

**1.a. Fill in the blanks with appropriate word/ words: 10x1=10**

- 1.A computer is a multipurpose \_\_\_ device that can receive process and store data.
2. \_\_\_\_\_ is the father of computers.
- 3.The term generation was used to distinguish between varying \_\_\_\_\_ and \_\_\_\_\_ technologies.
4. \_\_\_\_\_ are used as circuitry and magnetic drums for memory in first generation of computers.
- 5.Vacuum Tubes are used as circuitry and magnetic drums for memory in \_\_\_\_\_ of computers.
- 6.Transistors are used in \_\_\_\_\_ generation of computers.
7. \_\_\_\_\_ are used in second generation of computers.
8. \_\_\_\_\_ are used in third generation of computers.
- 9.Integrated circuits are used in \_\_\_\_\_ generation of computers.
- 10.Microprocessors are used in \_\_\_\_\_ generation of computers.

**1 b. State the Meaning of Computer? List its Characteristics 10**

Or

**1 c. Describe the classification of Computer 10**

**SECTION – II**

**2.a. Fill in the blanks with appropriate word/ words: 10x1=10**

1. Memory unit is the amount of data that can be stored in the \_\_\_\_\_ unit.
2. Memory in the storage unit is expressed in terms of \_\_\_\_\_
3. Decision making operations are done by \_\_\_\_\_ in CPU.
4. In arithmetic logic unit (ALU) \_\_\_\_\_ Operations are done.
5. The \_\_\_\_\_ performs arithmetic and logical operations in CPU
6. The Memory unit (MU) in CPU is called as \_\_\_\_\_ memory.
7. The physical components of the computer are its \_\_\_\_\_ parts.
8. \_\_\_\_\_ is main printed circuit board in computer.
9. \_\_\_\_\_ is the brain of computer.
10. RAM stands for \_\_\_\_\_

**2 b.** Describe CPU? Explain its Components 10

Or

**2 c.** List and explain the front panel and the back panel of the computer. 10

**SECTION – III**

**3 a. Choose the correct answer and complete the sentence 10x1=10**

1. A display listing of program options which users can select, is called \_\_\_\_\_.  
a) Icons                      b) Options                      c) Selection
2. An inventory management program can assist with the \_\_\_\_\_.  
a) Distribution of inventory    b) Purchasing of inventory    c) Planning of inventory
3. \_\_\_\_\_ is a type of computer program that is designed to run a computer's hardware and application programs.  
a) System software                      b) Application Software                      c) both
4. An \_\_\_\_\_ acts as a communication bridge between the user and computer hardware.  
a. Operating System                      b) System software                      c) Application Software
5. \_\_\_\_\_ includes operating systems, device drivers, diagnostic tools and more.  
a. Operating System                      b) System software                      c) Application Software
6. An \_\_\_\_\_ is a piece of software that manages the allocation of computer hardware.  
a. Operating System                      b) System software                      c) Application Software
7. The \_\_\_\_\_ controls all the parts of a computer and attempts to get every part working together  
a. Operating System                      b) System software                      c) Application Software
8. A \_\_\_\_\_ is a program that controls a particular type of device that is attached to your computer.  
a. device driver                      b) System software                      c) Application Software
9. The combination of these physical components is called hardware.  
a. Software                      b. Hardware                      c. Both
10. A \_\_\_\_\_ key is a string of letters and/or numbers used to register or activate a software application.  
a. software activation                      b. Android                      c. Antivirus

- 3 b.** List and explain in brief Software Terminology 10  
Or  
**3 c.** Describe the relation between hard ware and software 10

**SECTION – IV**

**4 a. Choose the correct answer and complete the sentence** **10x1=10**

1. \_\_\_\_\_ is the storage part of the computer users to save information and programs.  
a. Memory                      b. storage media                      c. Both
2. \_\_\_\_\_ memory is computer memory that is accessed directly by the CPU.  
a. Secondary                      b. Primary                      c. Both
3. \_\_\_\_\_ refers to mass storage - optical discs (ie., CD/DVD), forms of magnetic storage like hard disks, pen drives etc.  
a. Secondary                      b. Primary                      c. Both
4. The terms random access memory (RAM) and memory are often as synonyms for primary or main storage \_\_\_\_\_.  
a. Secondary                      b. Primary                      c. Both
5. The \_\_\_\_\_ drive is the main and largest data storage device in a computer.  
a. hard disk                      b. Solid-state drive                      c. Both
- 6 \_\_\_\_\_ is a secondary storage device used to store data permanently.  
a. hard disk drive                      b. Solid-state drive                      c. Both
7. \_\_\_\_\_ is a storage medium that uses non-volatile memory as a means of holding and accessing data.  
a. hard disk drive                      b. Solid-state drive                      c. Both
8. \_\_\_\_\_ is one of the oldest technologies for electronic data storage.  
a. Magnetic tape                      b. Optical Disk                      c. Both
9. A \_\_\_\_\_ is a storage device that uses a magnetization process to write, rewrite and access data.  
a. Magnetic Disk                      b. Optical Disk                      c. Both
10. Optical disk is flat, circular storage medium which is coated with a thin metal and this layer is highly reflective (shiny) on which the data can be stored.  
a. Magnetic tape                      b. Optical Disk                      c. Both

- 4 b.** List and Explain the Types of Optical Disk 10  
Or  
**4 c.** Describe the Classification of Secondary Storage 10

**SECTION – V**

**5 a. Choose the correct answer and complete the sentence** **10x1=10**

1. A \_\_\_\_\_ is a collection of 2 or more computers which are connected together.  
a. A computer network b. Local Area Network c. Metropolitan Area Network
2. A \_\_\_\_\_ is a computer network that spans only a small geographical area like office, home.  
a. A computer network b. Local Area Network c. Metropolitan Area Network
3. \_\_\_\_\_ may be operated by one organization having many offices in one city or can be shared by many organizations in same city.  
a. A computer network b. Local Area Network c. Metropolitan Area Network
4. \_\_\_\_\_ is a system of interconnecting many computers over a large area like different states, countries or even whole world.  
a. Wide Area Network                      b. Local Area Network    c. Metropolitan Area Network
5. Internet origin was in \_\_\_\_\_ is by the US Department of Defense.  
a. 1980                                      b. 1960                                      c. 1955
6. By \_\_\_\_\_ ARPA developed a new protocol known as TCP/IP to transferring data between computers.  
a. 1980                                      b. 1970                                      c. 1955
7. The \_\_\_\_\_ consists of files called web pages, which contain information and links to resources on the internet.  
a. World Wide Web                      b. Web page    c. Web Site
8. A \_\_\_\_\_ is the starting point to the web site. It provides an overview of the website.  
a. World Wide Web                      b. Home page                      c. Web Site
9. A \_\_\_\_\_ is a computer program that accesses web pages and displays them on the computer screen.  
a. World Wide Web                      b. Home page                      c. Browser
10. A \_\_\_\_\_ is a computer having server software, which provides a specific kind of service to client software running on other computers.  
a. World Wide Web                      b. Server                      c. Browser

**5 b.** Explain about Introduction and Evolution of Internet 10

Or

**5 c.** List and Explain the Basic Internet Terms 10

\*\*\*\*\*

**GOVERNMENT OF KARNATAKA****DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION****JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)****Programme: DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED**

Course Code	<b>6413</b>	Semester	<b>I</b>
Course Title	<b>BUSINESS STUDIES -I</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>4 Hrs. / Week</b>
			<b>64 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] = 4 : 0 : 0</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Understand various types of business activities.
2. Know different forms of business structure.
3. Understand the emerging trends in business World
4. Inculcate business ethics and Social responsibility.

**2. COURSE OUTCOMES:**

At the end of the course, students will be able to

	<b>Course Outcome</b>
<b>CO1</b>	Obtain the knowledge of various activities of Business organizations.
<b>CO2</b>	Acquire the knowledge of Forms of Business Organization.
<b>CO3</b>	Acquire the knowledge of Business Services.
<b>CO4</b>	Acquire the knowledge of e-transactions.
<b>CO5</b>	Inculcate business ethics and social responsibility.

**3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE**

<b>COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE</b>							
<b>Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.</b>							
<b>Unit No</b>	<b>Unit name</b>	<b>Hour</b>	<b>Questions to be set for SEE</b>			<b>Marks Weightage</b>	<b>Hours Weightage (%)</b>
			<b>R/ U /A</b>				
			<b>No of question of 1 Mark</b>	<b>No of question of 5 Marks</b>	<b>No of question of 10 Marks</b>		
1	Nature of business	13	10	-	02	30	20
2	Forms of Business Organizations	20	10	-	02	30	20
3	Business Services	09	10	-	02	30	20
4	Emerging Modes of Business	11	10	-	02	30	20
5	Social Responsibility of Business and Business Ethics	11	10	-	02	30	20
<b>Total</b>		<b>64</b>	<b>50</b>	<b>-</b>	<b>10</b>	<b>150</b>	<b>100</b>

**4. DETAILS OF COURSE CONTENT**

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

<b>UNIT NO. AND NAME</b>	<b>UNIT SKILL SET</b>	<b>TOPICS / SUBTOPICS</b>	<b>HOURS L-T-P</b>
<b>UNIT – 1 NATURE OF BUSINESS</b>	Understand various Business Activities	1.1 Meaning- Definition and Characteristics of business. 1.2 Evolution of business. Profession and Employment. 1.3 Difference between Profession and Employment. 1.4 Meaning and Features. Economic Objectives and Social Objectives. 1.4 Classification of business Activities: - Industry and Commerce. 1.5 Industry – Types: -Primary- Secondary- Tertiary. 1.6 Commerce: Trade and Aids to trade. Importance of commerce. 1.7 Business risks - types of business risks- Dealing with business risks.	13-0-0
<b>UNIT– 2 FORMS OF BUSINESS ORGANIZATIONS</b>	Understand different forms of business structure.	2.1 Sole Trading Concern –Meaning - Features - Merits and Demerits. 2.2 Partnership – Meaning- Features- Types of partnership- Partnership Deed & Contents, Merits & Demerits- Types of partners. 2.3 Joint Stock Company: - Meaning- Features- Merits and Demerits- Types of Companies-Meaning Only 2.4 Co-operative Society-Meaning- Features- Merits and Demerits- Types. 2.5 Difference between Private Company and Public Company.	20-0-0

