

SCHEME OF STUDIES
DIPLOMA IN COMMERCIAL PRACTICE
(C-20)

CURRICULUM STRUCTURE**I Semester Scheme of Studies - Diploma in Commercial Practice [C-20]**

S. N	Course Category / Teaching Department	Course Code	Course Title	Hours per week			Total contact hrs /week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (including CIE marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
THEORY COURSES																	
1	HS/EG	20EG11T	English- I	4	0	0	4	4	50	20	50	20	100	40			Only SGPA for 1 st Semester
2	CP/CP	20CP11T	Business Studies -I	4	0	0	4	4	50	20	50	20	100	40			
3	CP/CP	20CP12T	Financial Accounting-I	4	0	0	4	4	50	20	50	20	100	40			
4	CP/CP	20CP13E/K	English / Kannada Shorthand-I	6	0	0	6	6	50	20	50	20	100	40			
5	CP/CP		KAN/ENG TW	2	0	4	6	-	NO END EXAMINATION ONLY PRACTICE ATTENDANCE IS COMPULSORY								
PRACTICAL COURSES																	
6	CP/CP	20CP14P	Computer Application in Office-I	1	0	2	3	2	60	24	40	16	100	40			
7	HS/EG	20EG12P	Effective English Communication Lab	0	0	2	2	1	60	24	--	--	60	24			
AUDIT COURSES																	
8	AU/CP Physical Activity		Sports / NCC / NSS / Youth Red Cross / Yoga / Technical club.	Student shall enroll in any one of these activities in 1 st semester and shall participate actively. The student shall obtain 'Participation Certificate' in the activity to get eligible for the award of Diploma.													
Total				21	0	8	29	21	320	128	240	96	560	224			

T:- Theory P:- Practical D:- Drawing E:- Elective BS- Basic Science:: ES-Engineering Science:: HS-Humanities & Social Science:: AU-Audit Course

1. AU- Physical Activity- Student participation in the selected physical activity shall be monitored and the participation record shall be maintained by the respective Programme Coordinator (Head of Section).
2. Theory course Semester End Examination (SEE) is conducted for 100 marks (3 Hrs duration)
3. Practical course CIE and SEE is conducted for 100 marks (3 hrs duration)

II Semester Scheme of Studies - Diploma in Commercial Practice[C-20]

Sl. No	Course Category / Teaching Department	Course Code	Course Title	Hours per week			Total contact hrs/week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (including	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
THEORY COURSES																	
1	CP/CP	20CP21T	Financial Accounting -II	4	0	0	4	4	50	20	50	20	100	40			SGPA & CGPA of 2 nd Semester
2	CP/CP	20CP22T	Elements of Business Statistics	4	0	0	4	4	50	20	50	20	100	40			
3	CP/CP	20CP23T	Business Studies-II	4	0	0	4	4	50	20	50	20	100	40			
4	CP/CP	20CP24E/K	English/ Kannada Shorthand-II	6	0	0	6	6	50	20	50	20	100	40			
5	CP/CP	20CP25E/K	English/ Kannada Typewriting(Speed)	1	0	2	3	2	50	20	50	20	100	40			
6	CP/CP	20CP26E/K	English/Kannada Typing (Manuscripts)	1	0	2	3	2	50	20	50	20	100	40			
PRACTICAL COURSES																	
7	CP/CP	20CP27P	Computer Application in Office -II	1	0	2	3	2	60	24	40	16	100	40			
AUDIT COURSES																	
8	AU/KA	20KA21T	Kannada -I ಸಾಹಿತ್ಯಸಿಂಚನ - I ಬಳಕೆ ರನ್ನಡ - I	2	0	0	2	2	50	20	-	-	50	20			
Total				23	0	6	29	26	410	164	340	136	750	300			

T:- Theory P:- Practical D:- Drawing E:- Elective BS- Basic Science:: ES-Engineering Science:: HS-Humanities & Social Science:: AU-Audit Course

1. Theory course Semester End Examination (SEE) is conducted for 100 marks (3 Hrs duration)
2. Practical course CIE and SEE is conducted for 100 marks (3 hrs duration)

Government of Karnataka
Curriculum Structure
III Semester Scheme of Studies- Diploma in Commercial Practice

