

# **GCI SYLLABUS**

## (REVISION 2023)

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# **SEMESTER I**

Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2311</b>	Course Title: <b>Communicative English-I</b>
Semester: <b>1</b>	Credits: <b>4</b>
Course Category: <b>Humanities &amp; Social Sciences</b>	
Periods per week: <b>4 (L:4, T:0, P:0)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To cultivate competence in listening to and comprehending various information, opinions and ideas both formal and informal.
2. To develop proficiency, fluency and confidence in oral communication and use English with ease in both everyday and workplace contexts.
3. To acquaint the learners with various reading strategies, to construct meaning and develop thoughtful and critical interpretations of texts like articles, technical documents, narratives etc.
4. To familiarize the learners with various writing discourses with accuracy, brevity and clarity.

### Course Pre-requisites:

Topic	Course Code	Course name	Semester
Basic knowledge of English-Reading and Writing Secondary School		Secondary School	

### Course Outcomes:

On completion of the course, the Learners will be able:-

COn	Description	Duration (Hours)	Cognitive Level
CO1	To comprehend the main idea and supporting details of the listening passage.	11	Understanding
CO2	To apply different language functions and communicate effectively in the workplace and daily life.	13	Applying
CO3	To read, comprehend and infer the ideas and concepts contained in articles, technical writings and narratives and express them in their own words.	20	Analysing

CO4	To apply the different techniques of writing to compose technical documents like notice, agenda etc...	14	Applying
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### CO – PO Mapping with values

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1					3	
CO2					3	
CO3					3	3
CO4					3	3

### Course Outline

On completion of the course student will be able to:

Module Outcomes	Description	Duration (Hours)	Cognitive Level	Course Outcomes	Hours allotted to COs
M1.01	Read and comprehend the text given in a story	4	Understanding	CO3 CO1	2 2
M1.02	Make use of contextual clues to infer meanings of unfamiliar words from the context	1	understanding	CO3	1
M1.03	Describe types of sentences and its structure	4	Understanding	CO1 CO3	1 3
M1.04	Describe a person, a place and an incident.	4	Understanding	CO4	4
M1.05	Illustrate oneself and others	3	Understanding	CO2	3
	<b>Total Hours</b>	<b>16</b>			<b>16</b>

#### Contents:

**Reading Passage** - The Diamond Necklace (R1), Vocabulary, Comprehension, **Grammar** – Sentences and its different types, Sentence conversion, Jumbled sentences, Framing questions, **Writing** - Describing a person, a place and an incident. **Speaking** – Self introduction and introducing others

Module Outcomes	Description	Duration (Hours)	Cognitive Level	Course Outcomes	Duration allotted to COs
M2.01	Read and comprehend the text given	3	Analysing	CO3 CO1	2 1
M2.02	Classify parts of speech, Determine verb forms	5	Understanding	CO3 CO1	4 1
M2.03	Develop a story from the given outline	3	Applying	CO4	3
M2.04	Perform various roles for the given situation	4	Applying	CO2	4
	Series Test 1	1			
	<b>Total Hours</b>	<b>16</b>			

**Contents:-**

**Reading Poem** – Once Upon a Time (R2), Vocabulary, **Grammar** – Parts of speech, Concord, Gerund, **Writing**- Make stories, **Speaking** - Role Play.

Module Outcomes	Description	Duration (Hours)	Cognitive Level	Course Outcomes	Duration allotted to COs
M3.01	Comprehend main ideas and supporting details of a passage	4	Understanding	CO3 CO1	2 2
M3.02	Classify verb with auxiliaries, Format questions and answers	3	Understanding	CO3 CO1	2 1
M3.03	Describe an idea or concept, List the ideas in a passage into main points and sub points	4	Applying	CO4	4
M3.04	Deliver a welcome speech on a specific situation	3	Applying	CO2	3
	<b>Total Hours</b>	<b>14</b>			

**Contents:**

**Reading Passage** – Reading with a purpose (R3), Vocabulary, **Grammar** – Auxiliaries and modals, Question Tag, Short Answers Affirmative and negative, **Writing**- Essays& Note

Making, <b>Speaking</b> - Welcome Speech.					
<b>Module Outcomes</b>	<b>Description</b>	<b>Duration (Hours)</b>	<b>Cognitive Level</b>	<b>Course Outcomes</b>	<b>Duration allotted to COs</b>
M4.01	Read and comprehend main ideas and supporting details in a passage	4	Understanding	CO3 CO1	2 2
M4.02	Express the correct Tense in appropriate place in a sentence.	3	Understanding	CO3 CO1	2 1
M4.03	Outline the contents of a notice with agenda	3	Understanding	CO4	3
M4.04	Deliver a vote of thanks on a specific situation	3	Applying	CO2	3
	Series Test 2	1			
	<b>Total Hours</b>	<b>14</b>			
<b>Contents:</b> <b>Reading Passage</b> – At The High School (R4), Vocabulary, <b>Grammar</b> –Tense, <b>Writing</b> - Notice with agenda, <b>Speaking</b> - Vote of Thanks.					

### Text/Reference

<b>T/R</b>	<b>Book Title/Author</b>
R <sub>1</sub>	The Entire Original Maupassant Short Stories (Vol. IV), Guy De Maupassant
R <sub>2</sub>	The Fisherman's Invocation, Gabriel Okara
R <sub>3</sub>	Effective Communication for Science and Technology, Joan Van Emdon
R <sub>4</sub>	The Story of My Experiments with Truth (Chapter V), M K Gandhi
R <sub>5</sub>	J. D. O'Connor Better English Pronunciation. Cambridge: Cambridge University Press, 1980.
R <sub>6</sub>	Margaret M. Maison. Examine your English. Orient Longman: New Delhi, 1964.
R <sub>7</sub>	Oxford Dictionary

### Online Resources

SL. No.	Website Link
1.	<a href="https://www.britishcouncil.in/english">https://www.britishcouncil.in/english</a>
2	<a href="https://www.cambridgeenglish.org/">https://www.cambridgeenglish.org/</a>
3	<a href="https://www.englishclub.com/">https://www.englishclub.com/</a>



Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2312</b>	Course Title: <b>Financial Accounting - I</b>
Semester: <b>1</b>	Credits: <b>4</b>
Course Category: <b>Basic Course</b>	
Periods per week: <b>4 (L:4, T:0, P:0)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To understand the fundamentals of financial accounting system.
2. To record various kinds of business transactions

### Course Pre-requisites:

Topic	Course Code	Course name	Semester
Basic arithmetical and logical skills		Secondary School	

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Explain the basic concepts of accounting and journalising	22	Understanding
CO2	Prepare ledger accounts and trial balance.	12	Understanding
CO3	Prepare various types of cash books.	12	Understanding
CO4	Prepare Special Journals.	12	Understanding
	Series Test	2	

## CO – PO Mapping

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1	3					
CO2	3					
CO3	3					
CO4	3					

## Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain the basic concepts of accounting and journalizing	22	Understanding
<b>Contents:</b> INTRODUCTION TO FINANCIAL ACCOUNTING – Define accounting – Importance of accounting – Meaning of financial accounting – features – objectives – advantages – limitations – important terms used in accounting – Generally Accepted Accounting Principles (GAAP) – accounting concepts, principles – systems of accounting – single entry – double entry – meaning of debit and credit – accounting equations – classification of accounts – rules for debit and credit – journal – definition – advantages – process of journalizing – narration – preparation of journals from various transactions – compound journal entries – trade discount – cash discount.			
CO2	Prepare ledger accounts and trial balance.	12	Understanding
	Series Test 1	1	
<b>Contents:</b> PREPARATION OF LEDGER AND TRIAL BALANCE – Meaning of ledger – posting and balancing - identify personal ledger and impersonal ledger – preparation of different ledger accounts – purchase ledger – sales ledger – Trial balance – meaning - importance – objectives – total method – balance method – preparation of trial balance from ledger account balances.			
CO3	Prepare various types of cash books.	12	Understanding
<b>Contents:</b> SPECIAL JOURNALS I – meaning – purpose – types of special journals - distinguish between general and special journals – cash book – meaning – importance – preparation of simple cash book – two column cash book – three column cash book – contra entry – cash			

book with overdraft – petty cash book – imprest system – analytical petty cash book – preparation of each type of cash book – preparation of ledgers from cash book.

CO4	Prepare Special Journals.	12	Understanding
	Series Test 2	1	

**Contents:**

SPECIAL JOURNALS II – purchase day book – purchase return book – sales day book – sales return book – credit note – debit note – bills receivable book – bills payable book – journal proper – preparation of special journals (except cash book) – preparation of ledgers from day book

**Text / Reference**

T/R	Book Title/Author
T <sub>1</sub>	M C K Nambiar – Accountancy, Kamalalayam Publishers
T <sub>2</sub>	Dr. P K Lazar – Accountancy I, Excel Publishers
T <sub>3</sub>	T S Grewal – Double Entry Book keeping, Sulthan Chand Educational Publishers
R <sub>1</sub>	M C Shukla and T S Grewal – Advanced Accounts

**Online Resources**

S.No	Website Link
1	<a href="https://www.accountingcoach.com">https://www.accountingcoach.com</a>
2	<a href="https://www.deeppanacademy.com">https://www.deeppanacademy.com</a>
3	<a href="https://www.ddegjust.ac.in">https://www.ddegjust.ac.in</a>

Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2313</b>	Course Title: <b>Business Studies</b>
Semester: <b>1</b>	Credits: <b>4</b>
Course Category: <b>Basic Course</b>	
Periods per week: <b>4 (L:4, T:0, P:0)</b>	Periods per semester: <b>60</b>

### Course Objectives:

- To provide the basic concept of business, various forms of business organisation, banking, Entrepreneur & MSMEs in India.

### Course Pre-requisites:

Topic	Course code	Course name	Semester
Awareness of day to day Business & Trading Activities		Secondary School	1

### Course Outcomes:

CO <sub>n</sub>	Description	Duration (Hours)	Cognitive Level
CO1	Explain the fundamentals of Business	18	Understanding
CO2	Classify the various forms of Business Organization	15	Understanding
CO3	Interpret the Concept of Commercial banks and Central bank	10	Understanding
CO4	Identify the role of Entrepreneurship & MSMEs in India	15	Understanding
	Series Test	02	

## CO – PO Mapping

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1	2					
CO2	2					
CO3	2					
CO4	2					

3- Strongly mapped, 2- Moderately mapped, 1- Weakly mapped

## Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain the fundamentals of Business	18	Understanding
<b>Contents:</b> Fundamentals of Business-Commerce - importance of commerce –functions of commerce - classification of commerce - industry-classification of industry - E-commerce –meaning – benefits- constituents - B2B - B2C – B2G – B2E- social responsibility- responsibilities towards different of interest groups.			
CO2	Classify the various forms of Business Organization	15	Understanding
	Series Test –I	1	
<b>Contents:</b> Sole proprietorship-features -partnership-meaning-definition features -partnership deed- contents-joint stock company-definition-features –types of companies -public company- private company & public company-Govt. company- co-operative society-definition- features-kinds of co-operative society			
CO3	Interpret the Concept of Commercial and Central bank	10	Understanding
<b>Contents:</b> Banking - Meaning –definition- commercial bank- meaning- functions – central bank-			

meaning –functions –modern services of banking-EFTS-ATM-tele banking- internet banking-debit card-credit card-UPI-core banking.			
CO4	Identify the role of Entrepreneurship & MSMEs in India	15	Understanding
	Series Test –II	1	
<p><b><u>Contents:-</u></b></p> <p>Entrepreneur- introduction –characteristics and qualities -entrepreneurship- meaning-characteristics - difference between manager &amp; entrepreneur – MSMEs-introduction- role of MSMEs- problems associated with MSMEs.</p>			

