

BASELIUS COLLEGE

KOTTAYAM

DIPLOMA IN COMPUTER APPLICATION

Supporting Documents

1. Brochure
2. Syllabus
3. Attendance
4. Student list
5. Certificate



Govt. of Kerala

CENTRE FOR CONTINUING EDUCATION KERALA DCA Training Programme

കേരള ഗവൺമെന്റിന്റെ തുടർ വിദ്യാഭ്യാസ DCA കോഴ്സിന് അഡ്മിഷൻ ആരംഭിച്ചു



കോഴ്സുകൾ വിജയകരമായി പൂർത്തിയാക്കുന്ന വിദ്യാർത്ഥികൾക്ക് നാഷണൽ സ്കിൽ ഡെവലപ്മെന്റ് കോർപ്പറേഷൻ അംഗീകരിച്ച വിവിധ NSDC ജോബ് റോളുകൾക്കനുസൃതമായുള്ള ക്വാളിഫിക്കേഷൻ പാക്കുകളിൽ NSDC-യുടെ നിബന്ധനകൾക്ക് വിധേയമായി ദേശീയ അംഗീകാരമുള്ള NSDC സർട്ടിഫിക്കേഷൻ നേടുവാൻ സാധിക്കുന്നതാണ്.

Sl. No.	Course	Course Code	Duration	Eligibility	Fee Details
1	Diploma in Computer Application	DCA	6 Months	SSLC	7000/- 2000/- + 2500 X 2 (In alternate months)

ഓഫീസ് ഓട്ടോമേഷൻ

ഇലക്ട്രോണിക് ഡാറ്റാ പ്രൊസസിംഗ്

താടങ്ങിനു മേഖലകളിൽ പെൺകാടികൾക്കും ആൺകാടികൾക്കും

തദ്ദേശീയ മേഖലയിൽ തൊഴിലുറപ്പ്, തൊഴിലുറപ്പ്, തൊഴിലുറപ്പ് അനേകായിരം തൊഴിലവസരങ്ങൾ



1) കോഴ്സിന് അഡ്മിഷൻ നേടുവാൻ താൽപര്യമുള്ള വിദ്യാർത്ഥികൾ പാലിക്കേണ്ട നടപടിക്രമങ്ങൾ?

കേരള സർക്കാരിന്റെ തുടർ വിദ്യാഭ്യാസ ഡിപ്പാർട്ട്മെന്റ് കോഴ്സിന് അഡ്മിഷൻ ആഗ്രഹിക്കുന്ന വിദ്യാർത്ഥികൾ അപേക്ഷാ ഫോം ലഭിക്കുന്നതിനായി www.ccekcampus.org എന്ന CCEK-യുടെ വെബ്സൈറ്റിൽ നിന്നും അപേക്ഷാ ഫോം ഡൗൺലോഡ് ചെയ്ത് പ്രിന്റ് എടുക്കുകയും, തുടർന്ന് തെറ്റുകൂടാതെ പൂർണ്ണമായും പൂരിപ്പിച്ച അപേക്ഷാ ഫോം പരിശോധനാഗ്രഹിക്കുന്ന കോളേജുകളിൽ എന്നാണ് സമർപ്പിക്കേണ്ടതെന്ന് അറിയുന്നതിനായി താഴെ കാണുന്ന ഹെൽപ്പ്ലൈൻ നമ്പറിൽ ബന്ധപ്പെടേണ്ടതാണ്.

 www.ccekcampus.org

Ph: 8606919314

കേരള PSC അംഗീകാരം !!!

CCEK-യുടെ DCA കോഴ്സ് പ്രോഗ്രാമിന് കേരള PSC-യുടെ അംഗീകാരമുള്ളതിനാൽ സർക്കാർ ജോലി ലഭിക്കുന്നതിനുവേണ്ടി തയ്യാറെടുക്കുന്ന വിദ്യാർത്ഥികൾക്ക് ഈ കോഴ്സ് പ്രോഗ്രാം ചെയ്യുന്നതിലൂടെ കരിയർ സേഫ്റ്റി ഉറപ്പുവരുത്തുന്നതിനും, പ്രസ്തുത മേഖലയിൽ എളുപ്പത്തിൽ തൊഴിൽ നേടാനും സാധിക്കുന്നു. കേരളത്തിലുടനീളമുള്ള വിവിധ തുടർ വിദ്യാഭ്യാസ ഉപകേന്ദ്രങ്ങൾ വഴി ഈ കോഴ്സ് നടത്തപ്പെടുന്നതിനാൽ വിദ്യാർത്ഥികൾക്ക് അവരുടെ സമീപ പ്രദേശങ്ങളിലെ പഠിക്കുവാനാഗ്രഹിക്കുന്ന കോളേജുകളിൽ അഡ്മിഷൻ എടുക്കുവാനും, കേരള ഗവൺമെന്റ് സർട്ടിഫിക്കറ്റ് നേടുവാനും സാധിക്കുന്നു.

