

1.1 ENGLISH AND COMMUNICATION SKILLS - I

L T P
3 - 2

RATIONALE

Language is the most commonly used medium of self-expression in all spheres of human life – personal, social and professional. A student must have a fair knowledge of English language and skills to communicate effectively to handle the future jobs in industry. The objective of this subject is to enable the diploma holders to acquire proficiency, both in spoken (oral) and written language. At the end of the subject, the student will be able to develop comprehension skills, improve vocabulary, use proper grammar, acquire writing skills, correspond with others and enhance skills in spoken English. It is expected that each polytechnic will establish a **communication skill laboratory** for conducting practicals mentioned in the curriculum.

DETAILED CONTENTS

1. Facets of Literature (14 hrs)

1.1 Short Stories

- 1.1.1 Homecoming – R.N. Tagore
- 1.1.2 The Selfish Giant - Oscar Wilde
- 1.1.3 The Diamond Necklace- Guy- De Maupassant

1.2 Prose

- 1.2.1 I Have A Dream – Martin Luther King
- 1.2.2 On Habits – A. G. Gardiner
- 1.2.3 My struggle for An Education- Booker T Washington

1.3 Poems

- 1.3.1 Ozymandias – P.B. Shelley
- 1.3.2 Daffodils – William Wordsworth
- 1.3.3 Stopping by Woods on a Snowy Evening – Robert Frost

2. Grammar and Usage (10 hrs)

2.1 Parts of speech

- 2.1.1 Nouns
- 2.1.2 Pronouns
- 2.1.3 Adjectives
- 2.1.4 Articles
- 2.1.5 Verbs
- 2.1.6 Adverbs
- 2.1.7 Prepositions
- 2.1.8 Conjunction
- 2.1.9 Interjection
- 2.1.10 Identifying parts of speech
- 2.1.11 Using a word as different parts of speech

2.2 Pair of words (Words commonly confused and misused)

2.3 Tenses

- 2.4 Correction of incorrect sentences
- 2.5 One word substitution
- 2.6. Forms of verbs (100 words)

- 3. Translation (04 hrs)
 - 3.1 Glossary of Administrative Terms (English/ Hindi/Urdu)
 - 3.2 Translation from Urdu into English

- 4. Paragraph of 100-150 words from outlines (08 hrs)

- 5. Comprehension (04 hrs)

Unseen passages of literature, scientific data/graph based for comprehension exercises

- 6. Communication (08 hrs)
 - 6.1 Definition, Introduction and Process of Communication
 - 6.2 Objectives of Communication
 - 6.3 Essentials of Communication

LIST OF PRACTICALS

1. Locating a Book in Library
2. To look up words in a Dictionary: meaning and pronunciation of words as given in the standard dictionary using symbols of phonetics
3. To seek information from an Encyclopedia
4. Listening pre-recorded English language learning programme
5. Paper reading before an audience (reading unseen passages)
6. Study of spelling Rules
7. Study of essentials of a good speech to respond and comprehend visual, oral themes, situations or stimulus and practice before select gathering (Making an oral presentation with stress on body language and voice modulation)
8. Exercises on use of different abbreviations
9. Greetings for different occasions
10. Introducing oneself, others and leave taking
11. Exercises on writing sentences on a topic

Note:

1. The Text Book on “English and Communication Skills, Book-I By Kuldip Jaidka et. al. developed by NITTR, Chandigarh is recommended to be used for teaching and setting-up the question papers.
2. A communication laboratory may be set up consisting of appropriate audio-video system with facility of playing CDs/DVDs and a video camera for recording the performance of each student with play back facility. A set of CDs from any language training organization e.g. British Council etc. may be procured for use of students.
3. Elements of body language will be incorporated in all the practicals
4. The practical exercises involving writing may also be included in Theory Examination.

INSTRUCTIONAL STRATEGY

Looking into the present day needs of effective communication in every field, it is imperative to develop necessary competencies in students by giving practical tips and emphasis on grammar, vocabulary and its usage

in addition to practical exercises. The teacher should give report writing assignments, projects etc. while teaching this subject.

