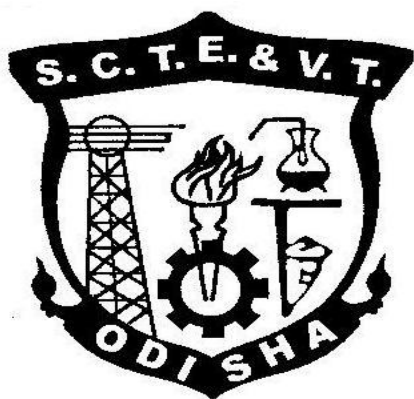


CURRICULLUM OF 1ST SEMESTER
FOR
DIPLOMA IN MODERN OFFICE MANAGEMENT
(EFFECTIVE FROM 2018-19 SESSIONS)



STATE COUNCIL FOR TECHNICAL EDUCATION
&
VOCATIONAL TRAINING, ODISHA, BHUBANESWAR

The Syllabus of Modern Office Management course has been restructured after incorporating valuable suggestions from the following educationists for better appreciation of the students in the current market scenario.

- Sri. B. Badhai, Controller of Examination, SCTE & VT,BBSR
- Smt. Nilima Sahu, Principal I/C , GP, BBSR
- Dr. Rabindra Kumar Swain, Asst. Professor, PG Dept. of Commerce, Utkal University, Vani Vihar,BBSR
- Smt. Kalpana Panigrahi, Sr. Lecturer,IT, GP, BBSR
- Sri Ashok Kumar Rath, Principal I/C GP, Puri
- Sri Laxmi Kanta Nayak, Principal I/C , GP, Bhadrak
- Sri R. K Choudhury, Lecturer(MOM),GP, BBSR
- Dr. M. Sahoo, Lectuer (MOM) , GP, BBSR
- Smt. S. S. Sahoo, Lecturer(Humanities), GP, BBSR
- Dr. Bandita Satpathy, Lecturer, English, GP, BBSR
- Smt. Dipti Mishra, ATO, Stenography, GP, BBSR
- Smt. Archana Tripathy, Lecturer, Computer Science & Engineering

HOD I/C

Dept. of MOM

GP, BBSR

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

TEACHING AND EVALUATION SCHEME FOR 1st Semester (w.e.f 2018-19)

Sl. No.	Subject	Periods/week			Evaluation Scheme			
		L	T	P	Internal Assessment/ Sessional	End Sem Exams	Exams (Hours)	Total
	Theory							
Th.1	Computer Application	4	-	-	20	80	3	100
Th.2	Financial Accounting	5	-	-	20	80	3	100
Th.3	Micro Economics	5	-	-	20	80	3	100
Th.4	Business Studies	5	-	-	20	80	3	100
	<i>Total</i>	19	-	-	80	320	-	400
	Practical							
Pr.1	Computer Application Lab	-	-	4	50	50	3	100
Pr.2	Stenography & DEO	-	-	5	50	50	3	100
Pr.3	Soft Skill & Personality Development I	-	-	4	50	50	3	100
Pr.4	Seminar	-	-	4	50	-	3	50
	Student Centred Activities (SCA)		-	3	-	-	-	-
	<i>Total</i>	-	-	20	200	150	-	350
	Grand Total	19	-	20	280	470	-	750

Abbreviations: L-Lecturer, T-Tutorial, P-Practical . Each class is of minimum 55 minutes duration

Minimum Pass Mark in each Theory subject is 35% and in each Practical subject is 50% and in Aggregate is 40%

SCA shall comprise of Extension Lectures/ Personality Development/ Environmental issues /Quiz /Hobbies/ Field visits/ cultural activities/Library studies etc.