### Text/ Reference

T/R	Book Title/Author
R <sub>1</sub>	NCERT Text Book -Business Studies
R <sub>2</sub>	Elements of Commerce - M. C. K. Nambiar
R <sub>3</sub>	Business Studies I - Dr PK Lazar and O.S Priyadarsanan
R <sub>4</sub>	Banking Theory and Practice - Clifford Gomez
R <sub>5</sub>	Elements of Commerce - M. C. K. Nambiar

### Online Resources

Sl. No.	Website Link
1	<a href="https://ncert.nic.in/textbook.php?kebs1=0-11">https://ncert.nic.in/textbook.php?kebs1=0-11</a>
2	<a href="https://byjus.com/commerce/commerce-free-resources/">https://byjus.com/commerce/commerce-free-resources/</a>
3	<a href="https://www.classcentral.com/university/isb">https://www.classcentral.com/university/isb</a>
4	<a href="https://msme.gov.in/sites/default/files/MSME_Schemes_English_0.pdf">https://msme.gov.in/sites/default/files/MSME_Schemes_English_0.pdf</a>
5	<a href="https://ncert.nic.in/textbook/pdf/kebs109.pdf">https://ncert.nic.in/textbook/pdf/kebs109.pdf</a> - MSMEs

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2314</b>	Course Title: <b>Shorthand English - I</b>
Semester: <b>1</b>	Credits: <b>5.5</b>
Course Category: <b>Foundation Course</b>	
Periods per week: <b>9 (L:2, T:0, P:7)</b>	Periods per Semester: <b>135</b>

### Course Objectives

1. To get fundamental knowledge in shorthand.
2. To convert English text into shorthand
3. To improve English Language and attain speed in shorthand writing.
4. To read shorthand outline with ease.

### Course Pre-requisites

Topic	Course Name
Basic knowledge in English Grammar and Composition	Secondary Education

### Course Outcomes

On Completion of the course, the student will be able to:-

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Explain basic knowledge of shorthand. Classification of consonants, Define vowels, and alternative signs R and H.	34	Understanding
CO2	Describe diphthongs and triphone, Illustrate phraseography, circles and loops in shorthand.	39	Understanding
CO3	Explain initial and final hooks.	32	Understanding
CO4	Make use of Aspirates, Upward R, downward R, L,S, H.	28	Understanding

	Explain Compound consonants.		
	Series Test	2	

### CO-PO Mapping

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1					2	
CO2					2	
CO3					2	
CO4					2	

3.Strongly mapped. 2.Moderately mapped. 1. Weakly mapped

### Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain basic knowledge of consonants, vowels, and alternative signs R and H.	34	Understanding
<b>Contents:</b> Consonants, Strokes, joining strokes, Vowels, Vowel places, preceding and following vowels, intervening vowels and position, Grammalogues, alternative signs for R and H			
CO2	Describe diphthongs and triphone, phraseography, circles and loops in shorthand.	39	Understanding
	Series Test 1	1	
<b>Contents:</b> Diphthongs, Triphones, Abbreviated W, Phraseography, Tick the, Circle S and Z, Stroke S And Z, Large Circle SW, SS, SZ, St and Str loops, Exercise Practice up to Revisionary Exercise (A).			
CO3	Explain initial and final hooks.	32	Understanding
CO4	Make use of Aspirates, Upward R, downward R,	28	Understanding



	L,SH. Compound consonants.		
	Series Test 2	1	
<b>Contents:</b>			
Aspirate – upward H, down ward H, Tick H and Dot H, upward and downward R, Upward and down ward L and SH, Compound Consonants. Exercise up to 80.			

### **Text/ Reference**

<b>T/R</b>	<b>Book Title/Author</b>
R1	Pitman Shorthand Instructor And Key, Sir Issac Pitman
R2	Enrich Your Theory, Published by Bagavan Associates Bangalore

Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2315</b>	Course Title: <b>Typewriting and Word Processing English – I (20 WPM)</b>
Semester: <b>1</b>	Credits: <b>2</b>
Course Category: <b>Foundation Course</b>	
Periods per week: <b>4 (L:0, T:0, P:4)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To master English keyboard.
2. To use shortcut keys efficiently.
3. To acquire speed in typing at 20 words per minute

### Course Pre-requisites:

Topic	Course Code	Course Name	Semester
Fundamental knowledge of computer		Secondary level	
Opening, closing and saving documents		Secondary level	
Printing Documents		Secondary level	

### Course Outcomes:

On the completion of the course, the students will be able to:

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the visible parts of a typewriter	10	Understanding
CO2	Demonstrate the operations of character and non-character keys in a typewriter	15	Understanding
CO3	Demonstrate speed in typing @10 WPM in Computer keyboard	15	Understanding
CO4	Demonstrate speed in typing at 20 WPM in Computer keyboard	17	Understanding
	Series Tests	3	

**CO – PO Mapping**

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1			2			
CO2			2			
CO3			2			
CO4			2			

**Course Outline**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the visible parts of a typewriter	10	Understanding
<b>Contents:</b> Character and non-character keys – shift keys – shift lock - carriage – cylinder – cylinder knobs – margin stops – carriage return lever – ribbon – ribbon carrier – line space indicator – QWERTY keyboard			
CO2	Demonstrate the operations of character and non-character keys in a typewriter	15	Understanding
	Series Test – I	1	
<b>Contents:</b> Home Keys – master key – first and third row keys – Syllabification – punctuation Touch system – Rhythm			
CO3	Demonstrate speed in typing @10 WPM in Computer keyboard	15	Understanding
	Series Test - II	1	
<b>Contents:</b> A-Z and Z-A – upper case – lower case – punctuation – figures -speed test			
CO4	Demonstrate speed in typing at 20 WPM in Computer keyboard	17	Understanding
	Series Test - III	1	
<b>Contents:</b> Spell check – paragraph alignment – shortcut keys – function keys – number pad and speed exercises.			

Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2316</b>	Course Title: <b>Typewriting &amp; Word Processing Malayalam – I (15 WPM)</b>
Semester: <b>1</b>	Credits: <b>2.5</b>
Course Category: <b>Foundation Course</b>	
Periods per week: <b>5 (L:0 T:0 P: 5)</b>	Periods per semester: <b>75</b>

### Course Objectives:

1. To identify word processing terminology and concepts
2. To enable the students to use simple tools, utilities and print documents
3. To attain typing speed @15 wpm

### Course Pre-requisites:

Topic	Course name
Fundamental computer knowledge	Secondary School

### Course Outcomes:

On completion of the course, the student will be able to:

CO <sub>n</sub>	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate Malayalam Word Processing in office automation by installing Malayalam language and fonts.	17	Understanding
CO2	Demonstrate the Operations of character and non-character keys	20	Understanding
CO3	Demonstrate Touch system and rhythm in typing	15	Understanding
CO4	Demonstrate speed in Malayalam typing @ 15 wpm.	20	Understanding
	Series Test	3	

## CO – PO Mapping:

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
CO1			2				
CO2			2				
CO3			2				
CO4			2				

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

## Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate Malayalam Word Processing in office automation by installing Malayalam language and fonts.	17	Understanding
<b>Contents:</b> Unicode- Malayalam Keyboard-Open, Close – Saving a document- File – Print Command -Formatting the Document- Redoing and Undoing changes-Practice Vowels, fingering exercise.			
CO2	Demonstrate the Operations of character and non-character keys	20	Understanding
	Series Test – I	1	
<b>Contents:</b> Malayalam alphabet keys,സ്വരാക്ഷരങ്ങൾ, വ്യഞ്ജനാക്ഷരങ്ങൾ, കൂട്ടക്ഷരങ്ങൾ, അടയാളങ്ങൾ, ചെറുവാക്കുകൾ			
CO3	Demonstrate Touch system and rhythm in typing	15	Understanding
	Series Test – II	1	
<b>Contents:</b> Touch System of typing- rhythm - word exercise-Sentence exercise			
CO4	Demonstrate speed in Malayalam typing @ 15 wpm.	20	Understanding
	Series Test – III	1	

**Contents:**

Exercises on Speed Passages @ 15 wpm

**Text / Reference:**

<b>T/R</b>	<b>Book Title/Author</b>
T <sub>1</sub>	Malayalam Typewriting (Speed) – Kala publications, Ernakulam.
R <sub>1</sub>	Malayalam Typewriting (Speed) – Sanjay Publications, Palakkad.
R <sub>2</sub>	Malayalam Typewriting (Speed) – Star Publications, Thiruvananthapuram.

**Online Resources:**

<b>SL. No</b>	<b>Website Link</b>
1	<a href="https://www.youtube.com/watch?v=cRrJcQdJkYE">https://www.youtube.com/watch?v=cRrJcQdJkYE</a>
2	<a href="https://www.youtube.com/watch?v=9t8vz3KtqX8">https://www.youtube.com/watch?v=9t8vz3KtqX8</a>
3	<a href="http://ranjithkumarak.blogspot.com/p/malayalamtyping.html">http://ranjithkumarak.blogspot.com/p/malayalamtyping.html</a>

# **SEMESTER II**

Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2321</b>	Course Title: <b>Communicative English-II</b>
Semester: <b>2</b>	Credits: <b>4</b>
Course Category: <b>Humanities &amp; Social Sciences</b>	
Periods per week: <b>4 (L:4, T:0, P:0)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To cultivate competence in listening to and comprehending various information, opinions and ideas both formal and informal.
2. To develop proficiency, fluency and confidence in oral communication and use English with ease in both everyday and workplace contexts.
3. To acquaint the learners with various reading strategies, to construct meaning and develop thoughtful and critical interpretations of texts like articles, technical documents, narratives etc.
4. To familiarize the learners with various writing discourses with accuracy, brevity and clarity.