RECOMMENDED BOOKS

1. English and Communication Skills, Book-I By Kuldip Jaidka, Alwainder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh Published By Abhishek Publication, 57-59, Sector-17, Chandigarh
2. Rich Vocabulary Made Easy by Kuldip Jaidka , Mohindra Capital Publishers, Chandigarh
3. Spoken English (2nd Edition) by V Sasikumar & PV Dhamija; Published by Tata MC Graw Hills, New Delhi.
4. Spoken English by MC Sreevalsan; Published by M/S Vikas Publishing House Pvt. Ltd; New Delhi.
5. Spoken English –A foundation course (Part-I & Part-II) By Kamlesh Sdanand & Susheela Punitha; Published by Orient BlackSwan, Hyderabad
6. Practical Course in English Pronunciation by J Sethi, Kamlesh Sadanand & DV Jindal; Published by PHI Learning Pvt. Ltd; New Delhi.
7. A Practical Course in Spoken English by JK Gangal; Published by PHI Learning Pvt. Ltd; New Delhi.
8. English Grammar, Composition and Usage by NK Aggarwal and FT Wood; Published by Macmillan Publishers India Ltd; New Delhi.
9. Business Correspondence & Report writing (4th Edition) by RC Sharma and Krishna Mohan; Published by Tata MC Graw Hills, New Delhi.
10. Business Communication by Urmila Rani & SM Rai; Published by Himalaya Publishing House, Mumbai.
11. Business Communication Skills by Varinder Kumar, Bodh Raj & NP Manocha; Published by Kalyani Publisher, New Delhi.
12. Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
13. Business Communication and Personality Development by Bsiwajit Das and Ipseeta Satpathy; Published by Excel Books, Delhi
14. Succeeding Through Communication by Subhash Jagota; Published by Excel Books, Delhi
15. Communication Skills for professionals by Nira Konar; Published by PHI Learning Pvt. Ltd; New Delhi.
16. Developing Communication Skills (2nd Edition) by Krishna Mohan & Meera Banerji; Published by Macmillan Publishers India Ltd; New Delhi.
17. Effective Technical Communication By M .Ashraf Rizwi; Published by Tata MC Graw Hills, New Delhi.
18. Basic Communication Skills for Technology by Andrea J Rutherford; Published by Pearson Education, New Delhi
19. English & Communication Skills for students of Science & Engineering by SP Dhanavel; Published by Orient BlackSwan, Hyderabad.
20. Technical Communication- Principles & Practices by Meenakshi Raman & Sangeetha Sharma; Published by Oxford University Press, New Delhi.
21. Technical English by S. Devaki Reddy & Shreesh Chaudhary; Published by Macmillan Publishers India Ltd; New Delhi.
22. Advanced Technical Communication, by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
23. Communication Skills for Engineer & Scientist by Sangeeta Sharma & Binod Mishra; Published by PHI Learning Pvt. Ltd; New Delhi.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	14	30
2	10	20

