

Annexure – VIII
Faculty of Commerce and Management
Basket for Vocational Skill Courses – 2 Credits

Sem	Course Type	Subjects	Course Code	Teaching Scheme			Max. Marks (TH) *	Examination Scheme				Credits
				Total Hours	Max. Marks (PR)	Max. Marks (CIE)		Total Marks	Min. Passing Marks			
				Theory	Practical	Total						
I	VSC	Computer Applications for Business OR Content Writing		15	30	45	-	50	50	100	50	2
II	VSC	Office Management		15	30	45	-	50	50	100	50	2
III	VSC	Understanding Business Documentation		15	30	45	-	50	50	100	50	2
V	VSC	Event Management Skills		15	30	45	-	50	50	100	50	2

DETAILED SYLLABUS

Vocational Skill Course – Sem I – 2 Credits

Computer Application for Business

Course Outcomes

CO 1	The students will be able to compare various types of operating systems.
CO 2	The students will be able to perform basic tasks using word processing tools
CO 3	The students will be able to perform basic mathematic operations and data presentation using Charts in MS-Excel.
CO 4	The students will be able to create simple PowerPoint presentations.

Unit I

Introduction to Computers: Generation of Computers, Block Diagram, Working of Computer, Hardware and Software, Programming and Flow Charts concepts, Operating systems (MSDOS, Windows, UNIX, Linux), Networking concepts.

Unit II

Word Processing: Introduction, starting word, creating document, Structure of Ms-word window and its application, Mouse & keyboard operations, designing a document; formatting - selection, cut, copy,

paste, Toolbars, operating on text; Printing, Saving, Opening, closing of document; creating a template; Tables, borders, textbox operations; Spelling and Grammar check.

Unit III

Spreadsheet Package: Introduction to Ms-Excel, Navigating, Excel Toolbars and Operations, Formatting Features- Copying Data Between Worksheets; Entering and Editing Cell Entries, Creation of Charts, Editing and Formatting Charts, Mathematical, Statistical and Financial Functions in Ms-Excel.

Unit IV

PowerPoint Presentation: Working with PowerPoint Window, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Moving the Frame, Inserting Clip Art, Picture, Slide; Text Styling, Send to Back, Entering Data to Graph, Organization Chart, Table, Design Template, Master Slide.

Reference books:

1. Microsoft Office –2000 – Gini Courter , Annelte Marquis BPB
2. First Text Book On Information Technology – Srikant Patnaik
3. An Introduction to Operating Systems: Concepts and Practice (GNU/Linux and Windows)
Prentice Hall India Pvt., Limited, 2019
4. Mastering MS Office, Bittu Kumar, V&S Publishers; Latest Revised Edition (9 January 2017)
5. MS-Office, Dr. S.S. Srivastava, Firewall Media, 2008

Practical Marks – 50

List of Practical

MS-WORD

1. Use a professional letter template of MS-WORD and write an application to the principal for two days leave. Also write down the steps to perform above in MS-WORD.
2. Using Mail Merge of MS-WORD, write a letter to the students of MCM-I to submit their Original Documents (Mark Sheet, Migration Certificate, TC etc) along with their balance fees up to 10th March 2008 in the office of the college during office timings morning 8:00 AM to 5:00 PM. Also write down the steps to perform above in MS-WORD.
3. Using Mail Merge of MS-WORD, write a letter to all the selected candidate for their final interview on 10th March 2008 at the Centre Point College, 7 Nawab Layout, Tilaknagar, Nagpur-10 at 11:00 AM along with all original documents and 2 passport size photographs. Also write down the steps to perform above in MS-WORD.

MS-EXCEL

1. Create a Mark-Sheet of MCM-Part I using MS-Excel. Mark-Sheet format should be as per below. Fill the information about 10students.

Roll No.	Name of Student	IT (100)	ICP (100)	IOS (100)	C++ (100)	MIS & SA (100)	Practical -I (100)	Practical-II (100)	Total Marks (Out of 700)	%
1										

- a) Draw a pie chart for above Mark-sheet
- b) Also write down the steps to perform above operation in MS-EXCEL.

2. Create an Employee Payment Sheet using MS-Excel. Employee Payment Slip format should be as per below. Fill the information about 10 employees. Fill the information about 10 employees.