### Course Pre-requisites:

Topic	Course code	Course name	Semester
Text book prepared by SITTTTR, Kalamassery for Communicative English-I for DCA & SP		Diploma in Computer Application ad Secretarial Practice	I

### Course Outcomes:

On completion of the course, the Learners will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	To comprehend the main idea and supporting details of the listening passage	13	Understanding
CO2	To speak effectively and confidently in formal context like group discussion, debate, slide presentation and interview.	14	Applying



CO3	To read, comprehend and infer the ideas and concepts contained in articles, technical writings and narratives and express them in their own words	19	Analysing
CO4	To apply the different techniques of writing to compose technical documents like reports, emails and so on.	12	Applying

### CO – PO Mapping

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1					3	
CO2					3	
CO3					3	3
CO4					3	3

### Course Outline

On completion of the course, student will be able to:

Module Outcomes	Description	Duration (Hours)	Cognitive Level	Course Outcomes	Hours allotted to COs
M1.01	Read and comprehend the given story	3	Understanding	CO3 CO1	2 1
M1.02	Make use of contextual clues to infer meanings of unfamiliar words from the context	1	Understanding	CO3	1
M1.03	Employ Conditional Clause, Degrees of Comparison	3	Understanding	CO3 CO1	2 1
M1.04	Develop formal letters	3	Understanding	CO4	3
M1.05	Demonstrate prepared slides effectively	5	Applying	CO2	5
	<b>Total Hours</b>	<b>15</b>			

<b>Contents:</b> <b>Reading Passage</b> – Two Gentlemen of Verona (R1), Vocabulary, Comprehension, <b>Grammar</b> – Conditional Clause, Degrees of Comparison <b>Writing</b> – Formal Letters, <b>Speaking</b> - Presents slides effectively					
Module Outcomes	Description	Duration (Hours)	Cognitive Level	Course Outcomes	Hours allotted to COs
M2.01	Read and comprehend the given poem	3	Analysing	CO3 CO1	2 1
M2.02	Make use of Articles in a sentence, Conversion of Active Voice into Passive Voice	5	Understanding	CO3 CO1	4 1
M2.03	Cite e-mails effectively	3	Understanding	CO4	3
M2.04	Perform well in group discussion	3	Applying	CO2	3
	<b>Series Test 1</b>	<b>1</b>			
	<b>Total Hours</b>	<b>15</b>			
<b>Contents:</b> <b>Reading Poem</b> – The Bangle Sellers (R2), Vocabulary, <b>Grammar</b> - Understand the use of Articles, Understand the use of Active Voice and Passive Voice, <b>Writing</b> – Compose e-mails, <b>Speaking</b> - Group Discussion					
Module Outcomes	Description	Duration (Hours)	Cognitive Level	Course Outcomes	Hours allotted to COs
M3.01	Read and understand the central and supporting ideas	4	Understanding	CO3 CO1	1 3
M3.02	Express use of Direct and Indirect speech	3	Understanding	CO3 CO1	2 1
M3.03	Abridge a given passage	3	Understanding	CO4	3
M3.04	Perform actively in Debate	5	Applying	CO2 CO1	4 1
	<b>Total Hours</b>	<b>15</b>			
<b>Contents:</b> <b>Reading Passage</b> – My Vision for India (R3), Vocabulary, <b>Grammar</b> – Direct and Indirect					

speech **Writing** - Precise Writing, **Speaking** - Debate

Module Outcomes	Description	Duration (Hours)	Cognitive Level	Course Outcomes	Hours allotted to COs
M4.01	Read and comprehend main idea and supporting details of a passage	4	Understanding	CO3 CO1	1 3
M4.02	Identify and correct the errors in sentences	4	Understanding	CO3	4
M4.03	Prepare Job application letter and Resume effectively	3	Understanding	CO4	3
M4.04	Perform in an Interview impressively	3	Applying	CO2 CO1	2 1
	Series Test 2	1			
	<b>Total Hours</b>	<b>15</b>			
<b>Contents:</b> <b>Reading Passage</b> – Qualities to be Developed (R4), Vocabulary, <b>Grammar</b> – Error correction in sentence (address common errors in sentences) <b>Writing</b> - Job application letter and resume, <b>Speaking</b> - Interview					

### Text/Reference

T/R	Book Title/Author
R1	A J Cronin
R2	The Bird of Time (1912), Sarojini Naidu
R3	Speech Delivered at IIT, Hyderabad, Dr. A P J Abdul Kalam
R4	A Masterpiece Of Letters, Vinod Gambtoo
R5	Oxford Modern English Grammar, Bas Arts
R6	English Grammar in Use, Raymond Murphy
R7	Oxford Dictionary



## Online Resources

SL. No.	Website Link
1.	<a href="https://www.britishcouncil.in/english">https://www.britishcouncil.in/english</a>
2	<a href="https://www.cambridgeenglish.org/">https://www.cambridgeenglish.org/</a>
3	<a href="https://www.englishclub.com/">https://www.englishclub.com/</a>

Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2322</b>	Course Title: <b>Financial Accounting - II</b>
Semester: <b>II</b>	Credits: <b>4</b>
Course Category: <b>Basic Course</b>	
Periods per week: <b>4 (L:4 T:0 P:0)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To provide the practical knowledge in the preparation of Bank Reconciliation Statement
2. To familiarize the preparation of Final accounts with and without adjustments
3. To give awareness about Computerised accounting System and GST

### Course Pre-requisites:

Topic	Course Code	Course name	Semester
Basic knowledge of accounting		Financial Accounting - I	1

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO 1	Explain the concept of Bank reconciliation.	16	Understanding
CO 2	Solve problems on financial statements without adjustments	10	Understanding
CO 3	Solve problems on financial statements with adjustments	20	Understanding
CO 4	Explain the basic concepts of Computerised Accounting and GST.	12	Understanding
	Series Test I	2	

## CO – PO Mapping

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1	2					
CO2	3					
CO3	3					
CO4	3					

## Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain the concept of Bank reconciliation.	16	Understanding
<b>Contents:</b> BANK RECONCILIATION STATEMENT – Meaning of Bank reconciliation statement – Need and importance –Bank statement or Bank Pass book –Causes of disagreement between cash book balance and pass book balance – Preparation of Bank reconciliation statement – preparation of bank reconciliation statement in case of bank overdraft as per Cash book and Pass book.			
CO2	Solve problems on financial statements without adjustments	10	Understanding
	Series Test – I	1	
<b>Contents:</b> FINANCIAL STATEMENTS WITHOUT ADJUSTMENTS– Meaning, objectives and importance of Financial statements - Capital, revenue and deferred revenue expenditure – Opening journal entry - Trading account – items in trading account – preparation - Gross profit – Operating profit – Profit and loss account – items in Profit and loss account – preparation - Net profit – Balance sheet – features and importance – Grouping and marshalling of assets and liabilities – Preparation of Balance sheet – Solving problems on financial statements without adjustments.			
CO3	Solve problems on financial statements with adjustments	20	Understanding
<b>Contents:</b> FINANCIAL STATEMENTS WITH ADJUSTMENTS – Need for adjustments in financial statements – various adjustments - Outstanding expenses - Prepaid expenses -			

Income received in advance - Income earned but not received – Depreciation - Bad debts, Provision for bad and doubtful debts, provision for discount on debtors and creditors, Interest on capital and drawings, Deferred revenue expenditure – Solving problems

CO4	Explain the basic concepts of Computerised Accounting and GST.	12	Understanding
	Series Test – II	1	

**Contents:**

COMPUTERISED ACCOUNTING SYSTEM & GST – Meaning of Computerised Accounting System – Basic requirements – Advantages – Limitations – Difference between computerised accounting and manual accounting – Sourcing of accounting software – types of accounting packages or softwares–advantages and limitations – comparison between various types of accounting packages – GST – meaning – types of GST – Features – Objectives – Limitations – Intra-state supply – Inter-state supply – Input GST and Output GST - GST Accounting entries – Purchase of goods – Purchase of assets – expenses – Purchase return – cash discount received - drawings – Sales – income received –Sales return – Cash discount allowed

**Text / Reference**

T/R	Book Title/Author
T <sub>1</sub>	Dr. K.G.C Nair, Dr.Dipa S Krishnan &Dr. T Rajesh – Systematic approach to Accountancy and Financial Accounting - Chand publications
T <sub>2</sub>	Dr. P K Lazar – Accountancy I, Excel Publishers
T <sub>3</sub>	T S Grewal – Double Entry Book keeping, Sulthan Chand Educational Publishers
R <sub>1</sub>	M C Shukla and T S Grewal – Advanced Accounts

**Online Resources**

S.No	Website Link
1	<a href="https://www.accountingcoach.com">https://www.accountingcoach.com</a>
2	<a href="https://www.deeppanacademy.com">https://www.deeppanacademy.com</a>
3	<a href="https://www.ddegjust.ac.in">https://www.ddegjust.ac.in</a>



Program: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2323</b>	Course Title: <b>Business Communication</b>
Semester: <b>2</b>	Credits: <b>2</b>
Course Category: <b>Basic Course</b>	
Periods per week: <b>3 (L:3 T:0 P:0)</b>	Periods per semester: <b>45</b>

### Course Objectives:

- To enable the students to create an efficient office environment by acquiring necessary communicative, administrative, professional skills.

### Course Pre-requisites:

Topic	Course code	Course name	Semester
Fundamental knowledge of communication skills in English, office & business procedure		Secondary School	

### Course Outcomes:

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Explain various modes of communication	10	Understanding
CO2	Summarise different types of office correspondences	14	Understanding
CO3	Prepare various kinds of business letters	10	Applying
CO4	Interpret the Modern Business Communication methods	09	Understanding
	Series Test	02	

**CO – PO Mapping**

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1					2	
CO2					2	
CO3					3	
CO4	2				2	

3- Strongly mapped, 2- Moderately mapped, 1- Weakly mapped

**Course Outline**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain various modes of communication	10	Understanding
<b>Contents:</b> Meaning and definition of communication.- characteristics- need and importance - process of communication–sender, encoding- message, means, decoding-receiver, feedback -types of communication – verbal – non-verbal- formal – informal-comparison between formal & informal-oral & written communication			
CO2	Summarise different types of office correspondences	14	Understanding
	Series Test – I	01	
<b>Contents:</b> Meaning and definition of correspondence - different types of correspondences - private - official –business correspondence-importance of business correspondence - procedure for office correspondence - drafting – inward- outward mail - letters to the editor			
CO3	Build the skills for drafting various kinds of business letters	10	Applying
<b>Contents:</b> Parts of a business letter - kinds of business letters –enquiry- reply - offers and quotations- letter of complaint and adjustment letter - Collection letters- notification – reminder – persuasion – coercion - Circulars			

<b>CO4</b>	Interpret the Modern Business Communication methods	09	Understanding
	Series Test – II	01	
<b>Contents:</b> Meaning of modern business communication – various kinds of modern communication – E-mail-internet-fax- computer-voice mail-tele prompter - Multimedia Presentation – Focusky-adobe Premiere-Reveal.js - Libre office-video presentation software – Internet-intranet –Comparison between internet & Intranet – Different uses of internet- e-mail-Fax- e-banking-www-chat room-e-commerce-telenet-virtual meeting- Tele conferencing-video conferencing-social media management.			

#### **Text/ Reference**

<b>T/R</b>	<b>Book Title/Author</b>
R <sub>1</sub>	Sinha KK, Business Communication
R <sub>2</sub>	Business Communication & Management Information System - M. V. Abraham, Dr. G. S. Gireesh Kumar)
R <sub>3</sub>	Commercial Correspondence - M. C. K. Nambiar
R <sub>4</sub>	Essentials of Business Communication. - Rajendra Pal &J.S.Korlahalli -

#### **Online Resources**

<b>S.No</b>	<b>Website Link</b>
1	<a href="https://ddceutkal.ac.in/Syllabus/MA_English/Paper_21.pdf">https://ddceutkal.ac.in/Syllabus/MA_English/Paper_21.pdf</a>
2	<a href="https://backup.pondiuni.edu.in/storage/dde/dde_ug_pg_books/BBA1002BCOM1002%20Business%20commission.pdf">https://backup.pondiuni.edu.in/storage/dde/dde_ug_pg_books/BBA1002BCOM1002%20Business%20commission.pdf</a>
3	<a href="https://sdak24.com/bcom-1st-year-modern-forms-of-communication-notes/">https://sdak24.com/bcom-1st-year-modern-forms-of-communication-notes/</a> - Modern Communication

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2324</b>	Course Title: <b>Shorthand English II (80 WPM)</b>
Semester: <b>II</b>	Credits: <b>5.5</b>
Course Category: <b>Program core</b>	
Periods per week: <b>8 (L:3 T:0 P:5)</b>	Periods per Semester: <b>120</b>

### Course Objectives

1. To get knowledge in English Shorthand reading and writing
2. Convert text into shorthand
3. To improve English Language and attain speed in shorthand writing.
4. To enable the students with the skill to take down dictation in English Shorthand at a speed of 80 WPM and its transcription in to longhand.