3	4	10
4	8	15
5	4	10
6	8	15
Total	48	100

GLOSSARY OF ADMINISTRATIVE TERMS

1. Senior	वरिष्ठ	۱. ۱۹۔ اکیبر
2. Cashier	खजांची	۲. خزانچی
3. Consent	सहमती	۳. آمادگی۔ رضامندی
4. Earned Leave	जमा छुट्टी	۴. جمع تعطیل۔ جمع چھٹی
5. Under Consideration	विचार अधीन	۵. زیر غور
6. Criterion	कसौटी	۶. کسوٹی۔ معیار
7. Staff	कर्मचारी	۷. ملازم
8. Tenure	कार्यकाल	۸. ملازمت کی مدت
9. Working Committee	कार्य समिति	۹. کام کرنے والی جماعت
10. Estate	सम्पदा	۱۰۔ جائیداد
11. Self-Sufficient	आत्मनिर्भर	۱۱۔ خود کفیل
12. Emergency	आपातकाल	۱۲۔ ہنگامی صورت حال
13. General Body	आमसभा	۱۳۔ جنرل اجلاس
14. Exemption	छूट	۱۴۔ رعایت
15. Daily wager	दिहाड़ीदार	۱۵۔ یومیہ اجرت پر کام کرنے والا مزدور۔
16. Death-Cum Retirement	मृत्यु और सेवानिवृत्ति	۱۶۔ موت اور نوکری سے تارخ
17. Despatch Register	रवानगी रजिस्टर	۱۷۔ ڈاک بھیجنے کا رجسٹر۔
18. Despatch	रवानगी	۱۸۔ روانگی
19. Stenography	आशुलिपिक	۱۹۔ سٹیوگرافی
20. Assurance	दिलासा	۲۰۔ بھروسہ
21. Justify	सही साबित करना	۲۱۔ ثابت کرنا
22. Superior	बढ़ियां	۲۲۔ بہتر
23. High Commision	उच्चायुक्त	۲۳۔ ہائی کمیشن
24. Simultaneous	साथ-साथ	۲۴۔ ایک ساتھ
25. Precautionary	सावधानी हेतु, एहतिहाति	۲۵۔ احتیاطاً۔ حفاظتی طور پر
26. Commanding Officer	कमांडिंग अफसर	۲۶۔ کمانڈنگ آفیسر۔ حکم دینے والا افسر
27. Negligence	लापरवाही	۲۷۔ لا پرواہی
28. Performance	पूरा करना	۲۸۔ کارکردگی
29. Proof Reader	प्रूफ ریڈر	۲۹۔ موازنہ کرنے والا۔ پروف ریڈر
30. Take Over	काम सभालना	۳۰۔ کام سنبھالنا
31. Timely Compliance	समय दौरान पूरा करना	۳۱۔ بروقت عمل کرنا۔

32. Responsibility	جिम्मेदاری	ذمے داری - ۳۲
33. Chief Justice	मुख्य न्यायधीश	منصف اعلیٰ - ۳۳
34. Disciplinary Action	अनुशासनिक कारवाय	ضابطہ عمل - ۳۴
35. Efficiency Bar	दक्षता रोक	ذکرہ رک - ۳۵
36. Flying Squad	उड़न दस्ता	چھاپہ مار دستہ - ۳۶
37. Regret	खेद	۳۷ - افسوس . رنج . دکھ
38. Inconvenience	असुविधा	۳۸ - احتیاط
39. Ambiguous	अस्पष्ट	۳۹ - مبہم
40. Part Time	अंशकालीन	۴۰ - مختصر عرصہ کے لئے
41. Academy	अकादमी	۴۱ - مدرسہ
42. Disparity	असमानता	۴۲ - نابرابری
43. Extraordinary	असाधारण	۴۳ - عظیم . نایاب . مخصوص . علیحدہ -
44. Provisional	अस्थाई	۴۴ - عارضی
45. Income Tax	आयकर	۴۵ - جزیہ حقیقی
46. Bonafide	असली	۴۶ - حقیقی
47. Acting in Official Capacity	बतौर अधिकारिक हैसियत	۴۷ - سرکاری حیثیت سے
48. Contractor	ठेकेदार	۴۸ - یکمشت آہرت سے کام کرنا . محکمہ دار
49. On probation	परिवीक्षाधीन	۴۹ - امتحان پر . پرہیز پر . زیر نگرانی . ٹیسٹ کے طور پر
50. State	राज्य	۵۰ - صوبہ . راجیہ . پرانت
51. Administrator	प्रशासक	۵۱ - منصب دار
52. Admission	प्रवेश	۵۲ - داخلہ
53. Aforesaid	पूर्वोक्त	۵۳ - متذکرہ بالا
54. Affidavit	शपथपत्र	۵۴ - حلف نامہ
55. Agenda	कार्यसूची	۵۵ - کاروباری فہرست
56. Alma Mater	विद्यालय जहां किसी व्यक्ति ने शिक्षा प्राप्त की हो	۵۶ - درس گاہ
57. Appointing Authority	नियुक्ति अधिकारी, मनोनीत अधिकारी	۵۷ - نوکری دینے والا آفیسر
58. Apprentice	शिल्पकार, अप्रेंटिस	۵۸ - زیر تربیت
59. Additional	अतिरिक्त	۵۹ - زائد
60. Advertisement	विज्ञापन	۶۰ - اشتہار
61. Assistant	सहायक	۶۱ - مددگار
62. Assumption of Charge	अधिकार ग्रहण करना	۶۲ - باز یا فستگی یار
63. Attested copy	सत्यापित प्रति	۶۳ - تصدیق شدہ نقل
64. Chief Minister	मुख्यमंत्री	۶۴ - وزیر اعلیٰ
65. Clerical Error	लेखन सम्बन्धी त्रुटि	۶۵ - سہو آ غلطی
66. Code	कानून की किताब, गुप्त भाषा	۶۶ - قانونی کتاب . پوشیدہ اشارہ