There shall be 1 Internal Assessment done for each of the Theory Subject. Sessional Marks shall be total of the performance of individual different jobs/ experiments in a subject throughout the semester

TH. 1. COMPUTER APPLICATION

Periods / week: Theory 04

Total periods: 60

Theory: 80 Marks (End Exam)

Mid Sem: 20 Marks

Topic Wise distribution of periods

Sl. No.	Topics	Periods
1	Computer Organisation	10
2	Computer Software	10
3	Windows	5
4	Word Processing	10
5	Computer Network And Internet	10
6	Spread Sheet	10
7	File Management and Data Processing	5
	TOTAL	60

UNIT I: COMPUTER ORGANISATION

- 1.1 Introduction to Computer ,Evolution of Computers
- 1.2 Generation of Computers, Classification of Computers
- 1.3 Basic Organization of Computer (Functional Block diagram)
- 1.4 Input Devices, CPU & Output Devices
- 1.5 Computer Memory and Classification of Memory

UNIT II: COMPUTER SOFTWARE

- 2.1 Software concept, System software
- 2.2 Application software Overview of Operating System Objectives and Functions of O.S
- 2.3 Types of Operating System: Batch Processing, Multiprogramming, Time Sharing OS, Features of DOS, Windows and UNIX
- 2.4 Programming Languages Compiler, interpreter Computer Virus, Different Types of computer Virus , Detection and prevention of Virus
- 2.5 Application of computers in different Domain

UNIT III: WINDOWS

- 3.1 Window, Desktop, Mouse, Maximizing, Minimizing, Restoring and Closing window
- 3.2 Start Menus, Control Panel, Managing Multiple Windows, Arranging Icons, Creating New Folders
- 3.3 My Computer, Windows Explorer, Coping and Moving of Files
- 3.4 Recycle Bin to Restore Items, Managing Forts, Finding Files and Folder

UNIT IV: FILE MANAGEMENT AND DATA PROCESSING

- 4.1 Concept of File and Folder
- 4.2 File Access and Storage methods.
- 4.3 Sequential, Direct, ISAM Data Capture, Data storage
- 4.4 Data Processing and Retrieval

UNIT V: WORD PROCESSING

- 5.1 Creating Words, Creating a Document, Saving in a File, Printing, Resaving and Closing
- 5.2 Creating a New Document, Opening a Document, Curser Movement, Editing, Selecting, Deleting and Replacing the Texts
- 5.3 Undoing and Redoing, Saving with a new Moving Text, Copy, Smart Cut and Paste, Copy Text to another File, Formatting Using the Front Dialog Box, Paragraph Formatting
- 5.4 Bullets and Numbering, Hanging Paragraph, Moving to Specific Page, Finding Text Replace Command, Checking Spelling and Grammar, Auto Correct, Auto Text, Auto
- 5.5 Complete, Page Setup, Page Breaks, Borders and Shading, Opening and Closing Toolbars, Print Preview, Zoom

UNIT VI: SPREAD SHEET

- 6.1 Excel, Organization of Worksheet Area, Entering Number
- 6.2 Formula and Data, Aligning Data in Cells, Editing, Range
- 6.3 Changing the Column Width Moving an Copying
- 6.4 Inserting and Deleting the Rows and Columns, Creating Charts, Statistical, Mathematical and Financial Function

UNIT VII: COMPUTER NETWORK AND INTERNET

- 5.1 Networking concept, Protocol, Connecting Media
- 5.2 Data Transmission mode Network Topologies, Types of Network
- 5.3 Networking Devices like Hub, Repeater, Switch, Bridge, Router, and Gateway & NIC Internet Services like E-Mail, WWW, FTP and Chatting
- 5.4 Internet Conferencing, Electronic Newspaper & Online Shopping, Different types of Internet connectivity and ISP
- 6.4 Inserting and Deleting the Rows and Columns, Creating Charts, Statistical, Mathematical and Financial Function

Syllabus coverage upto Mid-Sem

- 1. Unit 1
- 2. Unit 2
- 3. Unit 3

Books Recommended

1. Computer Fundamentals and Programming in C , Reema Thareja, Oxford University Press
2. Computer Fundamentals, E. Balaguruswamy, TMH
3. Text Book of Computer Application, S.K. Das and Susmita Mallick, Kalyani Publishers
4. Computer Application , B.B. Mohanty, Kalyani Publishers

Able to: -

CO1: Understand and explain the structure of computer and apply software in different domain.