### Course Prerequisites

Topic	Course Name
Basic knowledge in English Shorthand	Shorthand English I

### Course Outcomes

On Completion of the course, the student will be able to

COn	Description	Duration (Hours)	Cognitive Level
CO1	Explain Vowel indication, Halving principles, Doubling Principles, Diphones and Medial semicircle.	33	Understanding
CO2	Illustrate Prefixes, Suffixes, Contraction and Figures and take down dictation 30 to 40 WPM and Transcription	27	Understanding

CO3	Explain Notetaking, transcription, Essential vowel.	24	Understanding
CO4	Apply special Contraction Section 1,2,3,4, & 5. Practice Speed in Shorthand writing @ 80 WPM.	34	Applying
	Series Test	2	

### CO -- PO Mapping

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1					2	
CO2					2	
CO3					2	
CO4					2	

3.Strongly mapped. 2.Moderately mapped. 3. Weakly mapped

### Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain Vowel indication, Halving principles, Doubling Principles, Diphones and Medial semicircle.	33	Understanding
<b>Contents:</b> Vowel indication, Halving principle Section 1- not employed, position of half length forms, Section 2, joining of strokes unequal length- past tenses, halving principle in Phraseography, doubling principle, Circle S and double length strokes- doubling principle not employed, position of double length strokes. Doubling principle in phraseography, Diaphonic sounds, medial semi circles. Exercise up to 102.			
CO2	Illustrate Prefixes, Suffixes, Contraction and Figures and take down dictation 30 to 40 WPM and Transcription	27	Understanding
	Series Test 1	1	

<b>Contents:</b> Prefixes, Suffixes and termination, Contraction, Figures. Exercise up to 120			
CO3	Note taking , transcription, Essential vowel, Speed Practice @ 65 WPM	24	Applying
<b>Contents:</b> Note taking, transcription, Rules of Essential vowel, Speed Practice @ 65 WPM and Transcription. Exercise up to 131			
CO4	Apply special Contraction Section1,2, 3,4, & 5. Practice Speed in Shorthand writing @ 80 WPM.	34	Applying
	Series Test 2	1	
<b>Contents:</b> Special Contractions, section1, 2, 3, 4, 5. Exercise up to 144.Dictation at 80 WPM and transcription.			

### Text/ Reference

Reference	Book Name and Publisher/Author
R1	Pitman Shorthand Instructor And Key, Sir Issac Pitman
R2	Speed builders, Bagavan Associates Bangalore
R3	Theory Notes for Pitmanites, National Shorthand School(Books), Visakapatnam

### Online Resources

SL. No.	Website Link
1.	<a href="http://www.nssbooks.com">www.nssbooks.com</a> and <a href="http://www.cdcia.com">www.cdcia.com</a>

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course code: <b>2325</b>	Course Title: <b>Typewriting and Word Processing English - II</b>
Semester: <b>2</b>	Credits: <b>2.5</b>
Course Category: <b>Program core</b>	
Period per week: <b>5 (L:0 T:0 P:5)</b>	Periods per Semester: <b>75</b>

### Course Objectives

1. To develop speed in typing @ 40 words per minute.
2. To format different documents from manuscript.

### Course Pre-requisites

Topic	Course Code	Course Name	Semester
Speed in typing at 20 WPM and use of shortcut keys efficiently.		Word Processing English - I	1

### Course Outcomes

On completion of the course the students will be able to:

CO <sub>n</sub>	Descriptive	Duration (Hours)	Cognitive Level
CO1	Demonstrate Open office tools to improve workflow.	15	Understanding
CO2	Prepare various types of letters and official correspondence	25	Understanding
CO3	Demonstrate speed at 35 WPM	15	Understanding
CO4	Demonstrate speed at 40 WPM	17	Understanding
	Series Test	3	

## CO-PO Mapping

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1			2			
CO2			2			
CO3			3			
CO4			3			

3- Strongly mapped

2- Moderately mapped

1. Weakly mapped

## Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate Open office tools to improve workflow.	15	Understanding
<b>Contents:</b> Editing and Formatting tools – font style, font effects -Text alignment and spacing -page margin – tab setting - Insert pictures, symbols, tables etc. — page formatting- margins- page size-page break-Borders and shading – Header and footer - page number- align-text wrapping – print preview – print – Spelling & Grammar, Thesaurus, Word count- File and Edit menu of open office writer – Shortcut keys - Develop speed up to 25 words per minute – speed passage exercises.			
CO2	Prepare various types of letters and official correspondence	25	Understanding
	<b>Series Test-I</b>	1	
<b>Contents:</b> Business letter, official letters – (Secretariat letter, letter of independent bodies, government office letters), private and professional letters and vertical statement –amplifying abbreviations from manuscript Government orders, circulars. shortcut keys – formatting tools - mail merge-design documents formatting tools – bullets and numbering, word art, picture, clip art, Drop Cap, Auto shapes, column setting in text - Construct various documents from given manuscript - documents with running text, picture as given in the printed document - Speed Practice @ 40 WPM – Speed passage exercises - online type tests.			
CO3	Demonstrate speed at 35 WPM	15	Understanding
	<b>Series Test-II</b>	1	



<b>Contents:</b> Typing @ 35WPM – speed passage exercises – online typing tests			
<b>CO4</b>	Demonstrate speed at 40 WPM	<b>17</b>	Understanding
	<b>Series Test - III</b>	<b>1</b>	
<b>Contents:</b> Speed Practice @ 40 WPM – Speed passage exercises - online type tests.			

### **Text / Reference**

<b>T/R</b>	<b>Book Title / Author</b>
T1	English Typewriting (Speed), Sanjay Publication, Palakkad
R1	English Typewriting (Speed), Kala Publication, Ernakulam

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2326</b>	Course Title: <b>Typewriting and Word Processing Malayalam - II</b>
Semester: <b>2</b>	Credits: <b>2</b>
Course Category: <b>Program core</b>	
Periods per week: <b>4 (L: 0 T: 0 P: 4)</b>	Periods per semester: <b>60</b>

**Course Objectives:**

1. To acquire speed in Malayalam Word Processing.
2. To enable the students to prepare documents in Malayalam.

**Course Pre-requisites:**

Topic	Course code	Course name	Semester
Speed practice @ 15 WPM		Word Processing Malayalam	1

**Course Outcomes:**

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Prepare formats of Office correspondence - Design various types of documents	15	Understanding
CO2	Demonstrate speed @20WPM	10	Understanding
CO3	Prepare office documents and design documents using Word processing tools	17	Understanding
CO4	Demonstrate speed in Malayalam typing at 25 WPM	15	Understanding
	Series Test	3	

**CO – PO Mapping:**

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
CO1			3				
CO2			3				
CO3			3				
CO4			3				

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

**Course Outline:**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Prepare formats of Office correspondence - Design various types of documents	15	Understanding
<b>Contents:</b> Malayalam fonts installation procedure using any word processing software – know Script selection and various settings such as Tune application, Malayalam to English Switch Construct Statements- Type letters – Statements – Invoices – Create Tables – Insert Rows – Columns – Merge Cells – Split Cells – Delete Tables – Text Direction – Table Properties – Insert Picture – Shapes – Special Characters – Create Documents in proper form – Secretariat – Independent Body – Other Government Official letters			
CO2	Demonstrate speed @20WPM	10	Understanding
	Series Test – I	1	
<b>Contents:</b> Speed Practice - speed passage exercises - typing speed at 20 WPM			
CO3	Prepare office documents and design documents using Word processing tools	17	Understanding
	Series Test	1	
<b>Contents:</b> Create Government Order – Circular – Proceedings in proper form-Creation of documents			

and designing – documentation with running text, picture, Clip Arts etc are given in the printed document

<b>CO4</b>	Demonstrate speed in Malayalam typing at 25 WPM	15	Understanding
	Series Test	1	

**Contents:**

Speed Practice exercises – - speed passage exercises - typing speed at 25 WPM

**Text / Reference:**

<b>T/R</b>	<b>Book Title/Author</b>
T <sub>1</sub>	Malayalam Typewriting (Speed & Manuscript) – Kala publications, Ernakulam.
R <sub>1</sub>	Malayalam Typewriting (Speed & Manuscript) – Sanjay Publications, Palakkad.
R <sub>2</sub>	Malayalam Typewriting (Speed & Manuscript) – Star Publications, Thiruvananthapuram.

**Online Resources:**

<b>Sl. No.</b>	<b>Website Link</b>
1	<a href="https://www.youtube.com/watch?v=cRrJcQdJkYE">https://www.youtube.com/watch?v=cRrJcQdJkYE</a>
2	<a href="https://www.youtube.com/watch?v=9t8vz3KtqX8">https://www.youtube.com/watch?v=9t8vz3KtqX8</a>
3	<a href="http://ranjithkumarak.blogspot.com/p/malayalamtyping.html">http://ranjithkumarak.blogspot.com/p/malayalamtyping.html</a>

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course code: <b>2327</b>	Course Title: <b>Data Entry Operation Powered by AI</b>
Semester: <b>2</b>	Credits: <b>1</b>
Course category: <b>Program core</b>	
Periods per week: <b>2 (L: 0 T: 0 P: 2)</b>	Periods per semester: <b>30</b>

### Course Objectives:

1. To get work flow and accuracy in data entry
2. To use efficiently Artificial Intelligence and its applications in Office environment
3. To design and deploy Chatbots for office communication.

### Course Prerequisites:

Topic	Course code	Course name	Semester
Typing skills		Type writing and word processing	1

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
<b>CO1</b>	Introduction to Artificial Intelligence & Develop skills of AI in office environment	6	Understanding
<b>CO2</b>	Develop typing skill (English & Malayalam) using different types of typing software	6	Applying
<b>CO3</b>	Use Voice Assistants and Chatbots for office	9	Applying
<b>CO4</b>	Develop 10500 key depression speed per hour in English and 6000 key depression speed per hour in Malayalam	7	Applying
	Series test	2	

## CO-PO Mapping

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO 1			2			
CO 2			3			
CO 3			3			
CO4			3			

## Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Introduction to Artificial Intelligence & Develop skills of AI in office environment	6	Understanding
<b>Contents:</b> Benefits and challenges of using AI in Office tools - Popular AI Powered Office tools - Intelligent document processing and automation - Utilising OCR for document scanning and extraction. Building automated workflow for document processing and data entry using AI - Natural Language Processing in Office tools (Language translation, Text summarization and Sentiment Analysis) - Leveraging AI to automate email sorting, prioritization and response suggestions.			
CO2	Develop typing skill (English & Malayalam) using different types of typing software	6	Applying
	Series Test 1	1	
<b>Contents:</b> Keys on the key board: - Letters, Functional keys (F1–F12), Shift, Tab, Alt, Control, Arrow-Page up and down-Back Space-Esc-Numbers-Space- Enter –Caps lock -Symbols, Punctuation keys, home, End, Insert, Delete Increase typing speed using appropriate software-Typing master			
CO3	Use Voice Assistants and Chatbots for office	9	Applying

**Contents:**

Introduction to Chatbots – Building voice-activated commands and automated workflows – designing and deploying chatbots for internal and external office communication.