<b>UNIT- 3</b> <b>BUSINESS SERVICES</b>	Understand the Meaning of Service Sector	3.1 Meaning, Nature and Types of Services  3.2 Difference between Services & Goods.	09-0-0
<b>UNIT- 4</b> <b>EMERGING MODES OF BUSINESS</b>	Understand emerging trends in business world	4.1 E-Business: - Meaning- Scope 4.2 Difference between E-business and Traditional business. 4.3 Benefits of E-Business. 4.4 Limitations of E-Business 4.5 Meaning of Digital transaction and Types of Digital payment mechanism. 4.6 Security and Safety of Digital transactions. 4.7 Resources required for successful E-business implementation. 4.8 Outsourcing- Meaning- KPO, BPO	11-0-0
<b>UNIT-5</b> <b>SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS</b>	Understand business ethics and social responsibility.	5.1 Meaning of Corporate Social Responsibility 5.2 Arguments against Social Responsibility. 5.3 Responsibility towards Owners 5.4 Responsibility towards Investors 5.5 Responsibility towards Employees 5.6 Responsibility towards Consumers 5.7 Responsibility towards Government 5.8 Responsibility towards Community and Public 5.9 Responsibility towards Environment. 6.0 Business Ethics- Nature - Meaning and Elements.	11-0-0

## 5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Obtain the knowledge of various activities of Business organizations.	1,2,57	1	R/U/A	13	30
2	Acquire the knowledge of Forms of Business Organization.	1,2,57	2	R/U/A	20	30
3	Acquire the knowledge of Business Services.	1,2,57	3	R/U/A	9	30
4	Acquire the knowledge of e-transactions.	1,2,57	4	R/U/A	11	30
5	Inculcate business ethics and social responsibility.	1,2,57	5	R/U/A	11	30
<b>Total</b>					<b>64</b>	<b>150</b>

## 6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
<b>Business Studies-I</b>	CO1	3	1	1	1	1	1	1	1	1	1
	CO2	3	1	1	1	1	1	1	1	1	1
	CO3	3	1	1	1	1	1	1	1	1	1
	CO4	3	1	1	1	2	1	1	1	1	1
	CO5	3	1	1	1	1	1	1	1	1	1

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.  
Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.  
If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3  
If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2  
If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1  
If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

## 7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- Teachers need to take the students on industrial visits to get them exposure on working environment.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

## 8. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	CENTRAL GOVT	BUSINESS STUDIES - I	NCERT BOOKS PUBLISHED
2	PUC BOARD	BUSINESS STUDIES - I	NCERT BOOKS PUBLISHED
3	Dr. T. V. RAJU & Dr. K. SHESHAMURTHY	BUSINESS STUDIES - I	-
4	B.S. RAMAN.	BUSINESS STUDIES - I	-

**9. COURSE ASSESSMENT AND EVALUATION CHART**

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
<b>DIRECT ASSESSMENT</b>	<b>CIE CONTINUOUS INTERNAL EVALUATION</b>	IA Test	<b>STUDENTS</b>	Three tests (Average of Three tests will be Computed)	30	Blue Book	All Co's
		Assignment & Student activity		Average of MCQ +Quiz +Open book +Assignment	20	Activity Book	Specified CO by the Course Coordinator
				Total CIE Marks	50		
	<b>SEE SEMESTER END EXAMINATION</b>	Semester End Exam		End of the Course	50	Answer Scripts	All Co's
				Total	100		
<b>INDIRECT ASSESSMENT</b>	Student Feedback		<b>STUDENTS</b>	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

**10. COURSE ASSESSMENT SUMMARY**

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4 (MCQ / Quiz) At the end of 8 <sup>th</sup> Week	60 Minutes	20	Average of three 20 Marks
5	CIE Assessment 5 (Open book Test) At the end of 13 <sup>th</sup> Week	60 Minutes	20	
6	CIE Assessment 6 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
7	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 3 CIE assessments (4,5 & 6 )will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

**Note:**

- SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
- Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, three CIE (MCQ or Quiz/Open book test/student activity or assignment) each of 20 marks for the time duration of 60 minutes shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
- Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

## 11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1. Nature of Business	Meaning, Definition and Characteristics of business	1	1	1	13
	Evolution of business	1	1,2	1	
	Evolution of business	1	1,2	1	
	Profession and Employment- Meaning	1	1	1	
	Difference Between Profession and Employment	1	1,5	1	
	Meaning and features of Economic Objectives	1	1	1	
	Meaning and features of social Objectives	1	1,5	1	
	Classification of business activities: Industry	1	1,7	1	
	Classification of business activities: Commerce	1	1,7	1	
	Types of Industry	1	1,7	1	
	Meaning of Trade and Aids to trade	1	1,7	1	
	Importance of Commerce	1	1,7	1	
	Meaning -Types of Business Risk and Dealing with Business Risk	1	1,5	1	
2. Forms of Business Structure	Sole Trading Concern– Meaning and Features	2	1	2	20
	Sole Trading Concern- Merits and Demerits	2	1	1	
	Partnership – Meaning, features	2	1	1	
	Partnership –Merits & Demerits	2	1	1	
	Types of Partnership	2	1	1	
	Types of Partners	2	1	2	
	Meaning & contents of Partnership deed & contents	2	1,2	1	
	Meaning and features of Joint Stock Company:	2	1	2	
	Merits and demerits of Joint Stock Company	2	1	1	
	Types of companies (meaning only)	2	1	1	
	Meaning and Features of Co-operative society	2	1	2	
	Co-operative society – Merits.	2	1	1	
	Co-operative society Demerits	2	1	1	
	Types of Co-operative society	2	1	1	
	Difference between Private and Public Company	2	1	2	
Business Service	Meaning-Nature of Business Service- Types of services-(Business, Personal and Social Service	3	1	1	9

	meanings only)				
	Nature of Business Service- Types of services- (Business, Personal and Social Service meanings only)	3	1	1	
	Difference between services & goods	3	1	1	
	Difference between services & goods	3	1	1	
4. Emerging Trends of Business	E-business meaning and scope	4	1	1	11
	Difference between E-business and Traditional business	4	1,5,7	1	
	Difference between E-business and Traditional business	4	1,5,7	1	
	Benefits of E-Business	4	1	1	
	Limitations of E-Business	4	1	1	
	Meaning of Digital transaction	4	1	1	
	Types of digital payment mechanism	4	1	1	
	Security and safety of digital transactions	4	1	1	
	Resources required for successful e-business implementation	4	1,5,7	1	
	Outsourcing – meaning	4	1,5,7	1	
	KPO, BPO	4	1,5,7	1	
5. Social Responsibility of Business and Business Ethics	Meaning & arguments against Corporate social responsibility	5	2	1	11
	Meaning& arguments against Corporate social responsibility	5	2	1	
	Responsibility towards different interest groups: Responsibility towards owners	5	1,5	1	
	Responsibility towards Investors	5	1,5,7	1	
	Responsibility towards Employees	5	1,5,7	1	
	Responsibility towards Consumers	5	1,5,7	1	
	Responsibility towards Government	5	1,5,7	1	
	Responsibility towards Community and Society	5	1,5,7	1	
	Responsibility towards Environment	5	1,5,7	1	
	Business ethics: Nature and meaning	5	1,5,7	1	
Elements of Business ethics	5	1,5,7	1		
<b>Total</b>					64

## 12. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
Marks	1. Unsatisfactory ( 59 and Below)  4	2. Developing (69-60)  8	3. Satisfactory (79-70)  12	4. Good (89-80)  16	5. Exemplary (100-90)  20	
1.Introduction / Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organize d and Understa nd the importan ce of the topic	A well Organized and easy to understand the importance of the topic	
2. Focus on the Topic/ Contents	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understandi ng	Partially attempt is made to collect information in the context that shows little Understand ing	Attempt is made to collect informati on in the context that Shows understa nding	Succeeds in collecting information that shows understandi ng	
3.Applications	Presentation is not clear	Meet task but lacks clarity and Consistency	Meet task but lacks some clarity and Consistency	Meet task clarity and Consiste ncy	Presentatio n is very clear	
Average Marks of 3 Dimensions=						/3
Maximum 20 Marks						

**13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE**

SI.NO	SUGGESTED ACTIVITIES
1	Identifying the uses of business/industry in your town
2	List out the different forms of business organization/services in your locality
3	Identify an industry in your locality and its environmental impact
4	List out the latest emerging modes of business.
5	Explain the role and responsibility of a commerce student towards self, parents & society

**14. MODEL QUESTION PAPER FOR SEE**

IC: 210

Code: 6413

Reg. No.									
----------	--	--	--	--	--	--	--	--	--

**FIRST SEMESTER DIPLOMA EXAMINATIONS, NOV/DEC 20  
BUSINESS STUDIES-I**

Time: 3 Hours

Max. Marks: 100

Instructions: In all the Section a is compulsory and answer any One full question from each Section b or c.

SECTION – I

**1. a. Fill in the blanks with appropriate word/ words:**

**10x1=10**

- The activities which human beings undertake to satisfy their needs or wants are called \_\_\_\_\_ activities.
- The human activities that are undertaken with an objective to earn money or livelihood are called \_\_\_\_\_ activities.
- Various types of activities that are undertaken to derive self-satisfaction are called \_\_\_\_\_ activities.
- The \_\_\_\_\_ activities are undertaken with an objective to earn money.
- \_\_\_\_\_ refers to an occupation in which goods and services are produced, sold and exchanged in return of money.
- \_\_\_\_\_ refers to an occupation, which requires specialized knowledge and training to pursue it.
- \_\_\_\_\_ refers to an occupation in which a person works regularly for others and gets wage/salary in return.
- \_\_\_\_\_ means the state of being busy.
- \_\_\_\_\_ is an economic activity.
- \_\_\_\_\_ is an economic activity, which is related with continuous and regular production and distribution of goods and services for satisfying human wants.

- 1 b. State the Meaning and Definition of Business? List the Importance of Business 10  
Or  
1 c. Describe the different stages of Evolution of Business 10

**SECTION – II**

**2.a. Fill in the blanks with appropriate word/ words: 10x1=10**

- 1 Sole means \_\_\_\_\_.
2. Proprietorship means \_\_\_\_\_.
3. \_\_\_\_\_ form of business is the oldest and most common form of business organisation.
4. The liability of a Sole Trader is \_\_\_\_\_.
5. \_\_\_\_\_ business is owned and managed by a single person.
6. The minimum number of members required for registration of a Co-operative Society is \_\_\_\_\_.
7. The liability of the members of a society is \_\_\_\_\_.
8. \_\_\_\_\_ is a voluntary association of persons who work together to promote their economic interest.
9. One man - one vote” is the principle of \_\_\_\_\_ form of organization
10. Those who want to work together with some common economic objective can form a society which is termed as \_\_\_\_\_.