Sl. No.	Course Category / Teaching Department	Course Code	Course Name	Hours per week			Total contact hrs /week	Credits	CIE Marks		SEE Marks		Total Marks	Passing Marks (including CIE marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
Integrated Courses																	
1	PC/CP	20CP31T	Financial Accounting - III	3	1	2	6	5	50	20	50	20	100	40			Both SGPA & CGPA
2	PC/CP	20CP32T	Business Management	3	1	2	6	5	50	20	50	20	100	40			
3	PC/CP	20CP33K//E	Kannada(150 LCM)/English (60WPM) Short Hand (SEE - Dic – 07 Min - TRNS 90 MIN Duration)	3	1	2	6	5	50	20	50	20	100	40			
4	PC/CP	20CP34K/E	Kannada (25WPM)/English (35 WPM) T/W SPEED (SEE - 15 MIN Duration)	1	1	4	6	4	50	20	50	20	100	40			
5	PC/CP	20CP35P	Desk Top Publishing - [PageMaker, Photoshop & Nudi]	1	1	4	6	4	60	24	40	16	100	40			
Audit Course																	
6	AU/KA	20KA36T	ಸಾಹಿತ್ಯ ಸಿಂಚನ - 2/ ಬಳಕೆ - ಕನ್ನಡ - 2	2	0	0	2	2	50	20	-	-	50	20			
Total				13	5	14	32	25	310	124	240	96	550	220			

*PC: Programme Core:: AU-Audit Course:: L:Lecture:: T: Tutorial : P: Practice.

IV Semester Scheme of Studies- Diploma in Commercial Practice

Sl. No.	Course Category / Teaching Department	Course Code	Course Name	Hours per week			Total contact hrs /week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (include ng CIE marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
Integrated Courses																	
1	PC/CP	20CP41T	Financial Accounting-IV	3	1	2	6	5	50	20	50	20	100	40			
2	PC/CP	20CP42T	Company Law and Secretarial Practice	3	1	2	6	5	50	20	50	20	100	40			
3	PC/CP	20CP43E/K	Kannada/English Short Hand SPD(SEE – Dic – 10 Mins TRNS 90 MIN Duration)	3	1	2	6	5	50	20	50	20	100	40			
4	PC/CP	20CP44E/K	Kannada(34WPM)/English(45WPM) T/W (Speed)(SEE - 15 MIN Duration)	1	1	6	8	5	50	20	50	20	100	40			
5	PC/CP	20CP45E/K	Kannada/English T/W(Manuscript)(90 MIN Duration)						50	20	50	20	100	40			
6	PC/CP	20CP46P	E-OFFICE	1	1	4	6	4	60	24	40	16	100	40			
Audit Course																	
7	AU/CP	20CP47P	Indian Constitution	2	0	0	2	2	50	20	-	-	50	20			
Total				13	5	16	34	26	360	144	290	116	650	260			

*PC: Programme Core: AU-Audit Course:: L:Lecture:: T: Tutorial : P: Practice.

CURRICULUM STRUCTURE																					
V Semester Scheme of Studies - Diploma in Commercial Practice [C-20]																					
Pathway	Course Category / Teaching Department	Course Code	Pathway Title	Hours per Semester			Total contact	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing	Assigned Grade	Grade Point	SGPA and CGPA				
				L	T	P			Max	Min	Max	Min									
Compulsory Courses																					
Compulsory Course	Shorthand	20CP51E	English Shorthand - V (Speed - 120 WPM)	26	13	26	65	4	50	20	50	20	100	40			Both SGPA & CGPA				
		20CP51K	Kannada Shorthand - V (Speed - 260 LPM)																		
		20CP52E	English Shorthand Elaboration (120 WPM)	26	13	26	65	4	50	20	50	20	100	40							
		20CP52K	Kannada Shorthand Elaboration (260 LPM)																		
Special Pathways (Any one Pathway to be selected)																					
Specialization Pathways	Course Category / Teaching Department	Course Code	Pathway Title	Hours per Semester			Total contact hrs /Semester	Credits	CIE Marks		SEE Marks Finance Taxation (Theory)		SEE Marks Tally (Practical)		Total Marks for SEE		Total Marks	Min Marks for Passing (including CIE marks)	Assigned Grade	Grade Point	SGPA & CGPA
				L	T	P			Max.	Min.	Max.	Min.	Max	Min	Max	Min.					
		CP Specialization Pathways in CP Student need to select any one of the specialization pathways	20CP53I	Finance and Taxation	65	26	78	169	10	120	48	40	16	40	16	80	32	200	80		
	20CP54I	Cost and Management Accounts	65	26	78	169	10	120	48	40	16	40	16	80	32	200	80				
	20CP55I	Business Law and Practice	65	26	78	169	10	120	48	40	16	40	16	80	32	200	80				

L: - Lecture T: - Tutorial P: - Practical I: Integrated CP-Commercial Practice K: Kannada E: English

Note : In 5th Semester student need to select any one of the Specialization pathways along with Compulsory courses consisting of 18 credits

CURRICULUM STRUCTURE																	
VI Semester Scheme of Studies - Diploma in Commercial Practice [C-20]																	
Pathway	Course Category /Teaching Department	Course Code	Pathway Title	Hours per Semester			Total contact hrs /Semester	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (including CIE)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
Special Pathway																	
Internship	CP/CK	20CP61S	Internship / Project	40 Hours / week Total 16 Weeks			640	16	240	96	160	64	400	160			Both SGPA & CGPA

Note : In 6th Semester student need to do internship/project in the pathway selected in 5th semester