Examining emerging trends and future directions of AI in office environment – Discussing Privacy, bias and transparency issues

CO4	Develop 10500 key depression speed per hour in English and 6000 key depression speed per hour in Malayalam	7	Applying
	Series Test 2	1	

**Contents:**

Enter data in various types of digital forms - Online application forms- Registration forms - Order forms-Contact forms- Feed back forms- Sign up forms

Improve typing speed using appropriate typing softwares – Digital forms- Unicode

**Text/Reference:**

T/R	BookTitle/Author
T1	Data entry operator course book by NCERT

# **SEMESTER III**



Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2331</b>	Course Title: <b>Secretarial Practice</b>
Semester: <b>3</b>	Credits: <b>3</b>
Course Category: <b>Program core</b>	
Periods per week: <b>4 (L:4, T:0, P:0)</b>	Periods per semester: <b>60</b>

### Course objective

- To enable the students to create an efficient office environment by acquiring necessary secretarial, administrative, professional skill and also for performing job related tasks.

### Course Pre-requisites:

Topic	Course code	Course name	Semester
Fundamental knowledge in communication skills in English, Business organizations, Word processing and Financial accounting		Communicative English I & II	I & II
		Word processing	II
		Financial Accounting I & II	I & II
		Business Studies	I

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive level
CO1	Explain various duties of a Private Secretary.	12	Understanding
CO2	Describe on preparations and activities of the meeting.	15	Understanding
CO3	Employ communication and documentation skills in routine office works.	15	Understanding
CO4	Summarise methods and applications of electronic data filing system	16	Understanding
	Series Test	2	

**CO-PO Mapping:**

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1					2	
CO2					2	
CO3					3	
CO4	2					

**Course Outline**

Module Outcomes	Description	Duration (Hours)	Cognitive level
CO1	Explain various duties of a Private Secretary.	12	Understanding
<b>Contents:</b> Secretarial Practice - meaning – Secretary – meaning – definition – importance - different types of secretaries – Duties of a Private Secretary – qualities required for a secretary – personal qualities of a secretary – functions of a secretary.			
CO2	Describe on preparations and activities of the meeting.	15	Understanding
	Series Test 1	1	
	Total	16	
<b>Contents:</b> Meaning of meeting – formal meeting – informal meeting – preliminary activities to a meeting – Agenda – Methods of drafting agenda – Specimen form of an agenda – Minutes – Minutes of resolution – Minutes of narration – Contents of Minutes – Activities on the day of the meeting – Duties of a secretary before the meeting - Duties of a secretary during the meeting - Duties of a secretary after the meeting.			
CO3	Employ communication and documentation skills	15	Understanding
<b>Contents:</b> Secretary and communication – Nature of communication – Command of English – Spoken communication – points to be remembered while spoken communication - Circulars – purpose – Memorandum – purpose – advantages –Reports – definition – Objectives – kinds of reports – qualities of a good report – methods of preparation of report – characteristic of a good report – difference between reports and minutes – Memorandum – Meaning – Purposes			

– Advantages.			
CO4	Summarise methods and applications of electronic data filing system	16	Understanding
	Series Test - 2	1	
	Total	17	
<b>Contents:</b> Filing – meaning and importance – essentials of a good filing system - concepts of paperless office - methods of filing- digitalization and retrieval of records – weeding of old records- – indexing – meaning – essentials of good indexing system - indexing data structure – indexing web sites at search engines – PDF – conversion of document to word/pdf/jpg – Cloud computing – meaning – cloud storage – Concept of e-office – advantages and disadvantages - eg:- DDFS – meaning – advantages and disadvantages – familiarization of DDFS user manual.			

### Text/Reference

T/R	Book Title / Author
R1	Secretarial Practice by Geoffrey Whitehead
R2	Business communication and Management information system by M.V. Abraham, Dr. G.S. Gireesh Kumar
R3	Office Management – Prasanth K Ghosh
R4	dfs_support@ospyn.com

### Online Resources

Sl. No.	Website Link
1	<a href="https://www.nios.ac.in">https://www.nios.ac.in</a>
2	<a href="https://bharatskills.gov.in">https://bharatskills.gov.in</a>

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course code: <b>2332</b>	Course Title: <b>Shorthand English- III (100 WPM)</b>
Semester: <b>3</b>	Credits: <b>5</b>
Course category : <b>Program Core</b>	
Periods per week: <b>8 (L:2, T:0, P:6)</b>	Periods per semester: <b>120</b>

### Course Objectives:

1. To equip students with the skill to take down dictation at a speed of 100 WPM and its transcription into longhand.
2. Make use of advanced phraseography with ease and accuracy.
3. To familiarize with the business, political, banking, stockbroking, technical, legal, insurance, shipping and theological phrases.

### Course Prerequisites:

Topic	Course Code	Course name	Semester
English language proficiency, through knowledge in English shorthand theory and speed skills @80WPM.		Shorthand English – II (80WPM)	2

### Course Outcomes:

On completion of the course, the student will be able to:

CO <sub>n</sub>	Description	Duration (Hours)	Cognitive Level
CO1	Make use of advanced phraseography to develop dictation speed, to attain a speed of 85 WPM.	33	Applying
CO2	Develop dictation speed @90 WPM using intersections, business, political, banking and stockbroking phrases.	30	Applying
CO3	Develop dictation speed @ 95 WPM using insurance, shipping technical, railway and legal phrases.	25	Applying

CO4	Develop dictation @ 100 WPM transcription using theological phrases and special list of words.	30	Applying
	Series Test	2	

### CO-PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO 1					3	
CO2					3	
CO3					3	
CO4					3	

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

### Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Develop dictation speed 85 WPM using advance phrasography.	33	Applying
<b>Contents:</b> Advanced Phraseography- practice exercises up to 183- Translation- Speed @85WPM.			
CO2	Develop dictation speed @90 WPM using intersections, business, political, banking and stockbroking phrases.	30	Applying
	Series Test 1	1	
<b>Contents:</b> Speed practice @90 WPM- take down dictation 90 WPM and transcribe the same – Recognize the rules of intersection – Business and political phrases and practice the exercises to attain speed – banking and stockbroking phrases and its exercises to develop speed.			
CO3	Develop dictation speed @ 95 WPM and apply insurance, shipping technical, railway and legal phrases.	25	Applying
<b>Contents:</b> Take down dictation @95 WPM and transcribe the same. Insurance and shipping phrases			

and practice the exercises to attain speed- practice Railway and technical phrases exercise to develop speed .

CO4	Practice dictation @ 100 WPM for 7 minutes, transcription and apply theological phrases and special list of words.	30	Applying
	Series Test 2	1	

**Contents:**

Practice speed in dictation of shorthand@100WPM- take down dictation @100 WPM and transcribe the same- practice theological phases and exercises to attain speed – identify special list of words and practice exercise to develop speed

**Text / Reference:**

T/R	Book Title/Author
T <sub>1</sub>	Pitman Shorthand Instructor and Key – Wheeler Publishing
T <sub>2</sub>	“Advanced Phrases with Shorthand High Speed” published by Bhagwan Associates, Bangalore
T <sub>3</sub>	Speed Builders, Bhagwan Associates, Bangalore.

**Online Resources:**

Sl. No.	Website Link
1	<a href="https://nssbooks.com/learn">https://nssbooks.com/learn</a> shorthand

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2333</b>	Course Title: <b>Shorthand Malayalam-I</b>
Semester: <b>3</b>	Credits: <b>1.5</b>
Course Category: <b>Program Core</b>	
Periods per week: <b>2 (L:1 T:0 P:1)</b>	Periods per semester: <b>30</b>

### Course Objectives:

1. To provide a fundamental knowledge in Malayalam Shorthand.
2. To write shorthand and transcribe shorthand notes into longhand.

### Course Pre-requisites:

Topic	Course Code	Course name	Semester
Knowledge of English Shorthand.		Shorthand English Theory - I	1
		Shorthand English Theory - II	2

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Identify consonants and vowels.	6	Applying
CO2	Utilize halving principle, circle S, Strokes.	6	Applying
CO3	Apply hooks and alternative forms and R,L,SH etc. Make use of Tr. Dr, Con. Repeated words	9	Applying
CO4	Make use of contractions and intersections to develop Speed.	7	Applying
	Series Test	2	

**CO – PO Mapping:**

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1					2	
CO2					2	
CO3					2	
CO4					3	

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

**Course Outline:**

Module Outcomes	Description	Duration (Hours)	Cognitive level
CO1	Summarize consonants and vowels to words	6	Understanding
<b>Contents:</b> Importance of Malayalam shorthand - signs of consonants -10 vowel sounds and the signs. - various symbols - .Rules of Aspirate, Diphthong, Triphones, “W” Sound - .Practice the exercises covering consonants and vowels.			
CO2	Summarize the rules regarding halving principle, Circle S, R, L, SH Strokes for writing words	6	Understanding
	Series Test	1	
<b>Contents:</b> Rules regarding halving principle - limitations of halving principle - Practice exercise covering halving principle - Categorize various forms of circle and loop - the various rules of writing circle S, SW, SS and loops - Practice exercise covering circle and loops.			
CO3	Apply hooks and alternative forms.	9	Understanding
<b>Contents:</b> Initial, alternative forms and final hook - initial hooks R, L and alternative forms. - Alternative forms of R, L and SH.- Prefixes and suffixes, Ter, Der, Com, Con Repeated words -Practicing of exercises.			



<b>CO4</b>	Develop paragraph using the rules regarding Contractions and Intersections.	7	Applying
	Series Test – II	1	
<b>Contents:</b> Rules regarding Contractions – Practice Exercises			

**Text / Reference:**

<b>T/R</b>	<b>Book Title/Author</b>
T <sub>1</sub>	Text Book of Malayalam Shorthand, R. Arulappan
T <sub>2</sub>	Speed book. Star publications.
R <sub>1</sub>	Newspaper editorials of various Malayalam Newspapers.

Programme : <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2334</b>	Course Title: <b>Fundamentals of Computer</b>
Semester: <b>3</b>	Credits: <b>2.5</b>
Course Category: <b>Program core</b>	
Periods per week: <b>4 (L:1 T:0 P:3)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To Provide students with a solid foundation in fundamentals of computers
2. To make aware the students about the basics of problem solving and programming
3. To Provide the students with the basics of Python programming language

### Course Pre-requisites:

Topic	Course code	Course name	Semester
First and second semester DSP			

### Course Outcomes:

On the completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Illustrate the fundamentals of Computer	15	Understanding
CO2	Explain the Components of the Computer System	14	Understanding
CO3	Outline the Phases in Programming	14	Understanding
CO4	Develop programs using Python to solve simple problems	15	Understanding
	Series Test	2	

### CO – PO Mapping

Course Outcomes	PO1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1	3					
CO2	3					
CO3	3					
CO4	3					

### Course Outline

At the end of the course, the students will be able to:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Illustrate the fundamentals of Computer	15	Understanding
<b>Contents:</b> Data-information-Data processing-Computer-characteristics-functional units, Number system – decimal – binary – octal – hexadecimal - representations of numbers and characters-ASCII-EBCDIC-ISCII-Unicode-Representation of audio, image and video			
CO2	Explain the Components of the Computer System	14	Understanding
	Series Test – I	1	
<b>Contents:</b> Hardware – Processor – Motherboard – Peripherals & Ports – Memory – Primary Memory and secondary memory-Input and Output devices <i>Software</i> – System software – Operating System-Language processors-Utility Softwares-Application software – Free and open source software – freeware and shareware			
CO3	Outline the Phases in Programming	14	Understanding

<b>Contents:</b> Approaches in Problem Solving-Top down design-Bottom up design-Phases in programming – Problem identification-Algorithms and flowchart –Examples- Coding - Translation – Debugging – Execution and Testing – Documentation			
CO4	Develop simple Python programs	15	Understanding
	Series Test – II	1	
<b>Contents:</b> Object oriented programming-features-Python-statements – keywords and identifiers – variables – standard data types – values and types – basic python operators Decision making statements, IF-ELIF-ELSE statements, Nested if statements Loops-while loop, for loop, nested loop			

### Text/Reference

T/R	Book Title/Author
T <sub>1</sub>	Fundamentals of Computer by Rajaraman and NeeharikaAdabala
R <sub>1</sub>	SCERT, Plus One Computer Application (Commerce)

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course code: <b>2335</b>	Course Title: <b>Typewriting and Word Processing English – III (45 WPM)</b>
Semester: <b>3</b>	Credits: <b>2</b>
Course Category: <b>Program core</b>	
Period per week: <b>4 (L:0 T:0 P:4)</b>	Periods per semester: <b>60</b>

### Course Objectives

1. To develop speed in typing @ 45WPM
2. To type the given matter accurately and neatly with punctuations.
3. To format different documents from manuscript.