67	Corruption	भ्रष्टाचार, खोटापन	بے ایمانی	۶۷
68	Craftsman	कारीगर	کاریگر	۶۸
69	Compensation	हरजाना, क्षतिपूर्ति	معاوضہ	۶۹
70	Compensatory Allowance	क्षतिपूरक भत्ता	نقصان کو ٹورا کرنے والا بھتہ	۷۰
71	Compile	संकलन करना, संग्रह करना	سنگرہ کرنا۔ اکٹھا کرنا۔	۷۱
72	Confidential Letter	गुप्त पत्र	تحفیہ خط (دستاویز)	۷۲
73	Chief Engineer	मुख्य अभियन्ता	چیف انجینئر۔ اعلیٰ انجینئر	۷۳
74	Data	स्वीकृत तत्व (आंकड़े)	اعداد و شمار	۷۴
75	Dearness Allowance	मंहगाई भत्ता	مہنگائی بھتہ	۷۵
76	Department	विभाग	مخکمہ	۷۶
77	Dictionary	शब्द कोष	لغات	۷۷
78	Director	निर्देशक, संचालक	ڈائریکٹر	۷۸
79	Director of Tech. Edu.	तकनीकी शिक्षा निर्देशक	ڈائریکٹر ٹیکنیکی تعلیم	۷۹
80	Executive Engineer	अधिशाली अभियन्ता	انتظامیہ انجینئر	۸۰
81	Employment Exchange	रोजगार केंद्र, व्यवसाय	روزگار دفتر	۸۱
82	Head Office	मुख्य कार्यालय	صدر دفتر	۸۲
83	Head Clerk	प्रधान लिपिक	ہیڈ کلرک۔ بڑے بابو۔ پردہان کلرک	۸۳
84	Indian Admn. Service	भारतीय प्रशासनिक सेवा	ہندوستان انتظامیہ سروس	۸۴
85	Legislative Assembly	विधान सभा	صوبائی کونسل	۸۵
86	Officiating	स्थानापन्न	عارضی۔ قائم مقام	۸۶
87	Office Record	कार्यालय रिकार्ड	دفتری ریکارڈ	۸۷
88	Office Discipline	कार्यालय अनुशासन	دفتری ضابطہ	۸۸
89	Polytechnic	बहुतकनीकी	ٹیکنیکی۔ دستکاری	۸۹
90	Temporary	अस्थायी	عارضی	۹۰
91	Qualified	योग्यता प्राप्त	تربیت یافتہ	۹۱
92	Under-Investigation	जांच अधीन	زیر تفتیش	۹۲
93	Sub-treasury	उप-खजाना	سب ٹریزری	۹۳
94	Target Date	लक्ष्य तिथि	مقررہ تاریخ	۹۴
95	Technical Approval	तकनीकी मान्यता	ٹیکنیکی منظوری	۹۵
96	Verification	जांच पड़ताल	تصدیق	۹۶
97	Viva-Voce	मौखिक परीक्षा	زبانی امتحان	۹۷
98	Write off	बटटेखाते डालना	وہ رقم / سامان جو وصول نہ ہو سکے۔ ناقابل وصول کھاتا	۹۸
99	Warning	चेतावनी	واریٹنگ / اطلاع۔ پتیا دہنی	۹۹
100	Yours faithfully	भवदीय	تجیر اندیش	۱۰۰

1.2 INTRODUCTION TO TRAVEL AND TOURISM

L T P
3 - 4

RATIONALE

A diploma holder in travel and Tourism must have a thorough knowledge of history of travel and tourism along with tourism in modern period. This subject will prepare a base for the students for better understanding of functions and activities of travel and tourism industry.

