GovernmentofKarnataka
DepartmentofTechnical Education

C-25DiplomaCurriculum

Diploma in Commercial Practice Schemeof Studies

(Effect from the AY2025-26)

Government of Karnataka

DEPARTMENTOFTECHNICALEDUCATION

PROGRAMME: DIPLOMA IN COMMERCIAL PRACTICE		
Curriculum Revision Committee - 2025		
Sl No.	Name and Designation	Institution
01	Ganapati. S. Helavi, Principal/Chariman	121- Government Polytechnic for Women, Hubli
02	Nishat Tabassum, Selection Grade Lecturer/Member	119 - Government Polytechnic for Women, Bengaluru
03	Dr. Aras Kumar, Selection Grade Lecturer/Member	108 - CPC Government Polytechnic, Mysuru
04	Siddamurthy B, Senior Grade Lecturer/ Member	121 - Government Polytechnic for Women, Hubli
05	Nandadevi C, Selection Grade Lecturer/Member	142 - Government Polytechnic for Women, Ramnagar
06	Nivedita H, Senior Grade Lecturer/Member	119 - Government Polytechnic for Women, Bengaluru
07	Venkatesha M, Selection Grade Lecturer/Member	119 - Government Polytechnic for Women, Bengaluru
08	Sanjeev Kalal, Selection Grade Lecturer/Member	121 - Government Polytechnic for Women, Hubli
09	Shruthi D B, Selection Grade Lecturer/Member	132 - Government Polytechnic for Women, Hassan
10	Samiullakhan, Selection Grade Lecturer/Member	123 - GRICP, Bengaluru
11	Rudresh K B, Senior Grade Lecturer/Member	132 - Government Polytechnic for Women, Hassan
12	Basavaraj T H M, Senior Grade Lecturer/Member	123 - GRICP, Bengaluru
13	Savita M, Selection Grade Lecturer/Member	208 - JSS Polytechnic, Mysore

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Curriculum Revision Review Committee - 2025		
Sl No.	Name and Designation	Institution
01	Ganapati. S. Helavi, Principal/Chariman	121 - Government Polytechnic for Women, Hubli
02	Bakkappa N. Selection Grade Lecturer/Member	115 – Government Polytechnic Bidar
03	Venkatesha M, Selection Grade Lecturer/Member	119 - Government Polytechnic for Women, Bengaluru
04	Rudresh K B, Senior Grade Lecturer/Member	132 - Government Polytechnic for Women, Hassan
05	Basavaraj T H M, Senior Grade Lecturer/Member	123 - GRICP, Bengaluru
06	Rudresh D. N. Lecturer/Member	132 - Government Polytechnic for Women, Hassan

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DEPARTMENTOFTECHNICALEDUCATION

CurriculumStructure

I Semester Scheme of Studies-Diploma in Commercial Practice

SL. No	Teaching Department	Course Code	Course Name	Hours Per Week			Total Contact Hours / Week	Credits	CIE Marks		Theory SEE Marks		Practice SEE Marks		Total Marks
				L	T	P			Max	Min	Max	Min	Max	Min	
1	EG	25EG11T	English for Effective Communication	4	0	0	4	4	50	20	50	20	-	-	100
2	CP	25CP11T	Financial Accounting- I	4	0	0	4	4	50	20	50	20	-	-	100
3	CP	25CP12T	Business Studies -I	4	0	0	4	4	50	20	50	20	-	-	100
4	CP	25CP13E/K	Eng/Kan Shorthand-I(Theory)	6	0	0	6	6	50	20	50	20	-	-	100
5	CP	PRACTICE ONLY	Eng / Kan Typewriting	Practice Only		5	5	NIL	NO END EXAMINATION						
6	CP	25CP14P	Office Management & Computer Application-I	2	0	4	6	4	50	20	-	-	50	20	100
7	EG	25EG12P	Effective English Communication Lab	0	0	2	2	1	50	20	-	-	NO END EXAM		50
Audit Course															
8	CP	25AU15	Environmental Sustainability	2	0	0	2	2	50	20	-	-	-	-	50
9	Personality Development		NCC/NSS/ YOGA/SPORTS...	Students are expected to engage in any one of these activities from 1st semester to 6th semester (No Credits)											
Total				22	00	11	33	25	350	140	200	80	50	20	600

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DEPARTMENTOFTECHNICALEDUCATION

Curriculum Structure

II Semester Scheme of Studies-Diploma in Commercial Practice

S L. N o	Teaching Department	Course Code	Course Name	Hours Per Week			Total Contact Hours / Week	Credits	CIE Marks		Theory SEE Marks		Practice SEE Marks		Total Marks
				L	T	P			Max	Min	Max	Min	Max	Min	
1	CP	25CP21T	Financial Accounting-II	5	0	0	5	5	50	20	50	20	-	-	100
2	CP	25CP22T	Business Studies II	4	0	0	4	4	50	20	50	20	-	-	100
3	CP	25CP23T	Elements of Business Statistics	4	0	0	4	4	50	20	50	20	-	-	100
4	CP	25CP24E/K	Eng/Kan Shorthand II (PPL &COND.)	6	0	0	6	6	50	20	50	20	-	-	100
5	CP	25CP25E/K	Eng/KanTypewriting-I (Speed30/25WPM)	3	0	0	3	3	50	20	50	20	-	-	100
6	CP	25CP26E/K	Eng/KanTypewriting-II (Manuscript)	3	0	0	3	3	50	20	50	20	-	-	100
7	CP	25CP27P	Office Management & Computer Application-II	2	0	4	6	4	50	20	-	-	50	20	100
Audit Course															
7	CP	25AU28	IndianConstitution	2	0	0	2	2	50	20	-	-	-	-	50
8	Personality Development		NCC/NSS/ YOGA/SPORTS...	Students are expected to engage in any one of these activities from 1st semester to 6th semester (No Credits)											
Total				29	0	4	33	31	400	160	300	120	50	20	750

Lecture:T:Tutorial:P:Practice

Government of Karnataka

DEPARTMENT OF TECHNICAL EDUCATION

Program	**Commercial Practice Department**	**Semester**	**I**
Course Name	**ENGLISH FOR EFFECTIVE COMMUNICATION**	**Type of Course**	**Theory**
Course Code	**25EG11T**	**Contact Hours**	**4 Hours per week (52 Hours per semester)**
Teaching Scheme	**L:T:P - 4:0:0**	**Credits**	**4**
CIE Marks	**50**	**SEE Marks**	**50 (THEORY)**

1. Rationale:

Effective Communication is an important life skill. The process of exchange of information happens vocally (verbal exchanges), through written media (books, websites, and magazines), visually (using graphs, charts, videos and maps), non-verbally (body language, gestures, pitch of voice, and tone) or even electronically (mails, messages, posts). Awareness of, and expertise in basic communication tools, as well as the ability to make use of it in English, is a quality that is bound to open a plethora of doors for a serious learner looking to craft a successful career.

2. Course Outcomes: At the end of the Course, the student will be able to:

CO-01	Read the text and respond to basic comprehension questions.
CO-02	Enhance the student's English Business communication skills.
CO-03	Improve the Student's Creative writing skills.

3. Course Content: Refer to the textbook ENGLISH FOR EFFECTIVE COMMUNICATION- (25EG11T) prescribed by DTE, available on the department website. For additional activities, such as Business Communication and Creative Writingrefer to the Reference Books as listed below.

WEEK	CO	PO	Lecture (Theory) (4 Hours per week)
1	1, 2	6, 7	**CHAPTER 1: THE INSPIRATIONAL STORY OF ELON MUSK** Business Communication: Letter Writing (Formal)
2	1, 3	6, 7	**CHAPTER 1: THE INSPIRATIONAL STORY OF ELON MUSK** Creative Writing: Developing a paragraph from hints
3	1, 2	6, 7	**CHAPTER 2: AN EXCERPT FROM OORU KERI** Business Communication: Letter Writing (Informal)

4	**1, 3**	**6, 7**	**CHAPTER 2: AN EXCERPT FROM** **OORU KERI** Creative Writing: Essay Writing
5	**1, 2**	**6, 7**	**CHAPTER 3: THE SECRET OF THE MACHINES** Business Communication: Resume Writing
6	**1, 3**	**6, 7**	**CHAPTER 3: THE SECRET OF THE MACHINES** Creative Writing: Dialogue Writing
7	**1, 2**	**6, 7**	**CHAPTER 4: CYBERCRIME** Business Communication: Advertisements
8	**1, 3**	**6, 7**	**CHAPTER 4: CYBERCRIME** Creative Writing: **Dialogue Writing**
9	**1, 2**	**6, 7**	**CHAPTER 5: CLIMATE CHANGE – A CONVERSATION** Business Communication: Circulars
10	**1**	**6, 7**	**CHAPTER 5: CLIMATE CHANGE – A CONVERSATION** Comprehension/Composition - Unknown Passage/Story
11	**1, 2**	**6, 7**	**CHAPTER 6: A PAGE FROM THE DIARY OF A YOUNG GIRL** Business Communication: Notices.
12	**1**	**6, 7**	**CHAPTER 6: A PAGE FROM THE DIARY OF A YOUNG GIRL** Comprehension/ Composition - Unknown Passage/Story
13	**1, 2, 3**	**6, 7**	**Revision and Question Paper solving sessions**

4. References:

i. Bhatia, R. C. Business Communication: An Introduction to the Theory and Practice. 3rd ed., Macmillan, 2018.
ii. Daniel Jones. The Pronunciation of English. Cambridge: CambridgeUniversity Press,1956.
iii. ELCS Lab Manual: A Workbook for CALL and ICS Lab Activities.OrientBlackSwan: Orient BlackSwan Private
iv. Ghosh, B. N., and P. P. S. M. Bhat. Business Communication. 3rded., Vikas Publishing House, 2019.
v. GopalswamyRamesh, and C. M. Pal. Business Communication. 1st ed.,McGraw-Hill Education, 2011.
vi. J.D.O'Connor. Better English Pronunciation. Cambridge: CambridgeUniversity Press, 1980.
vii. James Hartman et al. Ed. English Pronouncing Dictionary.Cambridge: Cambridge University Press, 2006.
viii. K. K. Sinha. Business Communication: A Case Study Approach. Prentice Hall India, 2011.
ix. K. R. Rao. Business Communication: A Handbook for Students and Professionals. 3rd ed., Himalaya Publishing House, 2018.
x. KandulaNirupa Rani et al. Speak Well. Orient BlackSwan: OrientBlackSwan Private Limited,2012.
xi. MeenakshiRaman, and Sangeeta Sharma. Business Communication. 2nded., Oxford University Press, 2014.
xii. RajendraPal, and J. S. Korlahalli. Essentials of Business Communication. 10th ed.,

Sultan Chand & Sons, 2017.
xiii. Rajesh Kumar et al. English Language Communication Skills: LabManual cum Workbook. Cengage: Cengage Learning India Pvt. Ltd, 2019.
xiv. Reddy, N. S. Business Communication. 2nd ed., Tata McGraw-Hill Education, 2012.
xv. SangeetaSharma, and Meenakshi Raman. Business Communication: A Case Study Approach. 2nd ed., Oxford University Press, 2017.
xvi. Sharma, R. C., and Krishna Mohan. Business Correspondence and Report Writing. 6th ed., Tata McGraw-Hill Education, 2014.
xvii. Wren and Martin. High School English Grammar. S.Chand Publishing.ISBN:9789352530083

5. CIE and SEE Assessment Methodologies

Sl. No	Assessment	TestWeek	Duration (Minutes)	Max marks	Average of all C IE=50 Marks
1.	CIE-1TheoryTest	07	90	50	
2.	CIE-2TheoryTest	10	90	50	
3	CIE-3TheoryTest	13	90	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
SemesterEndExamination (SEE)-Theory			180	100	50 marks **(Converted to 50 Marks)**
TotalMarks					**100 Marks**
Minimum Marks to Pass in CIE & SEE is 40% Individually					

6. Mapping of Course Outcomes with Program Outcomes

CO	COURSE OUTCOME	PO MAPPED	COGNITIVE LEVEL L1,L2,L3,L4,L5	THEORY SESSIONS IN HOURS	ALLOTTED MARKS FOR SEE ON COGNITIVE LEVELS
CO 1	Read the text and respond to basic comprehension questions.	**6,7**	**L1, L2, L3**	**26**	**25**
CO2	Enhance the student's English Business communication skills.	**6,7**	**L3, L4**	**16**	**15**
CO3	Improve the Student's Creative writing skills.	**6,7**	**L3, L4, L5**	**10**	**10**
TOTAL HOURS OF INSTRUCTION				**52**	**50**

7. LEVEL OF MAPPING PO'S WITH CO'S

COURSE	CO'S	PROGRAMME OUTCOMES (PO'S)						
ENGLISH FOR EFFECTIVE COMMUNICATION		1	2	3	4	5	6	7
	CO 1	0	0	0	0	0	3	3
	CO 2	0	0	0	0	0	3	3
	CO 3	0	0	0	0	0	3	3

	LEVEL 3- Highly Mapped, LEVEL 2-Moderately Mapped, LEVEL 1- Low Mapped, **Level 0- Not Mapped**

8. CIE Theory Test 1 (week -7)

Programme	**Commercial Practice**			**Semester - I**	
Course Name	ENGLISH FOR EFFECTIVE COMMUNICATION			**Test**	**I**
Course Code	**25EG11T**	**Duration**	**90 min**	**Marks**	**50**

Name of the Course Coordinator:

Answer any one full question from each section. Each full question carries equal marks.

Note to Course coordinators:
This test shall assess learnings from the topics and exercises covered during the first seven weeks of the semester, i.e., from the texts: THE INSPIRATIONAL STORY OF ELON MUSK & An excerpt from OORU KERI. This shall include Question-Answer and Business Communication/ Creative Writing exercises. Each question may have one, two or three subdivisions. Optional questions (1:1 choice) in each section carry the same weightage of marks, cognitive level and course outcomes.

Q. No	**Questions**	**CL** (Cognitive Levels)	**CO** Course Outcome	**Marks**
1	a) List any five of Elon Musk's achievements. Provide details about any one of them. b) Based on your reading of the excerpt from OORU KERI, elaborate the statement: "Nature is an integral part of life in the villages". **OR** c) Briefly define the working of any two of the following: *Tesla Cybertruck/The Boring Company/Tesla Superchargers/Tesla AutoPilot/NeuraLink.* d) Is the writer angry or amused about the societal practices in his village? Explain with examples.	L1 L3 L1 L3	1	2x10=20
2	a) Draft a letter to your principal requesting him/her to provide a transfer certificate. **OR** b) Draft a letter to the Deputy Commissioner of your district requesting him to arrange for regular supply of potable water in your locality. Highlight the difficulties faced by the residents in light of severe summer heat.	L3 L3	2	1x10=10
3	a) Write an essay about the person who inspired you the most in your life. OR b) Describe your recent visit to a tourist destination. (Essay writing)	L3, L4 L3, L4	3	1x10=10
4	a) Develop a paragraph using the following hints: Lion - sleeping in a forest - mouse - playing on it - angry lion - threatened to kill the mouse - mouse asked to forgive - promised to save him one day - lion laughed - let him off - another day - lion caught by hunter - in net - mouse heard	L5	3	1x10=10

	the lion roar - mouse cut the net with his teeth - lion escaped - thanked the mouse. **OR** b) A poor woodcutter's axe slipped and fell into a river—-a God heard him cry and wanted to help him—–he dived into the river and brought a gold axe for him——the honest woodcutter did not take this axe——the god again went down into the river and brought up a silver axe, which the honest woodcutter refused to accept——the god was very pleased and gave him his own axe as well as the gold and silver axes	L5		

Course Coordinator HOD IQAC Chairman

9. CIE Theory Test 2 (week-10)

Programme	**Commercial Practice**			**Semester I**	
Course Name	ENGLISH FOR EFFECTIVE COMMUNICATION			**Test**	**II**
Course Code	**25EG11T**	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					

Answer any one full question from each section. All full question carries equal marks.

Note to Course coordinators:

This test shall assess the learnings from the topics and exercises covered between weeks 7-10 of the semester, i.e from the texts: THE SECRET OF MACHINES AND CYBERCRIME. This shall include Question- Answer, Business Communication / Creative Writing. Each question may have one, two or three subdivisions. Optional questions (1:1 choice) in each section carry the same weightage of marks, cognitive level and course outcomes.

Q. No	**Questions**	**CL** (Cognitive Levels)	**CO** Course Outcome	**Marks**
1	a) Though the poem *The Secret of Machines* refrains from naming them explicitly, it is understood that there are clear references to many machines. Name any five such and explain their functions in simple words. b) From the reading of the text and your experience of using the internet on computers and phones, list ten good practices that will help you stay away and safe from the threats of cybercrimes. **OR** c) Can manmade machines have feelings? Can they distinguish between good and bad? Read the penultimate paragraph of the poem and justify your answer. d) "The Internet is a boon as well as a bane". Explain.	L1, L4 L1, L4	1 1	2x10=20
2	a) Draft your fresher Resume for the post of clerk in the session's court. OR b) Draft a Resume for the post of Assistant Chartered Accountant in Times Industry, New Delhi.	L3 L3	2	1x10=10

3	a) Write a dialogue between a student and Control Officer at KSRTC depot, enquiring about the student bus pass **OR** **b)** Write a dialogue between a customer and the bank manager regarding opening a new bank account.	L5 L5	3	1x10=10
4	a) Draft an advertisement announcing the opening of a new branch in your institution. OR b) Draft a classified advertisement regarding the vacancy for the post of typist in Jubilee Industry.	L3, L4 L3, L4	2	1x10=10

Course Coordinator HOD IQAC Chairman

10. CIE Theory Test 3 (week-13)

Programme	**Commercial Practice**			**Semester I**	
Course Name	ENGLISH FOR EFFECTIVE COMMUNICATION			**Test**	**III**
Course Code	**25EG11T**	**Duration**	**90 min**	**Marks**	**50**

Name of the Course Coordinator:

Answer any one full question from each section. Each full question carries equal marks.

Note to Course coordinators:

This test shall assess the learnings from the topics and exercises covered between weeks 10-13 of the semester, i.e from the texts: CLIMATE CHANGE – A CONVERSATION and A PAGE FROM THE DIARY OF A YOUNG GIRL. This shall include Question-Answer, Business Communication and Comprehension. Each question may have one, two or three subdivisions. Optional questions (1:1 choice) in each section carry the same weightage of marks, cognitive level and course outcomes.

Q. No	**Questions**	**CL**	**CO**	**Marks**
1	a) Summarise in your own words Ms. Kangujam's views about climate change. b) Why is Ms. Anne Frank writing a diary? Explain. **or** c) What events/circumstances inspired Ms. Kangujam to take up climate activism? d) Jacques's matter of fact statement "I don't dare do anything anymore, 'cause I'm afraid it's not allowed"is a testament to the life of Jews during the II World war. Justify in light of your reading of Anne Frank's diary.	L1 L4 L1 L4	1	2x10=20
2	a) The annual day function of your college is scheduled on a certain date this month. Imagine the necessary details and prepare a detailed notice for public information **or** b) Draft a notice explaining the postponement of theory exams.	L3 L3	2	1x10=10
3	a) Draft a circular regarding conducting one-week training for the students in their student induction programme. OR b) Draft a circular announcing the change of address of your business organisation.	L3 L3	2	1x10=10

4	a) **Passage:** The Arctic fox is a small, resilient mammal native to the cold, icy regions of the Arctic. It has a thick, white coat that helps it survive in temperatures that can drop as low as -58°F (-50°C). In summer, its coat changes to a brown or grayishcolor, allowing it to blend in with the tundra landscape. The Arctic fox is well adapted to the harsh environment, with short ears, a bushy tail, and a compact body that minimizes heat loss. These foxes are omnivores and have a varied diet. They primarily feed on small mammals like lemmings, voles, and hares, but they scavenge the leftovers of larger predators like polar bears and wolves. In times of food scarcity, the Arctic fox will eat birds, eggs, and even berries. Their keen sense of smell helps them detect prey under layers of snow. The Arctic fox lives in burrows and often creates dens in the snow or on the sides of hills. These burrows are not only shelters but also serve as places to store food for later use. In the winter months, when food is harder to find, the foxes rely on their stored supplies to survive. During mating season, the female gives birth to a litter of pups, usually between 5 and 10. These pups are born blind and are cared for by both parents until they are old enough to hunt on their own. Despite their ability to survive in extreme cold, Arctic fox populations are vulnerable to climate change. As temperatures rise, their habitat shrinks, and they are forced to compete with other animals, such as red foxes, which are moving northward. This competition, along with habitat loss, poses a threat to the Arctic fox's survival. **Questions:** Where is the Arctic fox native? 1. How does the Arctic fox's coat help it survive in cold temperatures? 2. What changes occur in the Arctic fox's coat during summer? 3. What are some physical characteristics of the Arctic fox that help minimize heat loss? 4. What does the Arctic fox primarily eat? **OR** 5. How does the Arctic fox find food when it is buried under snow? 6. Where does the Arctic fox live, and how does it use these locations? 7. What happens during the Arctic fox's mating season? 8. What challenges does the Arctic fox face due to climate change? 9. How is the Arctic fox affected by competition with red foxes?	L4 L4	1 1	2x5=10

Course Coordinator HOD IQAC Chairman

11. SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

12. VERY IMPORTANT

COURSE OUTCOMES
CO 1is attained through learning and assessment of Textual questions and Comprehension.
CO 2is accomplished through learning and assessment of Business Communication Skills.
CO 3 is achieved through learning and assessment of Creative Writing Skills

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Government of Karnataka
DEPARTMENT OF TECHNICAL EDUCATION
PROGRAM: COMMERCIAL PRACTICE (ENGLISH & KANNADA)

Program	Commercial Practice	Semester	I
Course Name	FINANCIAL ACCOUNTING-I	**Type of Course**	**Theory**
Course Code	**25CP11T**	**ContactHours**	**4hours/week (52hours/semester)**
Teaching Scheme	L: T:P-4:0:0	**Credits**	**4**
CIE Marks	**50**	**SEE Marks**	**50**

1. RATIONALE

Book-keeping and Accounting plays a pivotal role in the world of Commerce. Recording Financial Transactions at every step guarantees a more planned, organized and a clear Business model. Further it facilitates in better understanding of Financial Statements.

2. COURSE OUT COMES: At the End of the Course, the Students will be Able to:

CO-01	**To acquire the Basic Knowledge and terms of Financial Accounting with knowledge of Journalizing of Business transactions and posting to ledger accounts.**
CO-02	Familiarize with preparing of Subsidiary Books and cash book and understanding the concept of contra entry..
CO-03	Preparation of Petty Cash Book and to prepare Trial Balance and know its relevance in Financial Accounting.

3. COURSE CONTENT:

WEEK	CO	PO	Theory(4 Hours per week)
1	**1**	**1,2,5,7**	**BOOK KEEPING AND ACCOUNTING:** **Introduction to Book keeping** - Meaning Definition of Book Keeping - Accounting, and Accountancy - Objectives of Book-keeping and Accounting - Difference between book-keeping and Accounting- Difference between Accounting and Accountancy - Advantages of Accounting - Meaning of Branches of Accounting (Meaning only)- Meaning of Single Entry and Double Entry Systems of Book Keeping - Advantages and Disadvantages of Double Entry System.
2	**1**	**1,3,4.7**	**Basic Terms used in Accounting** - Business Transaction - Cash Transaction - Credit Transaction – Goods – Purchases- Sales - Purchases Returns - Sales returns – Stock - Opening Stock - Closing Stock – Debtor- Creditor – Solvent – Insolvent – Assets – Liabilities – Equity – Capital – Drawings – Profit – Loss – Income – Gain - Trade Discount - Cash Discount – Revenue -Expenditure – Voucher - Books of Accounts -– Folio - C/D - B/D - C/F - B/F - Classification of Accounts - Accounting Equation -Problems using AccountingEquation - Rules for Debit and Credit.

3	**1**	**1,3,4,5, 7**	**JOURNAL:** **Meaning of Journal** – Uses of Journal – Proforma of Journal. Steps in Journal Entries - Recording of Simple and Compound Journal Entries - Problems on Simple and Compound Journal Entries.
4	**1**	**2**	Problems on Simple and Compound Journal Entries.
5	**2**	**1,4,5,7**	**LEDGER:** **Meaning of Ledger** - Uses of Ledger -Proforma of Ledger - Difference between Journal and Ledger - Posting of Journal Entries into the concerned Ledger Accounts - Balancing of Ledger Accounts – Meaning of Debit Balance and Credit Balance.
6	**2**	**1,4,3,6**	Problems and Solutions on Ledger Accounts including Personal Accounts of Debtors and Creditors) - Problems and solutions on Ledger Accounts. (Including problems on preparing personal ledger accounts and ascertaining whether the person is debtor or creditor)
7	**2**	**1,4.6,7**	Problems and Solutions on Ledger Accounts.
8	**3**	**1,2,5,7**	**SUBSIDIARY BOOKS:** **Meaning of Subsidiary Books** – Uses of Subsidiary Books - Types of Subsidiary Books - Purchases Day Book - Proforma of Purchases Day Book - Sales Day Book – Proforma of Sales Day Book-Meaning of Debit note and Credit note - Purchase Returns Book – Performa of Purchase Returns Book – Sales Returns Book – Performa of Sales Returns Book – Journal Proper - Problems and solutions of four(purchases book, sales book, purchases return book and sales return book) subsidiary books (excluding preparing of ledger account)
9	**3**	**1,4,6,7**	**CASH BOOK:** Meaning of Cash Book-Importance – Types of Cash Book - Meaning of Contra Entry-Circumstances under which a contra entry is passed -Single & Two Column Cash Book (Problems and Solutions).
10	**3**	**1,4,6,7**	Triple (Three) Column Cash Book (Problems and Solutions)
11	**4**	**1,2,4,6, 7**	**PETTY CASH BOOK:** Meaning – Types of Petty Cash Book (Problems and solutions on only Analytical petty cash book).
12	**4**	**1,4,6,7**	**TRIAL BALANCE:** Meaning – Features –Importance-Format of Trial Balance - Preparation of Trial Balance from the ledger account Balances (Problems and solutions)
13	**4**	**1,5,7**	Problems and solutions on preparation of Trial balance.

5. CIE and SEE Assessment Methodologies- (Theory)

Sl. No	Assessment	TestWeek	Duration (Minutes)	Max marks	
1.	CIE-1TheoryTest	07	90	50	Average of all C IE=50 Marks
2.	CIE-2TheoryTest	10	90	50	
3	CIE-3TheoryTest	13	90	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
SemesterEndExamination (SEE)-Theory			180	100	50 marks **(Converted to 50 Marks)**
TotalMarks					**100 Marks**
Minimum Marks to Pass in CIE & SEE is 40% Individually					

CIE Theory Test

Program	COMMERCIAL PRACTICE			Semester I	
CourseName	FINANCIAL ACCOUNTING I			Test	I
CourseCode	25CP11T	Duration	90 min	Marks	50

Name of the Course Coordinator:

Note: Answer any one full question from each section. Each full question carries equal marks.

Q. No	Questions	Cognitive Level	Course Outcome	Marks
	Section – 1			
1	a) Define Book Keeping. List any 3 objectives of Book Keeping. b) Explain the meaning of the following terms: (i) Assets (ii) Liabilities. (iii)Accounts (iv)Insolvent c) Classify the following accounts as Real, Personal and Nominal: i) Furniture a/c vi) Ram's a/c ii)Drawings a/c vii) Goodwill a/c iii)Prepaid rent a/c viii) Bank a/c iv)Livestock a/c ix) Bills Payable a/c v) Discount received a/c x) Capital a/c	R R A	CO1 C01 C01	05 10 10
2	a) List any 5 advantages of Accounting. b) Differentiate between accounting and book keeping? (Any 5 differences) c)Calculate the missing figures using accounting equation: SL.NO. / ASSETS(Rs.) / LIABILITIES(Rs.) / CAPITAL(Rs.) 1 / 60000 / ? / 35000 2 / ? / 37275 / 69565 3 / 100000 / 30000 / ? 4 / ? / 152175 / 86725 5 / 79908 / 24606 / ?	R A	C01 C01	05 10 10
	Section - 2			
3	a) State the rules to be adopted for journalizing of BusinessTransactions. b)List any 5 advantages and 5 disadvantages of Double Entry System of Book Keeping. c) Journalize the following Transactions: 1/1/2024 -Commenced business with cash Rs.50, 000 Stock-Rs.10, 000. 4/1/2024-Purchased goods from Oreo Rs.10000 5/1/2024-Deposited into Canara bank Rs.25, 000. 7/1/2024-Sold goods for cash Rs.5, 000. 8/1/2024-Goods returned by Mac Rs.1, 000. 10/1/2024-Cash purchases Rs. 7,000. 12/1/2024-Sold goods to snowbell Rs.15,000. 15/1/2024-Received cash from pepper Rs.20, 000. 20/1/2024-Received commission Rs.825. 21/1/2024-Paid for printing and stationery Rs.1, 525.	R R A	C01 CO1 C01	05 10 10

4	a) Write any 5 disadvantages of Single entry system of Book Keeping. b) Write the meaning of the following terms: i)Cash Discount ii)B/D iii)Expenditure iv)Voucher c)Journalize the following transactions in the books of Rahul. 2024 March 1 Started business with cash Rs 20000, furniture Rs 10000/- March 3 Deposited in Canara bank Rs 8000/- March 5 Bought machinery from Tata Steel Ltd for cash Rs 2000/- March 6 Purchased goods from Srinath Rs 4500/- March 8 Sold goods to Virat Rs 6800 March 10 Returned goods to Srinath Rs 500/- March 12 Received cash from Virat Rs 4800/- and discount allowed to him Rs 200/- March 16 Paid salary Rs 2000/- March 20 Received commission Rs 800/- March 30 Withdrawn cash for personal use Rs 1500/-	R R A	C01 CO1 CO1	05 10 10
Note for the Course coordinator--- Each question may have one, two or three subdivisions. **Optional questions in eachsectioncarrythesameweightageofmarks, cognitivelevelandcourseoutcomes.**				

Course Coordinator **Program Coordinator** **IQAC Chairman**

10. SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

11. References:

1. **Suggested Learning Resources: 1. Accountancy Vol I by B.S. Raman**
2. **Accountancy Vol I by Kadkol**
3. **Accountancy Vol I by Pre-University Education**
4. **Accountancy – Reddy and Appananiah**
5. **Accountancy by Dr. T V Raju & Dr. Shesha Murthy Sapna Publications**
6. **NCERT Books .**

Open source software and website address:

1. **MOOCS**
2. **SWAYAM**
3. **NPTEL**

Government of Karnataka
DEPARTMENT OF TECHNICAL EDUCATION
PROGRAM: COMMERCIAL PRACTICE (ENGLISH & KANNADA)

Program	COMMERCIAL PRACTICE	Semester	1ST SEMESTER
Course Name	BUSINESS STUDIES-I	Typeof Course	Theory
Course Code	25CP12T	Contact Hours	4hours/week (52hours/Sem)
Teaching Scheme	L: T:P 4: 0: 0	Credits	4
CIEMarks	50	SEEMarks	50

4. RATIONALE:

Enable a Good understanding of Basic Business Concepts Skills in better Investment Decisions and Achieve higher return on Investment.

2. COURSE OUTCOMES:

CO-01	1. **To acquire the knowledge of Business environment and the various forms of Business organization**
CO-02	**To acquire the knowledge of Business service, Emerging modes of business, online business transaction and Banking**
CO-03	**To acquire the knowledge of social responsibility and business ethics**

2. COURSE CONTENTS:

WEEK	CO	PO	Theory (4 Hours per week)
1	1	1	**NATURE OF BUSINESS-** Meaning -Definition and Characteristics of Business– Profession and Employment - (Meaning and Features only).
2	1	5	Objectives of Business - (Economic and Social objectives)- Classification of Business Activities- Industry and Commerce.
3	1	3	Industry – Types – Primary – Secondary – Tertiary – Commerce- Trade and Aids to Trade
4	2	1	**FORMS OF BUSINESS ORGANISATION:** Sole trading concern – Meaning – Features – Merits – Demerits – Partnership – Meaning – Features – Merits- Demerits - Types of Partners
5	2	4	**JOINT STOCK COMPANY:** Meaning – Features-Merits – Demerits.
6	2	6, 7	Types of Joint stock company - (meaning only) Difference between Private Company and Public Company
7	2 3	2	Difference between Sole Trading Concern and Partnership Firm Difference between Partnership Firm and Joint Stock Company **CO-OPERATIVE SOCIETY:** Meaning – Features - Merits and Demerits of Co-operative Society

8	**3**	**3**	**BUSINESS SERVICES:** Meaning and Types of Services - (Business, Personal and Social Service Meaning only)
9	**4**	**6,7**	**EMERGING MODES OF BUSINESS:** E-Business – Meaning- Difference between E-business and Traditional Business-Benefits of E – business – Limitations of E-Business.
10	**4**	**6,7**	**ONLINE TRANSACTION:** Meaning and Types of Online Payment Mechanism-Security and Safety of Business Transactions **BANKING-**MEANING OF BANKING: Types of banks –Functions of Commercial Banks
11	**5**	**5, 6, 7**	**SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS:** Meaning and Arguments against Social Responsibility-Responsibility towards different interest groups - Responsibility towards Owners.
12	**5**	**5, 6, 7**	Responsibility towards: Investors, Employees, Consumers-Government
13	**5**	**5, 6, 7**	Responsibility towards Society and towards Environment.-Business Ethics: Nature and meaning-Elements of Business ethics

3. CIE Assessment Methodologies

Sl.No	Assessment	Test Week	Duration (minutes)	Max Marks	
1.	CIE-1TheoryTest	7	90	50	Average of all CIE=50 Marks
2.	CIE-2TheoryTest	10	90	50	
3	CIE-3TheoryTest	13	90	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-Theory			180	100	50marks **(Converted to 50 Marks)**
Total Marks					**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

4. CIE Theory Test

Program	**Commercial Practice**			**Semester I**	
Course Name	**Business Studies -I**			**Test**	**I**
Course Code	25CP12T	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					
Note: Answer any one full question from each section. Each full question carries equal Marks.					

Q.No	**Questions**	**Cognitive Level**	**Course Outcome**	**Marks**
Section - 1				
1	a. Write the meaning and Definition of Business 5 marks b. State any Ten characteristics of Business. 10 marks	R U	1	25

	c. State any Ten features of Profession 10 marks	U			
2	a. Write the meaning and Definition of Commerce – 5 marks b. Explain Trade and Aids to Trade 10 marks c. Explain Industry 10 marks	R U U	1		
Section - 2					
3	a) Give the meaning and any three characteristics of Sole trading concern- 5 marks b) Explain merits of Sole trading concern. 10 marks c. Explain demerits of Sole trading concern 10 marks	R U U	1		
4	a) Write the meaning and any three features of Sole trading concern 5 marks b) Explain types of Partners 10 marks c. Distinguish between Partnership firm and Joint stock Company.-10 marks	R U U	1		25
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, cognitive level.					

Signature of the Course Coordinator **Head of Department** **IQAC Chairman**

5. SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

1. References:

1. **NCERT Books Published by Central Govt.**
2. **NCERT Books Published by PUC Board.**
3. **Dr.T.V. Raju and Dr. Shesha Murthy.**
4. **B.S. Raman**

Government of Karnataka
Department of Collegiate and Technical Education

Program	Commercial Practice	Semester	I
CourseName	**ENGLISH SHORTHAND –I (THEORY)**	**TypeofCourse**	Theory
CourseCode	**25CP13E**	**ContactHours**	6 hours/week (78 hours/Semester)
TeachingScheme	**L: T: P-6:0:0**	**Credits**	6
CIEMarks	50	SEEMarks	50

4.Rationale:

The students will be placed as Reporters, Stenographers or Shorthand Writers in Government, Public and Private Sectors Organizations.