### Course Pre-requisites

On completion of the course the students will be able to:

Topic	Course Code	Course Name	Semester
Speed practice @ 40 WPM and preparation of various forms of documents		Word Processing English - II	2

### Course Outcomes

On completion of the course the students will be able to:

CO <sub>n</sub>	Descriptive	Duration (Hours)	Cognitive Level
CO1	Prepare Official correspondence	15	Understanding
CO2	Demonstrate speed in typing @ 43WPM	15	Understanding
CO3	Prepare invoice and office orders	15	Understanding
CO4	Demonstrate speed in English typing @ 45 WPM	12	Understanding
	Series Test	3	

## CO – PO Mapping

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1			3			
CO2			3			
CO3			3			
CO4			3			

3- Strongly mapped

2- Moderately mapped

1. Weakly mapped

## Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Prepare Official correspondence	15	Understanding
<b>Contents:</b> Demi official letter -personal letter, memorandum			
CO2	Demonstrate speed in typing @ 43WPM	15	Understanding
	Series Test -I	1	
<b>Contents:</b> Speed passage exercises – speed @ 43 WPM			
CO3	Prepare invoice and office orders	15	Understanding
	Series Test - II	1	
<b>Contents:</b> Invoice –Proceedings, Notification, Legal Notice -constructing all kinds of documents from the given Manuscript			
CO4	Demonstrate speed in English typing @ 45 WPM	15	Understanding
	Series Test - III	1	
<b>Contents:</b> Speed passage exercise – Online speed test -speed @ 45 WPM			

**Text / Reference**

T/R	Book Title / Author
T 1	English Typewriting (Speed) Sanjay Publication, Palakkad
R 1	English Typewriting (Speed ) Kala Publication , Ernakulam

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2336</b>	Course Title: <b>Typewriting and Malayalam Word Processing - III</b>
Semester: <b>3</b>	Credits: <b>2</b>
Course Category: <b>Program core</b>	
Periods per week: <b>4 (L: 0 T: 0 P: 4)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To prepare the students with ample training to acquire speed of 35 WPM in Malayalam Word Processing.
2. To acquire knowledge to construct various types of documents
3. Make use of spreadsheet application to produce office documents.

### Course Pre-requisites:

Topic	Course code	Course name	Semester
Computer knowledge in Word processing Malayalam and English		1. Typewriting and Word Processing English	1, 2 & 3
		2. Typewriting and Word Processing Malayalam	1 & 2

### Course Outcomes:

On completion of the course, the student will be able to:

CO <sub>n</sub>	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate various types of letters and documents	14	Understanding
CO2	Demonstrate speed @ 30 WPM	13	Understanding
CO3	Demonstrate the use of spreadsheet functions and tools for simple applications	13	Understanding
CO4	Demonstrate speed @ 35 WPM	17	Applying
	Series Test	3	



**CO – PO Mapping:**

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1			3				
CO2			3				
CO3			3				
CO4			3				

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

**Course Outline**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate various types of letters and documents	14	Understanding
	Series Test -1	1	
<b>Contents:</b> Create Documents in proper form – Secretariat – Independent Body – Other Government Official letters - Create Government Order – Circular – Proceedings in proper form			
CO2	Demonstrate speed @ 30 WPM	13	Understanding
	Series Test – 2	1	
<b>Contents:</b> Speed passage test – typing speed at 30 WPM			
CO3	Demonstrate the use of spreadsheet functions and tools for simple applications	13	Understanding
<b>Contents:</b> Interpreting various tools to open, save and close documents - Shortcut keys, Insert, rename and delete work sheet; Insert and delete rows and columns in worksheet - Modify row height and column width - Formatting cells – Formatting rows and columns – alignment – wrap text & merge and center - Construct Table, different types of text Page Layout Margins, Orientation, size, print area, Print Titles, Grid lines, Formulae, Auto Sum,			

Average and Basic arithmetic calculations using cell address, Data Sort, Filter, Advanced filter.			
<b>CO4</b>	Demonstrate speed @ 35 WPM	17	Applying
	Series Test – 3	1	
<b>Contents:</b> Speed passage practice			

**Text / Reference:**

<b>T/R</b>	<b>Book Title/Author</b>
T <sub>1</sub>	Malayalam Typewriting (Speed & Manuscript) – Kala publications, Ernakulam.
R <sub>1</sub>	Malayalam Typewriting (Speed & Manuscript) – Sanjay Publications, Palakkad.
R <sub>2</sub>	Malayalam Typewriting (Speed & Manuscript) – Star Publications, Thiruvananthapuram.

**Online Resources:**

<b>SL. No</b>	<b>Website Link</b>
1	<a href="https://www.youtube.com/watch?v=cRrJcQdJkYE">https://www.youtube.com/watch?v=cRrJcQdJkYE</a>
2	<a href="https://www.youtube.com/watch?v=9t8vz3KtqX8">https://www.youtube.com/watch?v=9t8vz3KtqX8</a>
3	<a href="http://ranjithkumarak.blogspot.com/p/malayalamtyping.html">http://ranjithkumarak.blogspot.com/p/malayalamtyping.html</a>

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2337</b>	Course Title: <b>Computerised Financial Accounting</b>
Semester: <b>3</b>	Credits: <b>2</b>
Course Category: <b>Program core</b>	
Periods per week: <b>4 (L:0, T:0, P:4)</b>	Periods per semester: <b>60</b>

### Course Objectives:

1. To provide a hands-on experience in Computerised Financial Accounting using Tally Software.
2. To develop the problem solving skills in Computerised Accounting Package.

### Course Pre-requisites:

Topic	Course Code	Course name	Semester
Basic knowledge of accounting		Financial Accounting – I	1
		Financial Accounting – II	2

### Course Outcomes:

On completion of the course, the student will be able to:

CO <sub>n</sub>	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the creation of company, account groups and ledgers in TALLY	8	Understanding
CO2	Solve various problems related to final accounts using accounting vouchers	20	Understanding
CO3	Solve various problems related to cost centres and inventory management.	16	Understanding
CO4	Solve various problems related to Goods and Service Tax.	14	Understanding
	Series Test I	2	

**CO – PO Mapping:**

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1			3				
CO2			3				
CO3			3				
CO4			3				

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

**Course Outline**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the creation of company, account groups and ledgers in TALLY	8	Understanding
<p>Contents:</p> <p>INTRODUCTION TO COMPUTERISED FINANCIAL ACCOUNTING – Tally – introduction – features – procedure of accounting in Tally – Structure of Tally screen – method of maintaining accounts in Tally – creation, alteration, selection, deletion and shutting of the company – change current period and date - creation, alteration, display, selection and deletion of account groups - creation, alteration, display, selection and deletion of ledger accounts – display trail balance, profit and loss account and balance sheet.</p>			
CO2	Solve various problems related to final accounts using accounting vouchers	20	Understanding
	Series Test I	1	
<p>Contents:</p> <p>ACCOUNTING VOUCHERS–Various types of vouchers – function keys – enter, alter, delete a voucher – create additional type of vouchers – enter transactions using appropriate vouchers – display account books, day books, cash books, financial statements – enter closing stocks – prepare Bank reconciliation statement–solve problems on final accounts with adjustments.</p>			

CO3	Solve various problems related to cost centres and inventory management.	16	Understanding
<p>Contents:</p> <p><b>COST CENTRES AND INVENTORY MANAGEMENT</b> – Create, alter and delete cost centres - Create, alter and delete cost category –calculation of interest in different modes – inventory – create, display, alter and delete stock groups - create, display, alter and delete stock category - create, display, alter and delete godowns / locations - create, display, alter and delete units of measures – inventory vouchers –types of inventory vouchers and reports – configuring for inventory vouchers – enter data in inventory vouchers – enter data in stock journal, manufacturing journal, physical stock journal – inventory reports and statements – integrate accounts with inventory – debit note – credit note – order processing – purchase order – sales order.</p>			
CO4	Solve various problems related to Goods and Service Tax.	14	Understanding
	Series Test II	1	
<p>Contents:</p> <p><b>GOODS AND SERVICE TAX</b> - accounting treatment of duties and taxes in Tally - calculate – surcharge – additional duty – TDS –GST –GST registration – GST rates – GST ledgers – procedures – CGST ledgers and calculation – SGST ledgers and calculation – solving problems related to GST - GST reports.</p>			

#### Text / Reference:

T/R	Book Title/Author
T <sub>1</sub>	Dr.Ramachandran, Dr. K G C Nair & Adv. Sajeew - Systematic Approach to Computerised Accounting, CHAND Publications

#### Online Resources

Sl.No.	Website Link
1	<a href="https://www.help.tallysolution.com">https://www.help.tallysolution.com</a>
2	<a href="https://www.tutorjose.in">https://www.tutorjose.in</a>
3	<a href="https://www.sscstudy.com">https://www.sscstudy.com</a>

# **SEMESTER IV**

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2341</b>	Course Title: <b>Shorthand English - IV (WPM 120)</b>
Semester: <b>4</b>	Credits: <b>5.5</b>
Course Category: <b>Program Core</b>	
Periods per week: <b>9 (L:2 T:0 P:7)</b>	Periods per semester: <b>135</b>

### Course Objectives:

1. To enable the students to acquire 120 WPM speed in shorthand writing through practice on different topics.
2. To enable the students to have thorough knowledge in the preparation of various office documents through stenography within minimum time keeping confidentiality.
3. To enable the student to prepare condensed reports of given matter in indirect form through stenography.
4. To attain language proficiency.