2 b. State the meaning of Joint stock Company? List the State the meaning of Joint Stock Company 10

Or

2 c. Explain any five differences between Co-operative Society and Joint Stock Company

**SECTION – III**

**3 a. Choose the correct answer and complete the sentence 10x1=10**

1. CWC stands for \_\_\_\_\_.  
(a) Central Water Commission (b) Central Warehousing Commission  
(c) Central Warehousing Corporation (d) Central Water Corporation
- 2 Which of the following is not a function of insurance?  
(a) Risk sharing (b) Assist in capital formation (c) Lending of funds (d) None of the above.
3. DTH services are provided by \_\_\_\_\_.  
(a) Transport companies (b) Banks (c) Cellular companies (d) None of the above
4. The validity period of a demand draft is \_\_\_\_\_.  
(a) One month (b) Two Months (c) Three months (d) Six Months
5. DTH services are provided by \_\_\_\_\_.  
(a) Transport Company (b) Banks (c) Cellular Company (d) None of these
6. Which of the following is an allied postal service \_\_\_\_\_.  
(a) Greeting post (b) Media post (c) Speed post (d) Passport Application

7. The functions of a commerce include \_\_\_\_\_.  
(a) acceptance of deposits (b) granting of loans (c) Locker facility (d) all the above
8. Time utility is created by \_\_\_\_\_.  
(a) Transportation (b) Banking (c) Warehousing (d) Communication
9. Which of the following is not applicable in life insurance contract?  
(a) Conditional contract (b) Unilateral contract (c) Indemnity contract (d) None of the above
10. The benefits of public warehousing includes \_\_\_\_\_.  
(a) Control (b) Flexibility (c) Dealer relationship (d) None of the above
- 3 b. Define services and goods. Write the meaning e-banking 10  
Or
- 3c. Explain briefly the principles of insurance with suitable examples. 10

#### SECTION – IV

**4a. Choose the correct answer and complete the sentence 10x1=10**

1. \_\_\_\_\_ is the application of information and communication technologies in support of all the activities of business.  
i) E-Business            ii) Business            iii) Trade
2. E-business is the conduct of business processes on the \_\_\_\_\_.  
i) Internet            ii) Business            iii) Trade
3. \_\_\_\_\_ is the administration of conducting business via the Internet.  
i) Internet            ii) eBusiness            iii) Trade
4. e-Business is also termed as \_\_\_\_\_.  
i) e-mail            ii) e-commerce            iii) e-Trade
5. An online **transaction** is also known as a \_\_\_\_\_ transaction.  
i) PIN-credit            ii) PIN-debit            iii) ATM
6. An \_\_\_\_\_ **transaction** is a password-protected payment method that authorizes a transfer of funds over an electronic funds transfer.  
i) offline            ii) Online            iii) Bank
7. \_\_\_\_\_ stands for “Business Process Outsourcing”.  
i) BPO            ii) BPL            iii) BSO
8. Business Process Outsourcing, which is simply another term for \_\_\_\_\_.  
i) Outdated            ii) Outstanding            iii) Outsourcing
9. \_\_\_\_\_ is a subset of outsourcing that involves the contracting of the operations and responsibilities of a specific business process to a third-party service provider.  
i) Business Process Outsourcing            ii) Business Public Outsourcing  
iii) Business people Outsourcing
10. \_\_\_\_\_ office outsourcing which includes internal business functions.  
i) Back            ii) Front            iii) Middle
- 4 b. Write the meaning of E-Business and Online Transactions 10  
Or
- 4 c. Explain the Meaning and categories of Business Process Outsourcing 10

**SECTION – V**

**5 a. Choose the correct answer and complete the sentence** **10x1=10**

1. \_\_\_\_\_ are moral principles that guide the way a **business** behaves.  
i) Social responsibility      ii) Business ethics      iii) Business problems
2. \_\_\_\_\_ are the rules of personal behaviour accepted by society.  
i) Social responsibility      ii) Business ethics      iii) Business problems
3. Ethics are also known as a “code of conduct.”  
i) Social responsibility      ii) Business ethics      iii) Business problems
4. You need to be \_\_\_\_\_ in all of your actions, and every communication you make.  
i) Honest      ii) Dishonest      iii) None
5. \_\_\_\_\_ of business refers to voluntary obligation on the part of business concerns to contribute for the welfare of the society.  
i) Social responsibility      ii) Business ethics      iii) Business problems
6. \_\_\_\_\_ Responsibility of business refers to all such duties and obligations of business directed towards the welfare of society.  
i) Business      ii) Social      iii) Public
7. \_\_\_\_\_ are those who provide finance by way of investment in debentures, bonds, deposit etc.  
i) Businessmen      ii) Producers      iii) Investors
8. \_\_\_\_\_ are the persons who own the business.  
i) Employees      ii) Owners      iii) Members
9. A \_\_\_\_\_ consists of individuals, groups, organizations, families etc.  
i) Members      ii) Owners      iii) Society
10. Ethics deals with the right actions of individuals.” Who said?  
(a) Peter F. Drucker      (b) C. S. Rao      (c) J. R. Betty

5 b. Explain the Principles of Business Ethics. 10

Or

5 c. Explain the Social Responsibility of Business towards different groups 10

\*\*\*\*\*

**GOVERNMENT OF KARNATAKA****DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION****JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)****Programme: DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED**

Course Code	<b>6414</b>	Semester	<b>I</b>
Course Title	<b>Financial Accounting - I</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>4 Hrs. / Week</b>
			<b>64 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] = 4 : 0 : 0</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Know Basic Knowledge of Financial Accounting
2. Understand the basic terms of accounting.
3. Understand the Methods of Recording various Business Transactions
4. Know the necessary Skills to maintain various Books of Accounts

**2. COURSE OUTCOMES**

At the end of the course, students will be able to

	<b>Course Outcome</b>
CO1	Acquire the Knowledge of basic principles of book-keeping necessary to maintain books of accounts.
CO2	Procure the basics of Journal and Ledger in preparation of Journal entry and Ledger account.
CO3	Acquire the knowledge of maintaining various Subsidiary books
CO4	Obtain the skills required to maintain different types of Cash books in business.
CO5	Obtain the knowledge to prepare trading account and to verify the arithmetical accuracy of ledger accounts

**3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK**

<b>COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE</b>							
<b>Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.</b>							
<b>Unit No</b>	<b>Unit name</b>	<b>Hour</b>	<b>Questions to be set for SEE</b>			<b>Marks Weightage</b>	<b>Hours Weightage (%)</b>
			<b>R/ U &amp; A</b>				
			<b>No of question of 1 Mark</b>	<b>No of question of 5 Marks</b>	<b>No of question of 10 Marks</b>		
1	BOOK KEEPING AND ACCOUNTING	11	10	-	02	30	20
2	JOURNAL AND LEDGER	18	10	-	02	30	20
3	SUBSIDIARY BOOKS	10	10	-	02	30	20
4	CASH BOOK	15	10	-	02	30	20
5	TRIAL BALANCE	10	10	-	02	30	20
<b>Total</b>		<b>64</b>	<b>50</b>	<b>-</b>	<b>10</b>	<b>150</b>	<b>100</b>

**4. DETAILS OF COURSE CONTENT**

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

<b>UNIT NO. AND NAME</b>	<b>UNIT SKILL SET</b>	<b>TOPICS / SUBTOPICS</b>	<b>HOURS L-T-P</b>
<b>UNIT-1 BOOK KEEPING AND ACCOUNTING</b>	Understand Basic Knowledge of Financial Accounting	1.1 Introduction to Book keeping -Meaning - Definition - Objectives of Book Keeping - Branches of Accounting (Meaning only) 1.2 Meaning - Definition - Objectives - Advantages – Disadvantages of Accounting – 1.3 Meaning of Accountancy - Differences between Book Keeping and Accounting 1.4 Differences between Accounting and Accountancy 1.5 Meaning of Single Entry and Double Entry System - Advantages - Disadvantages of Double Entry System of Accounting 1.6 Basic Terms used in Accounting 1.7 Accounting Equation 1.8 Rules of Accounting.	11-0-0
<b>UNIT-2 JOURNAL AND LEDGER</b>	Understand and Apply the Methods of Recording various Business Transactions in Journal and Ledger	2.1 Meaning - Uses – Steps - Proforma of Journal 2.2 Recording of Simple Journal Entries 2.3 Meaning - Uses - Proforma – Differences between Journal and Ledger 2.4 Posting of Journal Entries into Ledger Accounts 2.5 Balancing of Various Ledger entries 2.6 Problems on Simple Journal Entries. 2.7 Problems on Ledger Account	18-0-0

<p style="text-align: center;"><b>UNIT-3</b> <b>SUBSIDIARY BOOKS</b></p>	<p>Understand and apply how to maintain various Books of Accounts</p>	<p>3.1 Meaning - Uses - Types of Subsidiary Books 3.2 Proforma of Purchases - Sales - Purchases Returns - Sales Returns 3.3 Problems on Purchases Book 3.4 Problems on Sales book 3.5 Problems on Purchases Returns Book 3.6 Problems on Sales Returns 3.7 Journal Proper (Meaning Only).</p>	<p style="text-align: center;">10-0-0</p>
<p style="text-align: center;"><b>UNIT-4</b> <b>CASH BOOK</b></p>	<p>Understand and apply how to maintain cash Book</p>	<p>4.1 Meaning - Types of Cash Book 4.2 Problems on Single Column Cash Book 4.3 Problems on Three Column Cash Book 4.4- Meaning – Types of Petty Cash Book 4.5 Problems on Analytical Petty Cash Book</p>	<p style="text-align: center;">15-0-0</p>
<p style="text-align: center;"><b>UNIT-5</b> <b>TRIAL BALANCE</b></p>	<p>Understand and apply how to verify the Arithmetical Accuracy of Books of Accounts.</p>	<p>5.1 Meaning - Features – Performa of Trial Balance 5.2 Preparation of Trail Balance from the Ledger Account Balances 5.3 Problems on the Trail Balance</p>	<p style="text-align: center;">10-0-0</p>