DETAILED CONTENTS

1. Meaning, nature and concept of tourism; Typology and classifications of tourism (08 hrs)
2. Tourism terminology and tourism abbreviations (08 hrs)
3. History of travel and tourism: ancient period, medieval period, famous travellers (Fa-Hien, Marco Polo, Megasthene) and their accounts (10 hrs)
4. Tourism in modern period – India and abroad (10 hrs)
5. Overview of recent domestic and international tourism trends (06 hrs)
6. Types of tourism; its components and elements; basic reasons and motivators for travel, tourist behaviour and psychology (06 hrs)

LIST OF PRACTICALS

1. To conduct a case study of a nearby tourism place.
2. Visit to a nearby tourist organization (Hotel/Travel Agency/Airports) and enquire about the changes occurred in Tourism business.
3. Write a travelogue of your last tour (with friends/classmates/family)

RECOMMENDED BOOKS

1. An introduction to Tourism by N. Jaypalan; Atlantic Publishers and Distributors, New Delhi – 2002.
2. International Tourism Management A.K. Bhatia, Sterling Publishers – New Delhi – 2001.
3. Tourism and Travel – Concepts and principles by Negi, J.M.S, Gitanjali Publishing House, New Delhi.

4. Successful Tourism Management, Vol. I by P.N. Seth, Sterling Publishers, New Delhi

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	15
2	08	15
3	10	20
4	10	20
5	06	15
6	06	15
Total	48	100

1.3 PERSONALITY DEVELOPMENT

L T P
3 - 2

RATIONALE

Personality is one of the essential traits for diploma holder in travel and tourism as he/she has to deal with variety of customers all the time. This subject will enable them to take better care of their physical health and enhance their creativity, self-confidence, communication skills and interpersonal skills.

DETAILED CONTENTS

1. Physical development; physical health, health and hygiene, relaxation and meditation, yoga, physical appearance (Professional Attire and Grooming) (08 hrs)
2. Attitude, Creativity and Confidence building (06 hrs)
3. Interpersonal behaviour Skills (Communication, Gesture, Posture and Body Language) (06 hrs)
4. Interview skills: concept of interview, steps for conducting interviews, principles for effective interview (06 hrs)
5. Stress management; concept, reasons for stress and techniques for coping with stress. (06 hrs)
6. Time Management, concept causes of time wastage, conserving of time (06 hrs)
7. Self awareness and assertiveness; Johari window, techniques for boosting self-confidence, techniques for developing assertiveness (06 hrs)
8. Negotiation skills; concept, techniques for negotiation; Ego-concept, Ethics (04 hrs)

LIST OF PRACTICALS

1. Physical exercises/Yoga
2. To hold group discussion for marketing strategies for tourism promotion and practice assertiveness
3. To conduct role-play exercises in negotiations/To enact the role of a travel agent in the class room and negotiate with a party
4. To enact the role of a travel guide for a chosen tourism spot.

RECOMMENDED BOOKS

1. Management of Public Relations and Communication by Sengupta. S, Vikas Publishing House, New Delhi.
2. Fourth Eye- Excellence through Creativity by Pradip N. Khandwalla, Wheeler Publishing, Allahabad, 1992
3. Management Self Development by Tom Boydell, Management Development series No. 21, Published by International Labour office, Geneva, 1985

4. Attitudes and Behaviour edited by Kerry Thomas, Penguin Books Ltd., England, 1971
5. How to cope with stress by Dr. Peter Tyer, Sudha Publications Private Ltd., New Delhi, 1983

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	18
2	06	12
3	06	12
4	06	12
5	06	12
6	06	12
7	06	12
8	04	10
Total	48	100

1.4 CONTEMPORARY INDIA – I

L T P
3 - 4

RATIONALE

The subject aims to cover study of major tourist destinations of India, various aspects related to those destinations like significant features of the destination, existing infrastructural facilities, accessibility, trends etc. will be taken into account in order to expose the students to practical realities of destination for future development and management of tourism activities.