5.**Course Outcomes: At the end of the Course the student will be able to:**

CO-01	**Understand the basic principles of Phonography (sound writing) and its concepts**
CO-02	**Recognize the shorthand strokes, vowels etc. and understand the various rules**
CO-03	**Apply the rules in the formation of shorthand outlines for different words**
CO-04	**Read printed shorthand outlines and translate the dictated exercises**

6.Course Content

WEEK	CO	PO	Theory(6 Hours per week)
1	1	1 2 3 4 5 7	Introduction to Pitman shorthand and explanation on Consonants Explanation on Explodents and practice on it Explanation on Continuants and practice on it Explanation on Nasals and practice on it Explanation on Liquids and practice on it Explanation on Consonants(coalescents)and practice on it
2	1	1 2 3 4 5 7	Explanation on Aspirate and practice on it Reading and practice on exercise No. 1 Reading and practice on exercise No.2 Reading and practice on exercise No.3 Reading and practice on exercise No.4 Reading and practice on exercise Nos.1 to 4
3	1	1 2 3 4 5 7	Explanation on all the Vowels Explanation on six long Vowels Explanation on six corresponding short Vowels Reading and practice on examples Reading and practice on examples Reading and practice on preceding vowels

4	**2**	**1 2 3 4 5 7**	Reading and practice on following vowels Reading and practice on exercise No.5 Reading and practice on exercise No.6 Reading and practice on exercise No.7 Explanation on Intervening Vowels with examples Reading and practice on examples and exercise No.8
5	**2**	**1 2 3 4 5 7**	Reading and practice on examples and exercise No. 9 Reading and practice on exercise No.10 and explanation on Grammalogues Reading and practice on exercise No.11 Reading and practice on exercise No.12 Explanation on Alternative Signs for R and H with examples Reading and practice on examples and exercise No.13
6	**2**	**1 2 3 4 5 7**	Reading and practice on examples and exercise No.14 Reading and practice on exercise No's 15 and 16 with grammalogues Explanation on Diphthongs with examples Reading and practice on examples Reading and practice on exercise No.17 Reading and practice on exercise No.18
7	**3**	**1 2 3 4 5 7**	Reading and practice on exercise No.19 Reading and practice on exercise No.20 with grammalogues Explanation on Phraseography with examples Reading and practice on list of phrases along with grammalogues Reading and practice on exercise No.21 Reading and practice on exercise No.22
8	**3**	**1 2 3 4 5 7**	Explanation on Circle S and Z with examples Reading and practice on exercise No's 23 and 24 Reading and practice on exercise No's 25 and 26 with grammalogues Explanation on Stroke S and Z with examples Reading and practice on exercise No. 27 Reading and practice on exercise No.28
9	**3**	**1 2 3 4 5 7**	Reading and practice on exercise No.29 Reading and practice on exercise No.30 with grammalogues Explanation on Large Circle SW, SS and SZ with examples Reading and practice on exercise No.31 Reading and practice on exercise No.32 Reading and practice on exercise No's 33 and 34 with grammalogues
10	**4**	**1 2 3 4 5 7**	Explanation on Loops ST and STR with examples Reading and practice on exercise No's 35 and 36 Reading and practice on exercise No's 37 and 38 Reading and practice on revisionary exercise (A) Reading and practice on revisionary exercise (A) Explanation on Initial Hooks with examples

11	**4**	**1 2 3 4 5 7**	Reading and practice on exercise No's 39 and 40 Reading and practice on exercise No's. 41 and 42 Explanation on Alternative Forms for Fr.Vr.Thr.etc with examples Re-explanation on Alternative Forms for Fr.Vr.Thr.etc with examples Reading and practice on exercise No.43 Reading and practice on exercise No.44
12	**4**	**1 2 3 4 5 7**	Reading and practice on exercise No's. 45 and 46 Explanation on Circle and Loop preceding Initial Hooks with examples Reading and practice on exercise No's 47 and 48 Reading and practice on exercise No.49 Reading and practice on exercise No.50 with grammalogues Explanation on "N" and "F" Hooks with examples
13	**4**	**1 2 3 4 5 7**	Reading and practice on exercise No's 51 and 52 Reading and practice on exercise No's 53 and 54 with grammalogues Explanation on Circle and Loops to Final Hooks with examples Reading and practice on exercise No's 55 and 56 Reading and practice on exercise No.57 Reading and practice on exercise No.58

References: Pitman Shorthand Instructor with Key

6.CIE and SEE Assessment Methodologies- (Theory)

Sl.No	**Assessment**	**Test Week**	**Duration (minutes)**	**Max.Marks**	
1.	CIE-1TheoryTest	7	90	50	Average of all CIE=50 Marks
2.	CIE-2TheoryTest	10	90	50	
3	CIE-3TheoryTest	13	90	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-Theory			180	100	50 marks **(Converted to 50 Marks)**
Total Marks					**100 Marks**
Minimum Marks to pass in CIE & SEE is 40% individually					

7.CIE Theory Test

Program	**Commercial Practice**			**Semester I**	
Course Name	**ENGLISH SHORTHAND –I (THEORY)**			**Test**	**I**
Course Code	**25CP13E**	**Duration**	**90 min**	**Marks**	**50**

1. Write correct outlines for any ten 10x1=10

   a) b) c) d) e) f) g) h)

   i) J) k) l) m) n) o)

2. Write Grammalogues for any ten 10x1=10

   b) b) c) d) e) f) g) h)

   ii) J) k) l) m) n) o)

Answer any three from the following 10x3=30

3. Explain with examples how the Consonants are represented in Shorthand.
4. Write with examples how the Vowels are represented in Shorthand.
5. State with examples the uses of Intervening Vowels.
6. Explain with examples the uses of Alternative Signs for R and H
7. Define Diphthongs with suitable examples.

(Give outlines, grammalogues and questions covering Chapters 1 to 5)

Name of the Course Coordinator:

Course Coordinator **Head of Department IQAC Chairman**

Program	**Commercial Practice**			**Semester I**	
Course Name	**ENGLISH SHORTHAND –I (THEORY)**			**Test**	**II**
Course Code	**25CP13E**	**Duration**	**90 min**	**Marks**	**50**

1. Write correct outlines for any five 5x1=5

   a) b) c) d) e) f) g) h)

   Write Phrases for any five 5x1=5

   b) c) d) e) f) g) h)

Answer any three from the following 10x3=30

2. Explain with examples how Phrases are represented in Shorthand.
3. Write with examples how the Circle S and Z is represented in Shorthand.
4. State with examples the uses of Strokes S and Z
5. Explain with examples the uses large Circles SW and SS or SZ
6. Define with suitable examples Loops ST and STR.

7. **Write the following passage in shorthand by applying the principles of Pitaman. =10**

(Give not more than 50 words selecting any exercise from Chapters 6 to 10)
Name of the Course Coordinator:

Course Coordinator **Head of Department** **IQAC Chairman**

Program	**Commercial Practice**			**Semester I**	
Course Name	**ENGLISH SHORTHAND –I (THEORY)**			**Test**	**III**
Course Code	**25CP13E**	**Duration**	**90 min**	**Marks**	**50**

1. Write correct Grammalogues for any five 5x1=5

   a) b) c) d) e) f) g) h)

2 Write correct Phrases for any five 5x1=5

   a) b) c) d) e) f) g) h)

Answer any three from the following 10x3=30

3 Explain with examples how the initial hooks to straight and curves are represented.
4 Write with examples how the Alternative Forms Fr.Vr.Thr. are represented.
5 State with examples the uses of Circle or loop preceding initial hooks.
6 Explain with examples the uses of N and F hooks.
7 Define with suitable examples Circle and loops to final hooks.
8 Write the following passage in shorthand by applying the principles of Pitaman. =10

(Give not more than 50 words selecting any exercise from Chapters11 to 15)

Name of the Course Coordinator:

Course Coordinator **Head of Department** **IQAC Chairman**

9.SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

10. SEE–Model Theory Question Paper

Semester End Examination
Course Name: English Shorthand –I (Theory)
Semester: 1 - Course Code: 25CP13E

Duration: 3Hrs **Max Marks: 100**

PART – I

1 A Fill in the blanks with appropriate words 5 X 1 = 5

a. _____ is the time saving system of writing
b. _____ invented English Shorthand
c. _____ are the result of audible friction
d. A vowel which occurs in between the two consonants is known as _____
e. _____ occurring words are frequently represented in English Shorthand

B Write short notes on Diphthongs 1 X 5 = 5

PART – II

2 A Write correct Phrases for the following (answer any five) 1 X 5 = 5

a) He should know
b) It will be
c) There may be
d) He will be
e) Too much
f) Why have you
g) So much

B Write correct Shorthand Outlines for the following (answer any five) 1 X 5 = 5

a) Zero
b) Policies
c) Taster
d) Briefly
e)Cavel
f) Stabber
g) Review

C Write correct grammalogue Outlines for the following (answer any five) 1 X 5 = 5

a) Put
b) Which
c) Remember
d) Have
e) Be
f) It
g) Had

PART – III

Answer any four of the following questions 10x4=40

3 Explain briefly the use of vowels with suitable examples.
4 Briefly explain the use of Phraseography with suitable examples.
5 How the circle S and Z is used? Explain with suitable examples.
6 Explain the use of ST and STR loops with examples.
7 What are the circumstances in which initial hook to straight and curve strokes are used? Explain with examples.
8 Explain briefly, with examples the use of Circle or Loop Preceding Initial Hook.
9 Write short notes on any two of the following 5x2 = 10
   a) Position of outlines
   b) SW Circle
   c) Large circles in Phraseogrpahy
   d) FL and VL

PART - IV

10 Write the following sentences in shorthand: 25 Marks

The outlay on the houses is excessive, when we think of the small size of the rooms. Necessity, it is said, knows no law; but this excuse may be denied, and he who relies on it may be sorry. Who should teach? Them these rules of the feast? He is the master of the loudest style of speech, and he feels the deepest disgust if his stale stories are refused. We shall first take the boys to the dentist, who should have seen them long ago.

I can amplify this lesson, if you please, on Wednesday. It is a fact, castles in the air are fabrics which soon crumble; but they may give rise to many problems of use to society. It is a

simple thing to criticize, to Grumble, or to blame; but how few of those who do these things are able to better the labor of the folk they

Minimum passing Marks for CIE is 20 Marks (40% of 50 Marks)
Minimum passing Marks for SEE is 20 Marks (40% of 50 Marks)

Instructions to Paper Setters:

Set the question papers of CIE and SEE as per the syllabus by observing Cos and Pos. Award one mark for each of the outlines, phrases, grammalogues. For main questions award 70% of the marks for points and 30% of the marks for examples. For longhand to shorthand give a passage containing 125 to 150 words and deduct half mark for each mistake.

Note: Prepare SEE question paper for 100 marks.

Instructions to Valuers:

Award one mark for each of the outlines, phrases, and grammalogues. For main questions award 70% of the marks for points and 30% of the marks for examples. In long hand to shorthand, deduct half mark for each mistake.

Note: Value the paper for 100 marks and convert it into 50 marks.

References:Pitman Shorthand Instructor with Ke

Government of Karnataka
DEPARTMENTOFTECHNICALEDUCATION
PROGRAM : GOMMERCIAL PRACTICE (KAN)

Program	Commercial Practice	Semester	I
Course Name	ಕನ್ನಡ ಶೀಘ್ರಲಿಪಿ-1	Type of Course	Theory
Course Codę	25CP13K	Contact Hours	6 hours/week (78 hours/semester)
Teaching Scheme	L: T:P-6:0:0	Credits	6
CIEMarks	50	SEE Marks	50

1 RATIONALE:

ಧ್ವನಿ ಆಧಾರಿತ ಸಂಕೇತ ಲಿಪಿಯಾದ ಕನ್ನಡ ಶೀಘ್ರಲಿಪಿಯನ್ನು ಕನ್ನಡ ಭಾಷೆಯ ವರ್ಣಮಾಲೆಯ ಅಕ್ಷರಗಳಿಗೆ ಅನ್ವಯಿಸಿ ನಿರ್ದಿಷ್ಟ ವೇಗದಲ್ಲಿ ಸುಲಭವಾಗಿ ಬರೆದುಕೊಳ್ಳುವ ನೈಪುಣ್ಯತೆ ರೂಢಿಸಿಕೊಳ್ಳುವುದು. ದೈನಂದಿನ ಕಛೇರಿ ವ್ಯವಹಾರಗಳಲ್ಲಿ ಬಳಸುವ ಪದ/ವಾಕ್ಯಗಳಿಗೆ ಸ್ವತಂತ್ರವಾಗಿ ಸಂಕ್ಷಿಪ್ತ ಲಿಪಿ ರಚಿಸುವ ಸಾಮರ್ಥ್ಯ ಹೊಂದುವುದು.

2 Course Outcomes: At the end of the Course,the student will be able to:

CO-01	ರೇಖಾಕ್ಷರಗಳ ರಚನೆ ಬಗ್ಗೆ ಅರಿವು-ರೇಖಾಕ್ಷರಗಳ ಸಂಯೋಜನೆ-ಸೂತ್ರಗಳು-ಸ್ವರಚಿಹ್ನೆಗಳ ಸೂಚಿಸುವ ವಿಧಾನದ ಕಲಿಕೆ, ದ್ವಿಸ್ವರ ತ್ರಿಸ್ವರ -ವರ್ಣಪದ/ ಅಕ್ಷರಪದಗಳನ್ನು ಸಮರ್ಥವಾಗಿ ಉಪಯೋಗಿಸುವ ಜ್ಞಾನ ಗಳಿಸುವುದು.
CO-02	ದ್ವಿರೂಪ ವ್ಯಂಜನ,ಅರ್ಧ ವೃತ್ತ, ಸಣ್ಣವೃತ್ತ ಮತ್ತು ದೊಡ್ಡ ವೃತ್ತ, ಇವುಗಳ ಅಂತ್ಯಪ್ರತ್ಯಯ , ವರ್ಣಪದಗಳ ಬಳಕೆಯಜ್ಞಾನ ಗಳಿಸುವುದು.
CO-03	ಸಣ್ಣ ಮತ್ತು ದೊಡ್ಡ ಕುಣಿಕೆ , ಆದಿ ಮತ್ತು ಅಂತ್ಯದಲ್ಲಿ ಸಣ್ಣ ಕೊಕ್ಕೆಗಳನ್ನು ಬಳಸುವ ಸೂತ್ರಗಳ ಅರಿವಿನ ಜೊತೆಗೆ ಅವುಗಳ ಅಂತ್ಯಪ್ರತ್ಯಯ ಮತ್ತು ವರ್ಣಪದಗಳ ಬಳಕೆಯ ಜ್ಞಾನ ಗಳಿಸುವುದು

3 COURSE CONTENT

WEEK	CO	PO	Theory (6 Hours per week)
1	1	1,2,3.4,5,7	ಕನ್ನಡ ವರ್ಣಮಾಲೆ ವಿವರ ಕನ್ನಡ ಶೀಘ್ರಲಿಪಿಯ ವ್ಯಾಖ್ಯೆ, ಇತಿಹಾಸ , ಉಪಯೋಗ ಮತ್ತು ಕಲಿಕೆಯ ವಿಧಾನಗಳ ವಿವರಣೆ -ವ್ಯಂಜನಾಕ್ಷರಗಳು ರೇಖಾಕ್ಷರಗಳು -ವಾಖ್ಯೆ, ರಚನೆ, ವಿಂಗಡಣೆ ಮತ್ತು ಬರೆಯುವ ಕ್ರಮಗಳ ವಿವರ
2	1	1,2,3.4,5,7	ದ್ವಿರೂಪ ರೇಖಾಕ್ಷರಗಳಾದ ತ-ದ, ವ, ರ, ಯ, ಹ, ಬರೆಯುವ ಕ್ರಮಗಳ ವಿವರ
3	1	1,2,3.4,5,7	ರೇಖಾಕ್ಷರಗಳ ಸಂಯೋಜನೆ ಸೂತ್ರಗಳ ವಿವರಣೆ ಸ್ವರಗಳು- ವ್ಯಾಖ್ಯೆ, ಸ್ವರ ಚಿಹ್ನೆಗಳ ಪರಿಚಯ- ಸ್ವರ ಚಿಹ್ನೆಗಳನ್ನು ಸೂಚಿಸುವ ವಿಧಾನದ ಕಲಿಕೆ(ಬಿಡಿಸಿ ಬರೆಯುವ ಸ್ವರಗಳು)
4	1	1,2,3.4,5,7	ಸೇರಿಸಿ ಬರೆಯುವ ಸ್ವರಗಳ ವಿವರಣೆ- ಸಂಕ್ಷಿಪ್ತಾಕ್ಷರಗಳ ಸ್ಥಾನದ ವಿವರಣೆವಿರಾಮ ಚಿಹ್ನೆಗಳ ಅಭ್ಯಾಸ
5	2	1,2,3.4,5,7	ದ್ವಿಸ್ವರಗಳು ಮತ್ತು ತ್ರಿಸ್ವರಗಳು ವ್ಯಾಖ್ಯೆ, ಚಿಹ್ನೆಗಳ ಪ್ರಯೋಗದ ವಿಧಾನಗಳ ವಿವರಣೆ ಕೋನಗಳು ಮತ್ತು ಅಂತ್ಯಪ್ರತ್ಯಯಗಳು, ತೃತೀಯ ಮತ್ತು ಸಪ್ತಮಿ ವಿಭಕ್ತಿ ಪ್ರತ್ಯಯಗಳನ್ನು ಸೂಚಿಸುವ ವಿಧಾನದ ಕಲಿಕೆ ವರ್ಣಪದಗಳ ಅಭ್ಯಾಸ
6	2	1,2,3.4,5,7	ದ್ವಿರೂಪ ರೇಖಾಕ್ಷರಗಳು- ವ್ಯಾಖ್ಯೆ- ದ್ವಿರೂಪ ವ ಮತ್ತು ಲ-ಳ ಬಳಸುವ ಸೂತ್ರಗಳ ವಿವರಣೆ ದ್ವಿರೂಪ ತ-ದ ರೇಖಾಕ್ಷರಗಳ ಬಳಸುವ ಸಂದರ್ಭಗಳು ಮತ್ತು ಸೂತ್ರಗಳ

			ವಿವರಣೆ

7	**2**	**1,2,3.4,5,7**	ದ್ವಿರೂಪ ಯ ಮತ್ತು ರ-ಲಳ ಬಳಸುವ ವಿಧಾನದ ವಿವರಣೆ ಹ ಪ್ರಯೋಗದ ವಿವರಣೆ ವರ್ಣಪದಗಳ ಅಭ್ಯಾಸ
8	**3**	**1,2,3.4,5,7**	ಅರ್ಧ ವೃತ್ತಗಳ ಅರ್ಧ ಮತ್ತು ಬಳಸುವ ಸಂದರ್ಭ ಮತ್ತು ಸೂತ್ರಗಳ ವಿವರಣೆ ಅಂತ್ಯಪ್ರತ್ಯಯ ಮತ್ತು ವರ್ಣಪದಗಳ ಅಭ್ಯಾಸ, ಉಕ್ತಲೇಖನ
9	**3**	**1,2,3.4,5,7**	ಯ-ವ ಒತ್ತಕ್ಷರ ಮತ್ತು ಜ್ಞ ಸಂಯುಕ್ತಾಕ್ಷರಗಳ ವಿವರಣೆ
10	**3**	**1,2,3.4,5,7**	ಸಣ್ಣ ವೃತ್ತಗಳನ್ನು ಬಳಸುವ ಸೂತ್ರಗಳ ವಿವರ ಅಂತ್ಯ ಪ್ರತ್ಯಯಗಳ ಉಪಯೋಗ ಮಾಡುವ ವಿಧಾನ ವಿವರಣೆ ವರ್ಣಪದಗಳ ಅಭ್ಯಾಸ
11	**4**	**1,2,3.4,5,7**	ದೊಡ್ಡ ವೃತ್ತ- ವ್ಯಾಖ್ಯೆ- ಬರೆಯುವ ವಿಧಾನದ ವಿವರ. ದೊಡ್ಡ ವೃತ್ತಗಳ ಅಂತ್ಯಪ್ರತ್ಯಯಗಳನ್ನು ಬಳಸುವ ವಿಧಾನದ ವಿವರಣೆ. ವರ್ಣಪದಗಳ ಅಭ್ಯಾಸ
12	**4**	**1,2,3.4,5,7**	ಕುಣಿಕೆ- ಸಣ್ಣ ಮತ್ತು ದೊಡ್ಡ ಕುಣಿಕೆಗಳ ವ್ಯಾಖ್ಯೆ- ಬರೆಯುವ ವಿಧಾನದ ವಿವರಣೆ ಅಂತ್ಯಪ್ರತ್ಯಯಗಳ ಮತ್ತು ವರ್ಣ ಪದಗಳ ಅಭ್ಯಾಸ
13	**4**	**1,2,3.4,5,7**	ಆದಿಯಲ್ಲಿ ಸಣ್ಣ ಕೊಕ್ಕೆಗಳಾದ ರ- ಲ ಬಳಸುವ ಸೂತ್ರಗಳ ವಿವರಣೆ. ಅಂತ್ಯಪ್ರತ್ಯಯ ಮತ್ತು ವರ್ಣಪದಗಳ ಅಭ್ಯಾಸ ಅಂತ್ಯದಲ್ಲಿ ಸಣ್ಣ ಕೊಕ್ಕೆಗಳಾದ ನ ಮತ್ತು ವ ಬಳಸುವ ಸೂತ್ರಗಳ ವಿವರಣೆ ಮತ್ತು ವರ್ಣಪದಗಳ ಅಭ್ಯಾಸ

4.References:

ಕನ್ನಡ ಶೀಘ್ರಲಿಪಿ ಪಠ್ಯಪುಸ್ತಕ ಮುದ್ರಣ ಮತ್ತು ಲೇಖನ ಸಾಮಗ್ರಿಗಳ ಇಲಾಖೆ, ಕರ್ನಾಟಕ ಸರ್ಕಾರ

5 CIEandSEEAssessmentMethodologies- (Theory)

Sl. No	Assessment	TestWeek	Duration (minutes)	Maxmarks	
1.	CIE-1TheoryTest	7	90	50	Average of all CIE=50 Marks
2.	CIE-2TheoryTest	10	90	50	
3	CIE-3TheoryTest	13	90	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-Theory			180	100	50 marks **(Converted to 50 Marks)**
				Total Marks	**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

6. Assessment Methodologies

Sl.No	SEE – Theory Assessment	Duration (minutes)	Max Marks	Conversion	Min marks to pass
1.	**Semester End Examination-Theory**	**180**	**100**	**50**	**20**

7. CIE Theory Test

Program	ಕಮರ್ಷಿಯಲ್ ಪ್ರಾಕ್ಟೀಸ್ ಕನ್ನಡ			Semester I	
Course Name	ಕನ್ನಡ ಶೀಘ್ರಲಿಪಿ-1			Test	I
Course Code	25CP13K	Duration	90 min	Marks	50
Name of the Course Coordinator:					
Note:**Section is Compulsory** Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.					

Q. No	Questions	CognitiveLevel	CourseOutcome	Marks
	Section – 1			
1	ಬಿಟ್ಟ ಸ್ಥಳ ತುಂಬಿರಿ:			1*5=5
	Section –2			
2	ಶೀಘ್ರಲಿಪಿಯಲ್ಲಿ ಬರೆದು ಸೂತ್ರ ವಿವರಿಸಿ ಯಾವುದಾದರೂ 05 ಕ್ಕೆ			
	Section –3			
3	ಯಾವುದಾದರು ನಾಲ್ಕಕ್ಕೆ ಟಿಪ್ಪಣಿ ಕೇಳಿ ಪ್ರಶ್ನೆ			5*4=20
	Section –3			
4	ಯಾವುದಾದರು ಎರಡಕ್ಕೆ ವಿವರಣಾತ್ಮಕವಾಗಿ ಉತ್ತರಿಸಲು ಪ್ರಶ್ನೆ			2*10=20
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.				

Course Coordinator **HOD** **IQAC Chairman**

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರಕರಿಗೆ ಸೂಚನೆಗಳು:

ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದ ಪರೀಕ್ಷೆಗೆ 100 ಅಂಕಗಳ ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ ತಯಾರಿಸುವುದು.

ಮೌಲ್ಯಮಾಪನ ವಿಧಾನ:

100 ಅಂಕಗಳಿಗೆ ಮೌಲ್ಯಮಾಪನ ಮಾಡಿ 50 ಅಂಕಗಳಿಗೆ ಪರಿವರ್ತಿಸುವುದು.

SEE–Model Theory Question Paper

Program	ಕಮರ್ಷಿಯಲ್ ಪ್ರಾಕ್ಟೀಸ (ಕನ್ನಡ)	Semester	I
CourseName	ಕನ್ನಡ ಶೀಘ್ರಲಿಪಿ-1	Marks	100
CourseCode	**25CP13K**	Duration	180Min
Note:Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequalmarks.			

ಸಮಯ: 3 ಗಂಟೆ **ಗರಿಷ್ಠ ಅಂಕ :100**

ಸೂಚನೆಗಳು:

01. ಪ್ರತಿ ಭಾಗವನ್ನು ಉತ್ತರಿಸುವುದು ಕಡ್ಡಾಯ
02. ಭಾಗ ಮತ್ತು ಪ್ರಶ್ನೆ ಸಂಖ್ಯೆಯನ್ನು ಕಡ್ಡಾಯವಾಗಿ ನಮೂದಿಸಿ.

I ಬಿಟ್ಟ ಸ್ಥಳ ತುಂಬಿರಿ: **5*1=05 ಅಂಕಗಳು**

1. ಕನ್ನಡ ಶೀಘ್ರಲಿಪಿಯಲ್ಲಿ ಒಟ್ಟು ----- ರೇಖಾಕ್ಷರಗಳಿವೆ.
2. ಎರಡು ಅಥವಾ ಹೆಚ್ಚು ರೇಖಾಕ್ಷರಗಳನ್ನು ಸೇರಿಸಿ ಬರೆಯುವುದಕ್ಕೆ ----- ಎಂದು ಹೆಸರು.
3. 'ರ' ಕ್ಕೆ ಅಂತ್ಯದಲ್ಲಿ ಸ್ವರವಿದ್ದರೆ------ ಮುಖ ರೇಖಾಕ್ಷರ ಉಪಯೋಗಿಸಬೇಕು.
4. ರೇಖಾಕ್ಷರಗಳ ಮಧ್ಯೆ ದೊಡ್ಡ ವೃತ್ತವನ್ನು -------- ಆಗಿ ಬಳಸಬಹುದು.
5. ರೇಖಾಕ್ಷರಗಳ ಬದಲಾಗಿ ಸಣ್ಣ ವೃತ್ತವನ್ನು ------- ವ್ಯಂಜನ ಸೂಚಿಸಲು ಬಳಸಲಾಗುವುದು.

II ಕೆಳಗಿನಪದಗಳಲ್ಲಿಯಾವುದಾದರೂ 5 ಕ್ಕೆವರ್ಣಪದಗಳನ್ನುಬರೆಯಿರಿ:

1*5=10 ಅಂಕಗಳು

(a)ಚೆನ್ನಾಗಿ (b) ಕಾನೂನು (c) ಐಕ್ಯಮತ್ಯ (d) ಪರಿಸ್ಥಿತಿ
(e) ಇತಿಹಾಸ (f) ಅರ್ಹತೆ (g) ಅಭಿವೃದ್ಧಿ(h) ರಾಜಕೀಯ

III ಕೆಳಗಿನ ಪದಗಳಲ್ಲಿ ಯಾವುದಾದರೂ 5ಕ್ಕೆ ಶೀಘ್ರಲಿಪಿಯ ಸೂತ್ರಕ್ಕನುಸಾರ

ಸಂಕ್ಷಿಪ್ತಲಿಪಿ ಬರೆದು ಸೂತ್ರವನ್ನು ಒಂದು ವಾಕ್ಯದಲ್ಲಿ ವಿವರಿಸಿ.1*5=10 ಅಂಕಗಳು

1) ವಯ್ಯಾರ 2) ಐರಾವತ 3) ರೈತ 4) ನಾಳೆ
5) ಕಾವ್ಯ6) ಮಸ್ತಕ 7) ಅದವಾನಿ

IV. ಕೆಳಗಿನ ಯಾವುದಾದರೂ 03 ಪ್ರಶ್ನೆಗಳಿಗೆ ಉತ್ತರಿಸಿ: **3*10= 30 ಅಂಕಗಳು**

1. ರೇಖಾಕ್ಷರಗಳಸಂಯೋಜನೆಎಂದರೇನು?ಸಂಯೋಜನೆಮಾಡುವಾಗಅನುಸರಿಸಬೇಕಾದಸೂತ್ರಗಳನ್ನು ಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ.
2. ಕನ್ನಡಶೀಘ್ರಲಿಪಿಯಲ್ಲಿದ್ವಿರೂಪ "ಹ" ಬಳಸುವಸೂತ್ರಗಳನ್ನುಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ.
3. ಸಣ್ಣವೃತ್ತವನ್ನುಬಳಸುವಯಾವುದಾದರೂ 10 ಸೂತ್ರಗಳನ್ನುಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ.
4. ಅಂತ್ಯದಲ್ಲಿ ಸಣ್ಣಕೊಕ್ಕೆಗಳನ್ನುಬಳಸುವಸೂತ್ರಗಳನ್ನುಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ.
5. ಸಣ್ಣ ಕುಣಿಕೆಗಳನ್ನು ಬಳಸುವವಿಧಾನಗಳನ್ನುಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ.

V ಯಾವುದಾದರೂ05ಕ್ಕೆ ಸಂಕ್ಷಿಪ್ತವಾಗಿ ಟಿಪ್ಪಣಿಬರೆಯಿರಿ **05*05=25 ಅಂಕಗಳು**

(ಅ) ವರ್ಣಪದಗಳು (ಆ)ದ್ವಿಸ್ವರಗಳು (ಇ) ಸಣ್ಣ ವೃತ್ತಗಳ ಅಂತ್ಯಪ್ರತ್ಯಯಗಳು (ಈ) ದ್ವಿರೂಪ "ಲ"
(ಉ) ರೇಖಾಕ್ಷರಗಳ ಸ್ಥಾನ (ಊ) "ವ" ಕೊಕ್ಕೆ ಪ್ರಯೋಗ (ಋ)ಸೇರಿಸಿ ಬರೆಯುವ ಸ್ವರಗಳು

ಭಾಗ-03 ಲಿಪ್ಯಂತರ

VI ಕೆಳಗಿನ ವಿಷಯವನ್ನು ಶೀಘ್ರಲಿಪಿ ಸೂತ್ರಕ್ಕನುಸಾರ ಲಿಪ್ಯಂತರಿಸಿಅಂಕಗಳು:25

ಮಾನ್ಯರೆ,

ನಮ್ಮ ರಾಜ್ಯದಲ್ಲಿ ಹೆಚ್ಚು ಮಂದಿ ಕಲಿತವರು ಇದ್ದಾರೆ. ಇದು ನಾವು ಮತ್ತು ನೀವು ಸಂತಸಪಡುವ ವಿಷಯ ಆಗಿದೆ. ಈ ಸಂಖ್ಯೆ ಇನ್ನು ಮುಂದೆ ಸಹ ಹೀಗೆ ಬೆಳೆಯುತ್ತಾ ಹೋಗಲು ಜನರ ಸಹಕಾರ ಮತ್ತು ಸಹಮತ ಅತಿ ಮುಖ್ಯ ಇದನ್ನು ತಾವು ಕೂಡ ಒಪ್ಪುತ್ತೀರ ಎಂದು ನಾನು ಭಾವಿಸುತ್ತೇನೆ. ರಾಜ್ಯ ಸರ್ಕಾರ ಇದರ ಬಗ್ಗೆ ಸಾಕಷ್ಟು ಹೊಸ ಹೊಸ ಯೋಜನೆಗಳನ್ನು ಹಾಕಿಕೊಂಡು ಈ ಸಂಖ್ಯೆಯನ್ನು ಹೆಚ್ಚಿಸಲು ಸಾಕಷ್ಟು ಅನುದಾನವನ್ನು ಈ ಬಾಬಿಗಾಗಿ ಬಿಡುಗಡೆ ಮಾಡಿದೆ. ಇದರ ಉಪಯೋಗವನ್ನು ಜನ ಸಾಮಾನ್ಯರು ಉಪಯೋಗಿಸಿ ಕೊಳ್ಳಲು ಅವರಿಗೆ ಸೂಕ್ತ ಮಾಹಿತಿ ಮತ್ತು ಮಾರ್ಗದರ್ಶನ ನೀಡಲು ಅಧಿಕಾರಿ ವರ್ಗದವರಿಗೆ ಸೂಚನೆ ನೀಡಬೇಕಾಗಿದೆ.

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Government of Karnataka
Department of Collegiate and Technical Education

Program	Commercial Practice	Semester	I
Course Name	**ENGLISH TYPEWRITING**	**TypeofCourse**	Theory
Course Code	**Practice only**	**ContactHours**	5 hours/week (65 hours/semester)
Teaching Scheme	**L: T: P-0:0:5**	**Credits**	0
CIE Marks	Practice Only	SEEMarks	No end exam

1. RATIONALE: The students will be placed as Typists, Judgment Writers and Copyist in Government, Public and Private Sectors Organizations.

2. Course Outcomes: At the endofthe Course, the student will be able to:

CO-01	Type the words by following the key board instructions
CO-02	Type the sentences by observing punctuations wherever necessary
CO-03	Type small paragraphs by knowing indentation
CO-04	Type speed passages by observing all the symbols

3.Course Content

WEEK	CO	PO	Theory(5 Hours per week)
1	1		Introduction and explanation on the importance of Typewriting Method and practice on Home Keys Practice on Exercise No. 1 Practice on Exercise No. 1 Practice on Exercise No. 2
2	1		Practice on Exercise No. 2 Practice on Exercise No. 3 Practice on Exercise No. 3 Practice on Exercise No. 4 Practice on Exercise No. 4
3	1		Practice on Exercise No. 5 Practice on Exercise No. 5 Practice on Exercise No. 6 Practice on Exercise No. 6 Practice on Exercise No. 7

5	**2**		Practice on Exercise No.10 Practice on Exercise No. 10 Practice on Exercise No. 11 Practice on Exercise No. 11 Practice on Exercise No. 12
6	**2**		Practice on Exercise No. 12 Practice on Exercise No. 13 Practice on Exercise No. 13 Practice on Exercise No. 14 Practice on Exercise No. 14
7	**3**		Practice on Exercise No. 15 Practice on Exercise No. 15 Practice on Exercise No. 16 Practice on Exercise No. 16 Practice on Exercise No. 17
8	**3**		Practice on Exercise No. 17 Practice on Exercise No. 18 Practice on Exercise No. 18 Practice on Exercise No. 19 Practice on Exercise No. 19
9	**3**		Practice on Exercise No. 20 Practice on Exercise No. 20 Practice on Exercise No. 21 Practice on Exercise No. 21 Practice on Exercise No. 22
10	**4**		Practice on Exercise No. 22 Practice on Exercise No. 23 Practice on Exercise No. 23 SPEED DEVELOPMENT EXERCISES: Practice on Exercise No. 01 Practice on Exercise No. 02
11	**4**		Practice on Exercise No. 03 Practice on Exercise No. 04 Practice on Exercise No. 05 Practice on Exercise No. 06 Practice on Exercise No. 07
12	**4**		Practice on Exercise No. 08 Practice on Exercise No. 09 Practice on Exercise No. 10 Practice on Exercise No. 11 Practice on Exercise No. 12
13	**4**		JUNIOR GRADE EXERCISES FOR PRACTICE: Practice on Exercise No.13 Practice on Exercise No.14 Practice on Exercise No.15 Practice on Exercise No.16 Practice on Exercise No.17

6. Reference Books: Pitman Instructor and Key by Siddaraju

GovernmentofKarnataka
DepartmentofTechnical Education
PROGRAM: COMMERCIAL PRACTICE (ENGLISH & KANNADA)

Program	COMMERCIAL PRACTICE	Semester	I
Course Name	**ಕನ್ನಡ ಬೆರಳಚ್ಚು**	**Type of Course**	**Theory**
Course Code	**NIL**	**Contact Hours**	**5 hours / week (65 hours / semester)**
Teaching Scheme	**L:T:P-0:0:5**	**Credits**	**NIL**
CIE Marks	**Practice only**	**SEE Marks**	**No End Examination**

1.ಕನ್ನಡಬೆರಳಚ್ಚುಕಲಿಕೆಯಉದ್ದೇಶಮತ್ತುಗುರಿ:

ಬೆರಳಚ್ಚುಯಂತ್ರಗಳನ್ನುಸರ್ಕಾರಿಮತ್ತುಖಾಸಗಿಕಚೇರಿಗಳಲ್ಲಿಬೆರಳಚ್ಚುಮುದ್ರಣಕೌಶಲ್ಯದ ಮೂಲಕವಿವಿಧನಮೂನೆಯಸಂವಹನಪತ್ರಗಳನ್ನುಸಿದ್ಧಪಡಿಸಲುಬಳಸಲಾಗುತ್ತದೆ.ವಿದ್ಯಾರ್ಥಿಗಳು ಬೆರಳಚ್ಚುಯಂತ್ರ(ಮ್ಯಾನ್ಯುಯಲ್)ದಲ್ಲಿನಿರಂತರಅಭ್ಯಾಸಮಾಡಿತದನಂತರವಿದ್ಯುನ್ಮಾನಮತ್ತುಗ ಣಕಯಂತ್ರಗಳಕೀಲಿಫಲಕಗಳಅಭ್ಯಾಸಮಾಡಿಅಕ್ಷರಮುದ್ರಣಕೌಶಲ್ಯವನ್ನುಹೊಂದುವುದುಬೆರಳ ಚ್ಚುಕಲಿಕೆಯಮೂಲಉದ್ದೇಶವಾಗಿದೆ.

ಇದರಿಂದಇಂದಿನಆಧುನಿಕಸರ್ಕಾರಿಮತ್ತುಖಾಸಗಿಕಚೇರಿಲೆಕ್ಕ/ಪತ್ರವ್ಯವಹಾರಗಳಸಂವಹ ನದಾಖಲೆಗಳನ್ನುನಿರ್ದಿಷ್ಟಆಕಾರದಲ್ಲಿವೇಗವಾಗಿಮತ್ತುಸರಾಗವಾಗಿನಿಖರತೆಮತ್ತುದಕ್ಷತೆಯಿಂದ ಮಾಡಲುಸಾಧ್ಯವಾಗುತ್ತದೆ. ಅಲ್ಲದೇದತ್ತಾಂಶಸಂಸ್ಕರಣ/ಡಾಟಾಪ್ರೊಸೆಸಿಂಗ್ ಮತ್ತುಗಣಕಅನ್ವಯಕಗಳಲ್ಲಿಶೀಘ್ರವಾಗಿಕಾರ್ಯನಿರ್ವಹಿಸಲುಕೀಲಿಫಲಕದಬೆರಳಚ್ಚುಅಭ್ಯಾಸ/ಕೌ ಶಲ್ಯಸಹಕಾರಿಯಾಗಿದೆ.

ಕಚೇರಿಪತ್ರವ್ಯವಹಾರಗಳುಮತ್ತುಅಂಕಣವುಳ್ಳನಮೂನೆಗಳನ್ನುಬೆರಳಚ್ಚುಯಂತ್ರದಲ್ಲಿವೇಗ ವಾಗಿಮತ್ತುನಿಖರವಾಗಿನಿರ್ದಿಷ್ಟಸಮಯದಲ್ಲಿಬೆರಳಚ್ಚುಮಾಡುವವಿಧಾನದಕೌಶಲ್ಯಕಲಿಸುವುದರ ಜೊತೆಗೆಎಲ್ಲಾಬಗೆಯಕಚೇರಿಗಳು, ಕಾರ್ಯಾಂಗ , ಆಡಳಿತಾಂಗಮತ್ತುನ್ಯಾಯಾಂಗವ್ಯವಸ್ಥೆಯ, ವಿಧಾನಸಭೆ, ವಿಧಾನಪರಿಷತ್ತುಮತ್ತುಲೋಕಸಭೆ, ರಾಜ್ಯಸಭೆಗಳಶೀಘ್ರಲಿಪಿಗಾರರು, ಆಪ್ತಸಹಾಯಕರುಮತ್ತುವರದಿಗಾರರಾಗಿ/ಬೆರಳಚ್ಚುಗಾರರು/ಗಣಕದತ್ತಾಂಶಸಂಗ್ರಹಕರಾಗಿಸಮರ್ಥ ವಾಗಿಕಾರ್ಯನಿರ್ವಹಿಸಲುತರಬೇತಿನೀಡುವುದು.