CO2: Create and design various documents.

CO3: Apply networking concept as per demand.

Mapping Between CO-PO/PSO

Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Th.1 Computer Fundamentals	CO1	1	2	3	-	-	3	3	3	2
	CO2	2	-	2	-	-	3	3	3	2
	CO3	2	-	-	-	2	3	3	2	2
Total Course Outcome		5	2	5	0	2	9	9	8	6
Average Course Outcome		1.7	2.0	2.5	0.0	2.0	3.0	3.0	2.7	2.0

TH .2: FINANCIAL ACCOUNTING

Periods / week: Theory- 05

Total periods: 75

End Exam Theory: 80

Mid Sem: 20 Marks

Topic- wise distribution of periods with marks:

Sl. No.	Topics	Periods
01	Meaning and Scope of accounting	20
02	Capital and Revenue	15
03	Accounting for Depreciation & Rectification of Error	15
04	Accounting of non-trading concern	10
05	Partnership Accounts	15
	Total	75

UNIT- I MEANING OF SCOPE OF ACCOUNTING:

- 1.1 Need and definition of accounting
- 1.2 Accounting: A language of Business, Book Keeping & Accounting,
- 1.3 Persons interested in accounting, Branches of accounting, Objectives of accounting, Accounting Equation,
- 1.4 Accounting as an Information System
- 1.5 Accounting Principles : International Accounting Standards and Accounting Standards in India(Concepts & conversations)
- 1.6 Accounting Transactions: Accounting cycles, Journals , Rules of debit and credits,
- 1.7 Compound journal entry, opening entry, Closing Entry.
- 1.8 Relationship between journals and ledger, rules regarding posting
- 1.9 Trial Balance, Subsidiary books

UNIT-II CAPITAL AND REVENUE:

- 2.1 Classification of incomes and expenditures
- 2.2. Classification of Receipts.
- 2.3. Final Accounts of Sole Trade Business: Manufacturing Accounts
- 2.4. Trading Accounts, Profit and Loss Accounts
- 2.5. Balance sheet, Adjustment entries

UNIT-III ACCOUNTING FOR DEPRECIATION & RECTIFICATION OF ERRORS:

- 3.1 Concepts of depreciations, causes of depreciation
- 3.2 Depletion, amortization, depreciation accounting
- 3.3 Methods of recording depreciation, provision and reserves
- 3.4 Rectification of errors: Classification of errors, location of errors
- 3.5 Suspense accounts

UNIT-IV ACCOUNTING OF NON-TRADING CONCERN

- 4.1 Receipts and Payment accounts
- 4.2 Income and Expenditure Accounts, Balance Sheet

UNIT-V PARTNERSHIP ACCOUNTS

- 5.1 Final accounts, Joint life policy, and profit sharing ratio
- 5.2 Reconstruction of partnership firm: Admission of partner
- 5.3 Retirement and death of partner

SYLLABUS COVERAGE UPTO MID-SEM

- 1. Unit 1
- 2. Unit 2
- 3. Unit 3 (3.1)

References Books:

- 1. Financial Accounting: Jain, S.P and K.L.Narang, kalayani publishers New Delhi
- 2. Advanced Accounts: Shukla,M.C,T.S,Grewal and S.C Gupta,Vol. I, S.chand & Co. New Delhi
- 3. Financial Accounting: Maheshwari, S.N and S.K Maheshwari. Vikas Publishing House, New Delhi.

Able to: -

CO1: Understand meaning and scope of accounting.

CO2: Interpret accounting of both trading and non-trading concern.

CO3: Manage financial audit and account verification.