2) കേരള ഗവൺമെന്റിന്റെ DCA കോഴ്സ് പ്രോഗ്രാം ആർക്കെല്ലാം പഠിക്കുവാൻ സാധിക്കും ?

SSLC പാസ്സായ ഏതൊരു വിദ്യാർത്ഥിക്കും പ്രായഭേദമന്യേ പ്രസ്തുത കോഴ്സ് പ്രോഗ്രാമിന് അഡ്മിഷൻ എടുക്കുവാനും കോഴ്സ് വിജയകരമായി പൂർത്തിയാക്കി കേരള ഗവൺമെന്റ് അംഗീകൃത സർട്ടിഫിക്കറ്റ് നേടുവാനും സാധിക്കുന്നതാണ്.

3) ഈ കോഴ്സ് പാർട്ട് ടൈം ആയി പഠിച്ച് കേരള ഗവൺമെന്റ് അംഗീകൃത സർട്ടിഫിക്കേഷൻ നേടാൻ സാധിക്കുമോ ?

തീർച്ചയായും, ഇപ്പോൾ മറ്റ് റെഗുലർ കോഴ്സുകൾ പഠിച്ചുകൊണ്ടിരിക്കുന്ന വിദ്യാർത്ഥികൾക്കും, വിവിധ ജോലികളിൽ പ്രവേശിച്ചിട്ടുള്ളവർക്കും CCEK-യുടെ DCA കോഴ്സ് പ്രോഗ്രാം സാറ്റർഡേ, സൺഡേ, മോർണിംഗ്, ഊവനിംഗ്, പാർടൈം ബാച്ചുകളായും പഠിക്കുവാനുള്ള സൗകര്യം ഒരുക്കിയിട്ടുണ്ട്.

4) കോഴ്സിന് ചേർന്ന വിദ്യാർത്ഥികളുടെ ക്ലാസുകൾ എന്ന് മുതലാണ് ആരംഭിക്കുന്നത് ?

അഡ്മിഷൻ സമയത്ത് Rs. 2000/- അടച്ച് രജിസ്ട്രർ ചെയ്ത വിദ്യാർത്ഥികളുടെ ബാച്ചുകൾ തരം തിരിച്ചതിനു ശേഷം, വിദ്യാർത്ഥികളെ ഫോൺ, വെബ്സൈറ്റിലെ സ്റ്റുഡന്റ് അക്കൗണ്ട് (www.student.ccekcampus.org), ഇ-മെയിൽ എന്നിവയിൽ എന്തെങ്കിലും മുഖേന അറിയിക്കുന്നതാണ്. ഏതെങ്കിലും കാരണവശാൽ ഇത്തരത്തിലുള്ള അറിയിപ്പുകൾ രൊഴിച്ചുകളയുന്നതിൽ ലഭിക്കാത്ത പക്ഷം അപേക്ഷാ ഫോം സമർപ്പിച്ച കോളേജിലെ തുടർ വിദ്യാഭ്യാസ കേന്ദ്രത്തിന്റെ ഓഫീസിലോ, താഴെ പറയുന്ന ഹെൽപ്പ്ലൈൻ നമ്പറുമായോ ബന്ധപ്പെട്ട് ക്ലാസ്സ് തുടങ്ങുന്ന തീയതി വിദ്യാർത്ഥികൾ ഉറപ്പുവരുത്തേണ്ടതാണ്. DCA course program-ന് കേന്ദ്ര-സംസ്ഥാന ഗവൺമെന്റ് നിഷ്കർഷിച്ചിരിക്കുന്ന വിവിധതരത്തിലുള്ള നികുതികൾ ബാധകമാകുന്ന പക്ഷം, വിദ്യാർത്ഥികൾ അത്തരത്തിലുള്ള നികുതികൾ അടയ്ക്കുവാൻ ബാധ്യസ്ഥരാണ്. നികുതി ഇനത്തിൽ അതത് കാലഘട്ടങ്ങളിൽ വരുന്ന മാറ്റങ്ങൾ ഈ കോഴ്സിനും ബാധകമായിരിക്കും.

അഡ്മിഷൻ സമയത്ത് Rs. 2000/- അടച്ച് വിദ്യാർത്ഥികൾ രസീത് കൈപ്പറ്റേണ്ടതാണ്. തുടർന്ന് Rs. 2500/- പ്രകാരം 2 തവണകളിലായി മുഴുവൻ ഫീസും അടച്ചു തീർക്കേണ്ടതാണ്.