ಕಲಿಕಾಕೌಶಲ್ಯವೃದ್ಧಿ:

ಬೆರಳಚ್ಚುಯಂತ್ರಮತ್ತುಗಣಕಯಂತ್ರದಕೀಲಿಫಲಕಗಳಬಗ್ಗೆಮಾಹಿತಿ, ವಿವಿಧಭಾಗಗಳಬಳಕೆಮತ್ತುಸಮರ್ಪಕನಿರ್ವಹಣೆಗೆಸೂಚನೆಗಳನ್ನುನೀಡುತ್ತಾಹಂತಹಂತವಾಗಿಅಕ್ಷ ರಗಳಬೆರಳಚ್ಚುಮಾಡುವುದುಮತ್ತುಪದ/ವಾಕ್ಯರಚನೆ/ ಅಂಕಿ-ಸಂಖ್ಯೆಗಳನ್ನು / ಅಚಲಿತಕೀಗಳು/ಸ್ಥಳಾಂತರಕೀಗಳನ್ನುಉಪಯೋಗಿಸಿನಿರಂತರವಾಗಿಅಭ್ಯಾಸಮಾಡಿಸುತ್ತಾಬೆರಳ ಚ್ಚುವೇಗವೃದ್ಧಿಸಿಕೊಳ್ಳುವುದು.

ಚಟುವಟಿಕೆಗಳು:

ಚಿಕ್ಕಚಿಕ್ಕವಾಕ್ಯಗಳು,ಸಣ್ಣಕಂಡಿಕೆಗಳಅಭ್ಯಾಸ
ವೇಗಾಭ್ಯಾಸವನ್ನುವಾರದಿಂದವಾರಕ್ಕೆಹಂತಹಂತವಾಗಿಹೆಚ್ಚಿಸಿಅಭ್ಯಾಸಮಾಡಿಸುವುದು,
ಅವುಗಳಮೌಲ್ಯಮಾಪನಮಾಡುವುದು,
ಕೀಲಿಫಲಕಗಳವಿವಿಧಅಭ್ಯಾಸಮುಗಿದನಂತರಪ್ರತಿವಾರಪ್ರತಿನಿಮಿಷಕ್ಕೆ 10,12,14,16,
ಪದಗಳವೇಗದಲ್ಲಿಕಠಿಣಪದ/ವಾಕ್ಯಗಳುಳ್ಳವೇಗಪರೀಕ್ಷೆಗಳನ್ನುನಡೆಸುವುದು.
ತಿದ್ದುಪಡಿಮಾಡಿನಿರ್ದಿಷ್ಟಸಮಯದಲ್ಲಿವೇಗಮತ್ತುನಿಖರತೆಯಿಂದಬೆರಳಚ್ಚುಮಾಡಲುಸೂಚಿಸುವುದು.

2. Course Outcomes:

At the end of the Course, the studentwillbe able to

ಸೆಮಿಸ್ಟರ್ಅಂತಿಮಹಂತದಲ್ಲಿವಿದ್ಯಾರ್ಥಿಗಳುಈಕೆಳಗಿನವುಗಳಲ್ಲಿಪರಿಣಿತಿಪಡೆಯುತ್ತಾರೆ.

CO-01 (10 Hrs)	ಗೃಹಕೀಲಿಗಳ (ಮನೆಗೈಸಾಲು) 3ನೇಪಂಕ್ತಿ:- **ಅಚ್ಚುಗಳು/ಕೀಲಿಗಳು:** (ಎಡಗೈ) **ಅ – ಸ – ಡ – ಾ/ಗ**ಮತ್ತು**ಹ / ಜ – ಕ – ಲ – ೀ**(ಬಲಗೈ) ಮನೆಗೈಸಾಲಿನಿಂದಅಭ್ಯಾಸಮಾಡಿದಕೀ(ಅಕ್ಷರ)ಗಳಿಂದಸಣ್ಣಸಣ್ಣಪದಗಳರಚನೆಮಾಡಿಸುವುದಮತ್ತುಹೆಬ್ಬೆಟ್ಟಿನಬೆರಳಚ್ಚುಪಟ್ಟಿ (ತೆರಪುಪಟ್ಟಿ) ಮಹತ್ವದೊಂದಿಗೆ ಬೆರಳಚ್ಚು ಪರಿಣತಿ ಪಡೆಯುತ್ತಾರೆ.
CO-02 (10 Hrs)	ಮನೆಗೈಸಾಲಿನಮೇಲಿನ 2ನೇಪಂಕ್ತಿ:- **ಅಚ್ಚುಗಳು/ಕೀಲಿಗಳು:** (ಎಡಗೈ) **ಶ – ತ– ಇ – ರ/ಟ**ಮತ್ತು**ಪ – ಒ – ಎ – ೨/೪(**ಬಲಗೈ) ಈ ಮೇಲಿನಚಲಿತಕೀಗಳಮೂಲಕಅಕ್ಷರಮತ್ತುಒತ್ತಕ್ಷರಗಳಮಿಶ್ರಣಅಭ್ಯಾಸಗಳಲ್ಲಿಪದ/ವಾಕ್ಯಗಳನ್ನುಈಪಂಕ್ತಿಯಲ್ಲಿಬೆರಳಚ್ಚು ಪರಿಣತಿ ಪಡೆಯುತ್ತಾರೆ.
CO-03 (10 Hrs)	ಮನೆಗೈಸಾಲಿನಕೆಳಗಿನ 4ನೇಪಂಕ್ತಿ:- **ಅಚ್ಚುಗಳು/ಕೀಲಿಗಳು:ಣ–ಳ–ಚ–ವ**/ಬಮತ್ತುಅದೇಪಂಕ್ತಿಯ ಚಲಿತ / ಅಚಲಿತಕೀಗಳಿಂದಪದಗಳ ರಚನಾ ಅಭ್ಯಾಸಿಸುತ್ತಾರೆ. ಈಮೇಲಿನಅಚಲಿತ/ಚಲಿತಕೀಗಳಮೂಲಕಅಕ್ಷರಮತ್ತುಒತ್ತಕ್ಷರಗಳಮಿಶ್ರಣಅಭ್ಯಾಸಗಳಲ್ಲಿಪದ/ವಾಕ್ಯಗಳನ್ನುಈಪಂಕ್ತಿಯಲ್ಲಿಬೆರಳಚ್ಚು ಪರಿಣತಿ ಪಡೆಯುತ್ತಾರೆ.
CO-04 (10 Hrs)	ಮನೆಗೈಸಾಲಿನಮೇಲಿನ 1ನೇಪಂಕ್ತಿ:- (ಎಡಗೈ) **ಶಿ – ತಿ – ಡಿ – ರಿ/ಗಿ** ಮತ್ತು**ಹಿ – ವು – ಕಿ – ಳಿ/ಚಿ**(ಬಲಗೈ) **ಪಂಕ್ತಿಗಳ ಅಭ್ಯಾಸ – ಪದ ರಚನೆ.** ಈಮೇಲಿನ ಅಚಲಿತ/ಚಲಿತಕೀಗಳಮೂಲಕಅಕ್ಷರಮತ್ತುಒತ್ತಕ್ಷರಗಳಮಿಶ್ರಣಅಭ್ಯಾಸಗಳಲ್ಲಿಪದ/ವಾಕ್ಯಗಳನ್ನುಈಪಂಕ್ತಿಯಲ್ಲಿಬೆರಳಚ್ಚು ಪರಿಣಿತಿ ಪಡೆಯುತ್ತಾರೆ.
CO-05 (10 Hrs)	ಶಿಫ್ಟ್ ಮತ್ತುವಿಶೇಷಕೀಗಳನ್ನುಬಳಸಿವಿಶೇಷಅಕ್ಷರಸಂಯೋಜನೆ:- ಪ್ರತಿಪಂಕ್ತಿಯಲ್ಲಿಶಿಫ್ಟ್ ಕೀಗಳನ್ನು (ಬೆರಳಚ್ಚುಗಳನ್ನು) ಒತ್ತುವುದರಮೂಲಕವಿಶೇಷಅಕ್ಷರ/ಪದ/ವಾಕ್ಯ/ ಅಂಕಿ-ಸಂಖ್ಯೆಗಳನ್ನು/ದಿನಾಂಕಗಳನ್ನುಬೆರಳಚ್ಚು ಮಾಡುವುದು. ಧೀರ್ಘಸ್ವರಗಳಾದಆ,ಈ,ಊ,ಏ,ಓ,ಐಹಾಗೂವಿಶೇಷಒತ್ತಕ್ಷರಗಳಮೂಲಕಅಕ್ಷರಗಳಾದಠ,ಥ,ಷ,ಕ್ಷ,ಕ್ಷಿ,ಪೃ, ಅಕ್ಷರಗಳುಮತ್ತುಅಂಕಿಸಂಖ್ಯೆಗಳು,ದಿನಾಂಕ , ಪದ, ವಾಕ್ಯಬೆರಳಚ್ಚುಮಾಡುವುದು.ಮ,ಛ,ಘ,ಝ,ಯ, iÁ,ಇವುಗಳಿಗೆವಿವಿಧಬೆರಳಚ್ಚುಗಳಮೂಲಕಸಂಯೋಜಿಸಿಪದ/ವಾಕ್ಯಗಳರಚನೆಮಾಡುವುದು. ವಿವಿಧಪಂಕ್ತಿಗಳಲ್ಲಿರುವಬೆರಳಚ್ಚುಗಳಮೂಲಕವಿವಿಧವಿರಾಮ(. , ? / ! : ; "')ಚಿಹ್ನೆಗಳ ಮೂಲಕ ಬೆರಳಚ್ಚು ಪರಿಣತಿ ಪಡೆಯುತ್ತಾರೆ.
CO-06 (15 Hrs)	ಅಂತಿಮವಾಗಿಸಣ್ಣಸಣ್ಣವಾಕ್ಯಗಳಅಭ್ಯಾಸಮಾಡಿಪ್ರತಿನಿಮಿಷಕ್ಕೆ 10-12-13-14 ಪದಗಳನ್ನುನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚಿನಲ್ಲಿಬೆರಳಚ್ಚಿಸುವಂತೆಪ್ರಾಯೋಗಿಕವಾಗಿಮುಂದಿನಸೆಮ್ ಗೆಬೆರಳಚ್ಚುತರಬೇತಿ ಹೊಂದುತ್ತಾರೆ

3.CourseContent

WEEK	CO	PO	Theory(5 Hours per week)
1	1	1,2,3,4,5,7	ಅಧ್ಯಾಯ 1: ಅಭ್ಯಾಸ 1–2 ಗೃಹ (ಮನೆಗೈ ಸಾಲು) 3ನೇಪಂಕ್ತಿಅಭ್ಯಾಸಕೀಲಿಗಳು:– (ಎಡಗೈ) ಅ – ಸ – ಡ – ಾ/ಗಮತ್ತುಹ / ಜ – ಕ – ಲ – ೀ(ಬಲಗೈ) ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ.ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳನ್ನುಬೆರಳಚ್ಚುಮಾಡುವುದು.
2			ಅಧ್ಯಾಯ 1: ಅಭ್ಯಾಸ 3–4–5

			ಗೃಹ (ಮನೆಗೆ ಸಾಲು) 3ನೇಪಂಕ್ತಿಅಭ್ಯಾಸಕೀಲಿಗಳು:– (ಎಡಗೈ) ಅ – ಸ – ಡ – ಾ/ಗಮತ್ತುಹ / ಜ – ಕ – ಲ – ೀ(ಬಲಗೈ) ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ.ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳಬೆರಳಚ್ಚುಮಾಡುವುದು.
3	2	1,2,3,4,5,7	ಅಧ್ಯಾಯ 2: ಅಭ್ಯಾಸ 6–7 ಮನೆಗೈಸಾಲಿನಮೇಲಿನ 2ನೇಪಂಕ್ತಿ:– (ಎಡಗೈ) ಶ – ತ– ಇ – ರ/ಟಮತ್ತುಪ – ಒ – ಎ – ಃ/ ಬಲಗೈ ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ.ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳರಚನೆಮಾಡುವುದು.
4			ಅಧ್ಯಾಯ 2: ಅಭ್ಯಾಸ 8–9 ಮನೆಗೈಸಾಲಿನಮೇಲಿನ 2ನೇಪಂಕ್ತಿ:– (ಎಡಗೈ) ಶ – ತ– ಇ – ರ/ಟಮತ್ತುಪ – ಒ – ಎ – ಃ/ ಬಲಗೈ ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ.ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳರಚನೆಮಾಡುವುದು.
5	3	1,2,3,4,5,7	ಅಧ್ಯಾಯ 3: ಅಭ್ಯಾಸ 10–11–12–13 ಮನೆಗೈ ಸಾಲಿನಕೆಳಗಿನ 4ನೇಪಂಕ್ತಿ:– (ಎಡಗೈ) ಣ–ಳ–ಚ–ಪ/ಬಮತ್ತುಬಲಗೈನಅದೇಪಂಕ್ತಿಯಚಲಿತ / ಅಚಲಿತಕೀಗಳಿಂದಪದಗಳ ರಚನೆ ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ.ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳರಚನೆಮಾಡುವುದು.
6			ಅಧ್ಯಾಯ 3: ಅಭ್ಯಾಸ 14–15–16 ಮನೆಗೈ ಸಾಲಿನಕೆಳಗಿನ 4ನೇಪಂಕ್ತಿ:– (ಎಡಗೈ) ಣ–ಳ–ಚ–ಪ/ಬ ಮತ್ತು ಬಲಗೈನ ಅದೇ ಪಂಕ್ತಿಯ ಚಲಿತ/ ಅಚಲಿತಕೀಗಳಿಂದಪದಗಳ ರಚನೆ ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ.ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳರಚನೆಮಾಡುವುದು.
7	4	1,2,3,4,5,7	ಅಧ್ಯಾಯ 4: ಅಭ್ಯಾಸ 17–18 ಮನೆಗೈ ಸಾಲಿನಮೇಲಿನ1ನೇಪಂಕ್ತಿ:– (ಎಡಗೈ) ಏ – ತಿ – ಡಿ – ರ/ಗಿ ಮತ್ತುಓ – ವು – ಕಿ – ಳ/ಚಿ (ಬಲಗೈ) ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ, ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳರಚನೆಮಾಡುವುದು.
8			ಅಧ್ಯಾಯ 5: ಅಭ್ಯಾಸ 19–20 (ಎಡಗೈ) ಏ – ತಿ – ಡಿ – ರ/ಗಿ ಮತ್ತುಓ – ವು – ಕಿ – ಳ/ಚಿ (ಬಲಗೈ) ಈಕೀಲಿಗಳನ್ನುಉಪಯೋಗಿಸಿಅಕ್ಷರ, ಚಿಕ್ಕಚಿಕ್ಕಪದಗಳರಚನೆಮಾಡುವುದು.
9	5	1,2,3,4,5,7	ಅಧ್ಯಾಯ 6: ಅಭ್ಯಾಸ 21–22–23–24 ಶಿಫ್ಟ್ ಮತ್ತುವಿಶೇಷಕೀಗಳನ್ನುಬಳಸಿವಿಶೇಷಅಕ್ಷರಸಂಯೋಜನೆ:– ಪ್ರತಿಪಂಕ್ತಿಯಲ್ಲಿಶಿಫ್ಟ್ ಕೀಗಳನ್ನು (ಬೆರಳಚ್ಚುಗಳನ್ನು) ಒತ್ತುವುದರಮೂಲಕವಿಶೇಷಅಕ್ಷರ/ ಪದ/ ವಾಕ್ಯ/ ಅಂಕಿ–ಸಂಖ್ಯೆಗಳನ್ನು / ದಿನಾಂಕಗಳನ್ನುಬೆರಳಚ್ಚಿಸುವುದು. ಧೀರ್ಘಸ್ವರಗಳಾದಆ, ಈ, ಊ, ಏ, ಓ, ಐಹಾಗೂವಿಶೇಷಒತ್ತಕ್ಷರಗಳಮೂಲಕಅಕ್ಷರಗಳಾದರ, ಥ, ಷ, ಕ್ಷ, ಕ್ಷಿ, ಪ್ರ –ಅಕ್ಷರಗಳುಮತ್ತುಇವುಗಳಮೂಲಕಪದ, ವಾಕ್ಯರಚನೆಮಾಡುವುದು.
10			ಅಧ್ಯಾಯ 6: ಅಭ್ಯಾಸ 25–26–27–28 ಮ, ಛ, ಘ, ಝ, ಯ, ಾ.ಇವುಗಳಿಗೆವಿವಿಧಅಚ್ಚುಗಳಮೂಲಕಸಂಯೋಜಿಸಿಪದ/ವಾಕ್ಯಗಳರಚನೆಮಾಡಿಸುವುದು.ವಿವಿಧಪಂಕ್ತಿಗಳಲ್ಲಿರುವ ಬೆರಳಚ್ಚುಗಳಮೂಲಕವಿವಿಧವಿರಾಮಚಿಹ್ನೆಗಳನ್ನುಬೆರಳಚ್ಚು ಮಾಡುವುದು.
11	6	1,2,3,,5,7	ಅಧ್ಯಾಯ 7: ಅಭ್ಯಾಸ 29–29ಎ ,30,31,32 ಶಿಫ್ಟ್ ಕೀಬಳಕೆಯಿಂದಅಂಕಿಸಂಖ್ಯೆಗಳನ್ನುಮತ್ತುದಿನಾಂಕಹಾಗೂಇತರೆಪದಗಳನ್ನುಬೆರಳಚ್ಚುಮಾಡುವುದು.
12			ಅಧ್ಯಾಯ 8: ಅಭ್ಯಾಸ 33ರಿಂದ 40 ಸಣ್ಣಸಣ್ಣವಾಕ್ಯಗಳನ್ನುರಚಿಸುವುದನ್ನುಅಭ್ಯಾಸಮಾಡಿಸಿಪ್ರತಿನಿವಿಷಕ್ಕೆ 10–12–14 ಪದಗಳನ್ನುನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚಿನಲ್ಲಿಬೆರಳಚ್ಚಿಸುವಂತೆಪ್ರಾಯೋಗಿಕವಾಗಿತರಬೇತಿಗೊಳಿಸುವುದು.
13			ಅಧ್ಯಾಯ 8: ಅಭ್ಯಾಸ 40ರಿಂದ 45 ಸಣ್ಣಸಣ್ಣವಾಕ್ಯಗಳನ್ನುರಚಿಸುವುದನ್ನುಅಭ್ಯಾಸಮಾಡಿಸಿಪ್ರತಿನಿವಿಷಕ್ಕೆ 10-12-14 ಪದಗಳನ್ನುನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚಿನಲ್ಲಿಬೆರಳಚ್ಚಿಸುವಂತೆಪ್ರಾಯೋಗಿಕವಾಗಿತರಬೇತಿಗೊಳಿಸುವುದು.

ಅಭ್ಯಾಸದಪೂರಕಗ್ರಂಥಗಳು:

1. ಕನ್ನಡಬೆರಳಚ್ಚುಪಠ್ಯಪುಸ್ತಕ- ಎಸ್.ಆರ್. ಸಿದ್ದರಾಜು.
2. ಕನ್ನಡಬೆರಳಚ್ಚುಸುಲಭಕಲಿಕೆಕೈಪಿಡಿ-ಭಗವಾನ್ ಅಸೋಸಿಯೇಟ್ಸ್.

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Government of Karnataka
DEPARTMENT OF TECHNICAL EDUCATION
PROGRAM: COMMERCIAL PRACTICE (ENGLISH & KANNADA)

Program	COMMERCIAL PRACTICE	Semester	1st SEMESTER
CourseName	OFFICE MANAGEMENT & COMPUTER APPLICATION-I	TypeofCourse	Practical
CourseCode	25CP14P	ContactHours	6 Hrs./WEEK 78 Hrs/SEM
TeachingScheme	L: T:P 2:0:4	Credits	4
CIEMarks	50	SEEMarks	50

1. RATIONALE:

Office Management is a Profession involving the Design, Implementation, Evaluation & Maintenance of the Process of Work within an Office or other Organization, in order to Sustain and Improve Efficiency and Productivity. Basically, understanding how to operate computers, use software applications and navigate the internet empowers individuals to access information, resources and opportunities with computer literacy, individuals can efficiently communicate and engage in online communities.

2. LEARNING OUTCOMES:

CO-01	Understanding of Office Management, Office Automation, Space Management and Workplace Environment.
CO-02	Learn the Procedures of Filing as well as Record Management and Secretarial Functions of Official Meetings.
CO-03	Work Effectively with a range of Current Standard, Office Productivity Software applications.
CO-04	Apply basic adult learning and assessment principles in the design, development and presentation of material produced by office productivity applications.

3. Course Content:

WEEK	CO	PO	Theory	Practice
1	**01**	**1**	OFFICE MANAGEMENT: Meaning importance of Office – Nature – Functions – Relationship of Office with other Departments – Position & Role of an Office Manager.	Meaning of Office Management Functions of office management What are the role and position of office manager

2	**01**	**1**	Meaning and Concept of Paperless Office – Importance of Virtual Office – Front and Back Office – Open & Private Office – Duties of an Office Manager.	Concept Paperless office Difference between Front and Back office Duties of Office Manager
3	**01**	**1**	FILING & INDEXING: Meaning – Importance of Filing, Essentials of Good Filing System – Centralized and Decentralized Filing System – Meaning of Indexing – Need – Types – Uses	Meaning of Filing and Indexing, essentials of good filing Centralized and Decentralized filing system What are the types and uses of Indexing
4	**02**	**2 to 7**	BASICS OF COMPUTER Meaning and Definition & Advantages of Computer Types of Computers –Meaning of Hardware and Software, Types of Software–System Software and Application Software ,Hardware Parts and its Uses Input Devices – Key Board, Mouse, Touchpad, Scanner, Output Devices – Monitor, Speakers, Headphones, Printers, Projectors, Plotters, CD/DVD.	What do you mean by Computer? Briefly explain the Advantages of Computer List the different types of Computers. Explain briefly about them. List the important Hardware parts. Briefly explain the functions of eachone of them
5	**02**	**2 to 7**	Computer Memory – ROM, RAM, Cache Memory Computer Processing - CPU, Drivers Function Keys, Windows Operating System – Creation of Folders and Files, Storing Retrieving of Files from different Drives/My Documents	What is an Input Device? List and explain briefly about different Input Devices What is an Output Device? List and explain briefly about different Output Devices
6	**02**	**2 to 7**	MS WORD: Opening a Blank Document – Hiding & Showing Toolbars – Templates – Working in Word – Selecting Text – Editing Text – Finding and Replacing Text – Formatting Text.	Practice each tools in MS WORD Prepare a new document in MS WORD and use templates, edit text, replace text. Prepare the document in MS WORD using a paragraph with header and footer.
7	**02**	**2 to 7**	Checking & Correcting Spellings – Justification – Alignment – Bullets & Numbering – Tabs – Paragraph Formatting – Intent – Page Formatting – Header & Footer – Page Setup – Viewing a Document.	Practice each tools in MS WORD Prepare a new document in MS WORD and use templates, edit text, replace text. Prepare the document in MS WORD using a paragraph with header and footer.
8	**02**	2 to 7	Advanced Word Processing: Tables - Creating a New Table – Adding – Inserting Rows/Columns to a Table – Deleting Rows Typing Practice of Business and Official Letters in the Prescribed Format.	Prepare the Marks Card of a Candidatewith suitable Headings, Table and other necessary features using MS WORD Prepare a Business Letter and Official letter
9	**03**	**2 to 7**	POWERPOINT PRESENTATION: Preparing Level-1 Presentation using different Fonts, Colours and Size in different Layouts Preparing Level-2 Presentation by inserting	Create a Presentation using different Fonts, Colours and Size in different Layouts, Pictures, Charts and Header

			Pictures, Charts and Header & Footer Preparing	&FooterShapes, SmartArt and Clip Art and Changing the Design of the Slides
10	**03**	**2 to 7**	Level-3 Presentation by inserting Shapes, SmartArt and Clip Art and Changing the Design of the Slides	Create a Presentation using different Fonts, Colours and Size in different Layouts, Pictures, Charts and Header & FooterShapes, SmartArt and Clip Art and Changing the Design of the Slides
11	**03**	**2 to 7**	Preparing Advanced Presentation by inserting HyperlinkMedia Clips (Movie and Audio Clips) and Creation of Animation	Create Advanced Presentation by inserting Hyperlink Media Clips
12	**04**	**2 to 7**	NUDI: Invoking NUDI software and familiarization of Key Board for Kannada Typing Preparing Simple Documents & Letters, using the features MS WORD	Create a Simple Documents & Letters, using the features MS WORD
13	**04**	**2 to 7**	Preparing Documents containing Tables with Column and Rows Headings	Create a Documents containing Tables with Column and Rows Headings

(a) Books

a. ComputerFundamentalsbyAnithaGoel
b. FundamentalsofComputerbyShobhaS
c. WordforBeginnersbyM.L. Humphery
d. Microsoft Powerpoint 2016 Step By Step - By Lambert Joan
e. Office 365 All-in-One For Dummies
f. Teach yourself Office 2000 for Windows – Coray Sandler, Tom

(b) Websiteaddresses

i. https://www.tutorialspoint.com/computer_fundamentals/index.htm
ii. youtube.com
iii. https://www.investintech.com/resources/articles/beginnersmsoffice/
iv. iv.https://www.researchgate.net/publication/258339295_FUNDAMENTALS_OF_COMPUTER_STUDIES
v. https://en.wikipedia.org/wiki/Microsoft_Word
vi. https://www.tutorialspoint.com/word/index.htm
vii. https://www.excel-easy.com/basics.htmlviii.https://training.it.ufl.edu/media/trainingitufledu/documents/uf-health/excel/Excel2016-Beginners.pdf

CIE Assessment Methodologies:

Sl.No	Assessment	TestWeek	Duration (Minutes)	Maxmarks	Average of all CIE=50 Marks
1.	CIE- Skill test 1	7	3hr	50	
2.	CIE- Skill test 2	10	3hr	50	
3	CIE- Skill test 3	13	3 hr	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-			180	50	50 Marks
TotalMarks					**100 Marks**

Minimum Marks to Pass in CIE & SEE is 40% Individually

Note: 1. Assessment of student activity is evaluated through appropriate rubrics by the respective course coordinator.

2. CIE Skill Tests to be conducted as per SEE Scheme of Evaluation.

Sl. No	SEE – Assessment	Duration (minutes)	Max marks	Min Marks to pass
1.	Semester End Examination-	3hr	50	20

Program	COMMERCIAL PRACTICE			Semester -1st SEM	
Course Name	OFFICE MANAGEMENT & COMPUTER APPLICATION			Test	I/II
CourseCode	25CP14P	Duration	1hr	Marks	20

Name of the Course Coordinator:

Note: Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.

Q.No	Questions	CO	Marks
	Section - 1		
1	a)what is the Meaning of Office Management b)Explain briefly the Functions of office management	1	5x2=10
2	a) What is an Input device? b) List and briefly explain about the different Input devices	2	
	Section - 2		
3	Prepare Business Letter in MS Word.	2	15X2=30
4	Prepare a Resume in MS Word.	2	
	Section – 3		
5	Viva and Record (5+5)		10
	Total = 50 Marks		

Note: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, cognitive level and course outcomes.

CIE Theory Test model question paper

Course Coordinator **Signature of the HOD** **Signature of the IQAC Chairman**

Suggestive Activities for Tutorials:

1) Collect the information about Meaning, Advantages, Types of Computer, Meaning of Hardware, Software and its Types.
2) Collect pictures of different types of Computers
3) Get the information and pictures of different parts of Computers

4) Get the information and pictures of different Input and Output Devices

5) Get the information of Role and Position of Office Manager

6) Get the information of Difference between Front and Back office

7) Get the information of Duties of Office Manager

8) Prepare the Specimens of Office and Business Forms

9) Prepare an attractive Pamphlet using MS WORD features with necessary pictures for Advertising the launch of a new product

10) Prepare a news item using Column feature in MS WORD about the Independence Day Celebrations held in your Polytechnic

11) Prepare a Business Letter enquiring the rates for 5 items which your Firm wants to buy From the Supplier using MS WORD

12) Prepare an Official Letter asking clarification regarding the working hours using MS WORD

13)Using MS Power Point, Prepare a Presentation with basic Features of Fonts, Colors to show the important tourist places of Karnataka

14) Using MS Power Point, Prepare a Presentation with different Layout feature to show the various animals and birds

15)Prepare a Presentation using MS Power Point with the features Pictures, Header andFooter to show their formation about your Institution

16) Prepare a Presentation using MS Power Point by inserting Table and Charts to show the details of Sales of 5 types of goods for 5 Years

17) Prepare a Presentation using MS Power Point by inserting Clip Art

18) Prepare a Presentation of 10 slides of different Designs using Design feature

19) Using MS Power Point, prepare a Presentation to show the working of a Bank using Hyper Link

20) Using MS Power Point, prepare a Presentation to show a Motivational Speech using Media Clip – Audio

21) Using MS Power Point, prepare a Presentation to show a Motivational Speech using Media Clip – Movie

22) Prepare a Presentation in MS Power Point containing 5 Slides using Animation features

23) Prepare a document in Kannada about Commercial Practice Program using NUDI

24) Prepare a document in Kannada containing a Table using NUDI

SEE- Model Practice Question Paper

Program	**COMMERCIAL PRACTICE**		Semester	
CourseName	OFFICE MANAGEMENT & COMPUTER APPLICATION	CourseCode - 25CP14P	**Duration**	**3hrs**
Questions				

	Marks
1) What do you mean by a Computer? List and Explain different Types of Computers 05 Marks 2) List the Advantages of Computer and briefly Explain different Input Devices 05 Marks 3)Prepare a Presentation in MS Power Point containing 5 Slides to show information about any famous Personalities using Animation feature 15 Marks 4) Prepare a News Item in Word for a Newspaper with 2 or 3 Columns and other necessary features 15 Marks 5) Record & Viva Voce 10 Marks	**50**
Total Marks	**50**

1) Signature of the Examiner **2) Signature of the Examiner**

Scheme of Evaluation for both CIE and SEE

Sl. No.	Particulars	Marks
01	Writing	10
02	Execution	30
03	Record	05
04	Viva Voce	05
	Total	50

Government of Karnataka
DEPARTMENT OF TECHNICAL EDUCATION

Program	**Commercial Practice**	**Semester**	**I**
Course Name	**EFFECTIVE ENGLISH COMMUNICATION LAB**	**Type of Course**	**PRACTICE**
Course Code	**25EG12P**	**Contact Hours**	**2 Hours per week (26 Hours per semester)**
Teaching Scheme	**L:T:P - 0:0:2**	**Credits**	**1**
CIE Marks	**50**	**SEE Marks**	**N/A**

1. Rationale:

Effective Communication is an important life skill. The process of exchange of information happens vocally (verbal exchanges), through written media (books, websites, and magazines), visually (using graphs, charts, videos and maps), non-verbally (body language, gestures, pitch of voice, and tone) or even electronically (mails, messages, posts). Awareness of, and expertise in basic communication tools, as well as the ability to make use of it in English, is a quality that is bound to open a plethora of doors for a serious learner looking to craft a successful career.

2. Course Outcomes: At the end of the Course, the student will be able to:

CO-01	Effectively Read from a printed text, internet and other sources; understand and explain it in different written formats and contexts, adhering to the general rules of grammar and syntax
CO-02	Confidently Listen to, perceive and comprehend audio-visual information and use verbal and nonverbal attributes to speak about them
CO-03	Persuasively Present cogent, relevant and independent thought and analysis, using latest technological tools

3. DETAILED SYLLABUS AND SUGGESTED ACTIVITIES

WEEK	CO	PO	COURSE CONTENT	Methodology for Practice (2 Hours per week)	Content for Practice (2 Hours per week)
1	**1, 3**	**6, 7**	READING SKILLS	Students will share their experiences on and expectations from their community leaders and model personalities (Text Book- English For Effective Communication may be refered for this activity)	Online Newspaper Reading, Reading from Text, Vocabulary building.
2	**1, 3**	**6, 7**	READING SKILLS	Students will sit in groups of five and discuss the difference between leaders and bosses. Each group shall note down ten points of difference based on the discussion (Text Book- English For Effective	Reading from Magazine, Comprehension.

				Communication may be refered for this activity)	
3	**1, 2, 3**	**6, 7**	LISTENING SKILLS	Listen to the Suggested Videos and Present your views about the content, viewpoints and summary of the speech. Present the same before the class. You may work in groups to discuss about the visuals.	Listening Skills (I Have a Dream - Martin Luther King Jr (https://www.youtube.com/watch?v=qHc3FY9il1s) Sachin Tendulkar's Retirement Speech (https://www.youtube.com/watch?v=joZZyUXU7Bg) Shashi Tharoor's words on anti-colonialism (https://www.youtube.com/watch?v=f7CW7S0zxv4&t=274s) The Great Dictator - Speech (https://www.youtube.com/watch?v=w8HdOHrc3OQ&t=98s) DananjayaHettiaracchi - I see something (https://www.youtube.com/watch?v=bbz2boNSeL0&t=169s) SrikanthBolla (https://www.youtube.com/watch?v=hxS5He3KVEM)
4	**1, 2, 3**	**6, 7**	LISTENING SKILLS	Listen to the Suggested Videos and Present your views about the content, viewpoints and summary of the speech. Present the same before the class. You may work in groups to discuss about the visuals.	Tryst with Destiny https://youtu.be/lrEkYscgbqE?si=U4M_uOH3SXR_8Rf- Ted talk Shah Rukh Khan https://youtu.be/0NV1KdWRHck?si=WOcw6_aX_rvYLSGS Winston Churchill " We shall fight on the beaches." https://youtu.be/skrdyoabmgA?si=zlzVI-ZMTfnFAYw1 Greta Thunberg's speech made at UN Climate summithttps://youtu.be/u9KxE4Kv9A8?si=NSBAL6z7DX_eTWiF GururajKarjagi's Motivational speech https://youtu.be/Dzj6TGwwNhg?si=ClbQsDOlEqGisynq
5	**1, 2, 3**	**6, 7**	SPEAKING SKILLS	Students in groups of five will talk to the class about any one of the topics suggested here. Discuss in groups to plan, organize and present your talk.	Speaking Skills Story Narration, Self Introduction, Asking questions based on a given text or a demo video, Self Justification, Theme based arguments, group discussions, extempore speech, elocution.
6				Students in groups of five will talk to the class about any one of the topics	Technical Jargon CAFM, CMMS, Compliance, Hot Dealing, ITSM,

	1, 2	**6, 7**	SPEAKING SKILLS	suggested here. Discuss in groups to plan, organize and present your talk.	Hybrid Office, SaaS, Invoice, Indent, Challan, USP, CMS, CMR, TOFU, MOFU, BOFU, Cash cow, Appraisal, Attrition, Sabbatical, Benchmark
7	**1, 3**	**6, 7**	SPEAKING SKILLS	Students will bring a few sales brochures to the class and Present the same in the classroom.	Pamphlets/Brochures/Advertisements related to Business Establishments.
8	**1, 3**	**6, 7**	PRESENTATION SKILLS	Work in groups and Schedule an online meeting using online meeting tools as suggested here. Present any one of the Presentations prepared in the Listening Skills, Speaking Skills activity for this.	Use of Google Meet, Zoom, Webex for online meetings.
9	**1, 3**	**6, 7**	PRESENTATION SKILLS	Work in groups and Prepare Social Media Profile for your LinkedIn account. Prepare a Profile and a Resume to upload in the same platform.	Building Social Media Profile (LinkedIn, X, Facebook/Instagram)
10	**1, 3**	**6, 7**	PRESENTATION SKILLS	Work in groups and draft a series of questions that can be askedin an Interview to a famous Environmentalist/ Businessperson in your area. Prepare yourself for a Job Interview. Discuss what questions may be asked to a fresher job seeker.	Interview Skills (May use **Wadhwani Co-Pilot** or similar platforms) Role play
11	**1, 3**	**6, 7**	PRESENTATION SKILLS	Discuss what are the different non-verbal communication elements that were used in the previous Presentations. Use the suggested Kinesics elements for your discussion.	Non Verbal Communication – Body Language, Gesture, Posture, Image, Tone, Pitch, Voice Modulation, Eye Contact, Space
12	**1, 3**	**6, 7**	PRESENTATION SKILLS	Prepare a CV, Covering Letter and Complaint letter. Work in groups to discuss the different letter formats for the same.	Professional Correspondence – CV Covering letter, Letters to the editor, higher officers, letters of complaint, business letters
13	**1, 2**	**6, 7**	PRESENTATION SKILLS	Work in groups to discuss the different letter formats for the suggested activities given here.	Email Writing, Individual Profile Creation and Resume Preparation using Word tools Personal and Official

					Correspondence Journal Keeping, Note Taking, Notices, Circulars, Announcements, Notifications, Government Orders, Office Memos, Minutes of Meeting, Offer/Appointment & Termination/Resolution Letters, DO Letters, UO Notes

4. CIE Assessment Methodologies

Sl. No	Assessment	Week	Duration (minutes)	Max marks	Average of Three Skill Tests
1.	**CIE-I–Skill Test**	7	90	50	50
2.	**CIE-II - Skill Test**	10	90	50	
3.	**CIE-III - Skill Test**	13	90	50	
	Semester End Examination (SEE) -Theory		**NO END EXAMINATION**		

5. Mapping of Course Outcomes with Program Outcomes

CO	COURSE OUTCOME	PO MAPPED	COGNITIVE LEVEL L1,L2,L3,L4,L5	PRACTICE SESSIONS IN HOURS	ALLOTTED MARKS FOR SEE ON COGNITIVE LEVELS
CO 1	Effectively Read from a printed text, internet and other sources; understand and explain it in different written formats and contexts, adhering to the general rules of grammar and syntax	**6,7**	**L1, L2**	**04**	**N/A**
CO2	Confidently Listen to, perceive and comprehend audio-visual information and use verbal and nonverbal attributes to speak about them	**6,7**	**L3, L4**	**10**	**N/A**
CO3	Persuasively Present cogent, relevant and independent thought and analysis, using latest technological tools	**6,7**	**L3, L4, L5**	**12**	**N/A**
TOTAL HOURS OF INSTRUCTION				**26**	**N/A**

6. LEVEL OF MAPPING PO'S WITH CO'S

COURSE	CO'S	PROGRAMME OUTCOMES (PO'S)						
EFFECTIVEENGLISH COMMUNICATION **LAB**		**1**	**2**	**3**	**4**	**5**	**6**	**7**
	CO 1	**0**	**0**	**0**	**0**	**0**	**3**	**1**
	CO 2	**0**	**0**	**0**	**0**	**0**	**3**	**1**
	CO 3	**0**	**0**	**0**	**0**	**0**	**3**	**1**
	LEVEL 3- Highly Mapped, LEVEL 2-Moderately Mapped, LEVEL 1- Low Mapped, Level 0- Not Mapped							