Mapping Between CO-PO/PSO

Mapping Between CO-PO/PSO										
Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Financial Accounting Th 2	CO1	2	1	-	-	1	2	2	3	2
	CO2	-	2	2	-	2	-	3	3	2
	CO3	-	-	-	3	3	2	2	2	3
Total Course Outcome		2	3	2	3	6	4	7	8	7
Average Course Outcome		2	1.5	2	3	2	2	2.33	2.67	2.33

TH. 3. MICRO-ECONOMICS

Periods / week: Theory 05
Total periods: 75

Theory: 80 Marks (End Exam)
Mid Sem: 20 Marks

Topic- wise distribution of periods with marks:

Sl. No.	Topics	Periods
01	Introduction	15
02	Production functions	20
03	Market structures	15
04	Monopolistic competition	15
05	Factors Pricing	10
	Total	75

UNIT-I INTRODUCTION :

- 1.1 Meaning & definitions of Economics and nature of Economics.
- 1.2 Elasticity of Demands: concepts and measurements of elasticity of demands: Price, income and cross elasticity.
- 1.3 Average revenue, marginal revenue and elasticity of demand
- 1.4 Determinants of elasticity of demand, importance of elasticity of demand.

UNIT- II PRODUCTION FUNCTIONS:

- 2.1 Law of variable proportions,
- 2.2 Economics regions and optimum factor combinations
- 2.3 Expansion path: Returns of scale: Internal and external economics and dis - economics.

UNIT- III MARKET STRUCTURE:

- 1.1 Market structures and business decisions. Objective of a business firms.
- 1.2 Perfect competitions Profit maximization and equilibrium of firm and industry, short-run and long run supply curve: price and output determination.
- 1.3 Monopoly: Determination of price under monopoly, equilibrium of a firm
- 1.4 Comparison between profit competition and monopoly.

UNIT-IV MONOPOLISTIC COMPETITION

- 4.1 Meaning and characteristics price and output determination under monopolistic competition
- 4.2 Product differentiation, comparison and perfect competition.
- 4.3 Oligopoly: Characteristics, indeterminate pricing and output, price leadership.

UNIT-V FACTORS PRICING

- 5.1 Marginal productivity theory and demand for factors
- 5.2 Nature of supply of factor inputs.
- 5.3 Determination of wage rate under perfect competition and monopoly.
- 5.4 Exploitation of labour, rent, concept, Ricardian and modern theories of rent, Quasi rent.
- 5.5 Factor pricing: Interest, concepts and Theories of interest, Profit-nature, concepts and theories of profit.

SYLLABUS COVERAGE UPTO MID-SEM

- 4. Unit 1
- 5. Unit 2
- 6. Unit 3(3.1)

Reference Books:

- 1. Business Economics-Ahuja, H.L. S Chanda Co. New Delhi.
- 2. Business Economics-Lekhi, R.K. Kalayani publishers, New Delhi.
- 3. Micro Economics-Mishra & puri, Himalaya publications.
- 4. Principles of Business Economics-Reddy and Apparajah, S. Chand.

Able to: -

CO1: Understand and interpret basics of micro-economics.

CO2: Interpret market structure.

CO3: Examine monopolistic competition and pricing factors.

Mapping Between CO-PO/PSO

Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Micro Economics (Th-3)	CO1	2	3	-	2	2	-	3	2	2
	CO2	-	2	1	-	2	-	2	2	1
	CO3	1	2	2	2	2	2	-	-	-
Total Course Outcome		3	7	3	4	6	2	5	4	3
Average Course Outcome		1.5	2.33333	1.5	2	2	0.67	1.67	1.33	1

TH. 4: BUSINESS STUDIES

Periods / week: Theory 05

Total periods: 75

Theory: 80 Marks (End Exam)

Mid Sem: 20 Marks

Topic- wise distribution of periods with marks:

Sl. No.	Topics	Periods
01	Nature and Scope of Business	15
02	Company Formation and Promotion as per Companies Act 2013	20
03	Foreign Trade	15
04	Stock Exchange	15
05	Financial Institutions	10
	Total	75