**5. MAPPING OF CO WITH PO**

<b>CO</b>	<b>Course Outcome</b>	<b>PO Mapped</b>	<b>Unit Linked</b>	<b>CL R/U/A</b>	<b>Theory in Hrs.</b>	<b>Total Marks</b>
1	Acquire the Knowledge of basic principles of book-keeping necessary to maintain books of accounts.	1,2,3, 4,7	1	R/U/A	11	30
2	Procure the basics of Journal and Ledger in preparation of Journal entry and Ledger account.	1,2,3, 4,7	2	R/U/A	18	30
3	Acquire the knowledge of maintaining various Subsidiary books	1,4,5,6,7	3	R/U/A	10	30
4	Obtain the skills required to maintain different types of Cash books in business.	1,4,5, 6,7	4	R/U/A	15	30
5	Obtain the knowledge to prepare trading account and to verify the arithmetical accuracy of ledger accounts	1,4,5, 6,7	5	R/U/A	10	30
<b>Total</b>					64	150

## 6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Financial Accounting- I	CO1	3	1	1	2	1	1	1	1	1	1
	CO2	3	1	1	2	1	1	1	1	1	1
	CO3	3	1	1	2	1	1	1	1	1	1
	CO4	3	1	1	2	2	1	1	1	1	1
	CO5	3	1	1	2	1	1	1	1	1	1

**Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.**  
Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.  
If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3  
If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2  
If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1  
If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

## 7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- Teachers need to take the students on industrial visits to get them exposure on working environment.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

**8. SUGGESTED LEARNING RESOURCES:**

<b>Sl. No</b>	<b>Author</b>	<b>Title of Books</b>	<b>Publication / Year</b>
1	B.S. Raman	Accountancy Vol I	
2	Kadkol	Accountancy Vol I	
3	Dr. T V Raju & Dr. Shesha Murthy	Accountancy	Sapna Publications
4	CBSE/ICSE	NCERT Books of	

**9. COURSE ASSESSMENT AND EVALUATION CHART**

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUATION	IA Test	STUDENTS	Three tests (Average of Three tests will be Computed)	30	Blue Book	All Co's
		Assignment & Student activity		Average of MCQ +Quiz +Open book +Assignment	20	Activity Book	Specified CO by the Course Coordinator
				Total CIE Marks	50		
	SEE SEMESTER END EXAMINATION	Semester End Exam		End of the Course	50	Answer Scripts	All Co's
				Total	100		
INDIRECT ASSESSMENT	Student Feedback		STUDENTS	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

**10. COURSE ASSESSMENT SUMMARY**

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4 (MCQ / Quiz) At the end of 8 <sup>th</sup> Week	60 Minutes	20	Average of three 20 Marks
5	CIE Assessment 5 (Open book Test) At the end of 13 <sup>th</sup> Week	60 Minutes	20	
6	CIE Assessment 6 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
7	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 3 CIE assessments (4, 5 & 6) will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

**Note:**

1. SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
2. Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, three CIE (MCQ or Quiz/Open book test/student activity or assignment) each of 20 marks for the time duration of 60 minutes shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

**11. DETAILED COURSE CONTENTS**

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
<b>1. BOOK KEEPING AND ACCOUNTING</b>	Introduction to Book keeping Meaning-Definition of Book Keeping, Accounting, and Accountancy.	1	1,2,3, 4,5,7	1	11
	Objectives of Book-keeping and Accounting, Difference between book-keeping and Accounting- difference between Accounting and Accountancy.	1	1,2,3, 4,5,7	1	
	Advantages of Accounting –Disadvantages of Accounting, Meaning of Branches of Accounting	1	1,2,3, 4,5,7	1	
	Meaning of Single Entry and Double Entry Systems of Book Keeping. Advantages and disadvantages of Double entry system	1	1,2,3, 4,5,7	1	
	Basic Terms used in Accounting: Entity, Business Transaction,	1	1,2,3, 4,5,7	1	
	Cash Transaction, Credit Transaction, Goods, Purchases, Sales, Purchases Returns, Sales returns	1	1,2,3, 4,5,7	1	
	Stock, Opening Stock, Closing Stock, Debtor, Creditor	1	1,2,3, 4,5,7	1	
	Solvent, Insolvent, Assets, Liabilities, Equity, Capital, Drawings.	1	1,2,3, 4,5,7	1	
	Profit, Loss, Income, Gain, Trade Discount, Cash Discount	1	1,2,3, 4,5,7	1	
	Revenue, Expenditure. Voucher, Books of accounts, Account, On account.	1	1,2,3, 4,5,7	1	
	Folio, C/D, B/D, C/F, B/F, Classification of Accounts - Accounting Equation - Rules for Debit and Credit	1	1,2,3, 4,5,7	1	
<b>2. JOURNAL AND LEDGER</b>	Meaning of Journal – Uses of Journal – Proforma of Journal.	2	1,2,3, 4,5,7	1	18
	Steps in Journal Entries, Recording of Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Problems on Simple Journal Entries.	2	1,2,3, 4,5,7	1	
	Meaning of Ledger-Uses of Ledger, Proforma of Ledger Difference between Journal and Ledger,	2	1,2,3, 4,5,7	1	
Posting of Journal Entries into the concerned	2	1,2,3, 4,5,7	1		

	Ledger Accounts.				
	Balancing of Various Ledger entries	2	1,2,3, 4,5,7	1	
	Problems on Ledger Accounts.	2	1,2,3, 4,5,7	1	
	Problems on Ledger Accounts.	2	1,2,3, 4,5,7	1	
	Problems on Ledger Accounts.	2	1,2,3, 4,5,7	1	
	Problems on Ledger Accounts.	2	1,2,3, 4,5,7	1	
	Problems on Ledger Accounts.	2	1,2,3, 4,5,7	1	
<b>3. SUBSIDIARY BOOKS</b>	Meaning of Subsidiary Books – Types – Proforma -Uses of Subsidiary Books	3	4,5,6,7	1	10
	Problems on Purchases Book	3	4,5,6,7	1	
	Problems on Purchases Book	3	4,5,6,7	1	
	Problems on Sales book	3	4,5,6,7	1	
	Problems on Sales book	3	4,5,6,7	1	
	Problems on Purchases Returns Book	3	4,5,6,7	1	
	Problems on Purchases Returns Book	3	4,5,6,7	1	
	Problems on Sales Returns	3	4,5,6,7	1	
	Problems on Sales Returns	3	4,5,6,7	1	
	Journal Proper (Meaning Only).	3	4,5,6,7	1	
<b>4. CASH BOOK</b>	Meaning of Cash Book – Types of Cash Book	4	1,4,5,6,7	1	15
	Problems on Single Column Cash Book	4	1,4,5,6,7	1	
	Problems on Single Column Cash Book	4	1,4,5,6,7	1	
	Problems on Single Column Cash Book	4	1,4,5,6,7	1	
	Problems on Single Column Cash Book	4	1,4,5,6,7	1	
	Problems on Single Column Cash Book	4	1,4,5,6,7	1	
	Problems on Three Column Cash Book	4	1,4,5,6,7	1	
	Problems on Three Column Cash Book	4	1,4,5,6,7	1	
	Problems on Three Column Cash Book	4	1,4,5,6,7	1	
	Problems on Three Column Cash Book	4	1,4,5,6,7	1	
	Problems on Three Column Cash Book	4	1,4,5,6,7	1	
	Problems on Three Column Cash Book	4	1,4,5,6,7	1	
	Meaning – types of Petty Cash Book (Problems and solutions on Analytical petty cash book).	4	1,4,5,6,7	1	
	Problems on Analytical petty cash book.	4	1,4,5,6,7	1	
	Problems on Analytical petty cash book.	4	1,4,5,6,7	1	
Problems on Analytical petty cash book.	4	1,4,5,6,7	1		
<b>5. TRIAL BALANCE</b>	Meaning - Features –Performa of Trial Balance	5	1,4,5,6,7	1	10
	Preparation of Trail Balance from the Ledger Account Balances	5	1,4,5,6,7	1	
	Problems on the Trail Balance	5	1,4,5,6,7	1	
	Problems on the Trail Balance	5	1,4,5,6,7	1	
	Problems on the Trail Balance	5	1,4,5,6,7	1	
	Problems on the Trail Balance	5	1,4,5,6,7	1	

## C-21 Curriculum 2021-22 Computer Applications for the Visually Impaired

---

	Problems on the Trail Balance	5	1,4,5,6,7	1	
	Problems on the Trail Balance	5	1,4,5,6,7	1	
	Problems on the Trail Balance	5	1,4,5,6,7	1	
	Problems on the Trail Balance	5	1,4,5,6,7	1	
<b>Total</b>					<b>64</b>

**12. RUBRICS FOR ACTIVITY**

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
Marks	1. Unsatisfactory ( 59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction / Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organized and Understan d the importanc e of the topic	A well Organized and easy to understand the importanc e of the topic	
2.Focus on the Topic/ Contents	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understandi ng	Partially attempt is made to collect information in the context that shows little Understand ing	Attempt is made to collect informatio n in the context that Shows understand ing	Succeeds in collecting informatio n that shows understand ing	
3.Applications	Presentation is not clear	Meet task but lacks clarity and Consistency	Meet task but lacks some clarity and Consistency	Meet task clarity and Consistenc y	Presentati on is very clear	
<b>Average Marks of 3 Dimensions=</b>						<b>/3</b>
<b>Maximum 20 Marks</b>						

**13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE**

Sl.No.	SUGGESTED ACTIVITIES
1	Collect Vouchers/Bills on Purchases and Sales.
2	Collect Debit Note/Credit Note on Purchases and Sales Returns.
3	Collect information regarding various Cash Books used in Organization
4	Draft the Trail balance from the Ledger balance of a Sole

**14. MODEL QUESTION PAPER FOR SEE**

IC: 210

Code: 6414

Reg. No.									
----------	--	--	--	--	--	--	--	--	--

**FIRST SEMESTER DIPLOMA EXAMINATIONS, NOV/DEC 20  
FINANCIAL ACCOUNTING -I**

Time: 3 Hours

Max. Marks: 100

Instructions: In all the **Section a** is compulsory and answer **any One** full question from each **Section b or c.**

**SECTION – I**

**1.a. Fill in the blanks with appropriate word/ words: 10x1=10**

- \_\_\_\_\_ is the art of recording business transactions in a systematic manner.
- \_\_\_\_\_ of book keeping refers to any system of book keeping which is not a complete double entry system.
- \_\_\_\_\_ is a system of book keeping under which a complete record of each and every transaction is not kept.
- Physical or real properties or thing called \_\_\_\_\_ assets.
- A \_\_\_\_\_ refers to any business transaction which involves immediate payment or receipt of cash.
- \_\_\_\_\_ is a business transaction where the payment or the receipt of money is postponed to a future date.
- \_\_\_\_\_ is a business transaction, receiving of something and giving of something take place simultaneously but there is no exchange of cash.
- A \_\_\_\_\_ is a business transaction where there is no payment or receipt of cash either immediately or at a future date.
- The word \_\_\_\_\_ is derived from the French word assez which means enough.
- \_\_\_\_\_ means enough or sufficient things of value owned by a concern for carrying on the business.