7. CIE-1 SKILL TEST-1 Reading Skills

Program	**Commercial Practice**			**Semester I**	
Course Name	EFFECTIVE ENGLISH COMMUNICATION LAB			**Test**	**I**
Course Code	**25EG12P**	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					
Note to Course coordinators: **SKILL TEST-1 Shall assess the Reading Skills Learnt in the Practice session and Marks shall be awarded using appropriate Rubrics, a model Rubrics is given below**					

Q. No	Questions	Cognitive Level	CO	Marks
1	**Read the following Article/Newspaper Column/Text from a book** **Marks shall be awarded using the following Rubrics.** **Note: Model Rubrics for Assessment of Activity is given below. However, Descriptors can be redefined by course coordinators as per classroom requirements.**	**L1, L2** **(L1: REMEMBER** **L2:UNDERSTAND** **L3:APPLY** **L4:ANALYZE** **L5:SYNTHESISE)**	**1**	**1X50=50**

Course Coordinator **HOD** **IQAC Chairman**

Rubrics for Skill Test-1 Reading Skills

Criteria	Excellent 10	Good 8	Satisfactory 6	Needs Improvement 4	Marks awarded
Understanding of the Passage	Demonstrates thorough understanding, answers all questions clearly with detailed evidence from the text.	Answers are mostly clear with some evidence from the text.	Answers show limited understanding; some questions lack clear evidence.	Shows poor understanding of the passage with little or no evidence from the text.	
Accuracy of Information	All answers are accurate, with correct information and facts from the passage.	Minor inaccuracies, but overall, answers are correct.	Some inaccuracies or vague answers, but some correct points.	Major inaccuracies or misunderstanding of key information.	
Clarity of Expression	Responses are clear, well-organized, and use correct language.	Responses are clear but could be better structured or expressed.	Responses are somewhat unclear or poorly structured.	Responses lack clarity, making it hard to understand.	
Critical Thinking/Justification	Provides well-reasoned and detailed justifications for opinions, using specific examples from the passage.	Justifications are clear but not detailed; some examples may be missing.	Limited justification or weak reasoning in response.	No justification or reasoning provided.	
Voice Modulation and Tone, Intonation	Reads with excellent voice modulation and suitable tone	Reads with Good voice modulation and suitable tone	Reads with Satisfactory voice modulation and suitable tone	Needs Improvement in Reading Skills	
		Maximum Marks	**50**	**Total Marks Awarded**	

8. CIE-2 SKILL TEST-2 Listening Skills

Program	**Commercial Practice**			**Semester I**	
Course Name	EFFECTIVE ENGLISH COMMUNICATION LAB			**Test**	**II**
Course Code	**25EG12P**	**Duration**	**90 min**	**Marks**	**50**

Name of the Course Coordinator:
Note to Course coordinators: **SKILL TEST-2 Shall assess the Listening Skills Learnt in the Practice session and Marks shall be awarded for the presentation using appropriate Rubrics, a model Rubrics is given below**

Q. No	Questions	Cognitive Level	Course Outcome	Marks
1	**Listening Skills** **Any of the Listening Skills activity shall be given and Marks shall be awarded on the basis of the students ability to comprehend and Present the Content/Summary/Briefing** **Marks shall be awarded using the following Rubrics.** **Note: Model Rubrics for Assessment of Activity is given below. However, Descriptors can be redefined by course coordinators as per classroom requirements.**	**L2, L3,L4** **(L1: REMEMBER** **L2:UNDERSTAND** **L3:APPLY** **L4:ANALYZE** **L5:SYNTHESISE)**	**2**	**1X50=50**

Course Coordinator **HOD** **IQAC Chairman**

Rubrics for Skill Test-2 Listening Skills

Criteria	Excellent 10	Good 8	Satisfactory 6	Needs Improvement 4	Marks awarded
Comprehension (Understanding the main idea)	Fully understands the main ideas and key points with no errors.	Understands most of the main ideas but misses a few details.	Understands the general idea, but misses significant details.	Struggles to understand the main ideas, with many inaccuracies.	
Vocabulary and Language Use	Uses precise vocabulary and language to explain the content.	Uses mostly correct vocabulary, with some minor errors.	Uses simple language and occasionally makes vocabulary mistakes.	Limited vocabulary and language errors affect clarity.	
Interpretation and Inference	Makes insightful inferences, connecting different ideas with clear reasoning.	Makes some inferences with reasonable explanations.	Makes basic inferences, but lacks depth or clear justification.	Fails to make inferences or makes incorrect assumptions.	
Fluency in Response	Responds quickly, fluidly, and accurately with no hesitation.	Responds fairly fluently but with slight hesitation or errors.	Hesitates frequently or provides incomplete responses.	Struggles to respond; answers are unclear or incomplete.	
Voice Modulation and Tone, Intonation	Reads with excellent voice modulation and suitable tone	Reads with Good voice modulation and suitable tone	Reads with Satisfactory voice modulation and suitable tone	Needs Improvement in Reading Skills	
		Maximum Marks	50	Total Marks Awarded	

9. CIE-3 SKILL TEST-3 Presentation Skills

Program	Commercial Practice			Semester I	
Course Name	EFFECTIVE ENGLISH COMMUNICATION LAB			Test	III
Course Code	25EG12P	Duration	90 min	Marks	50
Name of the Course Coordinator:					
Note to Course coordinators: SKILL TEST-3 Shall assess the Presentation Skills Learnt in the Practice session and Marks shall be awarded for the presentation using appropriate Rubrics, a model Rubrics is given below					

Q. No	Questions	Cognitive Level	Course Outcome	Marks
1	**Presentation Skills** **Any of the Presentation Skills activity shall be given and Marks shall be awarded on the basis of the students ability to Present the content/Summary/Briefing** **Marks shall be awarded using the following Rubrics.** **Note: Model Rubrics for Assessment of Activity is given below. However, Descriptors can be redefined by course coordinators as per classroom requirements.**	**L3, L4, L5** **(L1: REMEMBER** **L2:UNDERSTAND** **L3:APPLY** **L4:ANALYZE** **L5:SYNTHESISE)**	**3**	**1X50=50**

Course Coordinator **HOD** **IQAC Chairman**

Rubrics for Presentation Skills Skill test-3

Criteria	Excellent 10	Good 8	Satisfactory 6	Needs Improvement 4	Marks awarded
Content (Organization & Clarity)	The presentation is exceptionally clear, well organized, and covers all necessary points in detail.	The presentation is mostly clear and organized, with minor gaps in clarity or detail.	The presentation is somewhat disorganized, with some points unclear or underdeveloped.	The presentation lacks clarity and organization, with many key points missing or unclear.	
Depth & Relevance of Information	Demonstrates in-depth knowledge of the topic, with relevant examples, details, and evidence.	Demonstrates good understanding of the topic, with some relevant examples and details.	Provides basic information, but lacks depth or sufficient evidence and examples.	Information is superficial or irrelevant, with few or no supporting details.	
Engagement & Audience Connection	The presenter maintains excellent eye contact, engages the audience, and uses body language effectively.	The presenter maintains good eye contact, and occasionally engages the audience through gestures or tone.	The presenter has limited engagement with the audience, with minimal use of gestures or eye contact.	The presenter shows little engagement with the audience, with poor body language or no eye contact.	

Delivery (Voice Clarity & Expression)	The speaker's voice is clear, confident, well-paced, and expressive, with effective pauses and emphasis.	The speaker's voice is mostly clear and confident, though the pacing or expression could be improved.	The speaker is somewhat unclear or monotone, with occasional issues in pacing or clarity.	The speaker's voice is unclear, lacks expression, or is difficult to follow.	
Confidence & Professionalism	The presenter demonstrates exceptional confidence, maintaining a professional tone throughout.	The presenter is generally confident, with some minor moments of uncertainty.	The presenter shows some lack of confidence or professionalism, but is still understandable.	The presenter lacks confidence or professionalism, affecting the effectiveness of the presentation.	
		Maximum Marks	50	Total Marks Awarded	

10. Equipment/Software list with Specification for a batch of 30 students

Sl. No.	Particulars	Specification	Quantity
1	Desktop Computers (All in ones preferred)	Core i7 and above 8GB RAM 1TB ROM Windows 11+	31
2	Headphones with mic	Sony MDR ZX110AP Wired Headset with In-line remote and mic for hands-free calls	31
3	Multimedia Speakers	Sony SA-D40 4.1 Channel Speaker, 80 Watts	1 Set
4	Ink Tank Colour Printer	HP 790 Ink Tank Multifunction Colour Wi-Fi Printer	1
5	UPS	As per the power needs for the above setup (10KV)	1
6	Digital Projector Ceiling-mounted with brackets and installation	Epson EB695Wi	1
7	LAN/WiFi with High Speed Internet connection	-	31
8	Language Lab Modules/Software'sRobotel/ SPEARS Language Lab/ iTell Digi Language Lab/ Digital Teacher OR similar		
9	**Books for Reference** 1. Daniel Jones. The Pronunciation of English. Cambridge: Cambridge University Press,1956. 2. James Hartman et al. Ed. English Pronouncing Dictionary. Cambridge: Cambridge University Press, 2006. 3. Rajesh Kumar et al. English Language Communication Skills: Lab Manual cum Workbook. Cengage: Cengage Learning India Pvt. Ltd, 2019. 4. KandulaNirupa Rani et al. Speak Well. Orient BlackSwan: Orient BlackSwan Private Limited, 2012.		

	5. J.D.O'Connor. Better English Pronunciation. Cambridge: Cambridge University Press, 1980. 6. ELCS Lab Manual: A Workbook for CALL and ICS Lab Activities. Orient BlackSwan: Orient BlackSwan Private

11. VERY IMPORTANT

COURSE OUTCOMES

CO 1 is attained through learning and assessment of Reading Skills activities.
CO 2 is accomplished through learning and assessment of listening and speaking skills. Use of audio-visual media is compulsory to fulfil this.
CO 3is achieved through learning and assessment of presentation skills using modern technological tools. Use of computers, office tools and internet is mandatory.

12. CLASSROOM ACTIVITIES

The Course coordinator shall facilitate the learning of various attributes and attainment of course outcomes through active involvement in and proper stimulation of students' learning processes. Lecture, Tutorial and Practice as well as all assessment activities shall be carried out in batches, inside a well-equipped Language Laboratory. A **word a day** concept should be introduced and students encouraged bolstering their vocabulary.

13. Suggested Activities:

The following is just an indicative and not a comprehensive set of activities for the course. Students and Faculty are encouraged to choose activities that are relevant to the topics being discussed and based on the availability of resources/availability of implementation at their institutes.

Speaking Skills

1. Role-plays: Create role-playing scenarios that simulate real-life situations students may encounter in their future careers. For example, role-play scenarios could include job interviews, client consultations, or group project meetings. This activity allows students to practise speaking in different contexts and develop their communication skills
2. Mock Interviews: Conduct mock job interviews or admission interviews where students take turns playing the role of interviewer and interviewee. Provide feedback on communication skills, professionalism, and interview performance, helping students improve their speaking skills in professional settings.
3. Storytelling. Students can briefly summarise a tale or story they have listened to.They may create their own stories to tell to the class.
4. Debates. Holding debates is a great way for students to speak a lot in class, as you only act as the facilitator or judge during the activity.
5. Instructions and Directions: The student is asked to give directions or instructions, for example to the school library.

Listening Skills

1. Listen and Summarise: Provide students with recordings of academic lectures or TED Talks relevant to their field of study. After listening, ask them to summarise the main points, key ideas, and arguments presented in the talk. This activity not only hones listening skills but also reinforces comprehension and critical thinking.
2. Dictations - Vocabulary, Grammar, syntax based

3. Interactive Listening Games/Activities: Introduce interactive listening games or activities such as "listen and draw" (where students listen to instructions and draw what they hear) or "listen and sequence" (where students listen to a series of events and arrange them in order). These activities make listening practice enjoyable and reinforce comprehension skills.
4. Pairings/Group Listening Activities: Organise pair or group listening exercises where students listen to audio clips or short speeches together. Afterward, encourage them to discuss and share their interpretations, ensuring active engagement and collaboration.
5. Telephone. In this activity, students are responsible for listening carefully to their peers in order to successfully relay a message.

Browsing and Presentation Skills

1. Browse KPSC website for the post of Assistant Civil Engineer, extract the details and create 5-6 slides using MS Powerpoint.
2. Browse through scholarship databases and funding opportunities available for you, extract the details and create a presentation using MS Powerpoint.
3. Browse any online collaboration tools and platforms to work on group projects with your classmates, extract the details and create a presentation using any MS Tools.
4. Browse websites and blogs offering professional development resources such as resume tips, interview advice, and career guidance, extract the information and create a presentation using any MS Tools.
5. Browse websites and resources offering skill development exercises, quizzes, and challenges related to your diploma program, extract the information and create a presentation using any MS Tools

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Government of Karnataka

DEPARTMENTOFTECHNICALEDUCATION

Curriculum Structure

II Semester Scheme of Studies-Diploma in Commercial Practice

SL.No	Teaching Department	Course Code	Course Name	Hours Per Week			Total Contact Hours / Week	Credits	CIE Marks		Theory SEE Marks		Practice SEE Marks		Total Marks
				L	T	P			Max	Min	Max	Min	Max	Min	
1	CP	25CP21T	Financial Accounting-II	5	0	0	5	5	50	20	50	20	-	-	100
2	CP	25CP22T	Business Studies II	4	0	0	4	4	50	20	50	20	-	-	100
3	CP	25CP23T	Elements of Business Statistics	4	0	0	4	4	50	20	50	20	-	-	100
4	CP	25CP24E/K	Eng/Kan Shorthand II (PPL &COND.)	6	0	0	6	6	50	20	50	20	-	-	100
5	CP	25CP25E/K	Eng/KanTypewriting-I (Speed30/25WPM)	3	0	0	3	3	50	20	50	20	-	-	100
6	CP	25CP26E/K	Eng/KanTypewriting-II (Manuscript)	3	0	0	3	3	50	20	50	20	-	-	100
7	CP	25CP27P	Office Management & Computer Application-II	2	0	4	6	4	50	20	-	-	50	20	100
Audit Course															
7	CP	25AU28	Indian Constitution	2	0	0	2	2	50	20	-	-	-	-	50
8	Personality Development		NCC/NSS/ YOGA/SPORTS...	Students are expected to engage in any one of these activities from 1st semester to 6th semester (No Credits)											
Total				29	0	4	33	31	400	160	300	120	50	20	750

Lecture:T:Tutorial:P:Practice

Government of Karnataka
DEPARTMENT OF TECHNICAL EDUCATION
PROGRAM: COMMERCIAL PRACTICE (ENGLISH & KANNADA)

Program	Commercial Practice	Semester	II
CourseName	FINANCIAL ACCOUNTING II	**TypeofCourse**	**Theory**
CourseCode	**25CP21T**	**ContactHours**	5 hours/week (65 hours/semester)
TeachingScheme	L: T:P-5:0:0	**Credits**	5
CIEMarks	50	**SEEMarks**	50

1.Rationale:

Accounting is important tool for analyzing business performance compile with regulations and making decisions to help management and business to track income, expenses, profits and losses and provide financial information to investors and stakeholders.

2.Course Outcomes: At the end of the Course the student will be able to:

CO-01	Able to understand and familiarize with financial statements of sole trading concerns and Apply the concepts in preparation of accounts from incomplete records.
CO-02	Recognize the purpose and preparation of Bank reconciliation Statements & understand the concept of bill of exchange with discounting and dishonor of Bill of exchange.
CO-03	Acquire the knowledge of Accounting treatment of bills of exchange and gain knowledge for charging depreciation by usage of various methods .

3.Course Content:

WEEK	CO	PO	Theory (5 Hours per week)
1	1	1,2,3,5,7	**FINANCIAL STATEMENTS OF SOLE TRADING CONCERN: (20 hours)** Meaning of Financial Statements, Meaning, Features and Proforma of Trading Accounts. Preparation of Trading Accounts with Problems and Solutions. Meaning, Features and Proforma of Profit & Loss Account. Preparation of Profit and Loss Accounts with Problems and Solutions.
2	1	1,2,3,5,7	Meaning, Features and Proforma of Balance Sheet. Preparation of Balance Sheet with Problems and Solutions. Adjustments in preparation of financial statements with respect to Closing stock, outstanding expenses, prepaid expenses, accrued income, Income received in advance. Adjustments in preparation of financial statements with respect to Depreciation, Appreciation, bad debts, Provision for doubtful debts, Provision for discount on debtors, Interest on Drawings and Interest on Capital.
3	**1**	**1,2,3,5,7**	Preparation of Profit and Loss Account with Adjustments (Problems and Solutions).
4	**1**	**1,2,3,5,7**	Preparation of Profit and Loss Account with Adjustments (Problems and Solutions).

5	1	**1,2,3,6,7**	**ACCOUNTS FROM INCOMPLETE RECORDS: (15 Hours)** Meaning, Features, Merits and Demerits of Single-Entry System. Types of Single-Entry System, Difference between single Entry and Double entry system of Book keeping. Preparation of Statement of Affairs to determine Opening and Closing Capital with Proforma. Problems and Solutions to find out Opening and Closing Capital.
6	1	**1,2,3,6,7**	Ascertainment of profit/loss by Statement of Affairs method with Proforma. Problems and Solutions on Profit or Loss Statement with Adjustments.
7	**1**	**1,2,3,6,7**	Preparation of Revised Statement of Affairs (Problems and Solutions).
8	2	1,2,3,5,6,7	**BANK RECONCILIATION STATEMENT: (10 Hours)** Meaning, Need for BRS – Causes - Importance - Types of Balances in cashbook and passbook. Reasons for differences in Cash Book Balance and Pass Book Balance. Preparation of Bank Reconciliation Statement (Problems and Solution on Bank balance as per cash book and pass book only)
9	**2**	**1,2,3,4,6,7**	Preparation of Bank Reconciliation Statement (Problems and Solutions excluding bank overdraft)
10	2	1,2,5,6,7	**BILLS OF EXCHANGE: (10 Hours)** Meaning, Definition, Features, Parties and Specimen of Bills of Exchange. Important Terms: Term of Bill, Days of grace, Date of maturity, Bill after date, Endorsement, Discounting of bill, Dishonor a bill.
11	3	1,2,5,6,7	Accounting treatment of a Bills of Exchange – When the Bill is Retained and met on due date. Accounting treatment of Bills of Exchange – When the Bill is discounted with Banker Accounting treatment of Bills of Exchange – When the bill is endorsed to a third party. Accounting treatment of Bills of Exchange – When the bill is sent to the bank for collection.
12	3	1,2,6,7	**DEPRECIATION:** Meaning, need for charging Depreciation, Factors affecting Depreciation. Methods of Depreciation – Meaning, Merits and Demerits of Straight-Line Method, Problems and Solutions on Straight Line Method. Methods of Depreciation – Meaning, Merits and Demerits of Written Down Value Method - Problems and Solutions on Written Down Value Method.
13	3	**1,2,6,7**	Methods of Depreciation - Meaning, Merits and Demerits of Annuity Method - Problems and Solutions on Annuity Method. Methods of Depreciation – Meaning, Merits and Demerits of Annuity Method - Problems and Solutions on Annuity Method.

6. CIE and SEE Assessment Methodologies- (Theory)

Sl.No	Assessment	Test Week	Duration (minutes)	Maxmarks	
1.	CIE-1TheoryTest	7	90	50	Average of all CIE=50 Marks
2.	CIE-2TheoryTest	10	90	50	
3	CIE-3TheoryTest	13	90	50	
TotalContinuous Internal Evaluation (CIE)					50 Marks
SemesterEndExamination (SEE)-Theory			180	100	**50 marks (Coverted to 50 Marks)**
TotalMarks					**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

6.CIE Theory Test-I

Program	**COMMERCIAL PRACTICE**			**Semester II**	
CourseName	**FINANCIAL ACCOUNTING II**			**Test**	**I**
Course Code	25CP21T	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					
Note:Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.					

Q. No	Questions	CognitiveLevel	Course Outcome	Marks
	Section - 1			
1	a) State the meaning of Financial Statements. List any 7 features of it.	R	CO1	10
	b)PrepareTradingAccountfromthefollowing informationason31-12-2024	A	C01	15

Particulars	Amount(Rs)
Stockof goods (1-1-2024)	24,000
Purchases	60,000
Carriageinwards	6,000
Freight&Octroi	21,000
Wages	12,000
Power	9,000
Purchasereturn	6,000
Sales	1,50,000
Salesreturn	15,000
Wagesdue	12,000
Stockofgoods(31-12-2024)	36,000

2	A)List any 10 items entered in a P/L a/c of a Sole trading concern.	R	CO1	10

<table>
<tr><td></td><td>B)From the following particulars prepare a balance sheet as on 31-12-2024
<table><tr><td>Particulars</td><td>Amount (Rs)</td></tr><tr><td>Capital</td><td>40,000</td></tr><tr><td>BankLoan(Cr)</td><td>1,000</td></tr><tr><td>Creditors</td><td>15,000</td></tr><tr><td>BillsPayable</td><td>2,500</td></tr><tr><td>Cash-in-hand</td><td>1,500</td></tr><tr><td>Plant&machinery</td><td>25,000</td></tr><tr><td>SundryDebtors</td><td>25,100</td></tr><tr><td>Drawings</td><td>6,000</td></tr><tr><td>CashatBank</td><td>7,000</td></tr><tr><td>ClosingStock</td><td>30,400</td></tr><tr><td>NetProfit</td><td>36,500</td></tr></table></td><td>A</td><td>CO1</td><td>15</td></tr>
<tr><td colspan="5">Section - 2</td></tr>
<tr><td>3</td><td>a) List any 5 assets & 5 liabilities which are shown in the balance sheet.
(b) Prepare trading account from the following particular;
Opening stock-Rs.10,000, Purchase Rs.50,000, purchase returnsRs 60,000, sales Rs.1,50,000, sales returns Rs.4000, closing stock Rs.30,000, carriage inwardsRs.Rs,40,000, Freight inwards Rs.2000, octroiRs.4000, import dutyRs. 8000, Dock dues Rs.5000, wages Rs.10,000, power charges Rs.6000, factory rent Rs.4,000, Manufacturing expenses Rs.200, clearing charges Rs.100, motive power Rs.500, coal, gas and water charges Rs.5,600, & cartage Rs.200.</td><td>R

A</td><td>CO1

CO1</td><td>10

15</td></tr>
<tr><td>4</td><td>(a) State the meaning of Trading a/c.List any 7 features of trading a/c.
(b) From the following particulars prepare a Balance Sheet of Mr. X as on 31/12/24, Capital 55,000, Drawings 15,000, Net profit 16,000, closing stock 11,000, Furniture 7,500, motor van 11,500, Cash in Hand 6,000, Bank over draft 7,000, Debtors 8,000, Bills receivable 7,000, land & Building 15,000, Machinery 12,000, Loan borrowed 8,000, Investments 10,000, sundry creditors 17,000. (10 MARKS)</td><td>R

A</td><td>CO1

CO1</td><td>10

15</td></tr>
<tr><td colspan="5">Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.</td></tr>
</table>

Course Coordinator HOD IQAC Chairman

7. **SEE –Theory Assessment Methodologies**

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

8. References:

1. **Suggested Learning Resources: 1. Accountancy Vol I by B.S. Raman**
2. **Accountancy Vol I by Kadkol**
3. **Accountancy Vol I by Pre-University Education**
4. **Accountancy – Reddy and Appananiah**
5. **Accountancy by Dr. T V Raju& Dr. Shesha Murthy Sapna Publications**
6. **NCERT Books .**

Open source software and website address:

1. **MOOCS**
2. **SWAYAM**
3. **NPTEL**

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Government of Karnataka
DEPARTMENTOF TECHNICAL EDUCATION
PROGRAM: COMMERCIAL PRACTICE (ENGLISH & KANNADA)

Program	Commercial Practice	Semester	II
Course Name	BUSINESS STUDIES-II	Type of Course	Theory
Course Code	25CP22T	Contact Hours	4hours/week (52hours/semester)
Teaching Scheme	L: T: P-4:0:0	Credits	4
CIE Marks	50	SEE Marks	50

1. RATIONALE:
Enable a good understanding of basic business concepts skills in better investment Decisions and achieve higher return on investment.

2. COURSE OUT COMES: At the end of the Course, the students will be able to:

CO-01	To acquire the knowledge of various types of trade
CO-02	To acquire the knowledge of various types of Transport
CO-03	To acquire the knowledge of Business finance and Entrepreneurship

3. COURSE CONTENT:

WEEK	CO	PO	Theory (4 Hours per week)
1	1	1,2	**INTERNAL –TRADE:** Meaning and types of Internal Trade- Wholesaler-Meaning-Features and Functions-Services of a Wholesaler –Types of Wholesalers-Retailer – Meaning-Features and Functions
2	1	5	Services of a Retailers-Types of Retail Trade-Types of Small scale-Types of Large Scale-Departmental Store- Meaning -Features
3	1	3,4	Merits and Demerits- Super Market-Meaning-Features-Merits-Demerits Multiple Shops-Meaning-Features
4	1	3,4	Merits and Demerits-Online Business- Meaning-Features-Difference between Wholesaler and Retailer
5	1	1	**INTERNATIONAL TRADE:** Meaning –Types and Importance of Foreign Trade
6	1	5	Merits and Demerits of Foreign Trade- Difference between Home Trade and Foreign Trade-Export Procedure
7	1	2	Export Documentation-Import Procedures, Import Documentation
8	2	2	**TRANSPORT:** Meaning –Importance-Modes of Transport-Land Transport-Meaning-Types-Road Transport-Meaning-Types-Features Merits-Demerits-Railway Transport-Meaning-Features-Merits-Demerits

9	**2**	**2**	Water Transport-Meaning-Types-Inland water Transport-Meaning-Features-Merits-Demerits-Ocean Transport-Meaning-Types-Features-Merits-Demerits, Air Transport-Meaning-Features-Merits-Demerits
10	**2** **3**	**6,7**	**BUSINESS FINANCE:** Financial Requirements and Sources- Factors affecting fixed capital and short term financial requirements-Methods of raising finance-Meaning of Shares and Types of shares
11	**3**	**6,7**	Equity Shares- Meaning-Advantages and Disadvantages-Preference Shares-Meaning-Types-Advantages and Disadvantages-Borrowed Funds-Meaning of Debenture and types-Advantages of Debenture
12	**3** **4**	**6,7**	Difference between Shares and Debentures-Bonds-Meaning-Features and Types-Loan from Commercial Banks
13	**4**	**6,7**	**ENTREPRENEURSHIP:** Meaning of Entrepreneur and Entrepreneurship Elements of Entrepreneurship- Characteristics/Essential qualities of Entrepreneur-Functions of Entrepreneur

4. CIE and SEE Assessment Methodologies- (Theory)

Sl.No	**Assessment**	**Test Week**	**Duration (minutes)**	**Max marks**	
1.	**CIE-1TheoryTest**	**7**	**90**	**50**	Average of all CIE= 50 Marks
2.	**CIE-2TheoryTest**	**10**	**90**	**50**	
3	**CIE-3TheoryTest**	**13**	**90**	**50**	
Total Continuous Internal Evaluation (CIE)					**50 Marks**
Semester End Examination (SEE)-Theory			180	100	**50 marks (Coverted to 50 Marks)**
Total Marks					**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

CIE Theory Test

Program	**Commercial Practice**			**Semester II**	
Course Name	**Business Studies - II**			**Test**	**I**
Course Code	25CP22T	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					

Note: Answer any one full question from each section. Each full question carries equal marks.

Q. No	**Questions**	**Cognitive Level**	**Course Outcome**	**Marks**
Section - 1				
1	a. Write the meaning of Internal Trade. State its types 5marks b. Explain the Services of Wholesaler 10 Marks c. Explain the Functions of Wholesaler 10 Marks	R U U	1	25

2	a. Write the meaning of Retailer and State any three features 5 marks b. Explain the services of Retailer 10 Marks c. Explain the functions of Retailer 10 Marks	R U U	1	
Section - 2				
3	a) Write the meaning of Departmental store. State any three features 5 marks b) Explain the merits of Super markets 10 Marks c. Explain demerits of Multiple shops 10 Marks	R U U	1	25
4	a. Write the meaning of Foreign trade. State its types 5 Marks b. Explain the importance of Foreign trade 10 Marks c. Distinguish between Wholesaler and Retailer 10 Marks	R U U	1	
Note: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, cognitive level and course outcomes.				

COURSE COORDINATOR **PROGRAM COORDINATOR** **IQAC Chairman**

6. SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

7. References:

1. **NCERT Books Published by Central Govt.**
2. **NCERT Books Published by PUC Board.**
3. **Dr.T.V. Raju and Dr. Shesha Murthy**
4. **B.S. Raman**

Government of Karnataka
DEPARTMENTOF TECHNICAL EDUCATION
PROGRAM: COMMERCIAL PRACTICE (ENGLISH & KANNADA)

Program	Commercial Practice	Semester	II
Course Name	Elements of Business Statistics	Type of Course	Theory
Course Code	25CP23T	Contact Hours	4hours/week (52hours/semester)
Teaching Scheme	L: T: P-4:0:0	Credits	4
CIE Marks	50	SEE Marks	50

1. RATIONALE:

With the increased size and growing competition business has become complex. Hence Statistics has become an indispensable tool in the analysis of activities in the Field of Business, Commerce and Industry. Statistical analysis provides insight in to the sales, Marketing, Staff performance, Inventory etc., and facilitates to take right decisions.

5. COURSE OUT COMES: At the end of the Course, the students will be able to:

CO-01	Acquire the Knowledge of statistical principles and to apply the concepts of Central Tendency.
CO-02	Apply the concepts of measures of Dispersion and measure the relationship between two variables
CO-03	Identify the magnitude of economic changes over a period of time and to present the given data through Graphs and Diagrams

6. COURSE CONTENT:

WEEK	CO	PO	Theory (4 Hours per week)
1	1	1	**Introduction to Business Statistics**: Meaning – Definition of Statistics– Characteristics of Statistics –Functions of Statistics –Utility of Statistics – Limitations of Statistics – Scope of Statistics.
2	1	1	**Collection, Classification and Tabulation of Statistical Data**: Sources of Statistical Data – Methods of Collecting Primary Data – Sources of Secondary Data **Classification-Meaning–Objects–Types of Classification**
3	1		Tabulation–Meaning–Objects–Types of Tabulation–Parts of a Table – Essentials of a Good Table –Frequency Distribution –Formation of a Discrete &Continuous Frequency Distribution Table by using exclusive method-Simple problems on tabulation.
4	1	3,4,6	**Measures of Central Tendency**: Concept of Central Tendency –– Essentials of an Ideal Average – Different Measures of Central Tendency–Calculation of Arithmetic Mean for Individual, Discrete and Continuous series under Direct, Short cut and Step Deviation methods.
5	1	3,4,6	Calculation of Median for Individual, Discrete and Continuous series.
6	1	3,4,6	Calculation of Mode for Individual and Continuous series.
7	2	3,4.6	**Measure of Dispersion**-Meaning of Dispersion, Essentials of good measures of Variation, Calculation of Mean Deviation from Arithmetic Mean Only

8	**2**	**6,7**	Calculation of Standard Deviation for Discrete and Continuous series .
9	**2**	**6,7**	**Correlation**-Meaning and Types of Correlation. Calculation of karl Pearsons Co-efficient of correlation for Individual series.
10	**3**	**4,6,7**	**Index Number**-Meaning, Uses of Index Number. Methods of Calculating Index Number. Calculation of Laspyers Method, Paasches Method, Dorbish Bowley method
11	**3**	**4,6,7**	Calculation of Fishers Ideal Index number, Calculation of Cost of Living Index Number under Aggregate Expenditure method
12	**3**	**4,6,7**	**Diagrammatic and Graphical representation of Statistical Data**-Meaning ,uses and Limitation of Graphs and Diagrams. -Types of Diagrams- Problems on Simple Bar Diagram
13	**3**	**4,6,7**	Problems on Multiple Bar Diagram,, Sub-divided Bar Diagram, Percentage Bar Diagram &Pie Diagram

7. CIE and SEE Assessment Methodologies- (Theory)

Sl.No	**Assessment**	**Test Week**	**Duration (minutes)**	**Max marks**	
1.	**CIE-1TheoryTest**	**7**	**90**	**50**	Average of all CIE= Marks
2.	**CIE-2TheoryTest**	**10**	**90**	**50**	
3	**CIE-3TheoryTest**	**13**	**90**	**50**	
Total Continuous Internal Evaluation (CIE)					**50 Marks**
Semester End Examination (SEE)-Theory			180	100	**50 marks (Coverted to 50 Marks)**
Total Marks					**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

CIE Theory Test

Program	**Commercial Practice**			**Semester II**	
Course Name	**Elements of Business Statistics**			**Test**	**I**
Course Code	25CP23T	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					

Note: Answer any one full question from each section. Each full question carries equal marks.

Q. No	**Questions**	**Cognitive Level**	**Course Outcome**	**Marks**
	Section - 1			
1	a)Define Statistics and List any 3 features of Statistics b) Explain any two types of classification with examples c) The Data given below relates to the ages of individuals with a class interval of 0-10 46,8,13,29,36,28,1,19,28,33,11,20	R/U U A	1	5 10 10

	,28,10,59,30,43,39,30,21,40,33,36,24, 21,40,16,41,19,20,31.			
2	a) Draw a Blank Table and Identify the parts b) Distinguish between Primary Data and Secondary Data. C) 2000 candidates appeared for an examination. Of the total students, 600 came out successfully.350candidates have attended coaching classes and of these,200cameout successfully. Tabulate the above information	R/U U A	1	5 10 10
	Section - 2			
3	a)State any 5 essentials of an Ideal Average b)Calculate Arithmatic Mean under and Short cut Method X 60 70 80 90 100 110 f 3 4 5 5 7 6 c)Calculate median X 0-10 10-20 20-30 30-40 40-50 F 5 25 40 70 90 X 50-60 60-70 70-80 - - F 40 20 10 - -	U A A	1	5 10 10
4	a)State any 5 essentils of a Good Table b)Calculate Arithmetic mean under Step Deviation Method X 0-10 10-20 20-30 30-40 40-50 F 15 20 25 24 12 X 50-60 60-70 70-80 - - F 31 71 52 - - c)Compute Mode X 20-25 25-30 30-35 35-40 F 50 70 80 180 X 40-45 45-50 50-55 55-60 F 150 120 70 50	U A A	1	5 10 10
Note: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, cognitive level and course outcomes.				

COURSE COORDINATOR **PROGRAM COORDINATOR** **IQAC Chairman**

8. SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

9.References:

1. **NCERT Books Published by Central Govt.**
2. **NCERT Books Published by PUC Board.**
3. **StatisticalMethods—S.P. Gupta**
4. **BusinessStatistics-Chikkodi&sathyaprasad**
5. **Statistics-R.S.N.Pillai&Bhagavathi**
6. **Statistics-L.RBendre**

Government of Karnataka
Department of Collegiate and Technical Education

Program	Commercial Practice	Semester	II
Course Name	ENGLISH SHORTHAND –II (Principles and Condensation)	TypeofCourse	Theory
Course Code	25CP24E	ContactHours	6 hours/week (78 hours/semester)
Teaching Scheme	L: T: P-6:0:0	Credits	6
CIE Marks	50	SEE Marks	50

1. Rationale:

The students will be placed as Reporters, Stenographers or shorthand writers in Government, Public and Private Sectors Organizations.

2. Course Outcomes: At the end of the Course, the student will be able to:

CO-01	Apply the rules in the formation of shorthand strokes for words not given in the instructor
CO-02	Read from shorthand notes and transcribing the same which will develop vocabulary
CO-03	Write in shorthand different types of matters from newspapers, periodicals etc. and help to form outlines for new words.
CO-04	Condense the simple matter to one third (1/3rd) of the original length.