Sr. No.	Name of Employee	Basic Salary	HRA 5%	TA 7%	DA 9%	Gross Salary
1						
<u>Total salary</u>						

- a) Draw a bar chart for above Employee Payment Sheet
- b) Also write down the steps to perform above operation in MS-EXCEL.

3. Create the following Product sheet in MS-EXCEL and perform the operation given below:

Sr. No.	Product Name	Company Name	Country	Quantity	Rate
1	Butter	Amul India ltd	India	20	Rs.19.00
2	Milkmaid	Amul India ltd	India	10	Rs.35.00
3	Tea	Hindustan Lever ltd	Malaysia	15	Rs.40.00
4	Biscuits	Parle ltd	India	32	Rs.12.00
5	Papad	Haldiram ltd	India	12	Rs.10.00
6	Chocolate	Cadbury ltd	Australia	150	Rs.15.00
7	Paneer	Amul India ltd	India	23	Rs.25.00
8	Bournvita	Cadbury ltd	Australia	20	Rs.45.00
9	Poppins	Parle ltd	India	27	Rs.6.00
10	Sauce	Amul India ltd	India	16	Rs.21.00

- a) List only those records whose country=||India||.
- b) List only those records whose company name=||Amul||.
- c) Also write down the steps to perform above operation in MS-EXCEL.

4. Create the following Product sheet in MS-EXCEL and perform the operation given below:

Sr. No.	Product Name	Company Name	Country	Quantity	Rate
1	Butter	Amul India ltd	India	20	Rs.19.00
2	Milkmaid	Amul India ltd	India	10	Rs.35.00
3	Tea	Hindustan Lever ltd	Malaysia	15	Rs.40.00
4	Biscuits	Parle ltd	India	32	Rs.12.00
5	Papad	Haldiram ltd	India	12	Rs.10.00
6	Chocolate	Cadbury ltd	Australia	150	Rs.15.00
7	Paneer	Amul India ltd	India	23	Rs.25.00
8	Bournvita	Cadbury ltd	Australia	20	Rs.45.00

9	Poppins	Parle ltd	India	27	Rs.6.00
10	Sauce	Amul India ltd	India	16	Rs.21.00

- Sort by Product Name, by company name, by country in ascending order.
- Sort by Country in descending order.
- Also write down the steps to perform above operation in MS-EXCEL.

5. Create the following Product sheet in MS-EXCEL and perform the operation given below:

Sr. No.	Product Name	Company Name	Country	Quantity	Rate
1	Butter	Amul India ltd	India	20	Rs.19.00
2	Milkmaid	Amul India ltd	India	10	Rs.35.00
3	Tea	Hindustan Lever ltd	Malaysia	15	Rs.40.00
4	Biscuits	Parle ltd	India	32	Rs.12.00
5	Papad	Haldiram ltd	India	12	Rs.10.00
6	Chocolate	Cadbury ltd	Australia	150	Rs.15.00
7	Paneer	Amul India ltd	India	23	Rs.25.00
8	Bournvita	Cadbury ltd	Australia	20	Rs.45.00
9	Poppins	Parle ltd	India	27	Rs.6.00
10	Sauce	Amul India ltd	India	16	Rs.21.00

- List the records whose quantity is ≥ 10 and ≤ 100 .
 - List the records whose rate is \geq Rs.35.00.
- Also write down the steps to perform above operation in MS-EXCEL.

MS-PowerPoint

- Draw and Analyze the DFD of Book Issuing System of College Library in MS- PowerPoint. Also write down the steps to perform above in MS-POWERPOINT.
- Draw and Analyze the DFD of Examination Management System in MS- PowerPoint. Also write down the steps to perform above in MS-POWERPOINT.

Vocational Skill Course – Sem I – 2 Credits

Content Writing

Course Outcomes

CO1	The student will be able to understand basic concepts of content writing.
CO2	The student will be able to gain knowledge regarding types of content writing and editing.
CO3	The student will be able to acquire knowledge on various writing styles.
CO4	The student will be able to create plagiarism-free content.
CO5	The student will be able to understand and write effective content without plagiarism.

Unit I

Basics of Content Writing: Concept of Content Writing and its relevance, Role and functions of Content Writers, Print and Web Content Writing, Scope and Types of Content Writing, Principles and processes of Content Writing.

