Community college Scheme of examination and syllabus

		COMPUTER APPLICATIONS AND IT					Gen	=12		
		Scheme of Examinations & Syllabus					Skill	=18		
	Ist Semester				Job Role: Domestic Data Entry Operator (IV)					
S.No.	Name of the paper	Theory	Internal			Practical		Total	Cr	Type
		Mark	Assessment	Cr		Marks	Cr	Marks	Total	
1.	Basic of Computer Applications *1	160	40	06		200	6	400	12	Skill
2.	Typing Skills*1	80	20	03		100	3	200	06	Skill
3.	Communicative English *2	80	20	03		100	3	200	06	Gen
4.	Work Place Management *2	80	20	03		100	3	200	06	Gen
	Grand Total	400	100	15		500	15	1000	30	

Note: *1. Skill Component will be assessed by NASCOM Sector Skill Council.

*2 General Component will be assessed by College with Permission of University.

		COMPUTER APPLICATIONS AND IT					Gen	=12		
		Scheme of Examinations & Syllabus					Skill	=18		
	IInd Semester				Job Role: Web Developer (V)					
S.No.	Name of the paper	Theory	Internal			Practical		Total	Cr	Type
		Mark	Assessment	Cr		Marks	Cr	Marks	Total	
1.	Web Developing *1	160	40	06		200	6	400	12	Skill
2.	Advance Typing Skills *1	80	20	03		100	3	200	06	Skill
3.	Business Communication *2	80	20	03		100	3	200	06	Gen
4.	Business Management *2	80	20	03		100	3	200	06	Gen
	Grand Total	400	100	15		500	15	1000	30	

Note: *1. Skill Component will be assessed by NASCOM Sector Skill Council.

*2 General Component will be assessed by College with Permission of University.

Semester-I

NSQF Level-IV
Job Role: Domestic Data Entry Operator

BASICS OF COMPUTER APPLICATIONS

Internal Assesment-40 Marks
Theory Paper Max Marks-160

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 4 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 32 marks each.

UNIT - I

Documentation Using MS-Word - Introduction to word processing interface, Toolbars, Menus, Creating & Editing Document, Formatting Document, Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros, Tables, Printing, Styles, linking, Template.

UNIT - II

Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions, Charts, Page setup.

UNIT - III

Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Excel-Sorting, Filtering, Validation, What if analysis with Goal Seek.

Unit IV

Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Word Art, Animations and Sounds, Inserting Animated Pictures or Accessing through Object.

Semester-I

NSQF Level-IV
Job Role: Domestic Data Entry Operator

TYPING SKILLS

Internal Assesment-20 Marks
Theory Paper Max Marks-80

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

UNIT – I

Introduction of Typing, Use of typing, types of typing, Need of Typing, effect of typing, Roles of typing: Business, office, Organization, jobs & skill development.

UNIT – II

Introduction of Keyboard, Use of Keyboard, types of Keyboard, Need of Keyboard for Typing, effect of Keyboard in typing, Roles of keyboard: Table, Documentation, Designing, Sound & graphic development.

UNIT – III

Introduction of Keys, Use of Keys, types of Keys in Keyboard, Most Need of Keys for Typing, effect of Keys in typing, Roles of keys: Shortcut Keys, Commands, Words, Paragraph & documents development.

Unit IV

Use of Ctrl Key, Alt Key, Need of Shift Key in Typing, effect of enter Key in typing, Roles of keys: Backspace Key, Function Keya, Insert Key, Delete Key, Home Key, End Key, Caps Lock Key, Num lock Key, Esc Key, PrtScn/SysRq Key etc.

Semester-I

NSQF Level-IV
Job Role: Domestic Data Entry Operator

COMMUNICATIVE ENGLISH

Internal Assesment-20 Marks
Theory Paper Max Marks-80

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

UNIT-I

Introduction to Basics of Communication: Communication and its various definition, features/characteristics of the communication, process of communication, communication model and theories, barrier to effective communication.

UNIT-II

Improving LSRW: introduction, verbal and nonverbal communication, listening process, group discussion, forms of oral presentation, self-presentation, dyadic communication, 5C's of communication, Developing dialogues, soft skill.

UNIT-III

Basic vocabulary: how to improve vocabulary, prefix/suffix, synonyms/antonyms, one word substitution, spellings

Developing fluency: grammar (conjunction, auxiliaries, prepositions, articles, tenses……), language games.

UNIT-IV

Proper use of Language: The Communication Skills, The effective Speech.

Effective self-presentation & facing interview: The interview process & preparing for it, The presentation skills.