3. Course Content

WEEK	CO	PO	Theory (5 Hours per week)
1	1	1,2,3, 4,5,7	Explanation on Shun Hook with examples Reading and practice on exercise No.59 Reading and practice on exercise No.60 Reading and practice on exercise No's 61 and 62 Reading and practice on exercise No's 63 and 64 Explanation on Aspirate 'H' with examples
2	1	1,2,3, 4,5,7	Reading and practice on exercise No's 65 and 66 Reading and practice on exercise No's 67 and 68 with phrases Explanation on Upward and Downward R with examples Reading and practice on exercise No.69 Reading and practice on exercise No.70 Reading and practice on exercise No's 71 and 72 with phrases
3	1	1,2,3, 4,5,7	Explanation on Upward and Downward L and SH with examples Reading and practice on exercise No.73 Reading and practice on exercise No.74 Reading and practice on exercise No's 75 and 76 with phrases

			Explanation on Compound Consonants with examples Reading and practice on examples

4	**1 & 2**	**1,2,3, 4,5,7**	Reading and practice on exercise No's 77 and 78 Reading and practice on exercise No's 79 and 80 Explanation on Vowel Indication and practice on examples and exercise No.81 Reading and practice on exercise No.82 Reading and practice on Revisionary exercise (B) Explanation on Halving Principles Sec-1 Reading and practice on examples
5	**2**	**1,2,3, 4,5,7**	Reading and practice on exercise No. 83 Reading and practice on exercise No. 84 Reading and practice on exercise No's 85 Reading and practice on exercise No.86 Explanation on Halving Principles Sec-2 Reading and practice on examples Reading and practice on exercise No.87
6	**2**	**1,2,3, 4,5,7**	Reading and practice on exercise No.88 Reading and practice on exercise No's 89 Reading and practice on exercise No.90 Explanation on Doubling Principles with examples Reading and practice on exercise No.91 Reading and practice on exercise No.92
7	**2 & 3**	**1,2,3, 4,5,7**	Reading and practice on exercise No's 93 and 94 with grammalogues Explanation on Diphonic or two vowel signs with examples Reading and practice on exercise No.95 Reading and practice on exercise No.96 Reading and practice on exercise No's 97 and 98 Explanation on Medial Semi-Circle with examples
8	**3**	**1,2,3, 4,5,7**	Reading and practice on exercise No's 99 and 100 Reading and practice on exercise No's 101 and 102 Explanation on Prefixes with examples Reading and practice on exercise No.103 Reading and practice on exercise No.104 Reading and practice on exercise No's 105 and 106
9	**3**	**1,2,3, 4,5,7**	Explanation on Suffixes and Terminations with examples Reading and practice on exercise No's 107 and 108 Reading and practice on exercise No's 109 and 110 Reading and practice on Revisionary Exercise (C) Explanation on Contractions with examples Reading and practice on exercise Nos.111 and 112
10	**3 &**	**1,2,3, 4,5,7**	Reading and practice on exercise No's 113 and 114 Practice on list of contractions with exercise Nos.115, 116,117, Practice on list of contractions with exercise Nos.118 and 119

	4		Explanation on Figures with examples Reading and practice on exercise No.120 Explanation on Essential Vowels with examples and list of words
11	**4**	**1,2,3, 4,5,7**	Reading and practice on exercise No's 121, 122 and 123 Explanation on Special Contractions and practice on Sec-1 Explanation on Special Contractions and practice on Sec-2 Explanation on Special Contractions and practice on Sec-3 and Sec-4 Explanation on Special Contractions and practice on Sec-5 with exercise No.124 and 125 Reading and practice on exercise No's 126 to 144
12	**4**	**1,2,3, 4,5,7**	Explanation on Condensation Practice on condensation passages Practice on condensation passages Practice on condensation passages Practice on condensation passages Practice on condensation passages
13	**4**	**1,2,3, 4,5,7**	Practice on condensation passages Practice on condensation passages Practice on condensation passages Practice on condensation passages Practice on condensation passages Practice on condensation passages

5. References: Pitman Shorthand Instructor withKey

6. CIE and SEE Assessment Methodologies

Sl. No	**Assessment**	**Test Week**	**Duration (minutes)**	**Max. Marks**	
1.	**CIE-1TheoryTest**	**7**	**90**	**50**	**Average of all CIE=50 Marks**
2.	**CIE-2Practice Test**	**10**	**90**	**50**	
3	**CIE-3TheoryTest**	**13**	**90**	**50**	
Total Continuous Internal Evaluation (CIE)					**50 Marks**
Semester End Examination (SEE) -Theory			**180**	**100**	**50 marks (Coverted to 50 Marks)**
				Total Marks	**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

CIE Theory Test:

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH SHORTHAND –II (Principles and Condensation)**			**Test**	**I**
CourseCode	**25CP24E**	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					

1	Write correct outlines for any five	5x1=5
2	Write correct Grammalogues for any five	5x1=5
3	Write correct Phrases for any five	5x1=5
4	Write short note on Aspirate 'H'	=5
	Answer any two from the following	2x10=20
5	Explain with examples how the Shun Hook is represented in Shorthand.	
6	Explain with examples uses of Halving Principles (Sec-1)	
7	State with examples the uses of upward and downward L and SH.	
8	State with examples the uses of upward and downward R	
9	Write the following passage in shorthand.	=10

(Give not more than 50 words selecting any exercise from Chapters 16 to 23)

Course Coordinator HOD IQAC Chairman

Program	Commercial Practice			Semester II	
Course Name	ENGLISH SHORTHAND –II (Principles and Condensation)			Test	II
CourseCode	25CP24E	Duration	90 min	Marks	50

Name of the Course Coordinator:

1	Write correct outlines for any five	5x1=5
2	Write correct Grammalogues for any five	5x1=5
3	Write correct Phrases for any five	5x1=5
4	Write short note on Aspirate 'H'	5
	Answer any two from the following	2x10=20
5	Explain with examples how the Doubling Principles is represented in Shorthand.	
6	Explain with examples the uses of Prefixes.	
7	State with examples the uses of Suffixes and Terminations	
8	State with examples how the Figures are represented in shorthand.	
8.	Write the following passage in shorthand.	=10

(Give not more than 50 words selecting any exercise from Chapters 24 to 30

Course Coordinator HOD IQAC Chairman

Program	Commercial Practice			Semester II	
Course Name	ENGLISH SHORTHAND –II (Principles and Condensation)			Test	III
CourseCode	25CP24E	Duration	90 min	Marks	50

Condense the following passage from 450 words to 150 words (1/3rd)

Speaking on the Budget, a State Legislative Member said:

At the outset I thank for giving me this opportunity to express my views on the budget proposed for the next year. I wish to express my views on the various aspects covered in this Budget.In the budget, the Honorable Finance Minister has allocated 200 Crores for the welfare ofOrphaned children. I wish to state that the amount allocated is not sufficient considering theNumber of orphaned children in the State. The Minister may kindly consider this favourably.al Education Karnataka State Page 153

I am very much distressed to see the increased number of road accidents. Again and again, wehave made appeal to the authorities concerned that the Drivers must be given re-orientationcourse as rules of safe driving and necessary sign boards should be kept in bus stops and otheraccidents prone places. In this connection, I would like to mention this point. Many a time,when an accident takes place and compensation is claimed, the driver removes some parts inthe brakes and says that the brakes have failed. The relatives of the victims who claimCompensation are not able to get it especially when they are poor. It is not sufficient if theInspector checks up the vehicles. It is necessary that an Inspector from outside authority shouldgo and inspect the vehicles and see that the brakes as well as the vehicles are in good condition.To have better transport facilities, I think we should introduce the belt system as in WesternCountries, where a lot of accident are avoided.

Regarding the food, I would like to bring that there are so many people who are not at all getting a meal a day. It is said in the budget that action will be taken to see that the food is made available to all the people living in the State. It is also said that the State will become hungerfree. It is very good to see that. However, I have apprehension that how this will be achievedwithout having a perfect system of procuring the food grains? A mechanism has to be evolvedso as to procure the required amount of food grains. Such procurement may be from within theState or from other States. The budget allocation made for this purpose may also be increasedtwo fold. Also I urge the Finance Minister to kindly focus more attention to the weaker sectionsof the Society who are in great need of food grains.

Regarding sericulture, I wish to express that we have got a very short land being used forsericulture and the farmers may be encouraged to take up sericulture profitably. Thetechnology available may be effectively used.

I wish to conclude my speech with thanks to the Chair.

Course Coordinator **HOD** **IQAC Chairm**

SEE MODEL QUESTION PAPER

Course Name: English Shorthand – II (Principles and Condensation)

Course Code: 25CP24E

Semester: II

Duration: 3 hours Maximum Marks: 100

PART – I

1 A Write correct Phrases for the following (answer any five): 5 x 1 = 5

a) By all means
b) At first cost
c) Just now
d) I am surprised
e) This word
f) We would be able to
g) Has to be there

B Write correct shorthand Outlines for the following (answer any five): 5 x 1 = 5

a) Embolden
b) Miller
c) Inevitable
d) Timid
e) Qualify
f) Wordsworth
g) Becomingly

C Write correct shorthand Grammalogue outlines for the following (answer any five): 5 x 1 = 5

a) Northern
b) Circumstance
c) Subjection
d) Whether
e) According
f) Rather
g) Instruction

PART – II

Answer any 3 of the following questions: 10 x 3 = 30

2 Explain briefly the usage of N and F/V Hooks in Pitman Shorthand with examples
3 Explain the usage of SHUN Hook with examples
4 How is the Halving principle applied? Explain with suitable examples?
5 Explain the use of doubling principles with suitable examples.
6 What are the Suffixes and Terminations that are used in Pitman Shorthand? Illustrate the answer with examples.

PART – III

7 Write the following sentences in shorthand: **25 Marks**

A man's happiness or misery hangs, in some measure, on the state of his bodily health, and this in turn upon his strength to resist a fancy for food which he knows harms him. A haughty leader, high in authority, and known as a hero in battle and a sage in council, wishing to show his hardy but heedless legions how much more valuable wisdom is than mere physical strength or headstrong bravery, had a pair of horses placed in view of the whole force, and he then set a couple of men the task of pulling out the horses tails. The minister or preacher should ever strive and aspire to appear as one who bears joyful news to the people who travel on this earth. It is a false notion to suppose we have all the same duties in life. The duties of the kingly office differ from those belonging to the position of a minister,

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PART – IV

8 Condense the following passage into 150 words using the indirect speech and past tense.

30 Marks

Speaking on the Budget, a State Legislative Member said:

At the outset I thank for giving me this opportunity to express my views on the budget proposed for the next year. I wish to express my views on the various aspects covered in this Budget. In the budget, the Honorable Finance Minister has allocated 200 Crores for the welfare of orphaned children. I wish to state that the amount allocated is not sufficient considering the number of orphaned children in the State. The Minister may kindly consider this favourably.

I am very much distressed to see the increased number of road accidents. Again and again, we have made appeal to the authorities concerned that the Drivers must be given re-orientation course as rules of safe driving and necessary sign boards should be kept in bus stops and other accidents prone places. In this connection, I would like to mention this point. Many a time, when an accident takes place and compensation is claimed, the driver removes some parts in the brakes and says that the brakes have failed. The relatives of the victims who claim compensation are not able to get it especially when they are poor. It is not sufficient if the inspector checks up the vehicles. It is necessary that an Inspector from outside authority should go and inspect the vehicles and see that the brakes as well as the vehicles are in good condition. To have better transport facilities, I think we should introduce the belt system as in Western countries, where a lot of accident are avoided.

Regarding the food, I would like to bring that there are so many people who are not at all getting a meal a day. It is said in the budget that action will be taken to see that the food is made available to all the people living in the State. It is also said that the State will become hunger free. It is very good to see that. However I have apprehension that how this will be achieved without having a perfect system of procuring the food grains? A mechanism has to be evolved so as to procure the required amount of food grains. Such procurement may be from within the State or from other States. The budget allocation made for this purpose may also be increased two fold. Also I urge the Finance Minister to kindly focus more attention to the weaker sections of the Society who are in great need of food grains. Regarding sericulture I wish to express that we have got a very short land being used for sericulture and the farmers may be encouraged to take up sericulture profitably. The technology available may be effectively used.

I wish to conclude my speech with thanks to the Chair

Minimum passing Marks for CIE is 20 Marks (40% of 50 Marks)
Minimum passing Marks for SEE is 40 Marks (40% of 100 Marks)

Instructions to Paper Setters:

Set the question papers of CIE and SEE as per the syllabus by observing Cos and Pos. Award one mark for each of the outlines, phrases, grammalogues. For main questions award 70% of the marks for points and 30% of the marks for examples. For longhand to shorthand give a passage containing 125 to 150 and deduct half mark for each mistake. Condensation passage containing 450 words to be condensed to 150 (1/3rd) of its original length excluding main and centre headings.

Note: Set SEE question paper for 100 marks.

Instructions to Valuers:

Award one mark for each of the outlines, phrases, and grammalogues. For main questions award 70% of the marks for points and 30% of the marks for examples. In long hand to shorthand, deduct half mark for each mistake. See that the condensation passage is condensed to 150 words in indirect form, past tense and third person and award marks by viewing that it covers all the main aspects of the speaker.

Note: Value the paper for 100 marks and convert it into 50 marks.

SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

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Government of Karnataka
DEPARTMENT OF TECHNICAL EDUCATION

Program	Commercial Practice	Semester	I
CourseName	Kannada Shorthand- II	**TypeofCourse**	Theory
CourseCode	**25CP24K**	**ContactHours**	**6 hours/week (78 hours/semester)**
TeachingScheme	6:0:0	**Credits**	6
CIEMarks	**50**	**SEEMarks**	**50**

1. Rationale:

ಕನ್ನಡಶೀಘ್ರಲಿಪಿಯಸಹಾಯದಿಂದಸ್ವತಂತ್ರವಾಗಿಸಂಕ್ಷಿಪ್ತಲಿಪಿಮತ್ತುವಾಕ್ಯರಚನೆಮಾಡುವಸಾಮರ್ಥ್ಯ ದಜೊತೆಗೆಸಂಕ್ಷೇಪಣಾಕೌಶಲ್ಯದೊಂದಿಗೆಕಛೇರಿಯಲ್ಲಿಉತ್ತಮಶೀಘ್ರಲಿಪಿಗಾರರಾಗಿಮತ್ತುಕಛೇರಿಯದೈ ನಂದಿನಕಾರ್ಯಚಟುವಟಿಕೆಗಳನ್ನುನಿರ್ವಹಿಸುವಸಾಮರ್ಥ್ಯಹೊಂದುವುದು.

5. Course Outcomes : AttheendoftheCourse,thestudentwillbeableto:

CO-1	ದೊಡ್ಡಕೊಕ್ಕೆಸಂಯುಕ್ತಾಕ್ಷರಮತ್ತುಅರ್ಧರೇಖಾಕ್ಷರ, ಇಮ್ಮಡಿರೇಖಾಕ್ಷರಗಳನ್ನುಬಳಸುವಸೂತ್ರಗಳಅರಿವಿನಜೊತೆಗೆಅವುಗಳನ್ನುವಾಕ್ಯರಚನೆಯಲ್ಲಿಬಳ ಸುವಜ್ಞಾನಹೊಂದುವುದು
CO-2	ಉಪಸರ್ಗಗಳನ್ನುಬಳಸುವಸೂತ್ರದಅರಿವಿನಜೊತೆಗೆಅಂತ್ಯಸರ್ಗ, ಧನಸೂಚಕಚಿಹ್ನೆ, ಸಂಕ್ಷೇಪರೂಪದಪದಗಳನ್ನುವಾಕ್ಯರಚನೆಯಲ್ಲಿಬಳಸಲುಕಲಿಯುವುದು
CO-3	ಪದಸಮೂಹ, ಛೇದಿಸಿಬರೆಯುವ, ಅರ್ಥವ್ಯತ್ಯಾಸವುಳ್ಳಪದಗಳನ್ನುಉಪಯೋಗಿಸುವಜ್ಞಾನದಜೊತೆಗೆಸಂಕ್ಷೇಪಣಾಕೌಶಲ್ಯಗಳಿಸುವುದು

6. Course Content

WEEK	CO	PO	Theory
1	1	1234567	ದೊಡ್ಡಕೊಕ್ಕೆಗಳಬಳಕೆ, ತ್ವ, ದ್ವಕೊಕ್ಕೆಅಂತ್ಯಪ್ರತ್ಯಯಗಳಕಲಿಕೆಪದಮತ್ತುವಾಕ್ಯಗಳಅಭ್ಯಾಸದಉಕ್ತಲೇಖನ
2	1	1234567	ಆದಿಕೊಕ್ಕೆಗಳಿಗೆವೃತ್ತಸೇರಿಸುವವಿಧಾನದಕಲಿಕೆದ್ವಿರೂಪವರ್ ತರ್ ದರ್ ಬಳಸುವವಿಧ, - ಪದಮತ್ತುವಾಕ್ಯಗಳಉಕ್ತಲೇಖನ
3	1	1234567	ವಿವಿಧಸಂಯುಕ್ತಾಕ್ಷರಗಳಬಳಕೆಯಕಲಿಕೆಜೊತೆಗೆಅರ್ಧರೇಖಾಕ್ಷರಗಳಸೂತ್ರಗಳು ಮತ್ತುಅವುಗಳನ್ನುವಾಕ್ಯರಚನೆಯಲ್ಲಿಬಳಸುವುದು.
4	1	1234567	ಅರ್ಧರೇಖಾಕ್ಷರಗಳಸೂತ್ರ-ವರ್ಣಪದ-

			ಇವುಗಳನ್ನುವಾಕ್ಯರಚನೆಯಲ್ಲಿಉಪಯೋಗಿಸುವುದು. ಅಭ್ಯಾಸದಉಕ್ತಲೇಖನ
5	1	1234567	ಅರ್ಧರೇಖಾಕ್ಷರಗಳಸೂತ್ರ-ವರ್ಣಪದ- ಇವುಗಳನ್ನುವಾಕ್ಯರಚನೆಯಲ್ಲಿಉಪಯೋಗಿಸುವುದು. ಅಭ್ಯಾಸದಉಕ್ತಲೇಖನ
6	1	1234567	ಇಮ್ಮಡಿರೇಖಾಕ್ಷರಗಳಸೂತ್ರ-ವರ್ಣಪದ-ವಾಕ್ಯಮತ್ತುಅಭ್ಯಾಸಗಳಉಕ್ತಲೇಖನ
7	2	1234567	ಉಪಸರ್ಗಗಳು-ಬಳಸುವವಿಧಾನದಕಲಿಕೆ- ಪ್ರಯೋಗಮತ್ತುಅಭ್ಯಾಸದಉಕ್ತಲೇಖನ
8	2	1234567	ಅಂತ್ಯಸರ್ಗಗಳಸೂತ್ರಗಳಕಲಿಕೆ- ಅಭ್ಯಾಸದಉಕ್ತಲೇಖನ
9	2	1234567	ಸಂಖ್ಯೆಗಳುಮತ್ತುಧನಸೂಚಕಚಿಹ್ನೆಗಳಬಳಕೆಯಕಲಿಕೆ- ಅಭ್ಯಾಸಮತ್ತುಕಂಡಿಕೆಗಳಉಕ್ತಲೇಖನ
10	3	1234567	ಸಂಕ್ಷೇಪರೂಪ, ಸಂಕ್ಷಿಪ್ತಾಕ್ಷರ, ಅರ್ಥವ್ಯತ್ಯಾಸವುಳ್ಳಪದಗಳಕಲಿಕೆಅವುಗಳಅಭ್ಯಾಸ
11	3	1234567	ಛೇದಿಸಿಬರೆಯುವಪದ-ಪದಗಳಸಮೂಹ- ಇವುಗಳಅಭ್ಯಾಸಮತ್ತುಶೀಘ್ರಲಿಪಿಲಿಪ್ಯಂತರದಅಭ್ಯಾಸ
12	3	1234567	ಸಂಕ್ಷೇಪಣಾಕ್ರಮ-ಅರ್ಥವಿವರಣೆ-ಸಂಕ್ಷೇಪಣಾವಿಧಾನದಕಲಿಕೆಮತ್ತುಅಭ್ಯಾಸ
13	3	1234567	ಸಂಕ್ಷೇಪಣಾಅಭ್ಯಾಸ

7. References:

ಕನ್ನಡಶೀಘ್ರಲಿಪಿಪಠ್ಯಪುಸ್ತಕಮುದ್ರಣಮತ್ತುಲೇಖನಸಾಮಗ್ರಿಗಳಇಲಾಖೆ, ಕರ್ನಾಟಕಸರ್ಕಾರ

8.CIE and SEE Assessment Methodologies- (Theory)

Sl.No	Assessment	Test Week	Duration (minutes)	Max.Marks	
1.	CIE-1TheoryTest	7	90	50	Average of all CIE=50 Marks
2.	CIE-2TheoryTest	10	90	50	
3	CIE-3TheoryTest	13	90	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-Theory			180	100	50 marks **(Coverted to 50 Marks)**
Total Marks					**100 Marks**
Minimum Marks to pass in CIE & SEE is 40% individually					

9. CIE Theory Test model question paper

Program	**COMMERCIAL PRACTICE**			**Semester -**	
Course Name	**KANNADA SHORTHAND-II (PRINCIPLES AND CONDENSATIONS)**			**Test**	**I/III**
CourseCode	25CP24K	**Duration**	**90 min**	**Marks**	**50**
Name of the Course Coordinator:					
Note: Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.					

Q.No	Questions	Cognitive Level	CourseOutcome	Marks

ಸೆಕ್ಷನ್-1	ವಿವರಣಾತ್ಮಕಉತ್ತರಬರೆಯಲುಸೂಚಿಸಿಯಾವುದಾದರುಎರಡು ಪ್ರಶ್ನೆಗಳು			2*10=20
ಸೆಕ್ಷನ್ 2	ಟಿಪ್ಪಣಿಬರೆಯಲುಸೂಚಿಸಿಯಾವುದಾದರೂನಾಲ್ಕುವಿಷಯಗಳ ಮೇಲೆ			4*5=20
ಸೆಕ್ಷನ್ 3	ಕನ್ನಡಶೀಫ್ರಲಿಪಿಗೆಲಿಪ್ಯಂತರ ನಲವತ್ತುಅಕ್ಷರಗಳಿಗೆಮೀರದಂತೆಸರಳಪದಗಳಿಂದಕೂಡಿದವಾಕ್ಯನೀಡುವುದು			10
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, cognitive level and course outcomes.				

ವಿಶೇಷಸೂಚನೆ:
ಮೂರನೇಕಿರುಪರೀಕ್ಷೆಗೆಕಡ್ಡಾಯವಾಗಿ1500 ಅಕ್ಷರಗಳವಿಷಯವನ್ನು 500
ಅಕ್ಷರಗಳಿಗೆಸಂಕ್ಷೇಪಿಸಲುಪ್ರಶ್ನೆನೀಡಿಅದಕ್ಕೆ 30
ಅಂಕಗಳನ್ನುನಿಗಧಿಪಡಿಸುವುದುಉಳಿದಅಂಕಗಳಿಗೆಟಿಪ್ಪಣಿಅಥವಾವಿವರಣಾತ್ಮಕಪ್ರಶ್ನೆಕೇಳುವುದು

Signature of the Course Coordinator Signature of the HOD Signature of the IQAC Chairman

ಪ್ರಶ್ನೆಪತ್ರಿಕೆತಯಾರಿಕರಿಗೆಸೂಚನೆಗಳು:

ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದಪರೀಕ್ಷೆಗೆ 100 ಅಂಕಗಳಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನುತಯಾರಿಸುವುದು.

ಮೌಲಮಾಪನವಿಧಾನ:

100ಅಂಕಗಳಿಗೆಮೌಲ್ಯಮಾಪನಮಾಡಿ50ಅಂಕಗಳಿಗೆಪರಿವರ್ತಿಸುವುದು

10. SEE–Model Theory Question Paper

ಸಮಯ:03 ಗಂಟೆ **ಅಂಕ :100**

ಸೂಚನೆ: ಉತ್ತರಗಳುನೇರಮತ್ತುಸಂಕ್ಷಿಪ್ತವಾಗಿದ್ದುಪ್ರತಿಸೂತ್ರಕ್ಕೆ

ಕನಿಷ್ಠ 02 ಸೂಕ್ತಉದಾಹರಣೆನೀಡುವುದು.

***

ಭಾಗ -1(ಪ್ರಶ್ನೋತ್ತರಗಳು) 2*10=20 Marks

ಕೆಳಗಿನಯಾವುದೇ 02 ಪ್ರಶ್ನೆಗಳಿಗೆಉತ್ತರಿಸಿ

1. ಸಂಯುಕ್ತಾಕ್ಷರಗಳೆಂದರೇನು? ಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ
2. ದೊಡ್ಡಕೊಕ್ಕೆಗಳನ್ನುಉಪಯೋಗಿಸುವವಿಧಾನಗಳನ್ನುಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ.
3. ಸಣ್ಣವೃತ್ತದಯಾವುದೇ 06 ಸೂತ್ರಗಳನ್ನುಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ
4. ಅರ್ಧಾಕ್ಷರಗಳೆಂದರೇನು? ಸೂತ್ರಗಳನ್ನುಉದಾಹರಣೆಸಹಿತವಿವರಿಸಿ

ಭಾಗ-2

ಟಿಪ್ಪಣಿಬರೆಯಿರಿ: ಯಾವುದಾದರೂ 04 ಕ್ಕೆ 4*5=20 Marks

1. ಪದಗಳಸಮೂಹ
2. ಸಂಖ್ಯೆಗಳುಮತ್ತುಧನಸೂಚಕಚಿಹ್ನೆಗಳು

3. ದ್ವಿರೂಪವರ್ ತರ್ ದರ್
4. ಕುಣಿಕೆಗಳಅಂತ್ಯಪ್ರತ್ಯಯ
5. ಉಪಸರ್ಗಗಳು
6. ಬ ರೇಖಾಕ್ಷರದಅಂತ್ಯಸರ್ಗಗಳು

ಭಾಗ-3

ಅ. ಯಾವುದಾದರೂ 05 ಕ್ಕೆಅರ್ಥವ್ಯತ್ಯಾಸವುಳ್ಳಪದಬರೆಯಿರಿ1*5=05 Marks

ಅರ್ಥ-ಅರ್ಧಹಲವರು-ಹಲವಾರುಸಂಧಾನ-ಸನ್ನಿದಾನ

ಪರ್ವಕಾಲ-ಪೂರ್ವಕಾಲನಿರ್ಧಾರ-ನಿರಾಧಾರನೀಡಿದೆ-ನೀಡದೆ

ಆ. ಯಾವುದಾದರೂ 05ಕ್ಕೆ ಸಂಕ್ಷೇಪರೂಪದಲಿಪಿಬರೆಯಿರಿ1*5=05 Marks

ರಚನಾತ್ಮಕತಳಿರುತೋರಣಜನಸಂಖ್ಯೆಕಾರ್ಯಕ್ರಮ

ಅತ್ಯಾವಶ್ಯಕಆಧುನಿಕಚಲನವಲನ

ಇ. ಯಾವುದಾದರೂ 05 ಕ್ಕೆಭೇದಿಸಿಬರೆಯುವಲಿಪಿಬರೆಯಿರಿ1*5=05 Marks

ಅಕ್ಕಪಕ್ಕಅಲ್ಲೋಲಕಲ್ಲೋಲಚುನಾವಣೆಅಧಿನಿಯಮ

ಅಂಟುಜಾಡ್ಯಇರಲಿಇಲ್ಲದಿರಲಿ

ಭಾಗ-4 **15 Marks**

ಕೆಳಗಿನವಿಷಯವನ್ನುಶೀಘ್ರಲಿಪಿಗೆಲಿಪ್ಯಂತರಿಸಿ (ಕಂಡಿಕೆ 60 ಪದಗಳಿಗೆಮೀರದಂತೆ)

ಅಧ್ಯಕ್ಷರೇ,

ಈ ದಿನ ಮಾನ್ಯ ಹಣಕಾಸಿನ ಮಂತ್ರಿಗಳು ಆಯವ್ಯಯ ಪಟ್ಟಿಯನ್ನು ಮಂಡಿಸಿದ್ದಾರೆ. ಈ ಆಯವ್ಯಯದ ಮೇಲೆನಾನು ಕೆಲವು ಮಾತುಗಳನ್ನಾಡಲು ಇಚ್ಛಿಸುತ್ತೇನೆ. ಈಗಾಗಲೇ ಈ ಆಯವ್ಯಯದ ಮೇಲೆ ಅನೇಕ ಮಾನ್ಯ ಸದಸ್ಯರುಗಳು ಮಾತನಾಡಿದ್ದಾರೆ. ಕೆಲವು ಸದಸ್ಯರು ಟೀಕಿಸಿ ಮತ್ತು ಕೆಲವು ಸದಸ್ಯರು ಅಬಿನಂದಿಸಿ ಮಾತನಾಡಿದ್ದಾರೆ. ನಮ್ಮರಾಜ್ಯ ಸುಮಾರುಎರಡು ವರ್ಷಗಳಿಂದ ಮಳೆ ಕಾಣದೇರಾಜ್ಯವು ಬರಗಾಲಕ್ಕೆ ಸಿಕ್ಕಿತ್ತು. ಜನಜಾನುವಾರುಗಳು ಅತಿಕಷ್ಟ ಪರಿಸ್ಥಿತಿಯನ್ನು ಅನುಭವಿಸಿದ್ದಾರೆ. ನಮ್ಮಕರ್ನಾಟಕರಾಜ್ಯವು ಇದೀಗ ತಾನೇ ಬರಗಾಲದ ಪರಿಸ್ಥಿತಿಯನ್ನು ಎದುರಿಸಿ ಚೇತರಿಸಿಕೊಳ್ಳುತ್ತಿದೆ. ಇಂತಹಕಷ್ಟಕಾಲದಲ್ಲಿಆಯವ್ಯಯವನ್ನು ಸರಿದೂಗಿಸಿದ್ದಾರೆ.

ಭಾಗ-05 30

ಸಂಕ್ಷೇಪಣೆ 1500 ಅಕ್ಷರಗಳವಿಷಯವನ್ನುನೀಡಿ 500 ಅಕ್ಷರಗಳಿಗೆಸಂಕ್ಷೇಪಿಸಲುಸೂಚಿಸುವುದು.

SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	3	100	50	20

Government of Karnataka

Department of Collegiate and Technical Education

Program	Commercial Practice	Semester	II
Course Name	ENGLISH TYPEWRITING –I Speed (30 WPM)	Type of Course	Theory
Course Code	25CP25E	Contact Hours	3 hours/week (39 hours/semester)
Teaching Scheme	L: T: P-3:0:0	Credits	3
CIE Marks	50	SEE Marks	50

1. RATIONALE: The students will be placed as Typists, Judgment Writers and Copyist in Government, Public and Private Sectors Organizations.

2. Course Outcomes: At the end of the Course, the student will be able to:

3.

CO-01	Develop a speed practice at the rate of 22 words per minute
CO-02	Develop a speed practice at the rate of 26 words per minute
CO-03	Develop a speed practice at the rate of 28 words per minute
CO-04	Develop a speed practice at the rate of 30 words per minute

4. Course Content

WEEK	CO	PO	Theory (3 Hours per week)
1	1	1,2,3, 4,5,7	Introduction and Speed practice at 20 words Per Minute Speed practice at 20 words Per Minute Speed practice at 20 words Per Minute
2	1	1,2,3, 4,5,7	Speed practice at 20 words Per Minute Speed practice at 20 words Per Minute Speed practice at 22 words Per Minute
3	1	1,2,3, 4,5,7	Speed practice at 22 words Per Minute Speed practice at 22 words Per Minute Speed practice at 22 words Per Minute
4	2	1,2,3, 4,5,7	Speed practice at 22 words Per Minute Speed practice at 24 words Per Minute Speed practice at 24 words Per Minute
5	2	1,2,3, 4,5,7	Speed practice at 24 words Per Minute Speed practice at 24 words Per Minute Speed practice at 24 words Per Minute
6	2	1,2,3, 4,5,7	Speed practice at 26 words Per Minute Speed practice at 26 words Per Minute

			Speed practice at 26 words Per Minute
7	**3**	**1,2,3, 4,5,7**	Speed practice at 26 words Per Minute Speed practice at 26 words Per Minute Speed practice at 28 words Per Minute
8	**3**	**1,2,3, 4,5,7**	Speed practice at 28 words Per Minute Speed practice at 28 words Per Minute Speed practice at 28 words Per Minute
9	**3**	**1,2,3, 4,5,7**	Speed practice at 28 words Per Minute Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute
10	**4**	**1,2,3, 4,5,7**	Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute
11	**4**	**1,2,3, 4,5,7**	Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute
12	**4**	**1,2,3, 4,5,7**	Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute
13	**4**	**1,2,3, 4,5,7**	Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute Speed practice at 30 words Per Minute

5.CIE and SEE Assessment Methodologies- (Theory)

Sl.No	**Assessment**	**Test Week**	**Duration (minutes)**	**Max.Marks**	
1.	CIE-1TheoryTest	7	7.5	50	Average of all CIE=50 Marks
2.	CIE-2TheoryTest	10	7.5	50	
3	CIE-3TheoryTest	13	7.5	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-Theory			15	100	50 marks **(Coverted to 50 Marks)**
Total Marks					**100 Marks**
Minimum Marks to pass in CIE & SEE is 40% individually					

CIE Test Papers:

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –I SPEED (20 WPM)**			**Test**	**I**
Course Code	**25CP25E**	**Duration**	**7 ½ Min**	**Marks**	**50**
Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy.**					

(Set the passage containing 150 words)

Course Coordinator **Head of Department** **IQAC Chairman**

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –I SPEED (25 WPM)**			**Test**	**II**
Course Code	**25CP25E**	**Duration**	**7 ½ Min**	**Marks**	**50**
Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy.**					
(Set the passage containing 188 words)					

Course Coordinator **Head of Department** **IQAC Chairman**

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –I SPEED (30 WPM)**			**Test**	**III**
Course Code	**25CP25E**	**Duration**	**7 ½ Min**	**Marks**	**50**
Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy.**					
(Set the passage containing 225 words)					

Course Coordinator **Head of Department** **IQAC Chairman**

SEE Question Paper:

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –I SPEED (30 WPM)**			**SEE**	
Course Code	**25CP25E**	**Duration**	**15 Min**	**Marks**	**100**
Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy.**					
Among all the things that people require in order to survive, water is one of the most important. People can survive for many days without food. But, only people require water to satisfy their thrust. A large portion of the human body is made up of water. The food they eat requires water to grow, and he is itself largely made up of water. In this country, people are fortunate, because people have abundance of water. When people see the rain falling, they could think that, and making them wet, some of the rain will eventually reach people's water taps. People get their tap water from rain. Rain soaks into the grounds, and goes down as deeper as it can. When water reaches a layer of rock, water cannot soak down any further, so the water runs along underground. Sometimes, this water bubbles out of the side of hill as spring.					

Thousands of years ago, people who lived near a spring used it for their supply of pure water. Other people had to dig wells. A well is a hole in the ground; dug at a place where people think there is water. If water was discovered, the well was lined with bricks or stones. As water was taken out of the well, other water soaked into it, keeping the water level the same. There were different routes of getting water out of wells. Sometimes a bucket was tied to a rope. The bucket was dropped into the water, and pooled up on the rope. Some people fixed the rope to a roller, they turned handle to pull up the bucket. Later, simple pumps, which sucked up the water through a pipe, and out of the spout, were made.

As town grew bigger, many houses did not have a well. People, who had no well, got their water from public wells or fountains nearby streets. Sometimes people lived a long way from the public wells, they often got their water from water carriers. These were men, who drew water from the wells and took it round to the houses. Some of the water carriers carried two wooden buckets, which hung from a yoke, across their shoulders. Other carriers had large, round wooden tanks, holding about eight gallons of water, strapped on their backs. Some years later, water carts were used. These were large wooden barrels on wheels, and were pulled by horses. People filled their buckets from a tap at other end of the barrel.

Course Coordinator **Head of Department** **IQAC Chairman**

4. References: SPEED BUILDER SERIES PUBLICATIONS by Sri Y.S. Nagarajamurthy

Equivalence:As the speed is 30 words per minute for 15 minutes, is equivalent to Junior Grade Typing.
Minimum passing Marks for CIE is 20 Marks (40% of 50 Marks)
Minimum passing Marks for SEE is 20 Marks (40% of 50 Marks)
INSTRUCTIONS TO PAPER SETTERS:

Set the question papers taking into consideration five touches is equal to one word for both CIE and SEE. In SEE for Junior Grade 30 words per minute comes to 450 words. 5X15X30 = 2250 strokes.

Note: Set SEE question paper for 100 marks.

Instructions to Valuers:

The following mistakes have to be taken into consideration:

1. Omission and commission of each word
2. Miss-spelt words
3. Failure to mark punctuations wherever necessary
4. Failure to give required space after punctuations
5. Failure to leave space between the words
6. Over typing
7. Words typed beyond 75 degrees
8. Failure to observe proper indentation
9. Proper line spacing between the lines.

The mistakes which the valuer feels that it is not on the part of the students but it is on the default typewriter may be excused.

For examples: if the student commits 10 mistakes, divide it by 2 and multiply the same by 2.5. 10/2=5X2.5=12.5 take it as 12.00 100-12=88/100

Note: Value the paper for 100 marks and convert it into 50 marks.

SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	15 Minutes	100	50	20

Government of Karnataka

Department of Collegiate and Technical Education

Program	Commercial Practice	Semester	II
Course Name	KANNADA TYPEWRITING – I Speed (25 WPM)	Type of Course	Theory
Course Code	25CP25K	Contact Hours	3 hours/week (39 hours/semester)
Teaching Scheme	L: T: P-3:0:0	Credits	3
CIE Marks	50	SEE Marks	50

1.ಕನ್ನಡಬೆರಳಚ್ಚುಕಲಿಕೆಯಉದ್ದೇಶಮತ್ತುಗುರಿ:

ಬೆರಳಚ್ಚುಯಂತ್ರಗಳನ್ನುಸರ್ಕಾರಿಮತ್ತುಖಾಸಗಿಕಚೇರಿಗಳಲ್ಲಿಬೆರಳಚ್ಚುಮುದ್ರಣಕೌಶಲ್ಯದಮೂಲಕವಿವಿಧನಮೂನೆಯಸಂವಹನಪತ್ರಗಳನ್ನುಸಿದ್ಧಪಡಿಸಲುಬಳಸಲಾಗುತ್ತದೆ.
ವಿದ್ಯಾರ್ಥಿಗಳುಬೆರಳಚ್ಚುಯಂತ್ರ(ಮ್ಯಾನ್ಯುಯಲ್)
ದಲ್ಲಿನಿರಂತರಅಭ್ಯಾಸಮಾಡಿತದನಂತರವಿದ್ಯುನ್ಮಾನಮತ್ತುಗಣಕಯಂತ್ರಗಳಕೀಲಿಫಲಕಗಳಅಭ್ಯಾಸ ಮಾಡಿಅಕ್ಷರಮುದ್ರಣಕೌಶಲ್ಯವನ್ನುಹೊಂದುವುದುಬೆರಳಚ್ಚುಕಲಿಕೆಯಮೂಲಉದ್ದೇಶವಾಗಿದೆ.
ಇದರಿಂದಇಂದಿನಆಧುನಿಕಸರ್ಕಾರಿಮತ್ತುಖಾಸಗಿಕಚೇರಿಲೆಕ್ಕ/ಪತ್ರವ್ಯವಹಾರಗಳಸಂವಹನದಾಖಲೆಗಳನ್ನುನಿರ್ದಿಷ್ಟಆಕಾರದಲ್ಲಿವೇಗವಾಗಿಮತ್ತುಸರಾಗವಾಗಿನಿಖರತೆಮತ್ತುದಕ್ಷತೆಯಿಂದಮಾಡಲುಸಾಧ್ಯವಾಗುತ್ತದೆ. ಅಲ್ಲದೇದತ್ತಾಂಶಸಂಸ್ಕರಣ/ಡಾಟಾಪ್ರೊಸೆಸಿಂಗ್ ಮತ್ತುಗಣಕಅನ್ವಯಕಗಳಲ್ಲಿಶೀಘ್ರವಾಗಿಕಾರ್ಯನಿರ್ವಹಿಸಲುಕೀಲಿಫಲಕದಬೆರಳಚ್ಚುಅಭ್ಯಾಸ/ಕೌಶಲ್ಯಗಳಿಗೆಸಹಕಾರಿಯಾಗಿದೆ.

