

**CP
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KARNATAKA STATE BOARD OF TECHNICAL EXAMINATION, BENGALURU.

TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.

PROGRAMME NAME: DIPLOMA IN COMMERCIAL PRACTICE

PROGRAMME CODE:CP

PATTERN: FULL TIME

DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)

SEMESTER: I

SCHEME: C-15

Sl. No.	SUBJECT NAME	SUB / QP CODE	Teaching Scheme					EXAM PAPER DURATION HRS	SEMESTER END EXAM		CIE MARKS	TOTAL MARKS	MIN MARKS FOR PASSING (INCLUDING CIE MARKS)
			Contact Hours						MAX MARKS	MIN MARKS			
			TH	TU	PR	TOTAL	CREDITS						
1.	ENGLISH - 1	15CP11T	4	-	-	4	4	3	100	35	25	125	45
2.	BUSINESS STUDIES - 1	15CP12T	4	-	-	4	4	3	100	35	25	125	45
3.	FINANCIAL ACCOUNTING - 1	15CP13T	4	-	-	4	4	3	100	35	25	125	45
4.	ENG / KAN SHORTHAND - I (PRINCIPLES)	15CP14E 15CP14K	6	-	-	6	6	3	100	35	25	125	45
5.	ENG / KAN TYPEWRITING	-	-	2	4	6	NO END EXAMINATION (ONLY PRACTICE)						
6.	MODERN BUSINESS PRACTICES (PR)	15CP15P	-	2	4	6	3	3	50	25	25	75	35
7.	BASIC COMPUTER APPLICATIONS - I	15CP16P	-	2	4	6	3	3	50	25	25	75	35

TOTAL HOURS: 36

TOTAL CREDITS = 24

TOTAL MARKS 650

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KARNATAKA STATE BOARD OF TECHNICAL EXAMINATION, BENGALURU.

TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.

PROGRAMME NAME: DIPLOMA IN COMMERCIAL PRACTICE

PROGRAMME CODE:CP

PATTERN: FULL TIME

DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)

SEMESTER: II

SCHEME: C-15

Sl. No.	SUBJECT NAME	SUB / QP CODE	Teaching Scheme					EXAM PAPER DURATION HRS	SEMESTER END EXAM		CIE MARKS	TOTAL MARKS	MIN MARKS FOR PASSING (INCLUDING CIE MARKS)
			Contact Hours						MAX MARKS	MIN MARKS			
			TH	TU	PR	TOTAL	CREDITS						
1.	FINANCIAL ACCOUNTING - II	15CP21T	4	-	-	4	4	3	100	35	25	125	45
2.	ELEMENTS OF BUSINESS STATISTICS	15CP22T	4	-	-	4	4	3	100	35	25	125	45
3.	BUSINESS STUDIES - II	15CP23T	4	-	-	4	4	3	100	35	25	125	45
4.	ENG / KAN SHORTHAND - II (PRINCIPLES AND CONDENSATION)	15CP24E 15CP24K	6	-	-	6	6	3	100	35	25	125	45
5.	5.1 - ENG / KAN TYPEWRITING-I (SPEED 25/20WPM)	15CP25E 15CP25K	-	2	4	6	3	15 Min.	100	50	25	125	60
	5.2 -ENG /KAN TYPEWRITING-II (MANUSCRIPT)	15CP26E 15CP26K	-	-	-	-	-	90 Min.	100	50	25	125	60
6.	BASIC COMPUTER APPLICATIONS - II	15CP27P	-	2	4	6	3	3	50	25	25	75	35

TOTAL HOURS: 30

TOTAL CREDITS = 24

TOTAL MARKS 825

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KARNATAKA STATE BOARD OF TECHNICAL EXAMINATION, BENGALURU.

TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.

PROGRAMME NAME: DIPLOMA IN COMMERCIAL PRACTICE

PROGRAMME CODE:CP

PATTERN: FULL TIME

DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)

SEMESTER: III

SCHEME: C-15

Sl. No.	COURSE NAME	COURSE / QP CODE	Teaching Scheme					EXAM PAPER DURATION HRS	SEMESTER END EXAM		CIE MARKS	TOTAL MARKS	MIN MARKS FOR PASSING (INCLUDING CIE MARKS)
			Contact Hours						MAX MARKS	MIN MARKS			
			TH	TU	PR	TOTAL	CREDITS						
1.	FINANCIAL ACCOUNTING- III	15CP31T	4	-	-	4	4	3	100	35	25	125	45
2.	FUNCTIONAL MANAGEMENT	15CP32T	4	-	-	4	4	3	100	35	25	125	45
3.	COMPANY LAW AND SECRETARIAL PRACTICE	15CP33T	4	-	-	4	4	3	100	35	25	125	45
4.	ENG/KAN SHORTHAND - III (SPEED 60WPM/150LPM)	15CP34E 15CP34K	6	-	-	6	6	*	100	35	25	125	45
5.	ENG / KAN TYPEWRITING - III (SPEED 35/25WPM)	15CP35E 15CP35K	-	2	4	6	3	10 Min.	100	50	25	125	60
6.	DESK TOP PUBLISHING	15CP36P	-	2	4	6	3	3	50	25	25	75	35
7.	SECRETARIAL SKILLS AND PRACTICE	15CP37P	-	2	4	6	3	3	50	25	25	75	35

TOTAL HOURS: 36

TOTAL CREDITS=27 TOTAL MARKS 775

***Diction: 7 Minutes (4+3)Transcription: 90 Minutes**

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KARNATAKA STATE BOARD OF TECHNICAL EXAMINATION, BENGALURU.

TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.

PROGRAMME NAME: DIPLOMA IN COMMERCIAL PRACTICE

PROGRAMME CODE:CP

PATTERN: FULL TIME

DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)

SEMESTER: IV

SCHEME: C-15

Sl. No.	COURSE NAME	COURSE / QP CODE	Teaching Scheme					EXAM PAPER DURATION HRS	SEMESTER END EXAM		CIE MARKS	TOTAL MARKS	MIN MARKS FOR PASSING (INCLUDING CIE MARKS)
			Contact Hours						MAX MARKS	MIN MARKS			
			TH	TU	PR	TOTAL	CREDITS						
1.	ENGLISH- II	15CP41T	4	-	-	4	4	3	100	35	25	125	45
2.	FINANCIAL ACCOUNTING- IV	15CP42T	4	-	-	4	4	3	100	35	25	125	45
3.	INDIAN CONSTITUTION AND PROFESSIONAL ETHICS.	15CP43T	4	-	-	4	4	3	100	35	25	125	45
4.	ENG/KAN SHORTHAND - IV (SPEED 90WPM/200LPM)	15CP44E 15CP44K	6	-	-	6	6	@	100	35	25	125	45
5.	5.1 –ENG/KANTYPEWRITING-IV (SPEED45WPM/34WPM)	15CP45E 15CP45K						10 Mins	100	50	25	125	60
	5.2 –ENG/ KANTYPEWRITING-V (MANUSCRIPT)	15CP46E 15CP46K	-	2	4	6	3	90 Mins.	100	50	25	125	60
6.	INTERNET AND E-COMMERCE LAB	15CP47P	-	2	4	6	3	3	50	25	25	75	35

TOTAL HOURS: 30

TOTAL CREDITS=24 TOTAL MARKS 825

@ Dictation: 10 Minutes (7+3) Transcription: 90 Minutes.

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TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.****PROGRAMME NAME: DIPLOMA IN COMMERCIAL PRACTICE****PROGRAMME CODE:CP****PATTERN: FULL TIME****DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)****SEMESTER: 5****SCHEME: C-15**

Sl. No.	SUBJECT NAME	SUB / QP CODE	Teaching Scheme					EXAM PAPER DURATION HRS	SEMESTER END EXAM		CIE MARKS	TOTAL MARKS	MIN MARKS FOR PASSING (INCLUDING CIE MARKS)
			Contact Hours						MAX MARKS	MIN MARKS			
			TH	TU	PR	TOTAL	CREDITS						
1.	Financial Accounting - V	15CP51T	04	00	00	04	04	3 Hrs	100	35	25	125	45
2.	Business and Industrial law	15CP52T	04	00	00	04	04	3 Hrs	100	35	25	125	45
3.	Elements of Economics	15CP53T	04	00	00	04	04	3 Hrs	100	35	25	125	45
4.	Banking Law & Practice	15CP54T	04	00	00	04	04	3 Hrs	100	35	25	125	45
5.	English/Kannada Shorthand	15CP55E/ 15CP55K	-	06	00	06	03	2 Hrs 10 Mn Dic.	100	35	25	125	45
6.	Professional Practices	15CP56P	-	02	04	06	03	3 Hrs	50	25	25	75	35
7.	Tally Accounting Package	15CP57P	-	02	04	06	03	3 Hrs	50	25	25	75	35
8.	Project-I	15CP58P	-	01	02	03	-				25	25	-

TOTAL HOURS: 37**TOTAL CREDITS = 25****TOTAL MARKS 800**

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**KARNATAKA STATE BOARD OF TECHNICAL EXAMINATION, BENGALURU.
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.**

PROGRAMME NAME: DIPLOMA IN COMMERCIAL PRACTICE

PROGRAMME CODE:CP

PATTERN: FULL TIME

DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)

SEMESTER: 6

SCHEME: C-15

Sl. No.	SUBJECT NAME	SUB / QP CODE	Teaching Scheme					EXAM PAPER DURATION HRS	SEMESTER END EXAM		CIE MARKS	TOTAL MARKS	MIN MARKS FOR PASSING (INCLUDING CIE MARKS)
			Contact Hours						MAX MARKS	MIN MARKS			
			TH	TU	PR	TOTAL	CREDITS						
1.	Elements of Cost Accounting	15CP61T	04	00	00	04	04	3 Hrs	100	35	25	125	45
2.	Income Tax Practice	15CP62T	04	00	00	04	04	3 Hrs	100	35	25	125	45
3.	Indian Financial System	15CP63T	04	00	00	04	04	3 Hrs	100	35	25	125	45
4.	English/Kannada Shorthand Elaboration	15CP64E/ 15CP64K	-	06	00	06	03	2 Hrs 05Mn Dic.	100	35	25	125	45
5.	Advanced Tally Accounting Package	15CP65P	-	02	04	06	03	3 Hrs	50	25	25	75	35
6.	In plant Training	15CP66P	-	-	04	04	02	-	-	-	25	25	-
7.	Project work -II	15CP67P	-	02	04	06	03	3 Hrs	50	25	25	75	35

TOTAL HOURS: 34

TOTAL CREDITS = 23

TOTAL MARKS 675