Semester-I

WORK PLACE MANAGEMENT

Internal Assesment-20 Marks
Theory Paper Max Marks-80

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

UNIT - I

Maintain a healthy working environment, Emergency procedures: illness, Accidents, Fires, Other reasons to evacuate the premises & Breaches of security.

UNIT - II

Legislative requirements and Organization's, Procedures for health & safety your role and responsibilities, what is meant by hazard, types of health and safety hazards, how and when to report hazards, limits of your responsibility for dealing with hazards, organization's emergency procedures for different situations, Maintain high standards of health and safety & Implications that any non-compliance with health and safety.

UNIT - III

Types of breaches in health, Report of breaches, Evacuation Procedures for workers and visitors, How to summon medical assistance and the emergency services, How to use the health and safety reporting procedures, Government agencies in the area of health and safety.

Unit IV

How to make decision on suitable courses of action, How to plan and organize your work to meet health and safety, To build and maintain positive and effective relationships with colleagues and customers & Apply balanced judgments to different situations.

Unit V

Work management to meet requirements: Activities, deliverables, quantity, standards, timing, effective team, Identify and refer anomalies & Help reach agreements with colleague.

NSQF Level-V
Job Role: Web Developer

WEB DEVLOPING

Internal Assesment-40 Marks
Theory Paper Max Marks-160

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 4 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 32 marks each.

UNIT – I

Web Publishing: Hosting your Site; Internet Service Provider; Web terminologies, Phases of Planning and designing your Web Site; Steps for developing your Site; Choosing the contents; Home Page; Domain Names, Front page views, Adding pictures, Links, Backgrounds, Relating Front Page to DHTML.
Creating a Website and the Markup Languages (HTML, DHTML);

UNIT – II

Web Development: Introduction to HTML; Hypertext and HTML; HTML Document Features; HTML command Tags; Creating Links; Headers; Text styles; Text Structuring; Text colors and Background; Formatting text; Page layouts;

UNIT – III

Images; Ordered and Unordered lists; Inserting Graphics; Table Creation and Layouts; Frame Creation and Layouts; Working with Forms and Menus; Working with Radio Buttons; Check Boxes; Text Boxes;

Unit IV

DHTML: Dynamic HTML, Features of DHTML,CSSP(cascading style sheet positioning) and JSSS(JavaScript assisted style sheet), The ID attributes, DHTML events.

Semester-II

NSQF Level-V
Job Role: Web Developer

ADVANCE TYPING SKILLS

Internal Assesment-20 Marks
Theory Paper Max Marks-80

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

UNIT – I

Introduction of Typing, Use of typing in web designing, Need of Typing in web designing, effect of typing in web designing, Roles of typing in web designing: Browsing address, web page, Organization of web Page, formatting & Setting.

UNIT – II

English typing Basics, Home Row Keys, ShiftKey+Home Row Keyas, Upper Rows Key, Shift+Upper Rows Keys.

UNIT – III

Simple Words by Home and Upper Row Keys, Bottom row Keys, Shift+Bottom Row Keys, Simple Words by all Rows Characters.

Unit IV

Fourth Row Number and Symbol Keys, ShiftKey+Fourth Row Number and Symbol Keys, Paragraph, Application & Letter Writing.

NSQF Level-V
Job Role: Web Developer

BUSINESS COMMUNICATION

Internal Assesment-20 Marks
Theory Paper Max Marks-80

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Unit-I

Introduction: Basics of communication, Seven C's of effective communication, barriers to communication, ethical context of communication.

Unit-II

Business Communication at workplace: Letter writing- component, layout and process, E-mail communication, bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting.

Unit-III

Report Writing: Types of business reports, structure of reports, short reports, long reports, abstracts and summaries, proposals.

Unit-IV

Communication Skills: Reading skills, listening skills, note making, persuasive speaking. Body language, Gestures.

NSQF Level-V

Job Role: Web Developer

BUSINESS MANAGEMENT

Internal Assesment-20 Marks
Theory Paper Max Marks-80

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Business: concept, nature and spectrum of business activities, business system, business objectives.

Unit-II

Management: Introduction, concept, nature, process and significance; Development of Management Thought; Classical and Neo-Classical systems, Contingency approaches.

Unit-III

Planning: concept, types and process, Decision Making: concept and process, Management by Objectives, Corporate Planning and Strategic Formulation.

Unit-IV

Organizing: concept, nature, process and significance; Authority and Responsibility relationship; Centralization and Decentralization; Departmentation; Firms of Organizing structure.