ಕಚೇರಿಪತ್ರವ್ಯವಹಾರಗಳುಮತ್ತುಅಂಕಣವುಳ್ಳನಮೂನೆಗಳನ್ನುಬೆರಳಚ್ಚುಯಂತ್ರದಲ್ಲಿವೇಗವಾಗಿಮತ್ತುನಿಖರವಾಗಿನಿರ್ದಿಷ್ಟಸಮಯದಲ್ಲಿಬೆರಳಚ್ಚುಮಾಡುವವಿಧಾನದಕೌಶಲ್ಯಗಳನ್ನುಕಲಿಸುವುದರ ಜೊತೆಗೆಎಲ್ಲಾಬಗೆಯಕಚೇರಿಗಳು, ಕಾರ್ಯಾಂಗ , ಆಡಳಿತಾಂಗಮತ್ತುನ್ಯಾಯಾಂಗವ್ಯವಸ್ಥೆಯ, ವಿಧಾನಸಭೆ, ಪರಿಷತ್ತುಮತ್ತುಲೋಕಸಭೆಗಳಶೀಘ್ರಲಿಪಿಗಾರರು, ಆಪ್ತಸಹಾಯಕರುಮತ್ತುವರದಿಗಾರರಾಗಿ/
ಬೆರಳಚ್ಚುಗಾರರು/ಗಣಕದತ್ತಾಂಶಸಂಗ್ರಹಕರಾಗಿಸಮರ್ಥವಾಗಿಕಾರ್ಯನಿರ್ವಹಿಸಲುತರಬೇತಿನೀಡುವುದು.

ಕಲಿಕಾಕೌಶಲ್ಯವೃದ್ಧಿ:

ಬೆರಳಚ್ಚುಯಂತ್ರಮತ್ತುಗಣಕಯಂತ್ರದಕೀಲಿಫಲಕಗಳಬಗ್ಗೆಮಾಹಿತಿ,
ವಿವಿಧಭಾಗಗಳಬಳಕೆಮತ್ತುಸಮರ್ಪಕನಿರ್ವಹಣೆಗೆಸೂಚನೆಗಳನ್ನುನೀಡುತ್ತಾಹಂತಹಂತವಾಗಿಅಕ್ಷರಗಳವೇಗದಬೆರಳಚ್ಚುಮಾಡುತ್ತಾರೆಮತ್ತುಪದ/ವಾಕ್ಯರಚನೆ/ ಅಂಕಿ-ಸಂಖ್ಯೆಗಳನ್ನು / ಅಚಲಿತಕೀಗಳು/ಸ್ಥಳಾಂತರಕೀಗಳನ್ನುಉಪಯೋಗಿಸಿನಿರಂತರವಾಗಿಅಭ್ಯಾಸಮಾಡಿಸುತ್ತಾಬೆರಳಚ್ಚುವೇಗವನ್ನುವೃದ್ಧಿಸಿಕೊಳ್ಳುತ್ತಾವೇಗವರ್ಧನೆಯನ್ನುಮಾಡಿಕೊಳ್ಳುವುದು.

ಚಟುವಟಿಕೆಗಳು:

ಕಂಡಿಕೆಗಳುಳ್ಳವೇಗಾಭ್ಯಾಸವನ್ನುವಾರದಿಂದವಾರಕ್ಕೆಹಂತಹಂತವಾಗಿಹೆಚ್ಚಿಸಿಅಭ್ಯಾಸಮಾಡಿಸುವುದು, ಅವುಗಳಮೌಲ್ಯಮಾಪನಮಾಡುವುದು, ವೇಗದವಿವಿಧಅಭ್ಯಾಸಮುಗಿದನಂತರಪ್ರತಿದಿನ 15 ನಿಮಿಷಗಳವೇಗಪತ್ರಿಕೆಗಳನ್ನುಕ್ರಮವಾಗಿನಿಮಿಷಕ್ಕೆ 16-18-20-22-24-25 ಪದಗಳವೇಗದಲ್ಲಿಕಠಿಣಪದ/ವಾಕ್ಯಗಳುಳ್ಳವೇಗಪರೀಕ್ಷೆಗಳನ್ನುನಡೆಸುವುದು.
ಅಭ್ಯಾಸಮಾಡಿದವೇಗಪತ್ರಿಕೆಗಳನ್ನುಪರೀಕ್ಷಿಸಿತಿದ್ದುಪಡಿಮಾಡಿನಿರ್ದಿಷ್ಟಸಮಯದಲ್ಲಿವೇಗಮತ್ತುನಿಖರತೆಯಿಂದಬೆರಳಚ್ಚುಮಾಡಲುಸೂಚಿಸುವುದು.

2. Course Out comes:

At the end of the Course, the studentwillbe able to
ಸೆಮಿಸ್ಟರ್‌ಅಂತಿಮಹಂತದಲ್ಲಿವಿದ್ಯಾರ್ಥಿಗಳುಈಕೆಳಗಿನವುಗಳಲ್ಲಿಪರಿಣಿತಿ/ಕೌಶಲ್ಯತೆಹೊಂದುತ್ತಾರೆ.

CO-01 1-3 Week	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ14-15-16-17ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
CO-02 4-7 Week	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ18-19-20-21 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
CO-03 8-10Week	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ22-23ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
CO-04 11-13 Week	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ24-25 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.

3.Course Content

WEEK	CO	PO	Theory(3 Hours per week/ 39 Hours per semester)
1	**01**	**1,2,3, 4,5,7**	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 14ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
2			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 15 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು..
3			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 16-17ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
4	**02**	**1,2,3, 4,5,7**	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 18 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
5			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 19ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು..
6			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 20ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
7			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 21 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
8	**03**	**1,2,3, 4,5,7**	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 22 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು..
9			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 23ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗ

			ಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
10			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 23ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
11	**04**	**1,2,3, 4,5,7**	ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 24 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
12			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 25 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.
13			ಕನ್ನಡಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಗಳವ್ಯವಸ್ಥಿತ / ನಿರಂತರಅಭ್ಯಾಸದಿಂದ 25 ಡಬ್ಲ್ಯೂಪಿಎಂಪದಗಳವೇಗದಲ್ಲಿನಿರ್ದಿಷ್ಟಪಡಿಸಿದಅಂಚುಗಳಲ್ಲಿವೇಗಪತ್ರಿಕೆಗಳನ್ನುಬೆರಳಚ್ಚುಪಡಿಸುವಕೌಶಲ್ಯಹೊಂದುವುದು.

ಅಭ್ಯಾಸದಪೂರಕಗ್ರಂಥಗಳು:

ಕನ್ನಡಬೆರಳಚ್ಚುಪಠ್ಯಪುಸ್ತಕ- ಎಸ್.ಆರ್. ಸಿದ್ದರಾಜು.
ಕನ್ನಡಬೆರಳಚ್ಚುಸುಲಭಕಲಿಕೆಕೈಪಿಡಿ-ಭಗವಾನ್ ಅಸೋಸಿಯೇಟ್ಸ್.
ಬೆರಳಚ್ಚುಪ್ರಥಮದರ್ಜೆವೇಗಮಾಲಿಕೆಗಳು- ಭಗವಾನ್ ಅಸೋಸಿಯೇಟ್ಸ್

4.CIE and SEE Assessment Methodologies- (Theory)

ಆಂತರಿಕ ಮತ್ತು ಪರೀಕ್ಷಾ ಮಂಡಳಿಯ ಮೌಲ್ಯಾಂಕನ ವಿಧಾನ **(ಬೆರಳಚ್ಚು)**

Sl. No	Assessment	Test Week	Duration (Minutes)	Max marks	
1.	CIE (ಮೌಲ್ಯಾಂಕನ)-1 (ಬೆರಳಚ್ಚು ವೇಗಕೌಶಲ್ಯಪರೀಕ್ಷೆ- (21WPM)(CO-1)	7	7.5	50	Average of all CIE =50Marks
2.	CIE (ಮೌಲ್ಯಾಂಕನ)-2 (ಬೆರಳಚ್ಚು ವೇಗಕೌಶಲ್ಯಪರೀಕ್ಷೆ- (23WPM)(CO-2)	10	7.5	50	
3	CIE (ಮೌಲ್ಯಾಂಕನ)-3 (ಬೆರಳಚ್ಚು ವೇಗಕೌಶಲ್ಯಪರೀಕ್ಷೆ- (25WPM)(CO-3)	13	7.5	50	
TotalContinuous Internal Evaluation (CIE)					50 Marks
SemesterEndExamination (SEE)-Theory (ಸೆಮಿಸ್ಟರ್ ಅಂತಿಮದಲ್ಲಿವೇಗಪರೀಕ್ಷೆ/15 ನಿಮಿಷ - 25 WPM)			**15**	**100**	**50 marks (Coverted to 50 Marks)**
				TotalMarks	**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

ಕಿರು(CIE) ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಲು ಸೂಚನೆ:

1ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ ಎರಡು ಕಂಡಿಕೆಗಳುಳ್ಳ 21 ಪದಗಳು(ಪ್ರತಿ ಪದಕ್ಕೆ 5 ಒತ್ತುಗಳು)ಇರಬೇಕು.
2ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ ಎರಡು ಕಂಡಿಕೆಗಳುಳ್ಳ 23 ಪದಗಳು(ಪ್ರತಿ ಪದಕ್ಕೆ 5 ಒತ್ತುಗಳು) ಇರಬೇಕು.
3ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ ಎರಡು ಕಂಡಿಕೆಗಳುಳ್ಳ 25 ಪದಗಳು(ಪ್ರತಿ ಪದಕ್ಕೆ 5 ಒತ್ತುಗಳು) ಇರಬೇಕು.
ಈ ಮೇಲಿನಂತೆ ಕಿರು ಪರೀಕ್ಷಾ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಗಳನ್ನು ತಯಾರಿಸಬೇಕು.

ಮುಖ್ಯ(SEE) ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಲು ಸೂಚನೆ:

**(25ಪದಗಳು*15ನಿಮಿಷ =375ಪದಗಳು*5 ಒತ್ತುಗಳು=1875 ಒತ್ತುಗಳು
ಇರುವಂತೆ ಯಾವುದೇ ಲೇಖನದ ಮುಖ್ಯಾಂಶಗಳು, ಕಥೆಗಳು, ಸರ್ಕಾರದ ಆಯವ್ಯಯದ ಚರ್ಚಿತ ವಿಷಯಗಳುಳ್ಳ ವರದಿಗಳು, ಇನ್ನಿತರ ಯಾವುದೇ ಸಮಸ್ಯಾತ್ಮಕವಲ್ಲದ ವರದಿಗಳುಳ್ಳ ಮುಖ್ಯ ಪರೀಕ್ಷೆಗಾಗಿ 15ನಿಮಿಷದ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರಿಸಬೇಕು.)**

ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದಲ್ಲಿ 100 ಅಂಕಗಳ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನು ತಯಾರಿಸುವುದು. ಮೌಲ್ಯಮಾಪನ ಸಮಯದಲ್ಲಿ 50 ಅಂಕಗಳಿಗೆ ಪರಿವರ್ತಿಸುವುದು.

5.CIE (Typewriting Test)

CIE:1

Program	**Commercial Practice -Kannada**			**Semester II**	
CourseName	**Kannada Typewriting-I Speed** (21WPM)			**Test**	**I**
CourseCode	**25CP25K**	**Duration**	**7.5 Mnts**	**Marks**	**50**
Name of the Course Coordinator:					

Note: Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.

Q. No	Questions	Cognitive Level	CourseOutcome	Marks
1	ಮಾನ್ಯಸಭಾಧ್ಯಕ್ಷರೇ, ನಮ್ಮಹಣಕಾಸಿನಮಂತ್ರಿಗಳುನಮ್ಮರಾಜ್ಯದಆದಾಯದಲ್ಲಿಸುಮಾರುಕಾಲುಭಾಗವನ್ನುವಿದ್ಯಾಭ್ಯಾಸಕ್ಕಾಗಿವಿದ್ಯಾಇಲಾಖೆಗೊದಗಿಸುವುದುಸ್ವಾಗತಾರ್ಹ ಆಗಿದೆ. ಸರ್ಕಾರದವರುವಿದ್ಯೆಯನ್ನುಅಭಿವೃದ್ಧಿಪಡಿಸಬೇಕು. ಗ್ರಾಮಾಂತರಜನಮಕ್ಕಳಿಗೆಸರಿಯಾದರೀತಿಯಲ್ಲಿವಿದ್ಯೆಯನ್ನುನೀಡಬೇಕು. ಉದಾತ್ತವಾದಧ್ಯೆಯದಿಂದಪ್ರಾಥಮಿಕವಿದ್ಯಾಭ್ಯಾಸಕ್ಕೆಈಹಣದಲ್ಲಿಹೆಚ್ಚಿನ ಭಾಗವನ್ನುವಿನಿಯೋಗಿಸುತ್ತಿದ್ದಾರೆ.ಆದರೆಈಹಣಸರಿಯಾದರೀತಿಯಲ್ಲಿವಿನಿಯೋಗಆಗುತ್ತಿದೆಯೇ,ಹಳ್ಳಿಗಾಡಿನಮಕ್ಕಳಿಗೆಇದರಿಂದಹೆಚ್ಚಿನಅವಕಾಶದೊರೆಯುತ್ತಾ ಇದೆಯೇಎಂಬುದನ್ನುಸರ್ಕಾರವರುಇನ್ನೂಕೂಲಂಕಷವಾಗಿಪರಿಶೀಲಿಸಬೇಕಾಗಿದೆ.ಹಳ್ಳಿಗಾಡಿನಲ್ಲಿಅನೇಕಕಡೆಯಲ್ಲಿಏಕಉಪಾಧ್ಯಾಯರಶಾಲೆಗಳುಇವೆ. ಈಶಾಲೆಗಳಲ್ಲಿಕೆಲಸಮಾಡುತ್ತಿರುವಉಪಾಧ್ಯಾಯರುಗಳಸ್ಥಿತಿಚತುರ್ಮುಖಬ್ರಹ್ಮನಂತಾಗಿದೆ.ಈರೀತಿಪಾಠಹೇಳಿಕೊಟ್ಟರೆಆಮಕ್ಕಳಿಗೆಯಾವರೀತಿವಿದ್ಯಾಭ್ಯಾಸದೊರಕುತ್ತದೆಎಂಬುದನ್ನುಸರ್ಕಾರದವರುವಿಚಾರಮಾಡಬೇಕು.ಮನೆಯಲ್ಲಿಮಕ್ಕಳುಗಲಾಟೆಮಾಡುತ್ತವೆಎಂದುಪೋಷಕರುತಮ್ಮಮಕ್ಕಳನ್ನುಶಾಲೆಗೆಕಳುಹಿಸುತ್ತಾರೋಎಂಬುದನ್ನುಸಹಸರ್ಕಾರದವರುಯೋಚನೆಮಾಡಬೇಕು.ಈಗನಾಲ್ಕುತರಗತಿಗಳನ್ನುಸಹಒಂದೇಕೊಠಡಿಯಲ್ಲಿನಡೆಯುವುದನ್ನುನಿಲ್ಲಿಸುವುದಕ್ಕೆಸರ್ಕಾರದವರುಕ್ರಮತೆಗೆದುಕೊಳ್ಳಬೇಕು. **(21 ಪದಗಳು*7.5ನಿಮಿಷ =157ಪದಗಳು*5 ಒತ್ತುಗಳು=785 ಒತ್ತುಗಳು)**	RUA	**CO 1 -2**	**25**

Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.

Signature of theCourse Coordinator **HOD** **IQAC Chairman**

CIE:2

Program	**Commercial Practice -Kannada**			**Semester II**	
CourseName	**Kannada Typewriting-I Speed** (23 WPM)			**Test**	**I I**
CourseCode	**25CP25K**	**Duration**	**7.5 Mnts**	**Marks**	**50**
Name of the Course Coordinator:					

Note:Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.				
Q. No	**Questions**	**Cognitive Level**	**CourseOutcome**	**Marks**
1	**(23ಪದಗಳು*7.5 ನಿಮಿಷ =172ಪದಗಳು*5 ಒತ್ತುಗಳು=860 ಒತ್ತುಗಳು ಇರುವಂತೆ ಕಿರು ಪರೀಕ್ಷೆಯ 7.5 ನಿಮಿಷದ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರಿಸಬೇಕು.)**	RUA	**CO2**	**25**
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.				

Course Coordinator **HOD** **IQAC Chairman**

CIE:3

Program	**Commercial Practice -Kannada**			**Semester II**	
CourseName	**Kannada Typewriting-I Speed** (25WPM)			**Test**	**III**
CourseCode	**25CP25K**	**Duration**	**7.5 Mnts**	**Marks**	**50**
Name of the Course Coordinator:					

Note:Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.				
Q. No	**Questions**	**Cognitive Level**	**CourseOutcome**	**Marks**
1	**(25ಪದಗಳು*7.5ನಿಮಿಷ =190ಪದಗಳು*5 ಒತ್ತುಗಳು=940 ಒತ್ತುಗಳು ಇರುವಂತೆ ಕಿರು ಪರೀಕ್ಷೆಯ 15ನಿಮಿಷದ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರಿಸಬೇಕು.)**	RUA	**CO4**	**50**
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.				

Course Coordinator **HOD** **IQAC Chairman**

1. SEE–Model Theory Question Paper

Reg:No.: **Code:25CP25K**

2nd Semester Kannada Typewriting Speed-1

2ನೇ ಸೆಮ್ ಕನ್ನಡ ಬೆರಳಚ್ಚು –ವೇಗಪತ್ರಿಕೆ-1(25 WPM)

ಸಮಯ:15 ನಿಮಿಷ ಅಂಕಗಳು:100

ಸೂಚನೆಗಳು:

ಸೂಚನೆಗಳು:–

೧. ಕೆಳಗಿನ ವಿಷಯವನ್ನು ಎಡ–ಬಲ ೧೦–೭೫ ಅಂಚುಗಳ ನಡುವೆ ೦.೨ ಸಾಲುಗಳ ತೆರಪಿನಲ್ಲಿ ಬೆರಳಚ್ಚಿಸಬೇಕು.

೨. ಕಾಗದದ ಒಂದು ಬದಿ ಮಾತ್ರ ಬೆರಳಚ್ಚು ಮಾಡಬೇಕು.

೩. ತಪ್ಪಿಲ್ಲದಂತೆ ಕ್ರಮಬದ್ಧವಾಗಿ ಬೆರಳಚ್ಚಿಸಲು ಗಮನ ಕೊಡಬೇಕು.
೪. ಯಾಂತ್ರಿಕ ದೋಷವಿದ್ದಲ್ಲಿ, ಕೊಠಡಿ ಮೇಲ್ವಿಚಾರಕರಿಂದ ದುರಸ್ತಿಗೊಳಿಸಬೇಕು.

ಭಾಷಾ ಚಳುವಳಿ ಅಥವಾ ಯಾವುದೇ ಬಗೆಯ ಚಳುವಳಿಯನ್ನು ನಡೆಸಲು ಮೂರು ಹಂತಗಳು ಅಗತ್ಯ. ಒಂದು ತಾಯ್ನುಡಿಯ ಮೇಲೆ ಪ್ರೀತಿ, ತನ್ನ ನುಡಿಯಲ್ಲಿ ತನ್ನ ವಿಕಾಸವನ್ನು ಕಾಣುವವನು ಎಂದೂ ಬೇರೆ ಭಾಷೆಯ ಬಗ್ಗೆ ತಾತ್ಸಾರ ಅಥವಾ ದ್ವೇಷ ಬೆಳೆಸಿ ಕೊಳ್ಳುವುದಿಲ್ಲ. ಎರಡು, ಜನ ಮತ್ತು ಪರಿಸರದ ಬಗ್ಗೆ ಕಾಳಜಿ. ತನ್ನ ಭಾಷೆಯನ್ನು ಪ್ರೀತಿಸುವವನು ತನ್ನ ಜನರನ್ನು ಪ್ರೀತಿಸುತ್ತಾನೆ. ಅವರು ಬದುಕು ವಪರಿಸರವನ್ನು ಉತ್ತಮಪಡಿಸಲು ಹೋರಾಡುತ್ತಾರೆ. ಭಾಷೆಗೂ ಜನಕ್ಕೂ ಅದೇ ಸಂಬಂಧವಿದೆ. ಮೂರು, ಪ್ರಪಂಚದ ಅತ್ಯುತ್ತಮ ಆಲೋಚನೆಯ ಅರಿವು, ಅಗತ್ಯ ಜಾಗತಿಕ ಚಿಂತನೆಯ ತಿಳಿವಿನಿಂದ ಹೋರಾಟ ನಡೆಸುವ ವ್ಯಕ್ತಿ ತನ್ನ ಜನರನ್ನು ಮೇಲೆತ್ತಲು ಬೇಕಾದ ವಾತಾವರಣವನ್ನು ಮೂಡಿಸುತ್ತಾನೆ.

ಭಾಷೆ, ನಾಗರೀಕತೆ, ಸಂಸ್ಕೃತಿ, ಆಂದೋಲನ ಒಂದಕ್ಕೊಂದು ಹೆಣೆದು ಕೊಂಡಿವೆ. ನಾಗರೀಕತೆಯನ್ನು ಮೂರು ವಿಭಾಗ ಮಾಡಬಹುದು. ಸೃಜನಶೀಲ ನಾಗರೀಕತೆ, ಪುನರುಕ್ತ ಶೀಲ ನಾಗರೀಕತೆ ಮತ್ತು ಅನುಕರಣದಿಂದ ನಾಗರೀಕತೆ. ಭಾರತದ ಇತಿಹಾಸದಲ್ಲಿ ಈ ವರ್ಗೀಕರಣ ಕಂಡುಬರುತ್ತದೆ. ವೇದೋಪ ನಿಷತ್ತು ಮತ್ತು ಮಹಾಕಾವ್ಯಗಳ ಯುಗವನ್ನು ಸೃಜನಶೀಲ ನಾಗರೀಕತೆ ಎಂದು ಕರೆಯಬಹುದು. ಪುರಾಣಗಳು, ಸಂಸ್ಕೃತಿಗಳ ಕಾಲವನ್ನು ಪುನರುಕ್ತಶೀಲ ನಾಗರೀಕತೆ ಎಂದು ಹೇಳಬಹುದು. ಈ ಅವಧಿಯಲ್ಲಿ ಹಿಂದಿನ ಕೃತಿಗಳನ್ನೂ ಆಲೋಚಕರನ್ನೂ ಪುನರುಚ್ಚರಿಸುವುದನ್ನು ಬಿಟ್ಟರೆ ಅಮೋಘವಾದದ್ದು ಸೃಷ್ಟಿಯಾಗಿಲ್ಲ. ಸಂಹಿತೆಗಳನ್ನೂ ರಾಮಾಯಣ, ಮಹಾಭಾರತದಲ್ಲಿ ವಸ್ತುಗಳನ್ನೂ ಎತ್ತಿಕೊಂಡು ಕಾವ್ಯಗಳನ್ನೂ ನಾಟಕಗಳನ್ನೂ ರಚಿಸಿದರು. ಭಾರತಕ್ಕೆ ಮೊಗಲರು, ಬ್ರಿಟಿಷರು ಬಂದಲಾಗಾಯ್ತು ಅನುಕರಣಶೀಲ ನಾಗರೀಕತೆ ತಾಂಡವವಾಡುತ್ತಿತ್ತು. ಅಲ್ಲೊಬ್ಬ ಇಲ್ಲೊಬ್ಬ ಸಾಧುಸಂತರು ಉದ್ಭವಿಸಿ ಅನುಕರಣೆಯ ಪ್ರಚಂಡ ಪ್ರವಾಹವನ್ನು ಅಥವಾ ವಿದೇಶಿ ಆಳ್ವಿಕೆಯನ್ನು ತಡೆಗಟ್ಟಲು ನಡೆಸಿದ ಪ್ರಯತ್ನಗಳು ಹೊಳೆಯಲ್ಲಿ ಹುಣಿಸೆಹಣ್ಣು ತೇಯಿದಂತಾಯಿತು. ಅನುಕರಣೆಯ ಹುಚ್ಚು ಪ್ರವಾಹದಲ್ಲಿ ರಾಜ್ಯ ಕೊಚ್ಚಿ ಹೋಗುತ್ತದೆ. ಅಂಥ "ಮಾನವನನಂಬಿಕೆ, ನಡವಳಿಕೆ, ವಿಚಾರ, ಸಾಧನೆ ಎಲ್ಲವೂ ನಿಲ್ಲುವುದು ಭಾಷೆಯ ಮೂಲಕ. ಭಾಷೆ ಮನುಷ್ಯನ ಉಸಿರು. ಈ ಉಸಿರಿನಿಂದಲೇ ಅವನ ಬದುಕು ಹಸುರಾಗಿದೆ. ಒಮ್ಮೆಮ್ಮೆ ಕೆಂಪಾಗಿದ್ದರೂ ಮನುಷ್ಯನನ್ನು ಮೃಗಗಳಿಂದ ಬೇರ್ಪಡಿಸುವ ಅಂಶ ಭಾಷೆ ಒಂದೇ. ಪ್ರಪಂಚದ ಇತಿಹಾಸವನ್ನು ವ್ಯಾಸಂಗ ಮಾಡಿದರೆ ಮನುಷ್ಯ ತನ್ನ ಪ್ರತಿಭೆಯನ್ನು, ವ್ಯಕ್ತಿತ್ವವನ್ನು ಸಮರ್ಪಕವಾಗಿ ಪ್ರಕಟಿಸಿರುವುದು ಸಾಹಿತ್ಯ, ವಿಜ್ಞಾನ, ಕಲೆಗಳ ಮೂಲಕ ಎಂದು ತಿಳಿಯುತ್ತದೆ. ಮಾನವನ ಎಲ್ಲಾ ಸಾಧನೆಗಳ ಸಿದ್ಧಿಯನ್ನು ವಿವರಿಸುವ ಶಾಶ್ವತಗೊಳಿಸುವ ಏಕೈಕ ಪರಮ ಮಾಧ್ಯಮ ಭಾಷೆ. ಭಾಷೆಯೇ ಮನುಷ್ಯನ ಉನ್ನತಿ ಮತ್ತು ಅವನತಿಯನ್ನು ಪ್ರದರ್ಶಿಸುವ ಸಾಧನೆ. ಮನುಷ್ಯನಿಗೆ ಜೀವಂತ ಮತ್ತು ಸತತ ಪರಿಹಾರ ಒದಗುತ್ತದೆ. ನಾಗರೀಕತೆ ಉನ್ನತಿಗೇರಲು ಭಾಷೆಯು ನೆರವಾಗುವುದು.

ಪರೀಕ್ಷಾ ವಿಧಾನ:

ವೇಗ ಪತ್ರಿಕೆ ಅವಧಿ: ೧೫ ನಿಮಿಷಗಳು ಗರಿಷ್ಠ ಅಂಕ:೧೦೦

ಒಂದು ನಿಮಿಷಕ್ಕೆ ೨೫ ಪದಗಳು– (೫ ಒತ್ತುಗಳಿಗೆ ಒಂದು ಪದವೆಂದು ಪರಿಗಣನೆ) ವೇಗದಲಿ ಒಟ್ಟು ೩೭೫ ಪದಗಳನ್ನು ಹೊಂದಿದ್ದು, ಶೀರ್ಷಿಕೆಯಿಲ್ಲದ ಪತ್ರಿಕೆಯನ್ನು ೧೫ ನಿಮಿಷಗಳ ಅವಧಿಯಲ್ಲಿ ಎಡ–ಬಲ ಅಂಚುಗಳನ್ನು ೧೦– ೭೫ ಸ್ಥಾನಗಳನ್ನು ಸ್ಥಿರಪಡಿಸಿಕೊಂಡು, ಈ ಅಂತರಗಳ ನಡುವೆ ಬೆರಳಚ್ಚಿಸಬೇಕು. (ಮೌಲ್ಯಮಾಪನ ವಿಧಾನವನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ ನೀಡಲಾಗಿದೆ)

ಬೆರಳಚ್ಚು ವೇಗ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರಕರಿಗೆ ಸೂಚನೆಗಳು:

ಸೆಮಿಸ್ಟರ್ಅಂತ್ಯದಲ್ಲಿಮುಖ್ಯಪರೀಕ್ಷೆಗೆ100 ಅಂಕಗಳಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನುತಯಾರಿಸುವುದು.

೧. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯು ಯಾವುದೇ ಶೀರ್ಷಿಕೆ ಇಲ್ಲದ ಸರಳವಾದ ೩೭೫ (೫ ಒತ್ತುಗಳಿಗೆ ಒಂದು ಪದ) ಪದಗಳನ್ನು ಹೊಂದಿರಬೇಕು.
೨. ವಿಷಯವನ್ನು ಹಿಂದಿನ ಯಾವುದೇ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಗಳಿಂದ ಯಥಾವತ್ತಾಗಿ ಆಯ್ಕೆ ಮಾಡಿಕೊಳ್ಳಬಾರದು.
೩. ರಾಜಕೀಯ ಅಥವ ಧಾರ್ಮಿಕ ಟೀಕೆಗಳಿಂದ ಕೂಡಿರದ, ವಿವಾದಾಸ್ಪದವಲ್ಲದ ವಿಷಯವನ್ನು ಆಯ್ಕೆ ಮಾಡಿಕೊಳ್ಳಬೇಕು.
೪. ಅಪರಿಚಿತವಾದ, ಕ್ಲಿಷ್ಟಕರವಾದ ವೈಜ್ಞಾನಿಕ ಪದಗಳು/ಶ್ಲೋಕಗಳಿಂದ ಕೂಡಿರಬಾರದು.
೫. ಕನಿಷ್ಠ ಎರಡು (೦೨) ಕಂಡಿಕೆಗಳನ್ನು ಹೊಂದಿರಬೇಕು. ೨೫–೩೦ ವಾಕ್ಯಗಳಿಗೆ ಇರಬೇಕು.
೬. ಆಶ್ಚರ್ಯಸೂಚಕ ಚಿಹ್ನೆಗಳನ್ನು ಬಳಸಬಾರದು. ಉದ್ಧರಣ ಚಿಹ್ನೆ (‘ “)ಗಳನ್ನು ೦೨ಕ್ಕಿಂತ ಹೆಚ್ಚಿಗೆ ಬಳಸಬಾರದು. ಪ್ರಶ್ನಾರ್ಥಕ ಚಿಹ್ನೆ ೧–೨ಕ್ಕಿಂತ ಹೆಚ್ಚಿರಬಾರದು.
೭. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನು ೧೦ ರಿಂದ ೭೦ ಸ್ಥಾನಗಳಿಗೆ ಅಂಚಿನ ತಡೆ ಸ್ಥಿರಪಡಿಸಿಕೊಂಡು ೨ ಸಾಲುಗಳ ಅಂತರದಲ್ಲಿ ಬೆರಳಚ್ಚಿಸಬೇಕು. ಇದರ ಒಂದು ಹೆಚ್ಚುವರಿ ಕಾಡಿಗೆ ಪ್ರತಿ ತೆಗೆದು, ಇದರಲ್ಲಿ ಪ್ರತಿ ಸಾಲಿನಲ್ಲಿ ಬರುವ ಒತ್ತುಗಳ ಸಂಖ್ಯೆಯನ್ನು ಪೆನ್ಸಿಲ್‌ನಿಂದ ನಮೂದಿಸಬೇಕು.
೮. ಒತ್ತುಗಳನ್ನು ಲೆಕ್ಕಿಸುವಾಗ, ಮೊದಲ ಕಂಡಿಕೆಯ ೦೫ ಒತ್ತುಗಳನ್ನು ಹೊರತುಪಡಿಸಿ, ಎಲ್ಲ ಕಂಡಿಕೆಗಳ ಆರಂಭದ ೦೫ ಒತ್ತುಗಳನ್ನು, ಪ್ರತಿ ಪದಗಳ ನಡುವೆ ಬಿಡುವ ಸ್ಥಳಾವಕಾಶ (ತೆರಪುಪಟಿ ಬಳಕೆ) ಅಲ್ಪವಿರಾಮ ಚಿಹ್ನೆ ನಂತರ ಒಂದು ಒತ್ತು, ಪೂರ್ಣವಿರಾಮ, ಪ್ರಶ್ನಾರ್ಥಕ, ಕೋಲನ್ ನಂತರ ೨ ಒತ್ತುಗಳೆಂದು ಪರಿಗಣಿಸಿ, ಅಚಲಿತ ಕೀಗಳ ಒತ್ತುಗಳನ್ನು ಸೇರಿಸಿ ಲೆಕ್ಕ ಹಾಕಬೇಕು. (ಉದಾ: ನಿಲ್ಲಲಿ=೦೫ ಒತ್ತುಗಳು, ಮಾಯಾವರ್ಷ=೧೦ ಒತ್ತುಗಳು, ಘನತೆ=೦೬ ಒತ್ತುಗಳು...ಇತ್ಯಾದಿ)
೯. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯ ಆರಂಭದಲ್ಲಿ ಸೆಮೆಸ್ಟರ್ ಪತ್ರಿಕೆ ಸಂಕೇತ, ಅವಧಿ, ಅಂಕಗಳು ಮತ್ತು ಈ ಕೆಳಕಂಡ ಸೂಚನೆಗಳನ್ನು ನಮೂದಿಸಬೇಕು:

ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನು ಸಿದ್ಧಪಡಿಸಿದ ನಂತರ ಪ್ರತ್ಯೇಕ ಹಾಳೆಯಲ್ಲಿ ಈ ಕೆಳಗಿನ ಮಾಹಿತಿಗಳನ್ನು ನೀಡಿ, ಸಹಿ, ಹೆಸರು, ವಿಳಾಸ, ಐಡಿ ಸಂಖ್ಯೆ ನಮೂದಿಸಿ.

೧. ಲೇಖನದಲ್ಲಿನ ಒಟ್ಟು ಒತ್ತುಗಳು:
೨. ಒಟ್ಟು ಪದಗಳು:
೩. ಒಟ್ಟು ಕಂಡಿಕೆಗಳು
೪. ಒಟ್ಟು ವಾಕ್ಯಗಳು:
೫. ಒಟ್ಟು ಅಂಕಿಗಳು
೬. ಎಷ್ಟು ಸಾರಿ ಈ ಕೆಳಗಿನ ಚಿಹ್ನೆಗಳು ಬಂದಿವೆ?>‘ “ : : ? –

ಬೆರಳಚ್ಚು ಪರೀಕ್ಷೆ ನಡೆಸುವಾಗ ಬೆರಳಚ್ಚು ಕೊಠಡಿಯಲ್ಲಿ ಗಮನಿಸಬೇಕಾದ ಮುಖ್ಯ ಸೂಚನೆಗಳು(ಪರೀಕ್ಷಕರು/ಪರೀವೀಕ್ಷಕರು):

೧. ಬೆರಳಚ್ಚು ಪರೀಕ್ಷೆಗಳ ಕೊಠಡಿಯಲ್ಲಿ ಇಬ್ಬರು ಮೇಲ್ವಿಚಾರಕರಲ್ಲಿ ಒಬ್ಬರು ಬೆರಳಚ್ಚು ಉಪನ್ಯಾಸಕರನ್ನು ನೇಮಿಸಬೇಕು.
೨. ಯಾಂತ್ರಿಕ ದೋಷ, ಯಂತ್ರಗಳ ನಿರ್ವಹಣೆ ಸಮಸ್ಯೆಯಿಂದ ದೋಷಪೂರಿತ ಯಂತ್ರಗಳಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡಿಸಬಾರದು.
೩. ಸಾಂದರ್ಭಿಕವಾಗಿ ಸಣ್ಣಪುಟ್ಟ ಯಾಂತ್ರಿಕ ದೋಷಗಳು ಕಂಡುಬಂದರೆ, ಯಂತ್ರವನ್ನುಸರಿಪಡಿಸಿಕೊಡಬೇಕು.
೪. ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗೆ ಬೇರೊಂದು ಯಂತ್ರದಲ್ಲಿ ಬೆರಳಚ್ಚಿಗೆ ಅವಕಾಶ ನೀಡಿ,
೫. ಕೊರತೆಬಿದ್ದ ಕಾಲಾವಕಾಶವನ್ನು ನೀಡಬೇಕು.
೬. ಬೆರಳಚ್ಚು ಪರೀಕ್ಷೆ ನಡೆಯುವಾಗ ಅಭ್ಯರ್ಥಿಗಳ ಯಂತ್ರಗಳ ಹತ್ತಿರ ಕೊಠಡಿ ವೀಕ್ಷಕರು ಓಡಾಡಬಾರದು.

ಅಭ್ಯರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಸೂಚನೆಗಳು:

೧. ಕಾಗದದ ಒಂದು ಬದಿ ಮಾತ್ರ ಬೆರಳಚ್ಚಿಸಬೇಕು.

೨. ಎಡ–ಬಲ ಅಂಚುಗಳನ್ನು ೧೦ ರಿಂದ ೭೫ ಸ್ಥಾನಗಳಿಗೆ ಸ್ಥಿರಪಡಿಸಿಕೊಂಡು ಎರಡು ಸಾಲುಗಳ ಅಂತರದಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡಬೇಕು.

೩. ತಪ್ಪಿಲ್ಲದಂತೆ ನಿಖರವಾಗಿ ಮತ್ತು ಅಂದವಾಗಿ ಬೆರಳಚ್ಚು ಮಾಡಲು ಗಮನ ನೀಡಬೇಕು.

೨ನೇ ಸೆಮಿಸ್ಟರ್– ಕನ್ನಡ ಬೆರಳಚ್ಚು–ವೇಗ ಪತ್ರಿಕೆ– ಮೌಲ್ಯಮಾಪನ ವಿಧಾನಗಳು

ಉತ್ತರ ಪತ್ರಿಕೆಯಲ್ಲಿ ತಪ್ಪುಗಳನ್ನು ಕೆಂಪು ಶಾಯಿಯಿಂದ ಚಿತ್ತಾಗದಂತೆ ಫಿ ಚಿಹ್ನೆಯಿಂದ ಗುರ್ತಿಸಬೇಕು.ತಪ್ಪುಗಳನ್ನು ಗುರ್ತಿಸುವಾಗ ಈ ಕೆಳಗಿನ ಅಂಶಗಳನ್ನು ಗಮನದಲ್ಲಿಡಬೇಕು.