1b. List the differences between Book Keeping and Accounting 10  
or

1c. State the differences between Single Entry & Double Entry Systems of Book Keeping. 10

**SECTION – II**

**2 a. Fill in the blanks with appropriate word/ words:** **10x1=10**

- 1.. The word journal is derived from the French word Jour means a \_\_\_\_\_
2. \_\_\_\_\_ means a daily record of transactions.
3. The art of recording a transaction in the journal is called \_\_\_\_\_
4. \_\_\_\_\_ is a daily record of business transaction.
5. The \_\_\_\_\_ is a book of prime, original or first entry as all business transactions are first recorded.
6. \_\_\_\_\_ of different persons, firms, companies or other concern with whom a trader deals are classified as personal account.
7. \_\_\_\_\_ of our property or possessions with the help of which we carry are classified as real accounts.
8. \_\_\_\_\_ of our various expenses, losses, profits or gains are classified as nominal or fictitious accounts.
9. \_\_\_\_\_ Debit the receiver and Credit the giver
10. \_\_\_\_\_ Debit what comes in and Credit what goes out

**2 b. Journalize the following transaction in the books of Mr.Navven** **10**

- July 2020
- 1 Commenced business with Cash Rs.40,000
  - 2 Paid into bank Rs.10,000
  - 3 Purchased goods for Cash Rs.12,000
  - 14 Purchased Machinery Rs.50,000
  - 15 Sold goods for Cash Rs.20,000
  - 18 Sold goods to Shankar on Credit for Rs.10,000
  - 20 Cash withdrawn from office for Personal use Rs.16,000
  - 23 Paid for Salary Rs.28,000
  - 29 Received Rent Rs.20,000
- Or

**2 c. Write out Cash account from the following transactions:** **10**

- April 2019
- 1 Kumar commenced his business with cash Rs.25,000
  - 3 Paid into bank Rs.5,000
  - 5 Cash Purchases Rs.3,500
  - 7 Purchase Furniture Rs.5,000
  - 15 Received Commission Rs.4,000
  - 28 Sold goods for cash Rs.5,000

**SECTION – III**

**3 a. Choose the correct answer and complete the sentence** **10x1=10**

1. The left hand side of an account is called as \_\_\_\_\_  
i) Credit      ii) Debit      iii) Assets      iv) Liability
2. Motor vans account is a \_\_\_\_\_ account.  
i) Real      ii) Nominal      iii) Personal      iv) None
3. Commission paid is an \_\_\_\_\_ to the business.  
i) Income      ii) Loss      iii) Expense      iv) Profit
4. Subsidiary books are the sub-divisions of the \_\_\_\_\_  
i) Trail balance      ii) Ledge      iii) Journal      iv) Trail Balance
5. Narration is a brief explanation to a \_\_\_\_\_ given within brackets.  
i) Ledger      ii) Journal entries      iii) Subsidiary books      iv) Trail Balance

6. Unsold goods lying in a business at the end of any given period is called \_\_\_\_\_  
i) Opening stock ii) Closing stock iii) Sales iv) Stock
7. The business man is said to be \_\_\_\_\_ when he is unable to pay his liabilities in full.  
i) Solvent ii) Insolvent iii) Creditor iv) Debtor
8. \_\_\_\_\_ is a statement of all ledger accounts.  
i) Final accounts ii) Trial balance iii) Balance sheet iv) Ledger
9. \_\_\_\_\_ is an error where a transaction is not recorded strictly according to the principles of double-entry.  
i) Omission ii) Principle iii) Commission iv) Both
10. The term journal is derived from \_\_\_\_\_ word jour.  
i) Dutch ii) French iii) Latin iv) French and Dutch
- 3b Enter the following Transactions in the Purchase Book of Mr. Malik 10  
April 2020 1 Bought from Sunil Kumar 80 bags of rice at Rs.1,300 Per bag.  
4 Bought from Madhu Sugar Mills Ltd ,40 bags of Sugar at Rs.40,000Per bag  
14 Bought from Kavi Flour Mill, Mysuru 30 bags of Wheat at Rs.6,000 Per bag.  
18 Bought from Rajath Tea Co.,Mysuru 40 bags of groundnut at Rs.8,000 per bag.  
29 Bought from Naveen ,Mysore 20 bags of Wheat flour at Rs.4,000 Per bag.

**Or**

- 3 c. Enter the following Transactions in their Proper Subsidiary Book 10  
February 2019 1 Purchased goods from Kamal Rs.2,000  
5 Sold goods to Varun Rs.200  
8 Purchased goods from Sathish 200  
10 Returned goods to Kamal Rs.100  
15 Sold goods to Naveena Rs.300  
20 Varun returned goods Rs.200

#### SECTION – IV

- 4 a. Choose the correct answer and complete the sentence 10x1=10**
- 1 Errors of \_\_\_\_\_ is an error where a transaction is completely omitted to be recorded.  
i) Omission ii) Principle iii) Commission iv) Both
2. The term contra is a \_\_\_\_\_ word.  
i) French ii) Dutch iii) Latin iv) French and Dutch
3. Purchase book is used for recording only \_\_\_\_\_ purchases of goods.  
i) Cash ii) Capital iii) Credit iv) Debit
4. \_\_\_\_\_ is a check on the accuracy of books of account.  
i) Trial balance ii) an account iii) Balance Sheet iv) Ledger
5. Goods actually returned by the customers are called \_\_\_\_\_ returns.  
i) Sales ii) Purchase iii) None iv) Both
6. \_\_\_\_\_ is a derived or secondary record.  
i) Journal ii) Trading account iii) Ledger iv) Trail Balance
7. Book keeping is the art of recording \_\_\_\_\_ transactions in a systematic manner.  
i) Cash ii) Business iii) Credit iv) Cash and Credit
8. Bank overdraft shown in \_\_\_\_\_ side of the Balance sheet.  
i) Assets ii) Liabilities iii) None iv) Both
9. \_\_\_\_\_ is a book of final entry.  
i) Ledger ii) Journal iii) Subsidiary book. iv) Trail Balance

10 \_\_\_\_\_ are physical commodities merchandise, products, articles or things in which a trader deals

- i) Cash      ii) Goods      iii) Both      iv) None

4b. Enter the following in Sri Sai Ram Simple Cash Book 10

March 2019

- 1 Balance of Cash in hand Rs.30,000
- 8 Purchased good for Cash for Rs.4,000
- 15 Sold goods for Rs.2500
- 20 Received Commission Rs.4,000
- 22 Paid Salary Rs.2,000
- 28 Received from Mr.Arun Rs.6,000
- 30 Paid to Mr. Karan Rs.2,000

**Or**

4c. Enter the following transactions in the Simple petty cash books 10

October 2020

- 2 Received cheque for Rs.1,500 to open the book
- 4 Paid Postage Rs.15
- 6 Paid taxi hire of Travelling Salesman Rs.200
- 8 Wages Paid Rs 200
- 13 Cart hire Paid on goods bought Rs.30
- 15 Purchase Stationery Rs.50
- 23 Paid for Advertisement Rs.60
- 28 Paid to Ravi Rs.300

**SECTION – V**

**5 a. Choose the correct answer and complete the sentence 10x1=10**

1. Goodwill is a \_\_\_\_\_ asset.  
i) Tangible      ii) Intangible      iii) None of the above      iv) Fixed
2. Bank overdraft shown in \_\_\_\_\_ side of the Balance sheet.  
i) Assets      ii) Liabilities      iii) None      iv) Both assets and Liability
3. Machinery account is a \_\_\_\_\_ account.  
i) Real      ii) Nominal      iii) Personal      iv) Both Personal and real
4. \_\_\_\_\_ refers to things or rights of value owned by a business.  
i) Liabilities      ii) Capital      iii) Assets      iv) Both assets and Liability
5. \_\_\_\_\_ means the passing of entries for transactions through journal.  
i) Journalising      ii) Journal,      iii) Posting      iv) Transferring
6. \_\_\_\_\_ entries are entered on both sides of three column cashbook.  
i) Debit      ii) Contra      iii) Credit      iv) Both debit and credit
- 7 Motor vans account is a \_\_\_\_\_ account.  
i) Real      ii) Nominal      iii) Personal      iv) Both Personal and Real
8. Furniture is a \_\_\_\_\_ asset.  
i) Tangible      ii) Intangible      iii) None of the above      iv) Fixed
9. \_\_\_\_\_ is a statement of all ledger accounts.  
i) Final accounts      ii) Trial balance      iii) Balance sheet      iv) Journal
10. \_\_\_\_\_ means the passing of entries for transactions through journal.  
i) Journalising      ii) Journal,      iii) Posting      iv) Transferring

**5b. Prepare a Trail Balance from the following: 10**

Capital      Rs.45, 000

,Sales	Rs.75000
Creditors	Rs.15, 000,
Purchases	Rs.75, 000
Wages	Rs.1, 200,
Machinery	Rs, 15000
Debtors	Rs.15, 000
,Cash in Hand	Rs.30, 000
Discount Received	Rs.1500,
Building	Rs.15,300

**Or**

5 c. Prepare a Trail Balance from the following:

10

Capital	Rs.48,000
,Machinery	Rs. 8,000
Sales	Rs. 80,000
,Interest received	Rs.8,000
Purchases	Rs.1,20,000
,General Expenses	Rs.16,000
Creditor	Rs.12,000
,Overdraft	Rs.12,000
Debtor	Rs .16,000

\*\*\*\*\*

## GOVERNMENT OF KARNATAKA

## DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION

## JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)

**Programme: DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED**

Course Code	<b>6415</b>	Semester	<b>I</b>
Course Title	<b>Computer Applications in Office-I</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Tutorial &amp; Practice</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b>
			<b>96 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] 0:2:4</b>
CIE Marks	<b>60</b>	SEE Marks	<b>40</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Know the various models of computers, components of computers and their Applications by using windows.
2. Preparing various business documents using MS - WORD and MS - EXCEL

**2. COURSE OUTCOMES**

At the end of the course, students will be able to

	<b>Course Outcome</b>
<b>CO1</b>	Acquire the knowledge of basics of Windows
<b>CO2</b>	Use MS -Word in preparing the official documents
<b>CO3</b>	Procure the knowledge of MS -Word and MS – Excel in real time problem.
<b>CO4</b>	Use different functions of MS – Excel in preparation of business calculations.