### Course Prerequisites:

Topic	Course code	Course name	Semester
Fundamental theoretical knowledge and dictation skill @ 100 WPM in shorthand		Shorthand English I	1
		Shorthand English II(80 WPM)	2
		Shorthand English III(100 WPM)	3

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Develop speed @ 110WPM and identify various documents.	33	Applying
CO2	Improve speed to 110 WPM. Design advertisement,	33	Applying

	application, Annual General Meeting Notice and legal notice.		
CO3	Prepare tender notice, press notes, press report and eyewitness of an accident or incident @ 115 WPM. Relate Reporting style in leading English dailies.	34	Applying
CO4	Summaries the dictated passage in reporting style and improve speed 120 WPM.	33	Applying
	Series Test	2	

### CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1					3	
CO2					3	
CO3					3	
CO4					3	

### Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Develop various documents at speed @ 110WPM.	33	Applying
<b>Contents:</b> Practice speed dictation @ 110WPM transcribe the same. Explain circular memorandum. Take down dictation of circular and construct the same in proper form. Illustrate the concept of communication business letter. Take down dictation of business letter and format the same in proper form. Make use of the editorial letters in leading English dailies. Take down dictation for the matter of public interest and make out letter to the Editor to be published in the dailies.			
CO2	Design advertisement, application, Annual General Meeting Notice and legal notice at speed of	34	Applying



	110WPM.		
	Series Test 1	1	
<b>Contents:</b> Improve speed by practicing speed dictation @ 110 WPM from journals and leading English dailies. Explain the method of advertisement for jobs etc. and responding to vacancies. Construct advertisement and job application from the dictation taken down @ 110 WPM. Discuss legal phrases and legal notice. Construct notice from dictation taken down @ 110 WPM.			
CO3	Prepare tender notice, press notes, press report and eyewitness of an accident or incident @ 115 WPM. Reporting English dailies.	34	Applying
<b>Contents:</b> Develop speed to 115WPM for taking down dictation and translate the same. Explain press note, press report, eyewitness of accident/incident. Take down dictation for press note prepare it in proper form. Take down dictation for press report/eyewitness of accident or incident and elaborate it in proper form. Explain tender notice. Take down dictation of notice and design it in proper form. Take down leading English dailies for speed building. Take down dictation @ 115 WPM and format various documents. Compare reporting styles in leading English dailies by giving dictation and translate the same.			
CO4	Develop the dictated passage in reporting style at speed 120 WPM.	33	Applying
	Series Test 2	1	
<b>Contents</b> Develop speed to 120 WPM for taking down dictation and translate the same. Make use of speed writing skills for dictation 120 WPM and practice to construct draft report contain main points. Construct condensed report in indirect form from a dictated passage @120 WPM. Apply speed 120 WPM speed on dictation.			

**Text/References:**

<b>T/R</b>	<b>Book Title/Author</b>
T1	Sir Issac Pitman , Pitman Instructor and Key.
T2	Elaboration – Kala publications and Sanjay Publications.
T3	Bhagwan Associates, Bangalore.
T4	Condensation, Kala Publications and Sanjay publications.
R1	Speed books – Bhagawan Associates, Bangalore.

**Online Resources:**

<b>Sl.No.</b>	<b>Website Link</b>
1	<a href="https://youtu.be/RZHMkaAsgIE">https://youtu.be/RZHMkaAsgIE</a>
2	<a href="https://youtu.be/FIG5eFq3ORY">https://youtu.be/FIG5eFq3ORY</a>
3	<a href="https://youtu.be/Qg3GUyb1H5E">https://youtu.be/Qg3GUyb1H5E</a>
4	<a href="https://youtu.be/-QT0O71HkM">https://youtu.be/-QT0O71HkM</a>

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
<b>Course Code: 2342</b>	Course Title: <b>Shorthand Malayalam II (50 WPM)</b>
Semester: <b>4</b>	Credits: <b>2</b>
<b>Course Category: Program Core</b>	
Periods per week: <b>3 (L: 1 T: 0 P: 2)</b>	Periods per semester: <b>45</b>

### Course Objectives:

1. To develop the ability to write Malayalam shorthand @ 50 WPM.
2. To develop the ability to transcribe shorthand notes taken into longhand.
3. To develop the ability to read printed or written shorthand scripts with ease and accuracy.

### Course Prerequisite:

Topic	Course code	Course name	Semester
Fundamental knowledge of Malayalam Shorthand.		Shorthand Malayalam 1	2

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Apply intersections in speed practice of Malayalam Shorthand.	5	Applying
CO2	Make use of phrases in speed practice of Malayalam Shorthand.	10	Applying
CO3	Practice speed in Malayalam shorthand @ 40 WPM.	15	Applying

CO4	Practice speed in Malayalam shorthand @ 50 WPM and practice transcription.	13	Applying
	Series Test	2	

### CO – PO Mapping:

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1					3	
CO2					3	
CO3					3	
CO4					3	

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

### Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Apply intersections in speed practice of Malayalam Shorthand	5	Applying
<b>Contents:</b> Influence of intersections in speed building. -Practice phrases using intersections and special contractions. - Practice all phrases and contractions in Arul System make use of the contractions in speed writing.			
CO2	Make use of phrases in speed practice of Malayalam Shorthand. Using phrases speed practice at 35 WPM	9	Applying
	Series Test	1	
<b>Contents:</b> Revise all phrases and contractions. Practice speed writing to attain @35 WPM. Practice the paragraphs up to exercises 25. Practice paragraphs from Malayalam newspapers - Practice the paragraphs up to exercises 40. Practice paragraphs from Malayalam newspapers			

CO3	Practice speed in Malayalam shorthand @ 40 WPM.	15	Applying
<b>Contents:</b> Practice the paragraphs up to exercises 50. Practice paragraphs from Malayalam newspapers. Speed practice to attain speed up to @40 WPM. Take down dictation from editorial in prominent Malayalam Dailies. Practice the paragraphs up to Ex.60. Practice paragraphs from Malayalam newspaper.			
CO4	Practice speed in Malayalam shorthand @ 50 WPM and transcription.	14	Applying
	Series Test II	1	
<b>Contents:</b> Speed practice to attain up to 45- WPM. Take down dictation from editorial in prominent Malayalam Dailies. Practice transcription. Practice the paragraphs up to Ex.78. Practice transcription. Practice paragraphs from Malayalam newspapers.			

### Text / Reference

T/R	Book Title/Author
T <sub>1</sub>	R. Arulappan. Text Book of Malayalam Shorthand.
T <sub>2</sub>	Speed book published by star publications.

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2343</b>	Course Title: <b>Python Programming</b>
Semester: <b>4</b>	Credits: <b>2</b>
Course Category: <b>Program Core</b>	
Periods per week: <b>4 (L:0 T:0 P:4)</b>	Periods per semester: <b>60</b>

#### Course Objectives:

1. To provide hands-on experience in programming concepts such as control structures, loops and functions using Python.
2. To familiarize the students with string manipulation and file handling in Python.
3. To provide guidance for developing their programming skills beyond the course.

#### Course Pre-requisites:

Topic	Course code	Course name	Semester
Fundamentals of computer			III

#### Course Outcomes:

On the completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Develop Python programs using decision making and iterative programming constructs	16	Understanding
CO2	Develop Python programs using data structures-Lists, Tuples and Dictionaries	15	Understanding
CO3	Build Python programs using user defined functions	14	Applying
CO4	Utilize string and file handling operations in Python	12	Applying
	Lab Exam	3	

## CO – PO Mapping

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1			3			
CO2			3			
CO3			3			
CO4			2			2

## Course Outline

At the end of the course, the students will be able to:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
<b>CO1</b>	<b>Develop Python programs using decision making and iterative programming constructs</b>		
M1.01	Demonstrate standard data types in Python	1T	Understanding
M1.02	Demonstrate input and output functions	1T	Understanding
M1.03	Solve expressions using operator precedence procedures	3P	Understanding
M1.04	Develop programs using decision making statements - IF statement, IF.....ELSE statement , IF ... ELIF...ELSE and nested IF statements	5P	Understanding
M1.05	Build programs using loop statements - while loop, for loop, nested loop	6P	Understanding
<b>Contents:</b> Data types in Python, input and output functions, operator precedence , decision making statements - IF statement, IF.....ELSE statement , IF ... ELIF...ELSE and nested IF statements, loop statements - while loop, for loop, nested loop			

<b>CO2</b>	<b>Develop Python programs using data structures-Lists,Tuples and Dictionaries</b>		
M2.01	Develop Python programs using Lists	5P	Understanding
M2.02	Build Python programs using Tuples	5P	Understanding
M2.03	Develop Python programs using Dictionaries	5P	Understanding
	Lab Exam	1 Hr.	
<b>Contents:</b> Lists: Create a list of size n, Indexing and slicing lists, Accessing values in list, loop through List items, Add/Remove items to/from list Tuples: Accessing values in tuples, Iterating through a Tuple in Python, Updating tuples Dictionaries: Dictionary operations, Dictionary methods, Aliasing and copying, updating and deleting dictionary elements			
<b>CO3</b>	<b>Develop Python programs using user defined functions</b>		
M3.01	Develop Python programs using user defined functions without arguments and return values	3P	Applying
M3.02	Develop Python programs using user defined functions with arguments and return values	3P	Applying
M3.03	Develop Python programs using user defined functions without arguments and with return values	4P	Applying
M3.04	Develop Python programs using user defined functions with arguments and without return values	4P	Applying
<b>Contents:</b> Functions: Defining a function, Function calls, Functions without arguments Functions with arguments, Pass by value, pass by reference, Return values			
<b>CO4</b>	<b>Develop Python programs using strings and file handling functions</b>		
SLO.01	Build Python programs using strings	6P	Applying



SLO.02	Develop Python programs using various file handling functions	6P	Applying
	Lab Exam	2	
<b>Contents:</b> String data type, length, Escape characters, Special operators, Access characters, Append characters, Delete operations-delete a character at specific index Files: Text files, Writing variables, Printing to the screen, Reading Keyboard input, the input function, opening and closing files, Reading and writing files, File Positions			

### Text / Reference

T/R	Book Title/Author
T <sub>1</sub>	Introduction to Python Programming by Gowri Shankar S. and Veena A.
R <sub>1</sub>	M.T. Savalia & R.K.Maurya- Programming through Python

### Online Resources

Sl. No.	Website Link
1	<a href="https://www.w3schools.com/python">https://www.w3schools.com/python</a>
2	<a href="https://tutorialspoint.com/python">https://tutorialspoint.com/python</a>
3	<a href="https://programiz.com/python-programming">https://programiz.com/python-programming</a>

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2344</b>	Course Title: <b>Typewriting and Word Processing English - IV</b>
Semester: <b>4</b>	Credits: <b>2.5</b>
Course Category: <b>Program Core</b>	
Periods per week: <b>5 (L:0 T:0 P:5)</b>	Periods per semester: <b>75</b>

### Course Objectives

- To prepare the students to get General knowledge of Excel & functions
- To develop typing speed gradually to attain @ 50WPM

### Course Pre-requisites

Topic	Course Code	Course Name	Semester
Knowledge about the format of various types of documents.		Typewriting and Word Processing English - III	III

### Course Outcomes

On completion of the course the students will be able to:

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the parts of spreadsheet window	15	Understanding
CO2	Demonstrate the use of spreadsheet functions and tools for simple applications	17	Understanding
CO3	Prepare payroll and progress report using spreadsheet applications – Construct Power point presentations using audio visual elements	25	Understanding
CO4	Demonstrate speed @ 50 WPM	15	Applying
	Series Test	3	

## CO – PO Mapping

Course Outcomes	PO 1	PO2	PO3	PO4	PO5	PO6
CO1			2			
CO2			2			
CO3			3			
CO4			3			2

3- Strongly mapped

2- Moderately mapped

1. Weakly mapped

## Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the parts of spreadsheet window	15	Understanding
<b>Contents:</b> Parts of spreadsheet window – concept of worksheet and workbook – create, save, open and close- formatting cell- rows – columns – insert -moving – rename and deleting - changing name-sorting and filtering			
CO2	Demonstrate the use of spreadsheet functions and tools for simple applications	17	Understanding
	Series Test - I	1	
<b>Contents:</b> Formatting chart- page setup- page break-print-Conditional formatting-logical functions			
CO3	Prepare payroll and progress report using spreadsheet applications – Construct Power point presentations using audio visual elements	25	Understanding
	Series Test - II	1	
<b>Contents:</b> Pay bill, invoice, mark sheet, progress report using logical and analytical functions in spreadsheet application – Power point presentation- Open new Slide, Themes, Objects,			

