CONTENTS

SR.NO. PARTICULARS PAGE NO.

Preface	(i)
Acknowledgements	(ii)
Salient Features of the Diploma Programme	1
Employment Opportunities	2
Competency Profile	3
Deriving Curriculum Areas from Competency Profile	5
Abstract of Curriculum Areas	7
Horizontal and Vertical Organization of the Subject	8
Study and Evaluation Scheme	14
Guidelines for Assessment of Student Centred Activities and Internal	15
Assessment	
	Acknowledgements Salient Features of the Diploma Programme Employment Opportunities Competency Profile Deriving Curriculum Areas from Competency Profile Abstract of Curriculum Areas Horizontal and Vertical Organization of the Subject Study and Evaluation Scheme Guidelines for Assessment of Student Centred Activities and Internal

9. Detailed Contents of various Subjects

FIRST SEMESTER

1.1	Communication Skills -I	16
1.2	Business Correspondence-I	18
1.3	Basics of Information Technology	21
1.4	Data Processing (English)	26
1.5	Stenography English-I	29
1.6	Office Management-I	32

SECOND SEMESTER

2.1	Communication Skills –II	34
2.2	Business Correspondence-II	37
2.3	IT Tools & Applications	40
2.4.	Principles of Management	43
2.5	Stenography (English)-II	46
2.6	Office Management-II	48

THIRD SEMESTER

3.1	English and Communication Skills – I	50
3.2	Computer Based Accountancy-I	53
3.3	Book-keeping and Accountancy –I	54
3.4	Organizational Behaviour and Personality Development	56
3.5	Stenography (English)-III	59
3.6	Secretarial Practices	61

FOURTH SEMESTER

4.1	English and Communication Skills – II	63
4.2	Computer Based Accountancy-II	66
4.3	Book-keeping and Accountancy –II	67
4.4	Stenography (English)-IV	69
4.5	Web Design	71
4.6	Entrepreneurship and Small Business Development	73
	Personality Development Camp	76
	Industrial Training	77

FIFTH SEMESTER

5.1	English and Communication Skills – III	78
5.2	Multimedia Applications	81
5.3	Stenography (English)-V	85
5.4	Business Organizations and Environment	87
5.5	Electives 5.5.1 Hindi Typing 5.5.2 Internet and Networking 5.5.3 Programming and Problem Solving Through Visual Basic	89 91 94
5.6	Business Laws	96
5.7	Environmental Education	98
	Entrepreneurial Awareness Camp	100

SIXTH SEMESTER

6.1	Project Oriented Professional Training	101
10.	Resource Requirements	104
11.	Evaluation Strategy	114
12.	Recommendations for Effective Implementation of	117
	Curriculum	
13.	List of Participants	119

13. List of Participants