**3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE**

UNIT NO	UNIT TITLE	TEACHING HOURS	DISTRIBUTION LEVELS (Marks)			TOTAL
			R	U	A	
01	WINDOWS BASICS	18	-	-	-	-
02	MS-WORD	27	10	20	20	50
03	INTRODUCTION TO MS-EXCEL	24	-	-	-	-
04	MS EXCEL-Exercises	27	10	20	20	50
<b>Total</b>		<b>96</b>	<b>20</b>	<b>40</b>	<b>40</b>	<b>100</b>

**4. DETAILS OF COURSE CONTENT**

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill sets for achieving CO to attain identified skill sets:

UNIT NO.AND NAME	UNIT SKILL SET	TOPICS / SUBTOPICS	HOURS L-T-P
<b>UNIT-1</b> <b>WINDOWS BASICS</b>	Understand various models of computers, components of computers and their Applications by using windows	1.1 Logging on to Windows – Passwords its importance, Using Gadgets – Logging Off and Switching Users. Multi facts Authentication 1.2 Working with the Start Menu – Controlling Program Windows – Using Program Commands- Ping, Tracert, IPConfig-DNS 1.3 Using Desktop ICONS - My Computer – My Network Places- Control Panel 1.4 Working with Files and Folders – Moving, Copying, Deleting, Sharing and Restarting files and folders. Upload and Download file through FTP Site. 1.5 Using Essential Accessories - Starting and Using Text Editors - Type and Edit text in a document. 1.6 Save and Print a document file – Calculator – Simple Calculation using different features	0-3-15=18

<p style="text-align: center;"><b>UNIT-2</b> <b>MS-WORD</b></p>	<p>Understand and Apply Knowledge to Design and Create Office / General Documents &amp; Files</p>	<p>2.1 Preparation of Business Letter, Official Letter using features like Centering, Bold, Italic, Underlining, Right Justification, Left Justification, Line Spacing, Paragraphing, Bullets, Word Art, Clip Art, Both from Printed and Manuscript</p> <p>2.2 Preparation of Statements like Balance Sheet, Profit &amp; Loss Account, Other statements using Table with related Formatting &amp; Insertion Features, Both from Printed and Manuscript.</p> <p>2.3 Mail Merging</p> <p>2.4 Creation of File (Pamphlets), News Items, Template and PDF Conversation of File .</p> <p>2.5 Application of Page Setups in different Paper Sizes.</p>	<p>0-4-23=27</p>
<p style="text-align: center;"><b>UNIT -3</b> <b>INTRODUCTION TO MS-EXCEL</b></p>	<p>Understand MS – Excel in preparation of business calculations.</p>	<p>3.1 Spread Sheet</p> <p>3.2 Work Book</p> <p>3.3 Cell and Cell Address</p> <p>3.5 Range</p> <p>3.6 Different Types of Data, Entering different Types of Data</p> <p>3.7 Formatting Cells and Formula</p> <p>3.8 Mathematical and Logical Operations</p> <p>3.9 Pivot Table , Vlookup and Hlookup</p> <p>3.8 Auto Filling</p>	<p>0-4-20=24</p>
<p style="text-align: center;"><b>UNIT -4</b> <b>MS EXCEL</b></p>	<p>Understand and Apply Knowledge to Prepare various Tables ,Graphs &amp; Charts in MS - EXCEL</p>	<p>4.1 Preparation of different Types of Graphs &amp; Charts.</p> <p>4.2 Formatting the Graphs.</p> <p>4.3 Giving Title, Legends.</p> <p>4.4 Working with Multiple Worksheets and work book .</p> <p>4.5 Macros- Overview</p> <p>4.6 Printing of excel sheet</p>	<p>0-4-23=27</p>

## 5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Acquire the knowledge of basics of Windows	1,2,3,4,5,6,7	1	R/U/A	18	00
2	Use MS -Word in preparing the official documents	1,2,3,4,5,6,7	2	R/U/A	27	50
3	Procure the knowledge of MS -Word and MS – Excel in real time problem.	1,2,3,4,5,6,7	3	R/U/A	24	00
4	Use different functions of MS – Excel in preparation of business calculations.	1,2,3,4,5,6,7	4	R/U/A	27	50
<b>Total</b>					<b>96</b>	<b>100</b>

## 6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
<b>Computer Applications in Office-I</b>	CO1	3	2	1	1	1	1	2	3	1	1
	CO2	3	2	1	1	1	1	3	3	1	1
	CO3	3	2	1	1	1	1	2	3	1	1
	CO4	3	2	1	2	1	1	3	3	1	1

**Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.**

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

## 7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- By providing project work and filed work it creates an opportunity for students to get the wide range of exposure of different environments.
- Teachers by demonstrating screen reading software (NVDA and JAWS) which enables students to use computer.
- By providing the Real time problems for practice the students can look at the challenges in a fresh perspective.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contents in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

## 8. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	Ravi Khurana	Total Computer Applications	
2	Coray Sandler, Tom	Teach yourself Office 2000 for Windows	
3	A L Stevens	Teach Yourself Windows	
4	Ran Mansfield	Working in MS Office	

**9. COURSE ASSESSMENT AND EVALUATION CHART**

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
<b>DIRECT ASSESSMENT</b>	<b>CIE CONTINUOUS INTERNAL EVALUATION</b>	IA Test	<b>STUDENTS</b>	Two Tests (Theory)	20	Blue Book	All Co's
		Assignment & Student activity		Three Skill Tests (Practical)	20	Activity Book	Specified CO by the Course Coordinator
				Student Activity	20		
				Total CIE Marks	60		
	<b>SEE SEMESTER END EXAMINATION</b>	Semester End Exam		End of the Course	40	Answer Scripts	All Co's
				Total	100		
<b>INDIRECT ASSESSMENT</b>	Student Feedback		<b>STUDENTS</b>	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

**10 COURSE ASSESSMENT SUMMARY**

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 <sup>th</sup> Week (Theory Test)	60 Minutes	20	Average of two written tests 20 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 15 <sup>th</sup> Week (Theory Test)	60 Minutes	20	
3	CIE Assessment –3 At the end of 8 <sup>th</sup> Week (Practical Test)	60 Minutes	20	Average of three Practical tests 20 Marks
4	CIE Assessment –4 At the end of 10 <sup>th</sup> Week (Practical Test)	60 Minutes	20	
5	CIE Assessment 4 At the end of 13 <sup>th</sup> Week (Practical Test)	60 Minutes	20	
6	CIE Assessment 6 (Student Activity / Assignment) At the Beginning of 16 <sup>th</sup> Week	-	20	20 Marks
Total Continuous Internal Evaluation (CIE) Assessment				60
7	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	40
<b>Total Marks</b>				<b>100</b>

**Note:**

- SEE (Semester End Examination) is conducted for 100 Marks Practical courses for a time duration of 3 Hours.
- Two CIE (written test),(Theory Test ) each of 20 marks for a time duration of 60 minutes shall be conducted. Three CIE (Practical Test ) each of 20 marks for a time duration of 60 minutes shall be conducted Also, One CIE (student activity or assignment) of 20 marks shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
- Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

**11. DETAILED COURSE CONTENTS**

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
<b>1. WINDOWS BASICS</b>	Logging on to Windows – Passwords, Using Gadgets – Logging Off and Switching Users Multi facts Authentication	1	1,2,3,4,5,6,7	3	<b>18</b>
	Working with the Start Menu – Controlling Program Windows – Using Program Commands- Ping, Tracert, IPConfig-DNS	1	1,2,3,4,5,6,7	3	
	Using Desktop ICONS - My Computer – My Network Places- Control Panel	1	1,2,3,4,5,6,7	3	
	Working with Files and Folders – Moving, Copying, Deleting, Sharing and Restarting files and folders. Upload and Download file through FTP Site	1	1,2,3,4,5,6,7	3	
	Using Essential Accessories - Starting and Using Text Editors - Type and Edit text in a document.	1	1,2,3,4,5,6,7	3	
	Save and Print a document file – Calculator – Simple Calculation using different features.	1	1,2,3,4,5,6,7	3	
<b>2. GRADED EXERCISES IN MS-WORD</b>	Preparation of Business Letter using features like Centering, Bold, Italic, Underlining, Right Justification, Left Justification, Line Spacing, Paragraphing, Bullets, Word Art, Clip Art, Both from Printed and Manuscript	2	1,2,3,4,5,6,7	3	<b>27</b>
	Preparation of Business Letter using features like Centering, Bold, Italic, Underlining, Right Justification, Left Justification, Line Spacing, Paragraphing, Bullets, Word Art, Clip Art, Both from Printed and Manuscript	2	1,2,3,4,5,6,7	3	
	Preparation of Official Letter using features like Centering, Bold, Italic, Underlining, Right Justification, Left Justification, Line Spacing, Paragraphing, Bullets, Word Art, Clip Art, Both from Printed and Manuscript	2	1,2,3,4,5,6,7	3	
	Preparation of Official Letter using features like Centering, Bold, Italic, Underlining, Right Justification, Left Justification, Line Spacing,	2	1,2,3,4,5,6,7	3	