Unit II

Types of Content Writing: Process of Content Writing: getting the brief, ideating, researching, structuring, formatting; editing and Proof-Reading: following company style sheet, grammar, copy flow, restructuring, market research,

Unit III

Writing Styles: Writing Styles: Non-fiction (Essays, Reports), Advertising, Newspapers, writing blogs, Case Studies, White Papers; Corporate Communications: writing for business to business (B2B), business to consumer (B2C), press releases; Newsletters: focus on language, jargon, writing style, and target audience, formal and informal language.

Unit IV

Plagiarism and Content Writing: Introduction to plagiarism, rules of plagiarism, techniques of writing plagiarism-free content.

Reference Books:

- 1.Turk, Christopher and John Kirkman. Effective Writing. London and New York: Chapman & Hall. Indian Reprint 2003
- 2.Pinker, Steven. The Sense of Style: The Thinking Person’s Guide to Writing in the 21st Century . Penguin Books, Reprint edition ,2015
- 3.Seely, John. Oxford Guide to Effective Writing and Speaking. OUP 2nd edition, 2005
- 4.Goins, Jeff. You Are a Writer (So Start Acting Like One). Tribe Press
- 5.Brohaugh, William. Write Tight: Say Exactly What You Mean with Precision and Power.
- 6.Janzer. Anne. The Writer's Process: Getting Your Brain in Gear. Cuesta Park Consulting, 2016
- 7.King, Stephen. On Writing: A Memoir of the Craft. Scribner, 2010

Practical Marks – 50

List of Practical

1. Create an advertisement content for a business school that offers executive MBA programme
2. Write a movie review of recently released movie
3. Write a complaint mail to a supplier for delay in receipt of consignment.
4. Write a press release on the scheduled induction programme for first year students
5. Develop a promotion message using emails for customers to attract them to enrol for a new online course
6. Write a travel blog for travelling information of Jim Corbet Park
7. Write a short essay on role of students in democracy (between 1000-1200 words) and check its plagiarism online and attach with the report along with the essay.
8. Write a sports editorial commencement of Indian Premier League
9. Create a content for online promotion of healthy food for healthy lifestyle
10. Write a newspaper article on excessive obsession towards social media among youth

Vocational Skill Course – Sem II – 2 Credits

Office Management

Course Outcomes

CO1	The student will understand the concept and importance of office management.
CO2	The student will be able Create mails and letter for internal and external communication.
CO3	The student will be able to Prepare a policy and manuals for office.
CO4	The student will be able to prepare document for office meetings.

Unit I

Office Management

Office Management: Concept and Definition, Nature and Scope. Elements and Functions, Office Manager: Functions, Duties and Responsibilities, Challenges before Modern Office Manager, Effective Management Techniques.

Unit II

Office Communication

Meaning, Types: Internal and External communications, Features of good communication. Process of Communications. Basic Principles of communications. Barriers to communications. Measures to overcome barriers.

Unit III

Office Manuals & Reports

Office Manuals & Reports Introduction, need, sources, types, advantages of manuals. Introduction, functions, classification of reports, basic Principles of writing reports, specimen of report.

Unit IV

Office Meeting

Office Meeting: Meaning, Definition, Importance, Purposes and Types of Meetings. Meeting: Essentials of Valid meeting & drafting notices, Agenda & Minutes, Factors of Successful meeting.

Reference Books

1. Office Organization and Management- Dr. C B Gupta, Sultan Chand & Sons.
2. Office Organization and Management- N.Kumar & R.Mittal, Anmol Publication Pvt.Ltd.
3. Fundamental of Office Management- J.P.Mahajan, Pitamber Publishing Co.
4. Office Management-Dr. A H Lokhandwala & V.K.Behere, Nirali Prakashan,

Practical Marks – 50

Practical Works for Course

1. Prepare a letter for inviting quotation of stationary supplies to Office.
2. Prepare a Joining letter for a new employee in the office.
3. Write an email to customer to apologize for delay in fulfilling orders.
4. Prepare an appreciation letter praising employee in office.
5. Prepare a leave policy for the office employee.
6. Prepare a manual to claim reimbursement of office tours.
7. Prepare a notice and agenda of an employee meeting to brief them on new project.
8. Prepare the minutes of the of an employee meeting to brief them on new project.
9. Prepare a report on annual employee performance.
10. Write a report on action taken of customer complaint against office staff.