UNIT-I NATURE AND SCOPE OF BUSINESS

- 1.1 Nature and Scope of Business
- 1.2 Classification of Business activities
- 1.3 Forms of Business Organization: Sole Proprietorship, Partnership, Joint Stock Company, Co-operative Society, Public Enterprise, MNCs
- 1.4 Features of the forms of the organizations.
- 1.5 Merits and demerits of the forms of organizations

UNIT-2 COMPANY FORMATION AND PROMOTION AS PER COMPANIES ACT 2013

- 2.1 Concepts of Promotion, Stages in Promotion.
- 2.2 Types of Joint Stock Companies
- 2.3 Memorandum of Association, Clauses of MOA
- 2.4 Articles of Association, Memorandum Of Association Vs Articles Of Association
- 2.5 Prospectus, its contents, Statement in lieu of prospectus

UNIT- 3 FOREIGN TRADE

- 3.1 Concept, Types of Foreign Trade
- 3.2 Need and importance of Foreign Trade
- 3.3 Procedures of Import and Export Trade
- 3.4 Various documents used in Foreign Trade

UNIT-4 STOCK EXCHANGE

- 4.1 Stock Exchange: Meaning, features
- 4.2 Role, functions, objectives
- 4.3 Participants in Stock Exchange
- 4.4 Major Stock Exchange in India: NSE, BSE

UNIT-5 FINANCIAL INSTITUTIONS

- 5.1 Financial Institution: Concept, its role
- 5.2 Functions of Financial Institutions
- 5.3 Types of FIs: RBI, Commercial Banks, NABARD,
- 5.4 SIDBI, IDBI, IFCI, ICICI, SFC, LIC, UTI, GIC, Mutual Fund

SYLLABUS COVERAGE UPTO MID-SEM

- 1. Unit 1
- 2. Unit 2
- 3. Unit 3(3.1)

References Books:

- 2. Business Organization and Management, M. C. Sahoo , S. Chand & Co. New Delhi
- 3. Business Organization and Financial Institutions, R. K. Sharma, Sashi K. Gupta, Kalyani Publishers
- 4. Modern Business Organization and Management: Sherlekar & Sherlekar, Himalya Publication

Able to: -

CO1: Understand nature and scope of business studies.

CO2: Relate import and export trade to stock.

CO3: Assess entrepreneurship needs and implications.

Mapping Between CO-PO/PSO										
Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO 2	PO 3	PO 4	PO 5	PO 6	PO7	PSO1	PSO2
Business Studies Th 4	CO1	3	-	2	1	2	2	1	2	2
	CO2	2	-	1	1	2	2	2	2	3
	CO3	2	1	2	2	-	3	2	3	2
Total Course Outcome		7	1	5	4	4	7	5	7	7
Average Course Outcome		2.33	1.00	1.67	1.33	2.00	2.33	1.67	2.33	2.33

PR 1. COMPUTER APPLICATION LAB

Periods / week: Practical 04

Total periods: 60

Total: 100 Marks (End Exam)

Sessional : 50 Marks

Practical: 50 Marks

Topic- wise distribution of periods:

Sl. No.	Topics	Periods
01	Basic Computer Operation	05
02	Operating System	05
03	Introduction To Window	10
04	Word Processing	10
05	Spread Sheet Package	10
06	Power Point	10
07	Working With Internet	10
	Total	60

Unit I BASIC COMPUTER OPERATION

Identification of different components of Computer,
Switch on and Booting Process Shut down, Restart of computer

Unit II OPERATING SYSTEM

Basic DOS commands (CLS, DIR, DATE, TIME, VERSION, MD, CD, RD, DEL, COPY, REN, USE OF WILD CARDS, PATH), Basic Windows OS operations (DESKTOP, ICONS, START BUTTON, TASK BAR),

MOUSE OPERATIONS- SINGLE CLICK, DOUBLE CLICK, DRAG, MAXIMIZE, MINIMIZE, RESTORE Windows Explorer, My Computer Files and Folders, Copy, Cut, Paste, Utilities: Word, notepad, paint, calculator etc

Unit III INTRODUCTION TO WINDOW

Introduction to Operating System and basics of window:

The user interface: Using Mouse and moving icons on the screen, My computer icon, The recycle Bin, Satusbar, Start and Menu & Menu –selection, Running an application, Windows explorer viewing of file, Folder and Directories, Creating and renaming of files and folder, Operating and closing of different windows.