DETAILED CONTENTS

1. India today at a glance : Tourism States – capitals, cities, tourist centres, Industrial centres (20 hrs)
2. History of Jammu & Kashmir (10 hrs)
3. J&K (Jammu, Kashmir and Ladakh regions) – Population, languages, music, dance, sculpture, paintings, architecture, handicrafts, fairs and festivals, food habits, places of pilgrimage, monuments, museums, wildlife resources, and adventure tourism. (18 hrs)

LIST OF PRACTICALS

1. Detailed study of tourist map of J&K state
2. Visit to local tourist centres and departments of J&K tourism
3. To conduct case study of a tourist place in J&K

RECOMMENDED BOOKS

1. India by Sarina Singh, Lonely Planet Publications, 2003.
2. Atlas of India by Ved Prakash, Prashant Gupta, Dreamland Publications, New Delhi.
3. The India of Ancient times by Sher, Syed Osman, Vikas Publishing, New Delhi.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	20	40
2	10	20
3	18	40
Total	48	100

1.5 GEOGRAPHY OF TOURISM – I

L T P
3 - 4

RATIONALE

In this subject the students studies the concept of tourism with special emphasis on the place of origin, place of destination and the route through which the transportation takes tourists to these place. It provides a thorough

knowledge about the characteristics of tourist markets, the attraction of destinations and the accessibility of the world tourist places which is essential for the operation of tourism.

DETAILED CONTENTS

1. Geography , Meaning, Types and relevance in tourism (06 hrs)
2. General idea of natural geographical regions, continents and oceans, latitudes, longitudes and time. Time differentials, international date line, climate and geography. (10hrs)
3. Physiographic features of India including mountains, rivers, deserts, plains, coastal area, climatic conditions, forests and wildlife (with special reference to J&K) (14 hrs)
4. Indian air routes, surface routes: water routes (Cruise services, ferry etc.), rail and road routes (10 hrs)
5. Detailed study of tourist map of India (08 hrs)

LIST OF PRACTICALS

1. Exercises in local and state map readings
2. Exercises in national map reading
3. Exercises in reading route map and trekking maps.

RECOMMENDED BOOKS

1. The Geography of Travel and Tourism By Boniface, B.G and Christopher Cooper, Heinemann Publication, London, 1987.
2. Tourism Today - A Geographical Analysis, by Douglas Pearce, Longman Publications, London, 1987.
3. Atlas – Frank School Atlas, Edited by Raj Kumar, Published by R.K. Govil for Frank Brothers and Company (Publishers) Ltd.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	06	15
2	10	20
3	14	30
4	10	20
5	08	15
Total	48	100

1.6 BASICS OF INFORMATION TECHNOLOGY

L T P
- - 4

RATIONALE

Information technology has great influence on all aspects of our life. Primary purpose of using computer is to make the life easier. Almost all work places and living environment are being computerized. The subject introduces the fundamentals of computer system for using various hardware and software components. In order to prepare diploma holders to work in these environments, it is essential that they are exposed to various aspects of information technology such as understanding the concept of information technology and its scope; operating a computer; use of various tools of MS Office/Open Office using internet etc. form the broad competency profile of diploma holders. This exposure will enable the students to enter their professions with confidence, live in a harmonious way and contribute to the productivity.

Note:

Explanation of Introductory part should be dovetailed with practical work. Following topics may be explained in the laboratory along with the practical exercises. There will not be any theory examination.

TOPICS TO BE EXPLAINED THROUGH DEMONSTRATION

1. Information Technology – its concept and scope, applications of IT, ethics and future with information technology
2. Impact of computer and IT in society.-- Computer application in office, book publishing, data analysis, accounting, investment, inventory control, graphics, air and railway ticket reservation, robotics, military, banks, Insurance financial transactions and many more
3. Generations of computer, block diagram of a computer, CPU, memory, data – numeric data, alpha numeric data; program, processing of data.
4. Computers for information storage, information seeking, information processing and information transmission, computer organization, computer hardware and software; primary and secondary memory: RAM, ROM, PROM etc. Input devices; keyboard, mouse, scanner, etc ; output devices ; VDU and Printer(Impact and non-Impact printers), Plotter etc. Primary and Secondary Storage (Auxiliary Storage), Secondary storage; magnetic disks – tracks and sectors, optical disk (CD, CD-RW and DVD Memory)
5. Introduction to Operating Systems such as MS-DOS and Windows, difference between DOS and Windows
6. Basics of Networking – LAN, MAN,WAN, Topologies