<u>100 ಅಂಕಗಳಿಗೆಮೌಲ್ಯಮಾಪನಮಾಡಿಅದನ್ನು50 ಅಂಕಗಳಿಗೆಪರಿವರ್ತಿಸುವುದು.</u>

(ಅ) ಕೆಳಗಿನ ಸೂಚನೆಗಳ ರೀತಿಯಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡದಿದ್ದರೆ, ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬೇಕು

೧.ಕಂಡಿಕೆಗಳ ಆರಂಭದಲ್ಲಿ ೫ ಒತ್ತುಗಳಷ್ಟು ಸ್ಥಳ ಬಿಟ್ಟಿರದಿದ್ದರೆ, ಕಂಡಿಕೆಗಳ ನಡುವೆ ೧ ಸಾಲಿನಷ್ಟು ಹೆಚ್ಚು ಸ್ಥಳ ಬಿಡದಿದ್ದರೆ ತಪ್ಪಾಗುತ್ತದೆ.

೨. ಪದ/ಅಕ್ಷರ/ಒತ್ತುಗಳನ್ನು ಬಿಟ್ಟಿದ್ದರೆ, ಅಥವ ಪುನರಾವರ್ತಿಸಿದ್ದರೆ, ಒಂದರಮೇಲೊಂದು ಅಕ್ಷರಗಳನ್ನು ಬೆರಳಚ್ಚಿಸಿದ್ದರೆ, ತಪ್ಪಾಗುತ್ತದೆ. ಆದರೆ ಯಾಂತ್ರಿಕ ದೋಷದಿಂದ ತಪ್ಪಾಗಿದ್ದರೆ ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬಾರದು.

೩. ಪದಗಳ ನಡುವೆ ಹಾಗು ವಿರಾಮ ಚಿಹ್ನೆಗಳ ನಂತರ ಕ್ರಮಬದ್ಧವಾಗಿ ಸ್ಥಳ ಬಿಟ್ಟಿರದಿದ್ದರೆ ತಪ್ಪಾಗುತ್ತದೆ. (. : ? ! ನಂತರ ೨ ಒತ್ತುಗಳು– , ; ನಂತರ ೧ ಒತ್ತಿನಷ್ಟು ಸ್ಥಳ ಬಿಡಬೇಕು) ಆದರೆ ಪೂರ್ವಾಭ್ಯಾಸದ ಮಾರ್ಗದರ್ಶನದ ಕೊರತೆಯಿಂದ ಎಲ್ಲ ಉತ್ತರಪತ್ರಿಕೆಗಳಲ್ಲಿ ಈ ಸ್ಥಳಾವಕಾಶ ಅಸಮರ್ಪಕವಾಗಿದ್ದರೆ, ತಪ್ಪೆಂದು ಪರಿಗಣಿಸದಿರಬಹುದು.

೪. ಸರಿಯಾದ ಕ್ರಮದಲ್ಲಿ ಬೆರಳಚ್ಚಿಸದೆ ಅಕ್ಷರಗಳು/ಒತ್ತುಗಳು ಸ್ಥಾನಪಲ್ಲಟವಾಗಿದ್ದರೆ, ಅಸ್ಪಷ್ಟವಾಗಿ ಮುದ್ರಿತವಾಗಿದ್ದರೆ, ತಪ್ಪಾಗುತ್ತದೆ. ಆದರೆ ಯಾಂತ್ರಿಕ ದೋಷದಿಂದ ಈ ಲೋಪಗಳು ಉಂಟಾಗಿದ್ದರೆ ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬಾರದು.

೫. ಸಾಲಿನಂತ್ಯದಲ್ಲಿ ಒಂದರಮೇಲೊಂದು ಅಕ್ಷರ ಮುದ್ರಿತವಾಗಿದ್ದರೆ ತಪ್ಪಾಗುವುದಿಲ್ಲ. ಹಾಗೆ ಪುಟಾಂತ್ಯದಲ್ಲಿನ ಪದವನ್ನು ಮುಂದಿನ ಪುಟದಲ್ಲಿ ಮುಂದುವರೆಸಿದ್ದರೆ ತಪ್ಪಾಗದು.

೬. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿನ ಮುದ್ರಣ ದೋಷವನ್ನು ಅಭ್ಯರ್ಥಿಯು ಹಾಗೆ ಯಥಾವತ್ತಾಗಿ ಮುದ್ರಿಸಿದ್ದರೆ/ತಿದ್ದುಪಡಿ ಮಾಡಿ ಮುದ್ರಿಸಿದ್ದರೆ ತಪ್ಪಾಗದು.

೭. ಇಡೀ ಸಾಲನ್ನು ಹೊಡೆದುಹಾಕಿದ್ದರೆ ಪ್ರತಿ ಸಾಲನ್ನು ಎರಡು ತಪ್ಪುಗಳೆಂದು ಪರಿಗಣಿಸಬೇಕು.

೮. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿನ ದೋಷಗಳ ಬಗ್ಗೆ ನೀಡಿರುವ ಸೂಚನೆಗಳಿಗನುಸಾರ ಮೌಲ್ಯಮಾಪನ ಮಾಡಬೇಕು.

೯. ಉತ್ತರಪತ್ರಿಕೆಯ ಪರಿಶೀಲನೆಯಾದ ನಂತರ ಅಂಕಗಳನ್ನು ಕೆಳಗಿನಂತೆ ನೀಡಿ, ಒಳ ಹಾಗು ಮುಖಪುಟದಲ್ಲಿ ಅಂಕಗಳನ್ನು ಜಾಗ್ರತೆಯಿಂದ ನಮೂದಿಸಬೇಕು. (ಅ)

ಅಂಕ ನೀಡಿಕೆ: ಒಬ್ಬ ಅಭ್ಯರ್ಥಿಯು ಉತ್ತರಪತ್ರಿಕೆಯಲ್ಲಿ ಮಾಡಿರುವ ಒಟ್ಟು ತಪ್ಪುಗಳನ್ನು ೨ ರಿಂದ ವಿಭಜಿಸಿ, ಬಂದ ಅಂಕೆಯನ್ನು ಪೂರ್ಣ ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಿ, ಪ್ರತಿ ಪೂರ್ಣ ತಪ್ಪಿಗೆ ೨.೫ ಅಂಕಗಳನ್ನು ಕಳೆಯಬೇಕು. (ಅಥವಾ ಗುರ್ತಿಸಿದ ಪ್ರತಿ ಫಿ ಗೆ ೧.೨೫ ಅಂಕ ಕಳೆಯಬೇಕು) ಗಳಿಸಿದ ಅಂಕಗಳಲ್ಲಿ ಅರ್ಧಾಂಕವಿದ್ದರೆ ಅದನ್ನು ಮುಂದಿನ ಪೂರ್ಣಾಂಕಕ್ಕೆ ಪರಿವರ್ತಿಸಬೇಕು. ಉದಾ: ಒಬ್ಬ ಅಭ್ಯರ್ಥಿ ೨೦ ತಪ್ಪುಗಳನ್ನು ಮಾಡಿದ್ದರೆ, ಅದನ್ನು ೨ ರಿಂದ ವಿಭಜಿಸಿದಾಗ, ೨೦/೨= ೧೦ ಪೂರ್ಣ ತಪ್ಪುಗಳಾಗುತ್ತದೆ. ೧೦ ಪೂರ್ಣ ತಪ್ಪುಗಳಿಗೆ ೨.೫ ರಂತೆ ಅಂಕ ಕಳೆಯಬೇಕಾದ ಅಂಕ: ೧೦*೨.೫=೨೫ ಗರಿಷ್ಠಾಂಕ 100 ಕ್ಕೆ ಗಳಿಸುವ ಅಂಕ (100-25) 75 (75/100)

**<u>ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದಲ್ಲಿ 100 ಅಂಕಗಳ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನುತಯಾರಿಸುವುದು ಹಾಗೂ ಮೌಲ್ಯಮಾಪನ
ಸಮಯದಲ್ಲಿ 50 ಅಂಕಗಳಿಗೆ ಪರಿವರ್ತಿಸುವುದು.</u>**

SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	15 Minutes	100	50	20

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Government of Karnataka

Department of Collegiate and Technical Education

Program	Commercial Practice	Semester	II
CourseName	**ENGLISH TYPEWRITING –II (Manuscript)**	**TypeofCourse**	**Theory**
CourseCode	**25CP26E**	**ContactHours**	**3 hours/week (39 hours/semester)**
TeachingScheme	**L: T: P-3:0:0**	**Credits**	**3**
CIEMarks	**50**	**SEEMarks**	**50**

3. Rationale:The students will be placed as Typists, Judgment Writers and Copyist in Government, Public and Private Sectors Organizations.

4. Course Outcomes: At the endoftheCourse,the student will be able to:

CO-01	**Type simple Statement and Invoice by developing required speed**
CO-02	**Type Business Letter and Official Letter by developing required speed**
CO-03	**Type Demi-Official Letter by developing required speed**
CO-04	**Type all the hand written statement, invoice, Business letter, Official Letter and Demi-Official Letter by acquiring a speed of 30 words per minute**

5. Course Content

WEEK	CO	PO	Theory (3 Hours per week)
1	1		Introduction and explanation on Statement Practice on Statement Practice on Statement
2	1		Explanation on Invoice Practice on Invoice Practice on Invoice
3	1		Explanation on Business Letter Practice on Business Letter Practice on Business Letter
4	2		Practice on Business Letter Explanation on Official Letter (Secretariat) Practice on Official Letter
5	2		Practice on Official Letter Practice on Official Letter Practice on Official Letter
6	2		Explanation on Official Letter (Non-Secretariat) Practice on Official Letter

			Practice on Official Letter
7	**3**		**Practice on Official Letter** **Practice on Official Letter** **Explanation on Demi-Official Letter**
8	**3**		**Practice on Demi-Official Letter** **Practice on Demi-Official Letter** **Practice on Demi-Official Letter**
9	**3**		**Practice on Statement** **Practice on Business Letter** **Practice on Official Letter (Secretariat)**
10	**4**		**Practice on Official Letter (Non-Secretariat)** **Practice on Invoice** **Practice on Business Letter**
11	**4**		**Practice on Demi-Official Letter** **Practice on Official Letter (Non-Secretariat)** **Practice on Statement**
12	**4**		**Practice on Invoice** **Practice on Business Letter** **Practice on Official Letter (Secretariat)**
13	**4**		**Practice on Business Letter** **Practice on Official Letter (Secretariat)** **Practice on Official Letter (Non-Secretariat)**

Note: In manuscript teach the student by cover Statement, Invoice, Business Letter, Official Letter and Demi-Official Letter.

6.CIE and SEE Assessment Methodologies- (Theory)

Sl.No	**Assessment**	**Test Week**	**Duration (minutes)**	**Max.Marks**	Average of all CIE=50 Marks
1.	CIE-1TheoryTest	7	45	50	
2.	CIE-2TheoryTest	10	45	50	
3	CIE-3TheoryTest	13	45	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-Theory			90	100	50 marks **(Coverted to 50 Marks)**
Total Marks					**100 Marks**
Minimum Marks to pass in CIE & SEE is 40% individually					

CIE Test Papers:

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –II (MANUSCRIPT)**			**Test**	**I**
CourseCode	**25CP26E**	**Duration**	**45Mnts**	**Marks**	**50**

Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy.**
(Give a Statement or Invoice containing 125 words)

Course Coordinator **HOD** **IQAC Chairman**

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –II (MANUSCRIPT)**			**Test**	**II**
CourseCode	**25CP26E**	**Duration**	**45Mnts**	**Marks**	**50**
Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy.**					
(Give a Business Letter containing 175 words)					

Course Coordinator **HOD** **IQAC Chairman**

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –II (MANUSCRIPT)**			**Test**	**III**
CourseCode	**25CP26E**	**Duration**	**45Mnts**	**Marks**	**25**
Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy.**					
(Give an Official Letter or Demi-Official Letter containing 175 words)					

Course Coordinator **HOD** **IQAC Chairman**

SEE Question Paper:

Program	**Commercial Practice**			**Semester II**	
Course Name	**ENGLISH TYPEWRITING –II (MANUSCRIPT)**			**SEE**	
CourseCode	**25CP26E**	**Duration**	**90 Mnts**	**Marks**	**100**
Instructions to the Candidates: **1. Type only on one side of the paper** **2. Set the margins between 10 & 75 degrees** **3. Give importance to neatness and accuracy**					
Question No.1 Statement or Invoice containing 125 words **40 marks** **Question No.2 Business Letter containing 175 words** **30 marks** **Question No.3 Official Letter or Demi-Official Letter containing 175 words** **30 marks**					

4. References: English Typewriting Text Book by Sri S.R.Siddaraju

Instructions to Paper Setters:

For CIE -1 Statement (containing 125 words)
For CIE-2 Business Letter (containing 175 words)
For CIE-3 Official or Demi-Official Letter (containing 175 words)

For SEE

1. **A hand written simple statement containing 125 words has to be prepared for 40 Marks.**
2. **A hand written Business Letter containing 175 words has to be prepared for 30 Marks.**
3. **A hand written Official or Demi-Official Letter containing175 words has to be prepared for 30 Marks.**

Note: Prepare SEE question paper for 100 marks.

Minimum passing Marks for CIE is 20 Marks (40% of 50 Marks)
Minimum passing Marks for SEE is 20 Marks (40% of 50 Marks)

Instructions to Valuers:

Deduct half mark for each of the following mistakes:

1. **Omission and commission of each word**
2. **Miss-spelt words**
3. **Failure to mark punctuations wherever necessary**
4. **Failure to give required space after punctuations**
5. **Failure to leave space between the words**
6. **Over typing**
7. **Words typed beyond 75 degrees**
8. **Failure to observe proper indentation**
9. **Proper line spacing between the lines.**

The mistakes which the valuer feels that it is not on the part of the students but it is on the default typewriter may be excused.
Allotment of Marks for SEE:
10% of the total marks in each question are reserved for format and one mark for the insertion of carbon copy.

For Statement out of 40 Marks, 36 marks for the mistakes committed and 04 marks for the format

For Business Letter out of 30 Marks, 27 marks for the mistake committed and 03 marks for the format.

For Official Letter out of 30 Marks, 27 marks for the mistake committed and 03 marks for the format.

When a carbon copy is asked to insert, out of 30 marks, 26 marks for the mistakes committed, 03 marks for the format and one mark for the carbon.

Note: Value the paper for 100 marks and convert it to 50 marks

SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	90 Minutes	100	50	20

GovernmentofKarnataka
DepartmentofTechnical Education

Program	COMMERCIAL PRACTICE	Semester	II
Course Name	**ಕನ್ನಡ ಬೆರಳಚ್ಚು-IIಹಸ್ತಲಿಖಿತ**	**Type of Course**	**Theory**
Course Code	**25CP26K**	**Contact Hours**	**3 hours/week (39hours/semester)**
Teaching Scheme	**L:T:P-3:0:0**	**Credits**	**3**
CIE Marks	**50**	**SEE Marks**	**50**

1. ಕನ್ನಡಬೆರಳಚ್ಚುಕಲಿಕೆಯಉದ್ದೇಶಮತ್ತುಗುರಿ:

ಬೆರಳಚ್ಚುಯಂತ್ರಗಳಲ್ಲಿಸರ್ಕಾರಿಮತ್ತುಖಾಸಗಿಕಚೇರಿಗಳಲ್ಲಿಬೆರಳಚ್ಚುಮುದ್ರಣಕೌಶಲ್ಯದಮೂಲಕವಿವಿಧನಮೂನೆಯಹಸ್ತಲಿಖಿತದಲ್ಲಿರುವಸಂವಹನಪತ್ರಗಳನ್ನುಸಿದ್ಧಪಡಿಸಲುಬಳಸಲಾಗುತ್ತದೆ.ವಿದ್ಯಾರ್ಥಿಗಳುಬೆರಳಚ್ಚುಯಂತ್ರ(ಮ್ಯಾನ್ಯುಯಲ್)ದಲ್ಲಿನಿರಂತರಅಭ್ಯಾಸಮಾಡಿವಿವಿಧನಮೂನೆಯಮಾದರಿಹಸ್ತಲಿಖಿತಪತ್ರಗಳನ್ನುಮತ್ತುವಿವಿಧನಮೂನೆಯಹಸ್ತಲಿಖಿತಅಂಕಿಅಂಶಗಳದಾಖಲೆಗಳನ್ನುಬೆರಳಚ್ಚುಮಾಡಿದಾಖಲಿಸಿಡುವುದುಮೂಲಉದ್ದೇಶವಾಗಿದೆ.ಇದರಿಂದಇಂದಿನಆಧುನಿಕಸರ್ಕಾರಿಮತ್ತುಖಾಸಗಿಕಚೇರಿಲೆಕ್ಕ/ಪತ್ರವ್ಯವಹಾರಗಳಸಂವಹನದಾಖಲೆಗಳನ್ನುನಿರ್ದಿಷ್ಟಆಕಾರದಲ್ಲಿವೇಗವಾಗಿಮತ್ತುಸರಾಗವಾಗಿನಿಖರತೆಮತ್ತುದಕ್ಷತೆಯಿಂದಬೆರಳಚ್ಚುಮಾಡಲುಸಾಧ್ಯವಾಗುತ್ತದೆ.ಹಸ್ತಲಿಖಿತಬೆರಳಚ್ಚುಅಭ್ಯಾಸ/ಕೌಶಲ್ಯಸಹಕಾರಿಯಾಗಿದೆ.ಕಚೇರಿಪತ್ರವ್ಯವಹಾರಗಳುಮತ್ತುಅಂಕಣವುಳ್ಳನಮೂನೆಗಳನ್ನುಬೆರಳಚ್ಚುಯಂತ್ರದಲ್ಲಿವೇಗವಾಗಿಮತ್ತುನಿಖರವಾಗಿನಿರ್ದಿಷ್ಟಸಮಯದಲ್ಲಿಬೆರಳಚ್ಚುಮಾಡುವವಿಧಾನದಕೌಶಲ್ಯಕಲಿಸುವುದರಜೊತೆಗೆಎಲ್ಲಾಬಗೆಯಕಚೇರಿಗಳು,
ಕಾರ್ಯಾಂಗ,ಆಡಳಿತಾಂಗಮತ್ತುನ್ಯಾಯಾಂಗವ್ಯವಸ್ಥೆಯ, ವಿಧಾನಸಭೆ,
ಪರಿಷತ್ತುಮತ್ತುಲೋಕಸಭೆಗಳಶೀಘ್ರಲಿಪಿಗಾರರು,
ಆಪ್ತಸಹಾಯಕರುಮತ್ತುವರದಿಗಾರರಾಗಿ/ಬೆರಳಚ್ಚುಗಾರರು/ಗಣಕದತ್ತಾಂಶಸಂಗ್ರಹಕರಾಗಿಸಮರ್ಥವಾಗಿಕಾರ್ಯನಿರ್ವಹಿಸಲುತರಬೇತಿನೀಡುವುದು.

ಕಲಿಕಾಕೌಶಲ್ಯವೃದ್ಧಿ:

ವೇಗದಬೆರಳಚ್ಚುಮಾಡುವುದರಜೊತೆಗೆಬೆರಳಚ್ಚುಯಂತ್ರದಕೀಲಿಫಲಕಗಳಮತ್ತುಸಮರ್ಪಕನಿರ್ವಹಣೆಗೆಸೂಚನೆಗಳೊಂದಿಗೆತಪ್ಪಿರುವಅಂಶಗಳನ್ನುತಿದ್ದಿಕೊಂಡುಹಂತಹಂತವಾಗಿಹಸ್ತಲಿಖಿತಪತ್ರಗಳನ್ನುದಾಖಲಾತಿಗಳನ್ನುಸ್ಪಷ್ಟವಾಗಿಬೆರಳಚ್ಚುಮಾಡುತ್ತಾರೆ.ಹಸ್ತಲಿಖಿತಪ್ರತಿಗಳನ್ನುವೇಗವಾಗಿನಿಗದಿತಸಮಯದೊಳಗೆದಾಖಲಾತಿಮಾಡುವುದನ್ನುಸಹವೃದ್ಧಿಸಿಕೊಳ್ಳುತ್ತಾರೆ.

ಚಟುವಟಿಕೆಗಳು:

ಕಂಡಿಕೆಗಳುಳ್ಳವಿವಿಧಮಾದರಿಯಮತ್ತುಅಂಕಣವುಳ್ಳಹಸ್ತಲಿಖಿತಅಭ್ಯಾಸಗಳನ್ನುವಾರದಿಂದವಾರಕ್ಕೆಹಂತಹಂತವಾಗಿಹೆಚ್ಚಿಸಿಅಭ್ಯಾಸಮಾಡಿಸುವುದು,
ಅವುಗಳಮೌಲ್ಯಮಾಪನಮಾಡುವುದು,
ಹಸ್ತಲಿಖಿತಪತ್ರಗಳುಳ್ಳಪ್ರಶ್ನೆಗಳಿಗೆಪರೀಕ್ಷೆಗಳನ್ನುನಡೆಸುವುದು.ಅಭ್ಯಾಸಮಾಡಿದಹಸ್ತಲಿಖಿತಪತ್ರಿಕೆಗಳನ್ನುಪರೀಕ್ಷಿಸಿತಿದ್ದುಪಡಿಮಾಡಿನಿರ್ದಿಷ್ಟಸಮಯದಲ್ಲಿವೇಗಮತ್ತುನಿಖರತೆಯಿಂದಬೆರಳಚ್ಚುಮಾಡಲುಸೂಚಿಸುವುದು.

2. CourseOutcomes:

At the end of the Course, the studentwillbe able to
ಸೆಮಿಸ್ಟರ್ ನ ಅಂತಿಮಹಂತದಲ್ಲಿವಿದ್ಯಾರ್ಥಿಗಳುಈಕೆಳಗಿನವುಗಳಲ್ಲಿ
ಪರಿಣತಿ/ಕೌಶಲ್ಯತೆಹೊಂದುತ್ತಾರೆ.

CO-01 **1-7 Week**	ಅಂಕಣಗಳುಳ್ಳಅಂಕಿ-ಅಂಶಗಳಪಟ್ಟಿ / ಆಯವ್ಯಯ ಪಟ್ಟಿಯಮುದ್ರಿತ ಮತ್ತು ಹಸ್ತಲಿಖಿತ ಅಭ್ಯಾಸಗಳಲ್ಲಿ ಪರಿಣತಿ ಹೊಂದುತ್ತಾರೆ
CO-02 **5-7 Week**	ವಾಣಿಜ್ಯಪತ್ರಗಳು/ ಖಾಸಗಿಸಂಸ್ಥೆಗಳವ್ಯವಹಾರಪತ್ರಗಳಿಗಳಲ್ಲಿಮುದ್ರಿತ ಮತ್ತು ಹಸ್ತಲಿಖಿತ ಅಭ್ಯಾಸಗಳಲ್ಲಿ ಪರಿಣತಿ ಹೊಂದುತ್ತಾರೆ
CO-03 **8-10 Week**	ಸರ್ಕಾರಿ-ಸಚಿವಾಲಯ ಪತ್ರಗಳು-ನಿಗಮ, ಮಂಡಳಿಪತ್ರಗಳು/ ಇಲಾಖಾಧಿಕಾರಿಗಳ / ಅರೆ ಸರ್ಕಾರಿ ಪತ್ರ ಮುದ್ರಿತ ಮತ್ತು ಹಸ್ತಲಿಖಿತ ಅಭ್ಯಾಸಗಳಲ್ಲಿ ಪರಿಣತಿ ಹೊಂದುತ್ತಾರೆ.

3.CourseContent

WEEK	CO	PO	Theory (3 Hours per week/Daily 30Mnts)
1 2 3 4 5 6 7	01	1, 2, 3, 4, 5, 7	ಅಂಕಣಗಳುಳ್ಳ ಅಂಕಿ-ಅಂಶಗಳ ಪಟ್ಟಿ/ಆಯವ್ಯಯ ಪಟ್ಟಿಯವಿವಿಧನಮೂನೆಗಳ ಮುದ್ರಿತ ಮತ್ತು ಹಸ್ತಲಿಖಿತ ಪ್ರತಿಗಳ ಬೆರಳಚ್ಚು ಅಭ್ಯಾಸ, / ದಾಖಲೆಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಸರಿಯಾದ ಮಾದರಿಯಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡುವುದು.
8 9 10	02	1, 2, 3, 4, 5, 7	ವಾಣಿಜ್ಯ ಪತ್ರಗಳು/ ಖಾಸಗಿ ಸಂಸ್ಥೆಗಳ ವ್ಯವಹಾರಪತ್ರಗಳಿಗೆ ಇರುವ ಅಂಗಗಳು/ ಆಕಾರಗಳು ಮತ್ತು ಪತ್ರವನ್ನು ಎಡ, ಬಲ ಹಾಗೂ ಕೇಂದ್ರೀಕರಿಸಿ ಮುದ್ರಿತ ಮತ್ತು ಹಸ್ತಲಿಖಿತ ನಮೂನೆಗಳ ಬೆರಳಚ್ಚಿಸುವ ವಿಧಾನದ ಪರಿಚಯ ಮತ್ತು ವಿವಿಧ ಸಂಕೇತಗಳ ವಿವರಿಸಿ ಅಭ್ಯಾಸ ಮಾಡಿದ ಕರಡು ತಿದ್ದುಪಡಿ, ಬೆರಳಚ್ಚಿಸಿ ಪತ್ರಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಸರಿಯಾದ ಮಾದರಿಯಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡುವುದು.
11 12 13	03	1, 2, 3, 4, 5, 7	ಸರ್ಕಾರಿಪತ್ರ /ಅರೆಸರ್ಕಾರಿ ಪತ್ರ– ಸಚಿವಾಲಯ ಪತ್ರಗಳು / ಇಲಾಖಾಧಿಕಾರಿಗಳ ಪತ್ರಗಳಿಗಿರುವ ಅಂಗಗಳು / ಆಕಾರಗಳು ಮತ್ತು ಪತ್ರವನ್ನು ಎಡ, ಬಲಹಾಗೂ ಕೇಂದ್ರೀಕರಿಸಿ ಮುದ್ರಿತ ಮತ್ತು ಹಸ್ತಲಿಖಿತ ನಮೂನೆಗಳ ಬೆರಳಚ್ಚಿಸುವ ವಿಧಾನದ ಪರಿಚಯ ಮತ್ತು ವಿವಿಧ ಸಂಕೇತಗಳ ವಿವರಿಸಿ ಅಭ್ಯಾಸ ಮಾಡಿದ ಕರಡು ತಿದ್ದುಪಡಿ, ಬೆರಳಚ್ಚಿಸಿದ ಪತ್ರಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಸರಿಯಾದ ಮಾದರಿಯಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡುವುದು.

<u>ಅಭ್ಯಾಸದಪೂರಕಗ್ರಂಥಗಳು:</u>

ಕನ್ನಡಬೆರಳಚ್ಚುಪಠ್ಯಪುಸ್ತಕ- ಎಸ್.ಆರ್. ಸಿದ್ದರಾಜು.

ಕನ್ನಡಬೆರಳಚ್ಚುಸುಲಭಕಲಿಕೆಕೈಪಿಡಿ-ಭಗವಾನ್ಅಸೋಸಿಯೇಟ್ಸ್.

ಬೆರಳಚ್ಚುಪ್ರಥಮದರ್ಜೆವೇಗಮಾಲಿಕೆಗಳು– ಭಗವಾನ್ಅಸೋಸಿಯೇಟ್ಸ

4.CIE and SEE Assessment Methodologies- (Theory)

ಆಂತರಿಕ ಮತ್ತು ಪರೀಕ್ಷಾ ಮಂಡಳಿಯ ಮೌಲ್ಯಾಂಕನ ವಿಧಾನ **(ಬೆರಳಚ್ಚು)**

Sl. No	Assessment	Test Week	Duration (Minutes)	Max marks	
1.	CIE (ಮೌಲ್ಯಾಂಕನ)-1 (ಬೆರಳಚ್ಚು ವೇಗಕೌಶಲ್ಯಪರೀಕ್ಷೆ- (CO-1)	7	45	50	Average of all CIE =50 Marks
2.	CIE (ಮೌಲ್ಯಾಂಕನ)-2 (ಬೆರಳಚ್ಚು ವೇಗಕೌಶಲ್ಯಪರೀಕ್ಷೆ- (CO-2)	10	45	50	
3	CIE (ಮೌಲ್ಯಾಂಕನ)-3	13	45	50	

	(ಬೆರಳಚ್ಚು ವೇಗಕೌಶಲ್ಯಪರೀಕ್ಷೆ- (CO-3)				
TotalContinuous Internal Evaluation (CIE)					**50**
SemesterEndExamination (SEE)-Theory (ಸೆಮಿಸ್ಟರ್ ಅಂತಿಮದಲ್ಲಿಹಸ್ತ ಲಿಖಿತ ಪರೀಕ್ಷೆ/90ನಿಮಿಷ			**90**	**100**	**50 (Coverted to 50 Marks)**
				Total Marks	**100 Marks**
Minimum marks to pass in CIE & SEE is 40% individually					

ಪರೀಕ್ಷಾ ವಿಧಾನ:

<u>ಕಿರು(CIE) ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಲು ಸೂಚನೆ:</u>

1. 1ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ ಕೈ ಬರವಣಿಗೆಯ ಅಂಕಿಅಂಶಗಳ / ಆಯವ್ಯಯ ಪಟ್ಟಿಯಲ್ಲಿ ಕಾಗುಣಿತ ತಪ್ಪಿಲ್ಲದಂತೆ ಇರಬೇಕು.ಗರಿಷ್ಟ ನಾಲ್ಕು ಲಂಬ ಮತ್ತು ಉದ್ದ ಸಾಲುಗಳು ಇರಬೇಕು.ಅಂಕಿ ಸಂಖ್ಯೆ 3 ಸ್ಥಾನಗಳನ್ನು ಮೀರದಂತೆಮತ್ತು ವಿಷಯಹೊಂದಿರಬೇಕುಗರಿಷ್ಟ 50 ಪದಗಳು ಮೀರದಂತೆ ಪಟ್ಟಿ ತಯಾರಿಸಬೇಕು.
2. 2ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ 150 ಪದಗಳುಳ್ಳ ವಾಣಿಜ್ಯ ಪತ್ರ ಇರಬೇಕು.ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತ ತಪ್ಪಿರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು.
3. 3ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ 150 ಪದಗಳುಳ್ಳ ಸರ್ಕಾರಿ/ಅರೆಸರ್ಕಾರಿ ಪತ್ರ ಇರಬೇಕು. ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತ ತಪ್ಪಿರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು.
   <u>ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ ತಯಾರಿಗಕರಿಗೆ ಸೂಚನೆ:</u>ಹಸ್ತಲಿಖಿತ ಪತ್ರಿಕೆಯಲ್ಲಿ ಶೇಕಡಾ 8ಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿ ಕಾಗುಣಿತ ಮತ್ತು ಸಂಕೇತಾಕ್ಷರಗಳು ಇರಬಾರದು.

<u>ಮುಖ್ಯ(SEE) ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಲು ಸೂಚನೆ:</u>

ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಮಂಡಳಿಯಿಂದ ನಡೆಸುವ ಅಂತಿಮ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಹಸ್ತಲಿಖಿತ ಪತ್ರಿಕೆಯ ಮೂರು ಪ್ರಶ್ನೆಗಳನ್ನು ಹೊಂದಿ 90ನಿಮಿಷದ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರಿಸಬೇಕು.

1. 1ನೇ ಪ್ರಶ್ನೆಯು ಕೈ ಬರವಣಿಗೆಯ ಅಂಕಿಅಂಶಗಳ/ ಆಯವ್ಯಯ ಪಟ್ಟಿಯನ್ನು ಕಾಗುಣಿತ ತಪ್ಪಿಲ್ಲದಂತೆ ನೂರು ಪದಗಳಿಗೆ (100*5ಒತ್ತುಗಳು) ಮೀರದಂತೆ ರಚಿಸಬೇಕು. ಗರಿಷ್ಟ ನಾಲ್ಕು ಲಂಬ ಮತ್ತು ಉದ್ದ ಸಾಲುಗಳು ಇರಬೇಕು. ಅಂಕಿ ಸಂಖ್ಯೆಗಳು4-5 ಸ್ಥಾನಗಳನ್ನು ಮೀರದಂತೆ ಇದ್ದು ಮತ್ತು ಸಂಕ್ಷಿಪ್ತ ವಿಷಯ ಹೊಂದಿರಬೇಕು ಈ ಪ್ರಶ್ನೆಗೆ 40 ಅಂಕಗಳು ಇರುತ್ತದೆ.
2. 2ನೇ ಪ್ರಶ್ನೆಯು 300 ಪದಗಳುಳ್ಳ ವಾಣಿಜ್ಯ ಪತ್ರ ಇರಬೇಕು.ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತದ ತಪ್ಪಿನೊಂದಿಗೆ ಇರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು. ಈ ಪ್ರಶ್ನೆಗೆ 30 ಅಂಕಗಳು ಇರುತ್ತದೆ.
3. 3ನೇ ಪ್ರಶ್ನೆಯು 300 ಪದಗಳುಳ್ಳ ಸರ್ಕಾರಿ/ಅರೆಸರ್ಕಾರಿ ಪತ್ರ ಇರಬೇಕು. ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತ ತಪ್ಪಿನೊಂದಿಗೆ ಇರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು. ಈ ಪ್ರಶ್ನೆಗೆ 30 ಅಂಕಗಳು ಇರುತ್ತದೆ.
   <u>ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ ತಯಾರಿಗಕರಿಗೆ ಸೂಚನೆ:</u>ಹಸ್ತಲಿಖಿತ ಪತ್ರಿಕೆಯಲ್ಲಿ ಶೇಕಡಾ 8ಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿ ಕಾಗುಣಿತ ಮತ್ತು ಸಂಕೇತಾಕ್ಷರಗಳು ಇರಬಾರದು. ಮತ್ತು ಕಾಡಿಗೆ ಪ್ರತಿ ತೆಗೆಯಲು ಸೂಚಿಸಿದಲ್ಲಿ ಅದಕ್ಕೆ ಎರೆಡು ಅಂಕಗಳನ್ನು ನಿಗದಿ ಪಡಿಸಬೇಕು.

<u>ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದಲ್ಲಿ ಮುಖ್ಯ ಪರೀಕ್ಷೆಗೆ 100 ಅಂಕಗಳ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನು ತಯಾರಿಸುವುದು. ಹಾಗೂ 100 ಅಂಕಗಳಿಗೆ ಮೌಲ್ಯಮಾಪನ ಮಾಡಿ ಅದನ್ನು 50 ಅಂಕಗಳಿಗೆ ಪರಿವರ್ತಿಸುವುದು.</u>

CIE and SEE (Manuscript)

TEST-1

Program	**Commercial Practice -Kannada**			**Semester II**	
CourseName	**Kannada Typewriting-IIManuscript**			**Test**	**I**
CourseCode	**25CP26K**	**Duration**	**45 Mnts**	**Marks**	**50**
Name of the Course Coordinator:					
Note: Answer anyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.					

Q. No	Questions	CognitiveLevel	CourseOutcome	Marks

1	1ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ ಕೈ ಬರವಣಿಗೆಯ ಅಂಕಿಅಂಶಗಳ/ ಆಯವ್ಯಯ ಪಟ್ಟಿಯಲ್ಲಿ ಕಾಗುಣಿತ ತಪ್ಪಿಲ್ಲದಂತೆ ಇರಬೇಕು. ಗರಿಷ್ಟ ನಾಲ್ಕು ಲಂಬ ಮತ್ತು ಉದ್ದ ಸಾಲುಗಳು ಇರಬೇಕು. ಅಂಕಿ ಸಂಖ್ಯೆ 3 ಸ್ಥಾನಗಳನ್ನು ಮೀರದಂತೆ ಮತ್ತು ವಿಷಯ ಹೊಂದಿರಬೇಕು ಗರಿಷ್ಟ 50-60 ಪದಗಳು ಮೀರದಂತೆ ಪಟ್ಟಿ ತಯಾರಿಸಬೇಕು.		**CO1**	**50**
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.				

Signature of theCourse Coordinator **HOD** **IQAC Chairman**

TEST-2

Program	**Commercial Practice -Kannada**			**Semester II**	
CourseName	**Kannada Typewriting-IIManuscript**			**Test**	**II**
CourseCode	**25CP26K**	**Duration**	**45 Mnts**	**Marks**	**50**
Name of the Course Coordinator:					
Note: Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.					

Q. No	Questions	CognitiveLevel	CourseOutcome	Marks
1	2ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ 150-160 ಪದಗಳುಳ್ಳ ವಾಣಿಜ್ಯ ಪತ್ರ ಇರಬೇಕು.ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತ ತಪ್ಪಿರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು.		**CO2**	**50**
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.				

Signature of the Course Coordinator **HOD** **IQAC Chairman**

TEST-3

Program	**Commercial Practice -Kannada**			**Semester II**	
CourseName	**Kannada Typewriting-IIManuscript**			**Test**	**III**
CourseCode	**25CP26K**	**Duration**	**45 Mnts**	**Marks**	**50**
Name of the Course Coordinator:					
Note: Answer anyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.					

Q. No	Questions	CognitiveLevel	CourseOutcome	Marks
1	3ನೇ ಕಿರುಪರೀಕ್ಷೆಗೆ 150 ಪದಗಳುಳ್ಳ ಸರ್ಕಾರಿ/ಅರೆಸರ್ಕಾರಿ ಪತ್ರ ಇರಬೇಕು. ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತ ತಪ್ಪಿರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು.		**CO3**	**50**
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in eachsectioncarrythesameweightageofmarks,cognitivelevelandcourseoutcomes.				

Signature of the Course Coordinator **HOD** **IQAC Chairman**

SEE–Model Theory Question Paper

ಅಂತಿಮಪರೀಕ್ಷೆಯಪ್ರಶ್ನೆಪತ್ರಿಕೆ:

Reg:No.: **Code:25CP26K**

2nd Semester Kannada Typewriting Manuscript-1

2ನೇ ಸೆಮ್ ಕನ್ನಡ ಬೆರಳಚ್ಚು –ಹಸ್ತಲಿಖಿತ-1

ಸಮಯ:90 ನಿಮಿಷ **ಅಂಕಗಳು:100**

ಸೂಚನೆಗಳು:

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆಗಳು:–

೧. ಕೆಳಗಿನ ವಿಷಯವನ್ನು ಎಡ–ಬಲ ೧೦–೭೫ ಅಂಚುಗಳ ತೆರಪಿನಲ್ಲಿ ಬೆರಳಚ್ಚಿಸಬೇಕು.

