

Program Name: Diploma in Computer Application and Secretarial Practice										Program Code:			
Semester: First										Scheme: Revision 2023			
Sl. No.	Course Category	Course Code	Course Name	Teaching Scheme				Evaluation Scheme				Evaluation Mode	Credit
				Contact Hours/Week				CA	ESA	Total Mark	Exam Type		
				L	T	P	Total						
1	Humanities & Social Sciences	2311	Communicative English - I	4	0	0	4	50	75	125	T	B	4
2	Basic Course	2312	Financial Accounting - I	4	0	0	4	50	75	125	T	B	4
3	Basic Course	2313	Business Studies	4	0	0	4	50	75	125	T	B	4
4	Foundation Course	2314	Shorthand English - I	2	0	7	9	50	75	125	T	B	5.5
5	Foundation Course	2315	Typewriting and Word Processing English - I (20 WPM)	0	0	4	4	75	50	125	P	B	2
6	Foundation Course	2316	Typewriting and Word Processing Malayalam - I (15 WPM)	0	0	5	5	75	50	125	P	B	2.5
			Total	14	0	16	30	350	400	750			22

Program Name: Diploma in Computer Application and Secretarial Practice										Program Code:			
Semester: Second										Scheme: Revision 2023			
Sl. No.	Course Category	Course Code	Course Name	Teaching Scheme				Evaluation Scheme				Evaluation Mode	Credit
				Contact Hours/Week				CA	ESA	Total Mark	Exam Type		
				L	T	P	Total						
1	Humanities & Social Sciences	2321	Communicative English - II	4	0	0	4	50	75	125	T	B	4
2	Basic Course	2322	Financial Accounting - II	4	0	0	4	50	75	125	T	B	4
3	Basic Course	2323	Business Communication	3	0	0	3	50	75	125	T	B	2
4	Core Course	2324	Shorthand English - II (80 WPM)	3	0	5	8	100	150	250	T	B	5.5
5	Core Course	2325	Typewriting and Word Processing English -II (40 WPM)	0	0	5	5	150	100	250	P	B	2.5
6	Core Course	2326	Typewriting and Word Processing Malayalam -II (25 WPM)	0	0	4	4	150	100	250	P	B	2
7	Core Course	2327	Data Entry Operation Powered by AI	0	0	2	2	150	100	250	P	B	1
			Total	14	0	16	30	700	675	1375			21

Program Name: Diploma in Computer Application and Secretarial Practice										Program Code:			
Semester: Third										Scheme: Revision 2023			
Sl. No.	Course Category	Course Code	Course Name	Teaching Scheme				Evaluation Scheme				Evaluation Mode	Credit
				Contact Hours/Week				CA	ESA	Total Mark	Exam Type		
				L	T	P	Total						
1	Core Course	2331	Secretarial Practice	4	0	0	4	50	75	125	T	B	3
2	Core Course	2332	Shorthand English - III (100 WPM)	2	0	6	8	100	150	250	T	B	5
3	Core Course	2333	Shorthand Malayalam - I	1	0	1	2	50	75	125	T	B	1.5
4	Core Course	2334	Computer Applications - I	1	0	3	4	50	75	125	T	B	2.5
5	Core Course	2335	Typewriting and Word Processing English -III (45 WPM)	0	0	4	4	150	100	250	P	B	2
6	Core Course	2336	Typewriting and Word Processing Malayalam - III (35 WPM)	0	0	4	4	150	100	250	P	B	2
7	Core Course	2337	Computerised Financial Accounting	0	0	4	4	75	50	125	P	B	2
			Total	8	0	22	30	625	625	1250			18

Program Name: Diploma in Computer Application and Secretarial Practice										Program Code:			
Semester: Fourth										Scheme: Revision 2023			
Sl. No.	Course Category	Course Code	Course Name	Teaching Scheme				Evaluation Scheme				Evaluation Mode	Credit
				Contact Hours/Week				CA	ESA	Total Mark	Exam Type		
				L	T	P	Total						
1	Core Course	2341	Shorthand English - IV (120WPM)	2		7	9	100	150	250	T	B	5.5
2	Core Course	2342	Shorthand Malayalam - II (50 WPM)	1		2	3	100	150	250	T	B	2
3	Core Course	2343	Computer Applications - II	0		4	4	75	50	125	P	B	2
4	Core Course	2344	Typewriting and Word Processing English -IV (50 WPM)	0		5	5	150	100	250	P	B	2.5
5	Core Course	2345	Desk Top Publishing (English & Malayalam)	1		4	5	75	50	125	P	B	3
6	Core Course	2346	Word Processing Hindi	0		4	4	75	50	125	P	B	2
7	Internship	2347	Internship										2
			Total	4		26	30	575	550	1125			19

Total Credit 80

Teaching Scheme : L-Lecture, T-Tutorial, P- Practical | Examination Type : T-Theory, P-Practical | Examination Mode : B-Board Level

Evaluation Scheme : CA - Continuous Assessment, ESA - End Semester Assessment