LIST OF PRACTICALS

1. Identify and list functions of various components and peripherals of given computer.
2. Installation of operating system viz. * Windows XP, *Windows 2007 etc.
3. Installing a computer system by giving connection and loading the system-software and application software and various sources to install software
4. Exercises on entering text and data (Typing Practice)
Features of Windows as an operating system
 - Start , shutdown and restore
 - Creating and operating on the icons
 - Opening, closing and sizing the windows
 - Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file , creating and operating on a folder

- Introduction to all properties such as changing settings like, date, time, colour (back ground and fore ground)
- Using short cuts

5. Word Processing (MS Office/Open Office)

File Management:

- Opening, creating and saving a document, locating files, copying contents in some different file(s),

Editing a document:

- Entering text, Cut, copy, paste using tool- bars

Formatting a document:

- Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods
- Aligning of text in a document, justification of document ,Inserting bullets and numbering
- Formatting paragraph, inserting page breaks and column breaks, line spacing
- Use of headers, footers: Inserting footnote, end note, use of comments
- Inserting date, time, special symbols, importing graphic images, drawing tools

Tables and Borders:

- Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table
- Print preview, zoom, page set up, printing options
- Using Find, Replace options

6. Spread Sheet Processing (MS Office/Open Office)

Starting Excel

- open worksheet, enter, edit, data, formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets

Menu commands:

- Create, format charts, organize, manage data, solving problem by analyzing data, creating graphs

Work books:

- Managing workbooks (create, open, close, save), working in work books, Editing a worksheet:
- copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet

Creating a chart:

- Working with chart types, changing data in chart, formatting a chart, use chart to analyze data
- Using a list to organize data, sorting and filtering data in list

Formulas:

Addition, subtraction, division, multiplication, percentage and auto sum

7. PowerPoint Presentation (MS Office/Open Office)

- a) Introduction to PowerPoint
 - How to start PowerPoint
 - Working environment: concept of toolbars, slide layout, templates etc.
 - Opening a new/existing presentation
 - Different views for viewing slides in a presentation: normal, slide sorter etc.
- b) Addition, deletion and saving of slides
- c) Insertion of multimedia elements
 - Adding text boxes, importing pictures, movies and sound, tables and charts etc.
- d) Formatting slides
 - Text formatting, changing slide layout, changing slide colour scheme
 - Changing background, Applying design template
- e) How to view the slide show?
 - Viewing the presentation using slide navigator, Slide transition
 - Animation effects etc.

8. Working with Data Processing (MS Office/Open Office)

- a) Understanding different data types
- b) Creation of table, entering data in a table and modify it.
- c) Retrieve data with query:
 - Create a pivot table, customizing a pivot table, statistical analysis of data
 - Exchange data with other application: embedding objects, linking to other applications, import, export document.

9. Internet and its Applications

- a) Log-in to internet, introduction to search engine
Browsing and down loading of information from internet
- b) Creating E-Mail Account
 - Log in to e-mail account and Log out from e-mail account
- c) Managing E mail
 - creating a message

- sending, receiving and forwarding a message
- attaching a file
- deleting a message

INSTRUCTIONAL STRATEGY

Since this subject is practice oriented, the teacher should demonstrate the capabilities of computers to students while doing practical exercises. The students should be made familiar with computer parts, peripherals, connectors etc. and proficient in making use of MS Office/Open Office in addition to working on internet. The student should be made capable of working on computers independently. This subject should be taught with the help of LCD projector, while teaching a group.

RECOMMENDED BOOKS

1. Fundamentals of Computer by E Balagurusamy, Tata McGraw Hill Education Pvt Ltd , New Delhi
2. Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
3. Computers Fundamentals Architecture and Organisation by B Ram, revised Edition, New Age International Publishers, New Delhi
4. Fundamentals of Computer by Sumita Arora by Dhanpat Rai and Co , New Delhi
5. Computers Today by SK Basandara, Galgotia Publication Pvt ltd. Daryaganj, New Delhi.
6. Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
7. A First Course in Computer by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
8. Computer Fundamentals by PK Sinha; BPB Publication, New Delhi
9. Fundamentals of Information Technology by Leon and Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
10. Fundamentals of Information Technology by Vipin Arora, Eagle Parkashan, Jalandhar
11. Basics of Information Technology, by Ishan Publications, Ambala
12. Information Technology for Management by Henery Lucas, 7th edition, Tata McGraw Hill Education Pvt Ltd , New Delhi