	Paragraphing, Bullets, Word Art, Clip Art, Both from Printed and Manuscript				
	Preparation of Statements like Balance Sheet using Table with related Formatting & Insertion Features, Both from Printed and Manuscript	2	1,2,3,4,5,6,7,1	3	
	Preparation of Statements like Profit & Loss Account, Other statements using Table with related Formatting & Insertion Features, Both from Printed and Manuscript	2	1,2,3,4,5,6,7	3	
	Mail Merging	2	1,2,3,4,5,6,7	3	
	Creation of File (Pamphlets), News Items, Template	2	1,2,3,4,5,6,7	3	
	Application of Page Setups in different Paper Sizes	2	1,2,3,4,5,6,7	3	
<b>3. INTRODUCTION TO MS-EXCEL</b>	Spread Sheet , Work Book	3	1,2,3,4,5,6,7	3	<b>24</b>
	Cell, Cell Address	3	1,2,3,4,5,6,7	3	
	Range	3	1,2,3,4,5,6,7	3	
	Different Types of Data, Entering different Types of Data	3	1,2,3,4,5,6,7	3	
	Formatting Cells and Formula	3	1,2,3,4,5,6,7	3	
	Mathematical and Logical Operations	3	1,2,3,4,5,6,7	3	
	Pivot Table , Vlookup and Hlookup	3	1,2,3,4,5,6,7	3	
	Pivot Table , Vlookup and Hlookup	3	1,2,3,4,5,6,7	3	
<b>4. GRADED EXERCISES IN MS EXCEL</b>	Preparation of different Types of Graphs & Charts	4	1,2,3,4,5,6,7	3	<b>27</b>
	Formatting the Graphs	4	1,2,3,4,5,6,7	3	
	Giving Title, Legends	4	1,2,3,4,5,6,7	3	
	Working with Multiple Worksheets	4	1,2,3,4,5,6,7	3	
	Working with Multiple Worksheets	4	1,2,3,4,5,6,7	3	
	Working with Multiple Work-books	4	1,2,3,4,5,6,7	3	
	Working with Multiple Work-books	4	1,2,3,4,5,6,7	3	
	Macros- Overview	4	1,2,3,4,5,6,7	3	
	Printing of excel sheet	4	1,2,3,4,5,6,7	3	

**12. RUBRICS FOR ACTIVITY**

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
Marks	1. Unsatisfactory ( 59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understandabl e Knowledge of the importance of the topic	Organized and Understand the importance of the topic	A well Organized and easy to understand the importance of the topic	
2.Focus on the Topic/ Contents	No Focus on the topic and No idea	Main idea is not clear and random Collection of information	Main idea is somewhat clear. but there is a need for more supporting information is general	Main idea is clear but the Supporting information is general	Well focused topic and main idea stands out and supported by detailed information	
3.Applications	Poor attempt in Understanding and Applications	Students need to understand more about the contents and apply.	Students is not able to understand Completely. However, applications needs improvement.	Students is able to understand but apply Partly the knowledge about the Contents	Students is able to understand and apply the knowledge about the Contents	
<b>Average Marks of 3 Dimensions=</b>						<b>/3</b>
<b>Maximum 20 Marks</b>						

**13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE**

<b>Sl. NO.</b>	<b>SUGGESTED ACTIVITIES</b>
1	Prepare a news item using Column feature in MS WORD about the Independence Day Celebrations held in your Polytechnic
2	Prepare a Business Letter enquiring the rates for 5 items which your Firm wants to buy from the Supplier using MS WORD
3	Prepare a Table to show Name, Age, Total Salary in Rupees, Date of Joining and Years of Experience of 10 Employees of an Organization in MS EXCEL using suitable Data Types in different Columns and give the Heading as "Details of Employees". Enter the necessary data
4	Prepare a Table to show Name, Age, Total Salary in Rupees, Date of Joining and Years of Experience of 10 Employees of an Organization in MS EXCEL using suitable Data Types in different Column
5	For the "Details of Employees" Table, add additional Columns Basic Pay, DA at 10% and add data of another 10 Employees using Auto Filling, Formatting of Cells. Calculate the DA using required formula

**14 MODEL QUESTION PAPER FOR CIE AND SEE**

Course & Programme: Computer Applications for the Visually Impaired	
Semester: I	
Subject : Computer Applications in Office – I	Max Marks : 100
Course Code : 6415	
Duration : 3 Hr	
Name of the course coordinator:	Test : I
Note: Student has to conduct any one experiment in the CIE and SEE	
Questions	
1. Preparation of Business Letter using features like Centering, Bold, Italic, Underlining, Right Justification, Left Justification, Line Spacing, Paragraphing, Bullets 25 Marks	
2. Preparation of Official Letter using features like Centering, Bold, Italic, Underlining, Right Justification, Left Justification, Line Spacing, Paragraphing, Bullets 25 Marks	
3. Preparation of Statements like Profit & Loss Account, Other statements using Table with related Formatting & Insertion Features 25 Marks	

**MODEL OF RUBRICS / CRITERIA FOR ASSESSING STUDENT ACTIVITIES**

Course & Programme: Computer Applications for the Visually Impaired	
Semester: I	
Subject : Computer Applications in Office – I	Max Marks : 100
Course Code : 6415	
Duration : 3 Hr	
Name of the course coordinator:	Test : II
Note: Student has to conduct any one experiment in the CIE and SEE	
Questions	
1. Briefly explain Work book, Spread Sheets, Cell and Cell Address	25 Marks
2. What do you mean by Data? Explain different types of Data which are generally used in MS EXCEL	25 Marks
3. Prepare a Salary bill of 10 Employees of an Organization showing the details of Basic Pay, DA @ 50%, HRA 15%, CCA @ 5%, Gross Salary, Deductions of LIC @ 6%, Group Insurance @ 1% and Net Salary. All percentages to be calculated on the basis of Basic Pay. Percentages, Gross Salary, Net Salary to be calculated based on Formula	25 Marks
4. Prepare a Result Analysis of 10 Students in 7 Courses showing the details of Max. Marks, Marks Obtained, Percentage in Each Course, Total Marks and Overall Percentage. Prepare a suitable chart to show the Result Analysis with suitable Heading and Legends	25 Marks

**15. SCHEME OF EXAMINATION FOR BOTH CIE AND SEE:**

Sl. No	Particulars	Marks
1	Writing	20
2	Execution	50
3	Record	10
4	Viva-voce	20
<b>Total</b>		<b>100</b>

\*\*\*\*\*

GOVERNMENT OF KARNATAKA

**DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION**  
**JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)**

**Programme: DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED**

Course Code	-	Semester	I
Course Title	<b>English Computer Typing (Practice Only)</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b>
			<b>96 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] 0:2:4</b>
CIE Marks	-	SEE Marks	-

**1. COURSE SKILL SET**

The students shall be able to:

1. Demonstrate & Describe the important parts of keyboard, space bar, etc., and functions of the Computer Key Board.
2. Practicing of words in different fingers.
3. Locate the various punctuation marks and identifying the different punctuation marks and adhere to the spacing after punctuation marks in the Computer Key Board.
4. Understanding the method of paragraphing and sub-paragraphing also setting of the margins on the Computer for A4 size paper.

**2. COURSE OUTCOMES**

At the end of the course, students will be able to

	<b>Course Outcome</b>
<b>CO1</b>	Understand the Parts of Keyboard and its uses, Method of Fingering and Chart indicating the arrangement of Alphabets and Home Keys.
<b>CO2</b>	Use Different Rows of the Key Board.
<b>CO3</b>	Operate Figures, Special Characters, Punctuation Marks, Combination of Signs, Practicing of Words, Sentences, Paragraphs etc.
<b>CO4</b>	Type the Text Speedily and Accurately by setting margins.

**3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE**

<b>COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE</b>							
<b>Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.</b>							
<b>Unit No</b>	<b>Unit name</b>	<b>Hour</b>	<b>Questions to be set for SEE</b>			<b>Marks Weightage</b>	<b>Hours Weightage (%)</b>
			<b>R/ U /A</b>				
			<b>No of question of 1 Mark</b>	<b>No of question of 5 Marks</b>	<b>No of question of 10 Marks</b>		
1	Typing Posture – Touch System – Practicing of positioning fingers on the computer key board	10	-	-	-	-	-
2	Introducing to the Key Board – Drill to Develop Key Locations	25	--	-	-	-	-
3	Drill to Develop Accuracy and Speed in Typewriting – Words, Sentences and Paragraphs	46	-	-	-	-	-
4	Typing of Figures, Special Characters and Punctuation Mark, Combination of Signs.	15	-	-	-	-	-
<b>Total</b>		<b>96</b>	-	-	-	-	-

#### 4. DETAILS OF COURSE CONTENT

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

UNIT NO. AND NAME	UNIT SKILL SET	TOPICS / SUBTOPICS	HOURS L-T-P
Unit -1 Typing Posture – Touch System – Practicing of positioning fingers on the computer key board	Demonstrate & Describe the important parts of keyboard, space bar, etc.,	1.1 Typing Posture – Touch System – Practicing of positioning fingers on the computer key board	0-10-0
Unit -2 Introducing to the Key Board – Drill to Develop Key Locations	Demonstrate & Describe the important parts of functions of the Computer Key Board.	2.1 Introducing to the Key Board – Drill to Develop Key Locations	0-25-0
Unit -3 Drill to Develop Accuracy and Speed in Typewriting – Words, Sentences and Paragraphs	Practicing of words in different fingers.	3.1 Drill to Develop Accuracy and Speed in Typewriting – Words, Sentences and Paragraphs	0-46-0
Unit -4 Typing of Figures, Special Characters and Punctuation Mark, Combination of Signs	Locate the various punctuation marks and identifying the different punctuation marks and adhere to the spacing after punctuation marks in the Computer Key Board.	4.1 Typing of Figures, Special Characters and Punctuation Mark, Combination of Signs.	0-15-0

#### 5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1.	Understand the Parts of Keyboard and its uses, Method of Fingering and Chart indicating the arrangement of Alphabets and Home Keys.	1,2,3,4,5,6,7	1	R/U/A	10	-
2.	Use Different Rows of the Key Board.	1,2,3,4,5,6,7	2	R/U/A	25	-
3.	Operate Figures, Special Characters, Punctuation Marks, Combination of Signs, Practicing of Words, Sentences, Paragraphs etc.	1,2,3,4,5,6,7	3	R/U/A	46	-
4.	Type the Text Speedily and Accurately by setting margins.	1,2,3,4,5,6,7	4	R/U/A	15	-
Total					96	