Window Setting :

Control Panels, Creating Short cuts, Basics of window Setup, Notepad. Window Accessories

Unit IV WORD PROCESSING:

Word processing concepts: Saving, closing, Opening an existing document, Selecting text, editing, Finding and replacing text, print documents, creating and printing Merged documents, Character and Paragraph formatting, Page Design and Layout. Editing and profile tool: Checking and correcting spelling, Handling Graphics, Creating Tables and Charts, Document Templates and Wizards.

Unit V SPREAD SHEET PACKAGE

Spread sheet Concepts, Creating, saving and editing a workbook, Inserting, Deleting worksheet, Entering in a Cell- Formula Copying from selected cell, handing operators in formula, Functions, Mathematical, Statistical, Logical, Text, Final data, Using function wizards, Formatting work sheet: Cells, Changing data alignment number, Character or currency format, Changing fonts, adding Borders and colours and printing work sheet, Chart and Graphs: Creating ,previewing , modifying Charts, Integrating word processes.

Unit VI POWER POINT

Introduction , Power point Environment, Creating Basic Presentation, Using Presentation Views, Using A text, Using Clip Art, Slide Show, Applying Animation , Drawing Objects, Inserting Video And Sound, Using Themes, Setting Of Presentation, Setting Power point Options

Unit VII WORKING WITH INTERNET

WWW and web browser: Web Browsing software, Surfing and Internet, Charing with internet, Basics of electronic Mail, Using E-mails, Document handling, Network Definition, Common terminologies:

LAN, WAN, Node, Host, Workstation, Bandwidth, Network Components: Servers Clients, Communication Media.

Able to: -

CO1: Understand basic operation of a computer.

CO2: Apply tools to create documents for different domains.

Mapping Between CO-PO/PSO

Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
PR.1Computer Fundamentals	CO1	1	-	-	1	-	-	3	3	-
	CO2	1	-	1	-	-	-	3	3	-
Total Course Outcome		2	0	1	1	0	0	6	6	0
Average Course Outcome		1	0	1	1	0	0	3	3	0

PR.2: STENOGRAPHY AND DATA ENTRY

Periods / week: Practical -05
Total periods: 75

Total: 100 Marks (End Exam)
Sessional : 50 Marks
Practical: 50 Marks

Topic- wise distribution of periods:

Sl. No.	Topics	Periods
01	Short Hand	20
02	Vowels	15
03	Dypt hongs, Medials, Semi- Circles	15
04	Data Entry	25
	Total	75

UNIT-1 SHORTHAND

- 1.0 Importance of shorthand, related subjects
- 1.1 Emphasis on phonetic System, Various tools required
- 1.2 Holding of pen and notebooks and their quality
- 1.3 Explanation of consonants

UNIT-II VOWELS

- 2.1 Vowel sounds
- 2.2 Intervening vowels and positions
- 2.3 Grammalogues, Phreseography and punctuation marks
- 2.4. CIRCLES, HOOKS, LOOPS, Vowels indications, joining of outlines,
Initial and final hooks, Halving and doubling principles

UNIT-III DYPHTHONGS, MEDIALS, SEMI- CIRCLES

- 3.1 Diphthongs, Medials, Semi- Circles
- 3.2 Compounds, Prefixes and Suffixes
- 3.3 General constructions and figures

UNIT-IV DATA ENTRY:

- 4.1 Introduction to Computers, its history and fundamentals
- 4.2 Components of Hardware peripherals, concepts of Operating system, Window's XP
- 4.3 Exploring and configuring the Windows XP
- 4.4 Desktop environment – customise the desktop, start menu and taskbar etc.
- 4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings, understanding concepts of word processing using MS Word

Reference Books:

- 1. Pitman Shorthand-Pitman Publication
- 2. Pitman Shorthand Monthly Magazine.
- 3. Fundamentals of Computers – Vishal Soni -Himalaya Publishers

Able to: -

CO1: Identify sounds and symbols for appropriate transcription.