Tables, Pictures, Animations – rehearse timing – illustration – shapes – icons – 3D models – smart art.			
CO4	Demonstrate speed @ 50 WPM	15	Applying
	Series Test - III	1	
<b>Contents:</b> Speed passage exercises – Online typing test - typing speed at 50 WPM			

### **Text / Reference**

<b>T/R</b>	<b>Book Title / Author</b>
T1	English Typewriting (Speed) Sanjay Publication, Palakkad
R1	English Typewriting (Speed ) Kala Publication, Ernakulam

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2345</b>	Course Title: <b>Desktop Publishing (English &amp; Malayalam)</b>
Semester: <b>4</b>	Credits: <b>3</b>
Course Category: <b>Program Core</b>	
Periods per week: <b>5 (L:1 T:0 P:4)</b>	Periods per semester: <b>75</b>

**Course Objectives:**

1. To enable students to attain skills in text editing, graphic designing and Layout techniques related to Desk top publishing terminology
2. To enable the students to acquire skills in multiple page designing, business applications and printing

**Course Prerequisites:**

Topic	Course Code	Course Name	Semester
Basic computer knowledge.		Word Processing, I, II and III	1,2&3

**Course Outcomes:**

On completion of the course, the student will be able to:

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Make use of InDesign for Editing Text and working with graphics and objects.	18	Applying
CO2	Utilize Photoshop for designing and editing of images	18	Applying
CO3	Develop graphics in CorelDraw using its various tools	18	Applying
CO4	Prepare documents using ISM Malayalam software	19	Applying
	Series Test	2	

**CO-PO Mapping:**

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1			3			
CO2			3			
CO3			3			
CO4			3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

**Course Outline:**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Make use of InDesign for Editing Text and working with graphics and objects.	18	Applying
<b>Contents:</b> InDesign Tools and panels - Open - save - Automatic recovery - Close - Navigation - Customize work area - File Export - Linking and flowing Text - Text frames - Threading - Kerning and Tracking- Spell check - Inline Frames - Tagging Text - Colour, Swatches, Gradient, style pallets - Fill and Stoke - Eyedropper Tool - Image overview - Import images -Linked and embedded images - Web hyperlinks - -Content Collector tool - Graphic frames -Text Wrapping - Layers - Objects - Transforming objects - Shear/skew and reflecting - Duplicating-Align and Distribute-Stacking order-Group and Ungroup-Nesting-Cropping and clipping paths -Colour Management -Create PDF file.			
CO2	Utilize Photoshop for designing and editing of images	18	Applying
	Series test	1	
<b>Contents</b> Adobe Photoshop Features - Basic screen components - Tools - Panels and Menus – create new canvas using existing canvas size - save - working with images - Multiple pages - rulers, guides & grids - new note tool - save for web - devices interface -resizing & cropping images-pixels & resolution - image size - adjusting canvas size & canvas rotation -Selection tools - Marquee tool, Magic wand & Free transform tool, Lasso tools, Quick selection tool & refine edge - Create new layers - Duplicating layer - visibility, transparency, opacity and blending mode of layers - Filter adjustments - Apply colour -			

Retouching tools -Clone Stamp-Patch- Healing Brush- History-Burn- Dodge - Sponge - Sharpen - Roughen- Smudge - Blur - Use Levels and curves - Eye dropper - Draw paths - Pen Tool – insert customs shapes using path tool-Text tool -Text effects -Save & print.			
CO3	Develop graphics in CorelDraw using its various tools	18	Applying
<b>Contents:</b> Corel Draw - Basic components - Objects - Create objects - Reshaping objects – Apply Colour - Draw graphics - Free Hand - Bezier -pen - artistic media - Knife - Eraser – Virtual segment delete - Polyline tool - Pen tool (Shape tool) -Zoom - Basic Shapes - Text tool - Paragraph text - Embedding Objects into text - Wrapping Text around Object - Linking Text to Objects - apply effects - Blend tool - Distortion - Contour - Lens effects - Eye dropper -Outline tool - Fill tool - Interactive fill tool - Insert Bitmap - Edit - Rotate - Resize – Fill (solid, fountain, pattern, texture, postscript) and Border colour - Save as PDF/JPEG - Printworks.			
CO4	Prepare documents using ISM Malayalam software	19	Applying
	Series test	1	
<b>Contents:</b> ISM Malayalam-Set INSCRIPT keyboard (any regional language)-settings-Tune application-Inscript to English switch Num lock - select font.			

### Text/Reference

T/R	Book Title/Author
T1	DTP by Jinesh R, Infokairali Computer Magazine (English Language).
T2	Pearson's Adobe InDesign class room book.
T3	Bittu Kumar, Adobe InDesign basics book.
R1	Comdex DTP Course Kit, Vikas Gupta, Dreamtech Press.
R2	Ramesh Bangia, Learning Desktop Publishing.

### Online Resources:

Sl.No.	Website Link
1	<a href="https://helpx.adobe.com/">https://helpx.adobe.com/</a>

2	<a href="https://www.indesignskills.com/tutorials/">https://www.indesignskills.com/tutorials/</a>
3	<a href="https://www.coreldraw.com/en/pages/tutorials/coreldraw/">https://www.coreldraw.com/en/pages/tutorials/coreldraw/</a>
4	<a href="https://www.lifewire.com/learn-desktop-publishing-fun-profit-1077487">https://www.lifewire.com/learn-desktop-publishing-fun-profit-1077487</a>



Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code:	Course Title: <b>Word Processing Hindi</b>
Semester: <b>4</b>	Credits: <b>2</b>
Course Category: <b>Program Core</b>	
Periods per week: <b>4 (L: 0 T: 0 P: 4)</b>	Periods per semester: <b>60</b>

**Course Objectives:**

1. To get a basic knowledge about the common techniques of Hindi typing
2. To attain skill in Hindi typing.

**Course Pre-requisites:**

Topic	Course code	Course name	Semester
Basic knowledge in Typewriting & Word Processing English & Malayalam		Typewriting and Word Processing Malayalam	1, 2 & 3

**Course Outcomes:**

On completion of the course students will be able to:

CO <sub>n</sub>	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the procedure of setting Hindi language and installing various fonts.	16	Understanding
CO2	Demonstrate Hindi alphabet keys for type simple words in Hindi	20	Understanding
CO3	Demonstrate Hindi typing speed @ 20WPM.	16	Understanding
CO4	Demonstrate Hindi typing speed @ 25 WPM	20	Understanding
	Series Test	3	

**CO – PO Mapping:**

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
CO1			3				
CO2			3				
CO3			3				
CO4			3				

3-Strongly mapped

2-Moderately mapped

1-Weakly mapped

**Course Outline:**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Demonstrate the procedure of setting Hindi language and installing various fonts.	16	Understanding
<b>Contents:</b> Open, Close – Save a document- File – Print Command -Formatting the Document- Redoing and Undoing - consonants - fingering the keys			
CO2	Demonstrate Hindi alphabet keys for type simple words in Hindi	20	Understanding
	Series Test	1	
<b>Contents:</b> Vowels – fingering the keys –typing Hindi words - Type sentences - Type paragraphs - Speed Passages			
CO3	Demonstrate Hindi typing speed @ 20WPM.	16	Understanding
	Series Test	1	
<b>Contents:</b> Speed Passage exercises			
CO4	Demonstrate Hindi typing speed @ 25 WPM	20	Understanding

	Series Test	1	
<b>Contents:</b> Speed Passage exercises.			

**Text / Reference:**

T <sub>1</sub>	Typewriter and Computer typing (Speed ) – Upkar
R <sub>1</sub>	Anupam Hindi Typing Book
R <sub>2</sub>	Balaji Hindi Typing Book.

Programme: <b>Diploma in Computer Application and Secretarial Practice</b>	
Course Code: <b>2347</b>	Course Title: <b>Summer Internship</b>
Semester: <b>4</b>	Credits: <b>2</b>
Periods per week:	Periods per semester: <b>3 Weeks</b>

### Course objectives

The objectives of internship training are to:

- ❖ Enable the students to learn the Administrative system and routine works of the office.
- ❖ Expose the students to competent in critical questioning and analysis.
- ❖ Provide possible opportunities to learn, understand and sharpen the real time technical/Supervisory skills required for the job.
- ❖ Develop communication and interpersonal skills.
- ❖ Introduce the social, economic and administrative considerations that influence the working environment of the organizations.
- ❖ Apply the technical knowledge in real industrial situations.
- ❖ Explore career opportunities.
- ❖ Expose students to the psychology of the workers and their habits, attitudes and approach to problem solving.

### Course Pre-requisites:

Topic	Course code	Course name	Semester
Communication skills in English, professional behavior or knowledge, Computer or Technology skills, Business organizations, Word processing, Financial accounting and Secretarial Practice		Communicative English I & II	I & II
		DTP and Word processing	II
		Financial Accounting I & II	I & II
		Business studies	I
		Secretarial practice	III

**Course Outcomes:**

On completion of the training, the student will be able to:

<b>CO<sub>n</sub></b>	<b>Description</b>	<b>Duration (Hours)</b>	<b>Cognitive Level</b>
CO1	Apply administrative and communication skill in routine work of the office.	3 weeks	Applying
CO2	Implement Leadership skill, professional behavior and knowledge.		Applying
CO3	Utilize computer and technology skills for specific skill-building		Applying
CO4	Practice project-related skills and employability enhancing activities.		Applying

**CO-PO Mapping:**

<b>Course Outcomes</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>CO1</b>	3					
<b>CO2</b>				3	3	
<b>CO3</b>			3			
<b>CO4</b>	3				3	

3 – Strongly mapped,

2 – Moderately mapped,

1 – Weakly mapped

**Framework**

<b>Schedule</b>	<b>Duration</b>	<b>Activities</b>	<b>Credits</b>
Summer vacation after 4 <sup>th</sup> Semester	3 weeks	Industrial/Government/NGO/MSME/Rural Internship	2

- Summer Internship shall be scheduled during summer vacation after 4<sup>th</sup> Semester.
- Summer Internship shall be started by a student only after prior approval of Superintendent.

- A report should be prepared and submitted immediately after the completion of the Internship.
- The Report consists of brief working of the firm and various documents used in the Internship institution.
- The students should familiarize with the accounting software, methods of accounting followed and secretarial work.

The credit requirement for summer internship can be achieved through any one of the activities listed below.

Internship can be undergone as follows :

1. **Industrial internship Program:** The student can opt to undergo internship with industry /NGO's/Micro/Small/Medium Enterprises depending upon their career plan.
2. **Rural Internship Program:** The student can opt Private industries in rural locations where there is not sufficient industry to support internships specific to the program of study.
3. **Internship program in State/Central Govt. institutions:** The students can opt State/Central Govt. Institutions as part of internship. They can make use of the theoretical learning into practical level by working with equipments, softwares and office administration.

### Online Resources

Sl. No.	Website Link
1	<a href="http://www.simplypsychology.org">www.simplypsychology.org</a>
2	<a href="http://www.exploreadultlearning.co.uk">www.exploreadultlearning.co.uk</a>
3	<a href="http://www.wikipedia.org">www.wikipedia.org</a>