೨. ಕಾಗದದ ಒಂದು ಬದಿ ಮಾತ್ರ ಬೆರಳಚ್ಚು ಮಾಡಬೇಕು.

೩. ತಪ್ಪಿಲ್ಲದಂತೆ ಕ್ರಮಬದ್ಧವಾಗಿ ಬೆರಳಚ್ಚಿಸಲು ಗಮನ ಕೊಡಬೇಕು.

೪. ಯಾಂತ್ರಿಕ ದೋಷವಿದ್ದಲ್ಲಿ, ಕೊಠಡಿ ಮೇಲ್ವಿಚಾರಕರಿಂದ ದೃಡೀಕರಿಸಬೇಕು.

1ನೇ ಪ್ರಶ್ನೆ: ಕೈ ಬರವಣಿಗೆಯ ಅಂಕಿಅಂಶಗಳ/ ಆಯವ್ಯಯ ಪಟ್ಟಿಯನ್ನು ಕಾಗುಣಿತ ತಪ್ಪಿಲ್ಲದಂತೆ ನೂರು ಪದಗಳಿಗೆ (100*5ಒತ್ತುಗಳು) ಮೀರದಂತೆ ರಚಿಸಬೇಕು. ಗರಿಷ್ಟ ನಾಲ್ಕು ಲಂಬ ಮತ್ತು ಉದ್ದ ಸಾಲುಗಳು ಇರಬೇಕು. ಅಂಕಿ ಸಂಖ್ಯೆಗಳು 4-5 ಸ್ಥಾನಗಳನ್ನು ಮೀರದಂತೆ ಇದ್ದು ಮತ್ತು ಸಂಕ್ಷಿಪ್ತ ವಿಷಯ ಹೊಂದಿರಬೇಕು ಈ ಪ್ರಶ್ನೆಗೆ 40 ಅಂಕಗಳು ಇರುತ್ತದೆ.

2ನೇ ಪ್ರಶ್ನೆ: ಕೈ ಬರವಣಿಗೆಯ 300(300*5ಒತ್ತುಗಳು) ಪದಗಳುಳ್ಳ ವಾಣಿಜ್ಯ ಪತ್ರ ಇರಬೇಕು.ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತದ ತಪ್ಪಿನೊಂದಿಗೆ ಇರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು. ಈ ಪ್ರಶ್ನೆಗೆ 30 ಅಂಕಗಳು ಇರುತ್ತದೆ.

3ನೇ ಪ್ರಶ್ನೆ: ಕೈ ಬರವಣಿಗೆಯ300 (300*5ಒತ್ತುಗಳು) ಪದಗಳುಳ್ಳ ಸರ್ಕಾರಿ/ಅರೆಸರ್ಕಾರಿ ಪತ್ರ ಇರಬೇಕು. ಕ್ರಮವಾಗಿಲ್ಲದ , ಅಲ್ಪಕಾಗುಣಿತ ತಪ್ಪಿನೊಂದಿಗೆ ಇರುವ, ಸಂಕೇತಾಕ್ಷರಗಳಿಂದ ಕೂಡಿದ ಕನಿಷ್ಟ ಎರೆಡ ಕಂಡಿಕೆ ಹೊಂದಿರುವಂತೆ ಸರಳ ಪದಗಳೊಂದಿಗೆ ಪತ್ರವನ್ನು ರಚಿಸಿರಬೇಕು. ಈ ಪ್ರಶ್ನೆಗೆ 30 ಅಂಕಗಳು ಇರುತ್ತದೆ.

<u>ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ ತಯಾರಿಗಕರಿಗೆ ಸೂಚನೆ:</u>

ಹಸ್ತಲಿಖಿತ ಪತ್ರಿಕೆಯಲ್ಲಿ ಶೇಕಡಾ 8ಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿ ಕಾಗುಣಿತ ಮತ್ತು ಸಂಕೇತಾಕ್ಷರಗಳು ಇರಬಾರದು. ಮತ್ತು ಕಾಡಿಗೆ ಪ್ರತಿ ತೆಗೆಯಲು ಸೂಚಿಸಿದಲ್ಲಿ ಅದಕ್ಕೆ ಎರೆಡು ಅಂಕಗಳನ್ನು ನಿಗದಿ ಪಡಿಸಬೇಕು.

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<u>ಮುಖ್ಯ(SEE) ಪರೀಕ್ಷೆಗೆ ಸೂಚನೆಗಳು</u>

ಪ್ರಶ್ನಪತ್ರಿಕಾ ತಯಾರಕರಿಗೆ ಸೂಚನೆಗಳು:

ಪರೀಕ್ಷಾ ವಿಧಾನ:

ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ ಅವಧಿ:90 ನಿಮಿಷಗಳು, ಗರಿಷ್ಟ ಅಂಕಗಳು:100

1. ಈ ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆಯು ಹಸ್ತಲಿಖಿತ/ಕೈಬರಹದ ರೂಪದಲ್ಲಿರಬೇಕು.
2. ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆಯು ಒಟ್ಟು ಮೂರು ಪ್ರಶ್ನೆಗಳನ್ನು ಹೊಂದಿರಬೇಕು
3. **ಒಂದನೇ ಪ್ರಶ್ನೆಯಲ್ಲಿ** ಒಟ್ಟು 100 ಪದಗಳುಳ್ಳ ಅಂಕಿಅಂಶಗಳ ಪಟ್ಟಿ/ಅಯವ್ಯಯ ಪಟ್ಟಿ ಇವೆರಡರಲ್ಲಿ ಯಾವುದಾದರು ಒಂದು ಇರಬೇಕು.
   ಸೂಚನೆ:
   ಅ. ಆಯವ್ಯಯ/ಅಂಕಿಅಂಶಗಳ ಪಟ್ಟಿಗೆ ಶೀರ್ಷಿಕೆ/ ಶೀರ್ಷಿಕಾ ವಾಕ್ಯ ಇರಬೇಕು
   ಆ. ಪ್ರತಿ ಅಡ್ಡಗೆರೆಯನ್ನು 5ಪದಗಳೆಂದು ಪರಿಗಣಿಸಬೇಕು,
   ಇ. ಪ್ರತಿ 5 ಒತ್ತಿಗೆ ಒಂದು ಪದವೆಂದು ಪರಿಗಣಿಸುವುದು.
   ಈ. ಕನಿಷ್ಟ 5 ಲಂಬಸಾಲು ಮತ್ತು 7 ರಿಂದ 8 ಅಡ್ಡ ಸಾಲುಗಳಿರಬೇಕು.
   ಉ. ಪ್ರತಿ ಪದಾಂಕಿ ಸಂಖ್ಯೆಗಳು 5 ಒತ್ತುಗಳೊಳಗಿರಬೇಕು.(ಸ್ಥಾನ)
   ಊ. ಕೇವಲ ಒಂದೆರೆಡು ವ್ಯಾಕರಣ ದೋಷ/ವರ್ಗಾವರ್ಗಿ/ಬದಲಾವಣೆಗಳನ್ನು ಹೊಂದಿರಬೇಕು.

(ಶೇಕಡಾ8ರಷ್ಟು ಇರಬೇಕು.)
ಖು. ಈ ಪ್ರಶ್ನೆಗೆ 40 ಅಂಕಗಳನ್ನು ನಿಗದಿಪಡಿಸಬೇಕು.

4. **ಎರಡನೇ ಪ್ರಶ್ನೆಯಲ್ಲಿ** ವಾಣಿಜ್ಯ ಪತ್ರ ಇರಬೇಕು.ಪದಗಳ ಮಿತಿ 300 ಇರತಕ್ಕದ್ದು, ಮತ್ತು ಒಂದು ಕಾಡಿಗೆ ಪ್ರತಿ ತೆಗೆಯಲು ಸೂಚಿಸಬಹುದು.ಈ ಪ್ರಶ್ನೆಗೆ 30 ಅಂಕಗಳನ್ನು ನಿಗದಿಪಡಿಸಬೇಕು
5. **ಮೂರನೇ ಪ್ರಶ್ನೆಯಲ್ಲಿ** ಸರ್ಕಾರಿ/ಅರೆಸರ್ಕಾರಿ/ನಿಗಮ ಮಂಡಳಿ ಪತ್ರ ಈ ಮೂರರಲ್ಲಿ ಯಾವುದಾದರು ಒಂದು ಇರಬೇಕು. ಪದಗಳ ಮಿತಿ 300 ಇರತಕ್ಕದ್ದು, ಈ ಪ್ರಶ್ನೆಗೆ 30 ಅಂಕಗಳನ್ನು ನಿಗದಿಪಡಿಸಬೇಕು
6. ಮೇಲಿನ ಮೂರು ಪ್ರಶ್ನೆಗಳಲ್ಲಿ ವ್ಯಾಕರಣ ದೋಷ ,ವರ್ಗಾವರ್ಗಿ , ಕರಡು ಸಂಕೇತಗಳು, ಸೇರಿ ಶೇಕಡಾ 8ರಷ್ಟು ಇರಬೇಕು. (ಉದಾ: ಒಂದು ಪ್ರಶ್ನೆಯಲ್ಲಿ 12ಕ್ಕಿಂತ ಹೆಚ್ಚು ತಪ್ಪುಗಳು ಇರಬಾರದು)

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರಕರು ಗಮನಿಸಬೇಕಾದ ಅಂಶಗಳು:

ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದಲ್ಲಿ ಮುಖ್ಯ ಪರೀಕ್ಷೆಗೆ 100 ಅಂಕಗಳ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನು ತಯಾರಿಸುವುದು.

೧. ಮೇಲಿನ ಪಠ್ಯಕ್ರಮದಂತೆ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನು ತಯಾರಿಸಬೇಕು.
೨. ಪ್ರಶ್ನೆಗಳನ್ನು ಬಿಳಿ ಹಾಳೆಯಲ್ಲಿ ಒಂದು ಬದಿ ಮಾತ್ರ ಕಪ್ಪು ಶಾಯಿಯಿಂದ ಬರೆಯಬೇಕು
೩. ಪ್ರತಿ ಪುಟದ ಮೇಲ್ಭಾಗದಲ್ಲಿ ಪುಟ ಸಂಖ್ಯೆ, ವಿಷಯ ಸಂಕೇತ ಮತ್ತು ಪ್ರಶ್ನೆ ಸಂಖ್ಯೆ ಮತ್ತು ನಮೂನೆಯನ್ನು ಬರೆಯಬೇಕು.
೪. ಹಿಂದಿನ ಯಾವುದೇ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಿಂದ ಪ್ರಶ್ನೆಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳಬಾರದು.
೫. ಪ್ರಶ್ನೆಯನ್ನು ಯಾವ ನಮೂನೆಯಲ್ಲಿ ಬೆರಳಚ್ಚಿಸಬೇಕು ಎಂಬುದನ್ನು ಸ್ಪಷ್ಟವಾಗಿ ನಮೂದಿಸಬೇಕು.
೬. ತಿದ್ದುಪಡಿ ಸಂಕೇತಗಳನ್ನು ಯಾವ ಭಾಗ/ಪದಕ್ಕೆ ಮಾಡಬೇಕಾಗಿದೆಯೋ ಅದಕ್ಕೆ ಹತ್ತಿರದಲ್ಲಿ ಎಡ ಅಥವಾ ಬಲ ಅಂಚಿನಲ್ಲಿ ಸ್ಪಷ್ಟವಾಗಿ ಬರೆಯಬೇಕು.
೭. ಪ್ರಶ್ನೆಗಳನ್ನು ಗುರುತಿಸಲು ಸಾಧ್ಯವಾಗುವಂತೆ ಪದಗಳನ್ನು ಬರೆಯಬೇಕು.
೮. ಅಂಕಿ–ಅಂಶಗಳ ಪಟ್ಟಿಯಲ್ಲಿ ಕ್ರ.ಸಂ. ಭಾಗ ಪ್ರತ್ಯೇಕವಾಗಿದ್ದರೆ, ಸಂಖ್ಯೆಗಳ ಪಕ್ಕ ಚುಕ್ಕೆ (ವಿರಾಮ ಚಿಹ್ನೆ) ಇಡಬಾರದು.
9. ಪ್ರಶ್ನೆಪತ್ರಿಕೆ ತಯಾರು ಮಾಡಿದ ನಂತರ ಈ ಕೆಳಗಿಂತೆ ವಿವರಣೆ ನೀಡಿ, ಸಹಿ, ಪದನಾಮ, ವಿಳಾಸ, ಐಡಿ ಸಂಖ್ಯೆ ಬರೆದು "ಪಠ್ಯಕ್ರಮಾನುಸಾರಪ್ರಶ್ನೆಪತ್ರಿಕೆಯನ್ನುಸಿದ್ಧಪಡಿಸಲಾಗಿದೆ" ಎಂದು ದೃಡೀಕರಿಸಬೇಕು.
೧೦. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯ ಮುಖಪುಟದಲ್ಲಿ ಪತ್ರಿಕೆಯ ಶೀರ್ಷಿಕೆ/ಸಂಕೇತ, ಸಮಯ, ಅಂಕ, ಮತ್ತು ಈ ಕೆಳಗಿನ ಸೂಚನೆಗಳನ್ನು ಬರೆಯಬೇಕು

ಮೌಲ್ಯಮಾಪನ ವಿಧಾನ:

100 ಅಂಕಗಳಿಗೆ ಮೌಲ್ಯಮಾಪನ ಮಾಡಿ ಅದನ್ನು 50 ಅಂಕಗಳಿಗೆ ಪರಿವರ್ತಿಸುವುದು.

ಉತ್ತರ ಪತ್ರಿಕೆಯಲ್ಲಿ ತಪ್ಪುಗಳನ್ನು ಕೆಂಪು ಶಾಯಿಯಿಂದ ಚಿತ್ತಾಗದಂತೆ ಳಿ ಚಿಹ್ನೆಯಿಂದ ಗುರ್ತಿಸಬೇಕು. ತಪ್ಪುಗಳನ್ನು ಗುರ್ತಿಸುವಾಗ ಕೆಳಗಿನ ಅಂಶಗಳನ್ನು ಗಮನದಲ್ಲಿಡಬೇಕು.

(ಅ) ಕೆಳಗಿನ ಸೂಚನೆಗಳ ರೀತಿಯಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡದಿದ್ದರೆ, ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬೇಕು

೧. ಕಂಡಿಕೆಗಳ ಆರಂಭದಲ್ಲಿ ೫ ಒತ್ತುಗಳಷ್ಟು ಸ್ಥಳ ಬಿಟ್ಟಿರದಿದ್ದರೆ, ಕಂಡಿಕೆಗಳ ನಡುವೆ ೧ ಸಾಲಿನಷ್ಟು ಹೆಚ್ಚು ಸ್ಥಳ ಬಿಡದಿದ್ದರೆ ತಪ್ಪಾಗುತ್ತದೆ.
೨. ಪದ/ಅಕ್ಷರ/ಒತ್ತುಗಳನ್ನು ಬಿಟ್ಟಿದ್ದರೆ, ಅಥವ ಪುನರಾವರ್ತಿಸಿದ್ದರೆ, ಒಂದರ ಮೇಲೊಂದು ಅಕ್ಷರಗಳನ್ನು ಬೆರಳಚ್ಚಿಸಿದ್ದರೆ ತಪ್ಪಾಗುತ್ತದೆ. ಆದರೆ ಯಾಂತ್ರಿಕ ದೋಷದಿಂದ ತಪ್ಪಾಗಿದ್ದರೆ ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬಾರದು.
೩. ಪದಗಳ ನಡುವೆ ಹಾಗು ವಿರಾಮ ಚಿಹ್ನೆಗಳ ನಂತರ ಕ್ರಮಬದ್ಧವಾಗಿ ಸ್ಥಳ ಬಿಟ್ಟಿರದಿದ್ದರೆ ತಪ್ಪಾಗುತ್ತದೆ. (. : ? ! ನಂತರ ೨ ಒತ್ತುಗಳು– , ; ನಂತರ ೧ ಒತ್ತಿನಷ್ಟು ಸ್ಥಳ ಬಿಡಬೇಕು) ಆದರೆ ಮಾರ್ಗದರ್ಶನದ ಕೊರತೆಯಿಂದ ಎಲ್ಲ ಉತ್ತರಪತ್ರಿಕೆಗಳಲ್ಲಿ ಈ ಸ್ಥಳಾವಕಾಶ ಅಸಮರ್ಪಕವಾಗಿದ್ದರೆ, ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬಾರದು.
೪. ಸರಿಯಾದ ಕ್ರಮದಲ್ಲಿ ಬೆರಳಚ್ಚಿಸದೆ ಅಕ್ಷರಗಳು/ಒತ್ತುಗಳು ಸ್ಥಾನಪಲ್ಲಟವಾಗಿದ್ದರೆ, ಅಸ್ಪಷ್ಟವಾಗಿ ಮುದ್ರಿತವಾಗಿದ್ದರೆ, ತಪ್ಪಾಗುತ್ತದೆ. ಆದರೆ ಯಾಂತ್ರಿಕ ದೋಷದಿಂದ ಈ ಲೋಪಗಳು ಉಂಟಾಗಿದ್ದರೆ ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬಾರದು.
೫. ಸಾಲಿನಂತ್ಯದಲ್ಲಿ ಒಂದರಮೇಲೊಂದು ಅಕ್ಷರ ಮುದ್ರಿತವಾಗಿದ್ದರೆ ತಪ್ಪಾಗುವುದಿಲ್ಲ. ಹಾಗೆ ಪುಟಾಂತ್ಯದಲ್ಲಿನ ಪದವನ್ನು ಮುಂದಿನ ಪುಟದಲ್ಲಿ ಮುಂದುವರೆಸಿದ್ದರೆ ತಪ್ಪಾಗದು.
೬. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿನ ಮುದ್ರಣ ದೋಷವನ್ನು ಅಭ್ಯರ್ಥಿಯು ಹಾಗೆ ಯಥಾವತ್ತಾಗಿ ಮುದ್ರಿಸಿದ್ದರೆ/ ತಿದ್ದುಪಡಿ ಮಾಡಿ ಮುದ್ರಿಸಿದ್ದರೆ ತಪ್ಪಾಗದು.
೭. ನಿಗದಿತ ನಮೂನೆಯಲ್ಲಿ ಪ್ರಶ್ನೆಯನ್ನು ಮುದ್ರಿಸಿರದಿದ್ದರೆ, ನಮೂನೆಯ ಅಂಕಗಳನ್ನು ಮಾತ್ರ ಕಳೆಯಬೇಕು.
೮. ಕಾಡಿಗೆಪ್ರತಿಯನ್ನು ತೆಗೆಯದಿದ್ದರೆ ಅಥವ ಹಿಂದುಮುಂದಾಗಿ ಕಾಡಿಗೆ ಪ್ರತಿ ತೆಗೆದಿದ್ದರೆ ಅದಕ್ಕೆ ನಿಗದಿಪಡಿಸಿದ ಅಂಕವನ್ನು ನೀಡಬಾರದು. ಆದರೆ ವಿಷಯಕ್ಕೆ ಶೂನ್ಯ ಅಂಕ ಗಳಿಸಿದ್ದು, ಕಾಡಿಗೆ ಪ್ರತಿ ಸರಿಯಾಗಿ ತೆಗೆದಿದ್ದರೆ ಅದಕ್ಕೆ ಪೂರ್ಣ ಅಂಕ ನೀಡಬೇಕು.
೯. ಅಂಕಿ–ಅಂಶ/ಆಯವ್ಯಯ/ಧಾರಣೆ ಇತ್ಯಾದಿ ಅಂಕಣ ಪಟ್ಟಿಗಳಿಗೆ ಲಂಬ ಸಾಲುಗಳನ್ನು ಎಳೆಯದಿದ್ದರೆ ಪ್ರತಿ ಲಂಬಸಾಲನ್ನು ಒಂದು ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಬೇಕು.
೧೦. ಕರಡು ತಿದ್ದುಪಡಿ ಸೂಚನೆಗನುಸಾರ ಬೆರಳಚ್ಚಿಸಿರದಿದ್ದರೆ, ಪ್ರತಿ ಲೋಪವನ್ನು ೧ ತಪ್ಪು ಎಂದು ಪರಿಗಣಿಸಬೇಕು.(ಸಂಕೇತಗಳ ವಿಸ್ತರಣೆ, ಸ್ಥಳಾಂತರ, ಹೊಸ ಕಂಡಿಕೆ ರಚನೆ ಇತ್ಯಾದಿ)
೧೧. ಇಡೀ ಸಾಲನ್ನು ಹೊಡೆದುಹಾಕಿದ್ದರೆ ಪ್ರತಿ ಸಾಲನ್ನು ಎರಡು ತಪ್ಪುಗಳೆಂದು ಪರಿಗಣಿಸಬೇಕು.
೧೨. ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿನ ದೋಷಗಳ ಬಗ್ಗೆ ನೀಡಿರುವ ಸೂಚನೆಗಳಿಗನುಸಾರ ಮೌಲ್ಯಮಾಪನ ಮಾಡಬೇಕು.
೧೩. ಉತ್ತರಪತ್ರಿಕೆಯ ಪರಿಶೀಲನೆಯಾದ ನಂತರ ಅಂಕಗಳನ್ನು ಕೆಳಗಿನಂತೆ ನೀಡಿ, ಒಳ ಹಾಗು ಮುಖಪುಟದಲ್ಲಿ ಅಂಕಗಳನ್ನು ಅಂಕಿ ಮತ್ತು

ಅಕ್ಷರಗಳಲ್ಲಿ ಜಾಗ್ರತೆಯಿಂದ ನಮೂದಿಸಬೇಕು. ತಪ್ಪದೇ ಮೌಲ್ಯಮಾಪಕರು ಮಂಡಳಿ ನೀಡಿರುವ ಐಡಿ ಸಂಖ್ಯೆಯನ್ನು ಸಹಿ/ಹೆಸರಿನ ಪಕ್ಕ ಹಾಕಬೇಕು.

(ಅ) ಅಂಕ ನೀಡಿಕೆ:

ಒಬ್ಬ ಅಭ್ಯರ್ಥಿಯು ಉತ್ತರಪತ್ರಿಕೆಯಲ್ಲಿ ಮಾಡಿರುವ ಒಟ್ಟು ತಪ್ಪುಗಳನ್ನು ೨ ರಿಂದ ವಿಭಜಿಸಿ, ಬಂದ ಅಂಕೆಯನ್ನು ಪೂರ್ಣ ತಪ್ಪೆಂದು ಪರಿಗಣಿಸಿ, ಪ್ರತಿ ಪೂರ್ಣ ತಪ್ಪಿಗೆ ೧ ಅಂಕವನ್ನು ಕಳೆಯಬೇಕು. (ಅಥವ ಗುರ್ತಿಸಿದ ಪ್ರತಿ ಳಿ ಗೆ ೧/೨ ಅಂಕ ಕಳೆಯಬೇಕು) ನಮೂನೆಗೆ ಒಟ್ಟುಂಕದ ಶೇ.೧೦ ರಷ್ಟು ಅಂಕ ಹಾಗು ಕಾಡಿಗೆ ಪ್ರತಿ ಕೇಳಿದ್ದರೆ ೦೧ ಅಂಕವನ್ನು ನೀಡಬೇಕು. ಗಳಿಸಿದ ಅಂಕಗಳಲ್ಲಿ ಅರ್ಧಾಂಕವಿದ್ದರೆ ಅದನ್ನು ಮುಂದಿನ ಪೂರ್ಣಾಂಕಕ್ಕೆ ಪರಿವರ್ತಿಸಬೇಕು. ಉದಾ: ಒಬ್ಬ ಅಭ್ಯರ್ಥಿ ೩೦ ಅಂಕ ನಿಗದಿ ಮಾಡಿರುವ ಕಾಡಿಗೆ ಪ್ರತಿ ಕೇಳಿರುವ ಒಂದು ಪ್ರಶ್ನೆಯನ್ನು ಬೆರಳಚ್ಚಿಸಿದ್ದು, ಅದರಲ್ಲಿ ೧೨ ತಪ್ಪುಗಳನ್ನು ಮಾಡಿದ್ದರೆ,

ಕೆಳಗಿನಂತೆ ಅಂಕ ನೀಡಬೇಕು.

ಅ) ಮಾಡಿದ ಒಟ್ಟು ತಪ್ಪುಗಳು : ೧೨
ಆ) ೨ ರಿಂದ ವಿಭಜಿಸಿದಾಗ : ೦೬ ಪೂರ್ಣ ತಪ್ಪುಗಳು
ಇ) ಒಟ್ಟುಂಕದಲ್ಲಿ ವಿಷಯಕ್ಕೆ ಗಳಿಸಿದ ಅಂಕ (೨೬–೦೬=) : ೨೦ ಅಂಕಗಳು
ಈ) ನಮೂನೆ ಸರಿಯಾಗಿದ್ದರೆ ಗಳಿಸುವ ಅಂಕ : ೦೩ ಅಂಕಗಳು
ಉ) ಕಾಡಿಗೆ ಪ್ರತಿ ತೆಗೆದಿದ್ದರೆ ೦೧ ಅಂಕ
ಊ) ಒಟ್ಟು ೩೦ ಕ್ಕೆ ಗಳಿಸಿದ ಅಂಕ (ಇ+ಈ+ಉ=) ೨೪/೩೦ ಅಂಕಗಳು

ಬೆರಳಚ್ಚು ಪರೀಕ್ಷೆ ನಡೆಸುವಾಗ ಬೆರಳಚ್ಚು ಕೊಠಡಿಯಲ್ಲಿ ಗಮನಿಸಬೇಕಾದ ಮುಖ್ಯ ಸೂಚನೆಗಳು(ಪರೀಕ್ಷಕರು/ಪರೀವೀಕ್ಷಕರು):

೧. ಬೆರಳಚ್ಚು ಪರೀಕ್ಷೆಗಳ ಕೊಠಡಿಯಲ್ಲಿ ಇಬ್ಬರು ಮೇಲ್ವಿಚಾರಕರಲ್ಲಿ ಒಬ್ಬರು ಬೆರಳಚ್ಚು ಉಪನ್ಯಾಸಕರನ್ನು ನೇಮಿಸಬೇಕು.
೨. ಯಾಂತ್ರಿಕ ದೋಷ, ಯಂತ್ರಗಳ ನಿರ್ವಹಣೆ ಸಮಸ್ಯೆಯಿಂದ ದೋಷಪೂರಿತ ಯಂತ್ರಗಳಲ್ಲಿ ಬೆರಳಚ್ಚು ಮಾಡಿಸಬಾರದು.
೩. ಸಾಂದರ್ಭಿಕವಾಗಿ ಸಣ್ಣಪುಟ್ಟ ಯಾಂತ್ರಿಕ ದೋಷಗಳು ಕಂಡುಬಂದರೆ, ಯಂತ್ರವನ್ನುಸರಿಪಡಿಸಿಕೊಡಬೇಕು.
೪. ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗೆ ಬೇರೊಂದು ಯಂತ್ರದಲ್ಲಿ ಬೆರಳಚ್ಚಿಗೆ ಅವಕಾಶ ನೀಡಿ,
೫. ಕೊರತೆಬಿದ್ದ ಕಾಲಾವಕಾಶವನ್ನು ನೀಡಬೇಕು.
೬. ಬೆರಳಚ್ಚು ಪರೀಕ್ಷೆ ನಡೆಯುವಾಗ ಅಭ್ಯರ್ಥಿಗಳ ಯಂತ್ರಗಳ ಹತ್ತಿರ ಕೊಠಡಿ ವೀಕ್ಷಕರು ಓಡಾಡಬಾರದು

Note:

According to the new Syllabus (C25) of Department of Technical Education, the Syllabus for the Subjects Kannada Typewriting, English Typewriting, Kannada Shorthand and English Shorthand which comes under Diploma in Commercial Practice are equivalent to the Syllabus of Commerce Examinations of the Karnataka Secondary Education Examination Board (for the below said Subjects) as per the following details:

Sl. No	SEMESTER	PASS IN DIPLOMA EXAMINATION	EQUIVALENT TO COMMERCE EXAMINATIONS OF KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
TYPEWRITING			
01	2	Kannada Typewriting Speed-25 WPM Kannada Typewriting -Manuscript	Junior Grade
		English Typewriting-30 WPM English Typewriting -Manuscript	
	4	Kannada Typewriting Spd-34 WPM English Typewriting Spd-45 WPM	Senior Grade
		Kannada Typewriting -Manuscript English Typewriting -Manuscript	
SHORTHAND			
02	1 2 3	Theory and Speed Kannada Shorthand -1 Kannada Shorthand- 2 Kannada Shorthand Spd–IV (200LPM)	Junior Grade
	4	Theory and Speed English Shorthand -1 English Shorthand-2 English Shorthand Spd–IV (90WPM)	
	5	SPEED: Kannada Shorthand -260LPM English Shorthand-120WPM	Senior Grade
		ELABORATION: Kannada Shorthand -260 LPM English Shorthand -120 WPM	

SEE –Theory Assessment Methodologies

Sl.No.	SEE Theory Assessment	Duration (Hours)	Max Marks	Conversion	Min Marks to pass
1	Semester End Examination- Theory	90 Minutes	100	50	20

Government of Karnataka
DEPARTMENT OF TECHNICAL EDUCATION

Program	COMMERCIAL PRACTICE	Semester	2nd SEMESTER
Course Name	**OFFICE MANAGEMENT & COMPUTER APPLICATION-II**	**Type of Course**	Integrated
Course Code	**25CP27P**	**Contact Hours**	6 Hrs.
Teaching Scheme	L: T:P 2:0:4	**Credits**	4
CIE Marks	**50**	**SEE Marks**	**50**

1. RATIONALE:

Office Management is a Profession involving the Design, Implementation, Evaluation & Maintenance of the Process of Work within an Office or other Organization, in order to Sustain and Improve Efficiency and Productivity. Basically, understanding of Office Management, Automation, Space and Workplace Environment. Learning the Procedures of Filing as well as Record Management, Software Application and apply the principles in the Design Development and Presentation.

2. Learning Outcomes:

CO-01	Understanding of Office Management, Office Automation, Space Management and Workplace Environment.
CO-02	Learn the Procedures of Filing as well as Record Management and Secretarial Functions of Official Meetings.
CO-03	Work Effectively with a range of Current Standard, Office Productivity Software applications.
CO-04	Apply basic adult learning and assessment principles in the design, development and presentation of material produced by office productivity applications.

3. Course Content:

WEEK	CO	PO	Theory	Practice
1	01	1	OFFICE RECORD MANAGEMENT: Meaning – Importance of Record Keeping – Principles of Record Keeping – Types of Record Keeping. Modern Office – Layout & Management – Elements of Office Management – Office Environment – Interior – Office Safety & Security – Safety and Security Hazards.	Meaning , Importance of Record Keeping Principles and Types of Record Keeping. Office Safety &Security Safety and Security Hazards.
2	02	2 to 7	MS – EXCEL: Starting Excel – Creating a Workbook – Saving – Editing – Inserting/Deleting Worksheets – Entering Data – Selecting Cells.	Creating a Workbook ,Saving , Editing Inserting/Deleting Worksheets
3	02	2 to 7	Moving data from Selected Cells – Rearranging Worksheets – Imports to Spreadsheets – Resizing rows/columns – Use of Basic Formulae in Excel.	Creating a Workbook ,Saving , Editing Inserting/Deleting Worksheets
4	02	2 to 7	Use of Functions in Excel – Formatting different Types of Data in Excel – Using Cell references in a Formula – Copying – Moving a Formula – Sorting Data.	Create a Table in MS EXCEL to show the results of Students in Subjects and use Sum, Product, Average, Mode, Median and Percentage Formula
5	02	2 to 7	Creating Simple Charts like Pie, Line Bar Chart using Chart Wizard – Using Statistical Formulas with Excel.	Create a Table in MS EXCEL to show the results of Students in Subjects and use Sum, Product, Average, Mode, Median and Percentage Formula
6	02	2 to 7	Preparation of Various kinds of Data Base like Pay Roll and Inventory by Using MS Excel using Formulas	prepare suitable Charts giving Titles and Legends
7	03	2 to 7	SPREADSHEET:Meaning of Spreadsheet – Need – Uses of Spreadsheet – Advantages – Limitation – Software used for Working with Spreadsheets.	Meaning of Spreadsheet , Need , Uses of spreadsheet Advantages – Limitation
8	03	2 to 7	Why MS Excel and which version – Keywords – Cell – Row – Column – Label – Cell Address – Workbook – Worksheet – Cell Range.	Prepare a spreadsheet with using advance excel tools and formulas
9	04	2 to 7	PAGEMAKER: Explain the Tool Box of page maker, and the options under File- Edit - Type-Element Window Menu.	Practice the Tool Box of page maker, Practice File- Edit menu Type-Element-menu Window Menu.
10	04	2 to 7	Setting the Document Setup Entering Text- Images & Text Mixing Designing Letter head	Setting the Document Setup Text- Images& Text Mixing Desiging Letter Head, Designing Visiting Card

				Designing Greeting Card
11	**04**	**2 to 7**	Guide and explain the content, structure of an Invitation card and Bill Book	Designing Invitation card Designing Invitation Card Designing Bill Book Designing Bill Book
12	**04**	**2 to 7**	Guide and explain the content, structure of an attractive **Pamphlet, Brochure**	Designing pamphlet & Brochures Designing pamphlet & Brochures
13	**04**	**2 to 7**	Guide and explain the content, structure of an attractive advertisement, Pamphlet, Brochure	Designing Attractive advertisement Designing Attractive advertisement Designing pamphlet & Brochures Designing pamphlet & Brochures

4. REFERENCES:*References*:

(a) Books

Office 365 All-in-One For Dummies
Microsoft Excel 365 Complete by Randy Nordell
Adobe Page Maker Class Room in a Book: Pearson Education, Asia Publishers, 2001
Comdex Series – DTP – Vivek Gupta, Dremtech Publishers.

(b) Website addresses

i. https://www.livinginternet.com/tindex_p.htm
ii. https://www.belden.com/blog/smart-building/network-types
iii. https://www.inc.com/guides/2010/06/email-etiquette.html
iv. https://www.linkedin.com/pulse/email-etiquette-mamun-khan/
v. https://www.wikihow.com/Make-a-Mailing-List-in-Gmail
vi. https://swayam.gov.in/
vii. https://www.mooc.org/
viii. https://merchant.razer.com/v3/blog/the-basic-of-payment-gateway-what-is-itand-how-it-works/
ix. https://www.paytabs.com/en/7-tips-for-safe-online-transactions/
x. https://techprimes.com/online-transaction-security-precautions

CIE Assessment Methodologies

Sl.No	Assessment	TestWeek	Duration (Minutes)	Maxmarks	
1.	CIE- Skill test 1	7	3hr	50	Average of all CIE=50 Marks
2.	CIE- Skill test 2	10	3hr	50	
3	CIE- Skill test 3	13	3 hr	50	
Total Continuous Internal Evaluation (CIE)					50 Marks
Semester End Examination (SEE)-			180	50	50 Marks
TotalMarks					**100 Marks**
Minimum Marks to Pass in CIE & SEE is 40% Individually					

Note: 1. Assessment of student activity is evaluated through appropriate rubrics by the respective course coordinator.

2. CIE Skill Tests to be conducted as per SEE Scheme of Evaluation.

Sl. No	SEE – Assessment	Duration (minutes)	Max marks	Min marks to pass
1.	Semester End Examination	3hr	50	20

Suggestive Activities for Tutorials

1) Prepare a Table to show Name, Age, Total Salary in Rupees, Date of Joining and Years ofExperience 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 thenecessary data

2) For the "Details of Employees" Table, add additional Columns Basic Pay, DA at 10% andadd data of another 10 Employees using Auto Filling, Formatting of Cells. Calculate theDA using required formula

3) Create a Table in MS EXCEL to show the results of 10 Students in 5 Subjects and use Sum, Product, Average, Mode, Median and Percentage Formula

4) Create a Table in MS EXCEL to show the details of any 5 Ore Production in India for the past 10 years with imaginary figures. Format the Table, Sort the Data and insert an attractive Page Background

5) For the Tables created above, prepare suitable Charts giving Titles and Legends

6) Explore &learn the other publication software Like MS Publisher.

7) Design Attractive advertisement using template in MS Publisher.

8) Design Visiting Card using template in MS Publisher

9) Design Bill Book using template in MS Publisher

10) Design Pamphlet using template in MS Publisher

11) Design Letter head using template in MS Publisher

12) Design Cover Page using template in MS Publisher

CIE Model Question Paper

Program	**COMMERCIAL PRACTICE**		Semester	**II**
CourseName	OFFICE MANAGEMENT & COMPUTER APPLICATION	CourseCode - 25CP14P	**Duration**	**3hrs**
Questions				
1.Explain briefly the various Steps to Improve Office Safety and Security 05 Marks 2. Explain the Principles of Record Keeping and Types of Record Keeping. 05 Marks 3.Prepare and design Bill Book with imaginary figures in PageMaker 15 Marks 4. Prepare Various kinds of Data Base like Pay Roll and Inventory by Using MS Excel using Formula 15 Marks 5. Viva and Record (5+5)10 Marks				**Marks** **50**
Total Marks				**50**

Course Coordinator **HOD** **IQAC Chairman**

Program	COMMERCIAL PRACTICE			Semester -1st SEM	
Course Name	OFFICE MANAGEMENT & COMPUTER APPLICATION-II			Test	I/II
CourseCode	25CP27P	Duration	3 Hrs.	Marks	50

Name of the Course Coordinator:

Note: Answeranyonefullquestionfromeachsection.Eachfullquestioncarriesequal marks.

QNo.	Questions	CO	Marks
	Section - 1		
1	Explain the Principles of Record Keeping and Types of Record Keeping.	1	5X2=10
2	Explain briefly the various Steps to Improve Office Safety and Security	1	
	Section - 2		
3	Prepare Salary Sheet of Employees of business concern by using MS Excel.	2	15X2=30
4	Prepare Marks Sheet of Students by using MS Excel features.	2	
	Section - 3		
5	Viva and Record (5+5)	-	
	Total 50 Marks		10

Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, cognitive level and course outcomes.

SEE- Model Practice Question Paper

Signature of the Examiner

2) Signature of the Examiner

Scheme of Evaluation for both CIE and SEE

Sl.No.	Particulars	Marks
01	Writing	10
02	Execution	30
03	Record	05
04	Viva Voce	05
	Total	50