CO2: Demonstrate knowledge of computer for data entry operation.

Mapping Between CO-PO/PSO										
Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
PR - 2 Stenography & DEO	CO1	-	1	-	-	-	-	1	-	-
	CO2	2	2	1	2	2	-	3	3	1
Total Course Outcome		2	3	1	2	2	0	4	3	1
Average Course Outcome		2	1.5	1	2	2	0	2	3	1

PR .3: SOFT SKILL & PERSONALITY DEVELOPMENT I

Periods / week: Practical 04

Total periods: 60

Total: 100 Marks (End Exam)

Sessional : 50 Marks

Practical: 50 Marks

Sl. No.	Topics	Periods
01	Introduction to Soft Skills and Personality Development	10
02	Art of Listening	10
03	Art of Reading	10
04	Art of Speaking	15
05	Art of Writing	15
	Total	60

Unit-I: INTRODUCTION TO SOFT SKILLS AND PERSONALITY DEVELOPMENT

- 1.1 Meaning
- 1.2 Importance
- 1.3 Top 60 skills to improve soft skills and personality factor
- 1.4 Practicing soft skills and personality development

Unit-II: ART OF LISTENING

- 2.1 What is listening?
- 2.2 Benefits of active listening
- 2.3 Kinds of listening
- 2.4 Good listeners vs. poor listeners

Unit-III: ART OF READING

- 3.1 Benefits of reading
- 3.2 Different types of reading
- 3.3 Different stages of reading

3.4 Becoming an effective reader

Unit-IV: ART OF SPEAKING

4.1 Importance of speaking

4.2 Conversation tips

4.3 Art of public speaking

4.4 Public speaking tips

Unit-V: ART OF WRITING

5.1 Importance of writing

5.2 Creative writing

5.3 Writing tips

Reference Books

1. Soft Skills. Alex. Dr. K., S.Chand, New Delhi

2. Personality Development and Career Management. Omkar R.M., S.Chand, New Delhi

Able to: -

CO1: Apply listening skill to enhance reading and speaking skills.

CO2: Demonstrate effective writing skill.

Mapping Between CO-PO/PSO										
Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
	CO1	1	-	-	1	-	1	3	1	2
Soft Skill & Personality Development PR- 3	CO2	1	-	-	-	1	1	3	3	1
Total Course Outcome		2	0	0	1	1	2	6	4	3
Average Course Outcome		1	0	0	1	1	1	3	2	1.5

PR 4. SEMINAR

Periods / week: Practical 04
Total periods:60

Total: 50 Marks (Sessional)

The students shall present seminar on different topics on Economics, Finance, Politics and General issues in the entire class. There shall not be any grouping of students. The students shall present the seminar topic to the whole class/section. All other students should be allowed and encouraged to put questions to the presenter student, who shall answer the questions. A student has to present seminar on at least 3 topics in a semester. He/she has to submit seminar report for each topic separately, to the teacher concerned, which shall be preserved for verification by the authorities. The students should be encouraged to refer to the magazines, journals, e-materials etc. for preparing for seminar topic. Attendance of all students other than the presenters should be ensured, so that seminar shall be more participative and knowledge of students shall improve by listening to many topics presented.

Able to: -

CO1: Interpret a given topic.

CO2: Demonstrate presentation skill while discussing the topic.

Mapping Between CO-PO/PSO										
Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO 2	PO 3	PO 4	PO 5	PO 6	PO7	PSO1	PSO2
PR- 4 Seminar	CO1	-	-	-	-	1	1	3	3	2
	CO2	-	1	-	-	1	1	3	1	1
Total Course Outcome		-	1	0	0	2	2	6	4	3
Average Course Outcome		-	1	0	0	1	1	3	2	1.5