**6. LEVELS OF CO, PO AND PSO MAPPING**

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
<b>English Computer Typing (Practice Only)</b>	CO1	3	1	1	1	2	1	2	2	1	1
	CO2	3	1	1	1	1	1	2	2	1	1
	CO3	3	1	1	1	1	1	2	2	1	1
	CO4	3	1	1	1	1	1	2	2	1	1
	CO5	3	1	1	1	2	1	2	2	1	1

**Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.**  
Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.  
If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3  
If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2  
If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1  
If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

**7. INSTRUCTIONAL STRATEGY**

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers by demonstrating screen reading software (NVDA and JAWS) which enables students to use computer.
- By providing the Real time problems for practice the students can look at the challenges in a fresh perspective.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contents in depth.
- Providing the Typing Master links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

**8. SUGGESTED LEARNING RESOURCES:**

<b>Sl. No</b>	<b>Author</b>	<b>Title of Books</b>	<b>Publication / Year</b>
1	S.R.Siddaraju	English Typewriting Text Book	

## **9. DETAILED COURSE CONTENTS**

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1. Typing Posture – Touch System – Practicing of positioning fingers on the computer key board	Demonstrate & Describe the important parts of keyboard, space bar, typeset, type bars functions of the typewriters	1	1,2,3,4,5,6,7	3	10
	Typing Posture – Touch System	1	1,2,3,4,5,6,7	7	
2. Use Different Rows of the Key Board	Beginners Exercise 1-23	2	1,2,3,4,5,6,7	25	25
3. Drill to Develop Accuracy and Speed in Typewriting – Words, Sentences and Paragraphs	Speed Development Exercise-1 to 16	3	1,2,3,4,5,6,7	16	46
	Drill to Develop Accuracy and Speed in Typewriting - Sentences and Paragraphs	3	1,2,3,4,5,6,7	30	
4. Typing of Figures, Special Characters and Punctuation Mark, Combination of Signs	Typing of Figures, Special Characters and Punctuation Mark, Combination of Signs.	3	1,2,3,4,5,6,7	15	15
<b>Total</b>					<b>96</b>

\*\*\*\*\*

**GOVERNMENT OF KARNATAKA**  
**DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION**  
**JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)**

**Programme: DIPLOMA IN COMPUTER APPLICATIONS FOR THE VISUALLY IMPAIRED**

Course Code	-	Semester	I
Course Title	<b>Psychology and Counseling - I</b>	Course Group	<b>Audit</b>
Type of Course	<b>Lecture</b>	Total Contact Hours	<b>2 Hrs. / Week</b>
			<b>32 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] 2:0:0</b>
CIE Marks	<b>50</b>	SEE Marks	-

**1. COURSE SKILL SET**

At the end of the course the students shall be able to:

1. Understand basics of psychology and its importance.
2. Build cognitive ability.
3. Practice to control the emotions effectively.
4. Manage stress effectively.

**2. COURSE OUTCOMES**

At the end of the course, the students shall be able to

<b>Course Outcomes</b>	
<b>CO 1</b>	Acquire and apply knowledge about self-development for better quality of life.
<b>CO 2</b>	Obtain knowledge to improve cognitive ability.
<b>CO 3</b>	Acquire verbal and non verbal communication.
<b>CO 4</b>	Develop basic knowledge on emotion management.
<b>CO 5</b>	Obtain basic knowledge on stress management.

**3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARKS**

<b>UNIT NO</b>	<b>UNIT TITLE</b>	<b>TEACHING HOURS</b>	<b>MARKS</b>
01	Introduction to Psychology & Self-development	06	10
02	Cognition	08	10
03	Communication	06	10
04	Emotions	06	10
05	Stress and Resilience	06	10
Total		32	50

**4. DETAILS OF COURSE CONTENTS**

The following topics / subtopics are to be taught and accessed in order to develop Unit Skill sets for achieving CO to attain identified skill sets:

UNIT NO.	SKILLS	TOPICS / SUBTOPICS	HOURS
UNIT-1 INTRODUCTION TO PSYCHOLOGY & SELF-DEVELOPMENT	Understand psychology, Mind and body relationship which helps in understanding self. Understanding and incorporation self-development and self-confidence.	1.1 Introduction to psychology. 1.2 Mind-body relationship. 1.3 Self-development. 1.4 Self-confidence.	06
UNIT-2 COGNITION	Understand what is thinking. Techniques of learning and improve learning skills. Understand memory and improving memory skills.	2.1 Thinking. 2.2 Learning. 2.3 Memory.	08
UNIT-3 COMMUNICATION	Understand effective communication skills and adapt them.	3.1 Effective communication 3.2 Types of communication among differently abled: a) Verbal/sign language Communication b) Non Verbal Communication c) Written communication d) Visual communication 3.3 Improving relations with the help of communication.	06
UNIT - 4 EMOTIONS	Understand the emotions and learn how to cope with it. Learn anger management techniques.	4.1 Different types of emotions. 4.2 Coping with emotion. 4.3 Emotional intelligence. 4.4 Anger Management	06
UNIT - 5 STRESS AND RESILIENCE	Understand stress and its roots. Learn stress management and coping mechanism. Develop resilience.	5.1 Understanding stress 5.2 Stress Management 5.3 Coping Mechanism 5.4 Resilience.	06

**5. MAPPING OF CO WITH PO**

CO	Course Outcome	PO Mapped	Unit	CL R/U/A	Theory in Hrs.
1	Acquire and apply knowledge about self-development for better quality of life.	1,5,6,7	1	R/U/A	06
2	Obtain knowledge to improve cognitive ability.	1,5,6,7	2	R/U/A	08
3	Acquire verbal and non verbal communication.	1,5,6,7	3	R/U/A	06
4	Develop knowledge on emotion management.	1,5,6,7	4	R/U/A	06
5	Obtain knowledge on stress management.	1,5,6,7	5	R/U/A	06
<b>Total</b>					<b>32</b>

**6. LEVELS OF CO AND PO MAPPING**

Psychology and Counselling Course outcomes	Programme Outcomes						
	1	2	3	4	5	6	7
CO1	2	0	0	0	3	1	2
CO2	2	0	0	0	3	1	2
CO3	2	0	0	0	3	1	2
CO4	2	0	0	0	3	1	2
CO5	2	0	0	0	3	1	2

**Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.**

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.  
 If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3  
 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2  
 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1  
 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

**7. COURSE ASSESSMENT AND EVALUATION CHART**

Sl. No	Assessment	Duration	Max. Marks	Conversion
1.	CIE Assessment 1 (Activity) - At the end of 3 <sup>rd</sup> week	60 minutes	10	Total of all the CIE assessments.
2.	CIE Assessment 2 (Activity) - At the end of 7 <sup>th</sup> week	60 minutes	10	
3.	CIE Assessment 3 (MCQ/Quiz) - At the end of 10 <sup>th</sup> week	60 minutes	10	
4.	CIE Assessment 4 (Activity) - At the end of 13 <sup>th</sup> week	60 minutes	10	
5.	CIE Assessment 5 (MCQ/Quiz) - At the beginning of 16 <sup>th</sup> week	60 minutes	10	
Total Continuous Internal Evaluation (CIE) Assessment				50
<b>Total Marks</b>				<b>50</b>

**8. INSTRUCTIONAL STRATEGY**

- Emphasis on demonstration based learning activities.
- Involve the students in the group discussions.
- Explain the students with real time problems.
- Providing the course materials in soft copy, power point presentation and hard copy to revise the contains in depth.
- Encourage innovative teaching by providing online references.

9. DETAILED COURSE CONTENTS					
UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1. Introduction & Self- development	Introduction to psychology.	1	1,5,6,7	1	06
	Mind-body relationship.	1	1,5,6,7	1	
	Self-development.	1	1,5,6,7	1	
	Self-confidence.	1	1,5,6,7	1	
	Activity on self confidence	1	1,5,6,7	2	
2. Cognition	Thinking.	2	1,5,6,7	1	08
	Learning.	2	1,5,6,7	1	
	Memory.	2	1,5,6,7	1	
	Activity on thinking	2	1,5,6,7	1	
	Activity on learning	2	1,5,6,7	1	
	Activity on memory	2	1,5,6,7	2	
	CIE Assessment 2	2	1,5,6,7	1	
3. Communication	Effective communication	3	1,5,6,7	1	06
	Types of communication among differently abled: a) Verbal/sign language Communication b) Non Verbal Communication c) Written communication	3	1,5,6,7	1	
	Improving relations with the help of communication.	3	1,5,6,7	1	
	Individual activity on communication	3	1,5,6,7	1	
	Group activity on communication	3	1,5,6,7	1	
	CIE Assessment 3	3	1,5,6,7	1	
	4. Emotions	Different types of emotions.	4	1,5,6,7	
Coping with emotion. Emotional intelligence.		4	1,5,6,7	1	
Anger Management.		4	1,5,6,7	1	
Activity on understanding emotions.		4	1,5,6,7	1	
Activity on anger management.		4	1,5,6,7	1	
5. Stress and Resilience	Understanding stress	5	1,5,6,7	1	06
	Stress Management	5	1,5,6,7	1	
	Coping Mechanism	5	1,5,6,7	1	
	Resilience	5	1,5,6,7	1	
	Activity on resilience techniques	5	1,5,6,7	2	
				<b>Total</b>	<b>32</b>

### 10. SUGGESTED LIST OF STUDENTS ACTIVITIES

Sl. No	Suggested Activities
1	Puzzle activity- to build their creativity.
2	Individual tasks in the classroom stage to build confidence
3	Healthy competitions to know their caliber and learn to encourage and support each other.
4	Group discussions

### 11. SUGGESTED LEARNING REFERENCES

Sl.No	References
1	Introduction to Psychology by Morgan and king
2	Social Psychology by Shelley E. Taylor
3	Positive Psychology by Baumgardner Steve Crothers Marie
4	13 Things Mentally Strong People Don't Do by Amy Morin
5	The Righteous Life by A.P.J. Abdul Kalam
6	<a href="https://www.youtube.com/watch?v=8PpE8eqEsnU">https://www.youtube.com/watch?v=8PpE8eqEsnU</a>
7	<a href="https://www.youtube.com/watch?v=Z6SGZ_UpIZM">https://www.youtube.com/watch?v=Z6SGZ_UpIZM</a>

\*\*\*\*