5) SC/ST/BPL/SEBC/OEC വിദ്യാർത്ഥികൾക്ക് എന്തെങ്കിലും തരത്തിലുള്ള ആനുകൂല്യങ്ങൾ ലഭ്യമാണോ?

ഒരു തുടർ വിദ്യാഭ്യാസ ഉപകേന്ദ്രത്തിന് ആഭിമുഖ്യത്തോടെ ഒരു കോഴ്സിലും അനുബന്ധിച്ചുള്ള ചൊല്ലാത്ത നവീകരണ പട്ടിക ജാതി/പട്ടിക വർഗ്ഗ (SC,ST) വിഭാഗത്തിൽപ്പെട്ട വിദ്യാർത്ഥികൾക്ക് 10% വും, SEBC / OEC വിദ്യാർത്ഥികൾക്ക് 5% വും, BPL വിദ്യാർത്ഥികൾക്ക് 5% വും സീറ്റ് സംവരണം ചെയ്തിട്ടുണ്ട്. എന്നാൽ സംവരണ സീറ്റിലേക്ക് അപേക്ഷിക്കുന്ന വിദ്യാർത്ഥികളുടെ പ്രവേശനം പൂർണ്ണമായും Index mark-ന്റെ അടിസ്ഥാനത്തിൽ തയ്യാറാക്കുന്ന റാങ്ക് ലിസ്റ്റിന് അനുസൃതമായിരിക്കും നടപ്പിലാക്കുന്നത്. ഇത്തരത്തിൽ സംവരണ സീറ്റുകളിലേക്ക് പ്രവേശനം നേടിയ വിദ്യാർത്ഥികൾക്ക് കോഴ്സ് ഫീസിൽ 50% ഇളവ് ലഭിക്കുന്നതാണ്. ആയതിനാൽ SC/ST/SEBC/OEC വിദ്യാർത്ഥികൾ പ്രവേശന സമയത്തു തന്നെ പ്രസ്തുത വിദ്യാർത്ഥിയുടെ ജാതി തെളിയിക്കുന്ന രേഖയുടെ അസ്സൽ കോപ്പിയും, BPL വിദ്യാർത്ഥികൾ പ്രസ്തുത വിദ്യാർത്ഥി BPL ആണെന്ന് തെളിയിക്കുന്ന റേഷൻ കാർഡിന്റെ സ്വയം സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പും, വരുമാന സർട്ടിഫിക്കറ്റിന്റെ അസ്സൽ കോപ്പിയും, SSLC സർട്ടിഫിക്കറ്റിന്റെ സ്വയം സാക്ഷ്യപ്പെടുത്തിയ രണ്ടു കോപ്പിയും, മാർക്ക് ലിസ്റ്റും സഹിതം ഹാജരാക്കേണ്ടതാണ്. വൈകി വന്ന അപേക്ഷകളും, അപൂർണ്ണമായ അപേക്ഷകളും പരിഗണിക്കുന്നതല്ല.

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6) NSDC സർട്ടിഫിക്കേഷൻ :

CCEK-യുടെ വിവിധ പ്രൊഫഷണൽ ഡിപ്ലോമ കോഴ്സുകൾ പൂർത്തിയാക്കുന്ന വിദ്യാർത്ഥികൾക്ക് പ്രസ്തുത കോഴ്സ് പ്രോഗ്രാമുമായി ബന്ധപ്പെട്ട NSDC-യുടെ **National Skills Qualification Framework (NSQF)** പ്രകാരം രൂപപ്പെടുത്തിയിട്ടുള്ളതും, NSDC-TP തിരഞ്ഞെടുത്തിട്ടുള്ളതുമായ NSDC ക്വാളിഫിക്കേഷൻ പാക്കുകളിൽ കാലാകാലങ്ങളിൽ NSDC നിഷ്കർഷിക്കുന്ന വിവിധ നിബന്ധനകൾക്ക് വിധേയമായി ദേശീയ അംഗീകാരമുള്ള NSDC സർട്ടിഫിക്കേഷൻ നേടാവുന്നതാണ്.

7) Academic Progress Tracking System എന്നാലെന്താണ്, അതിന്റെ ഉപയോഗം എന്താണ് ?

വ്യത്യസ്ത വിദ്യാഭ്യാസ യോഗ്യതയുള്ള വിദ്യാർത്ഥികൾക്ക് ഒരേപോലെത്തുള്ള ഉയർന്ന പഠനനിലവാരം ഉറപ്പുവരുത്തുന്നതിനായി രൂപീകരിച്ച അക്കാദമിക് പ്രോഗ്രസ്സ് ട്രാക്കിംഗ് സിസ്റ്റത്തിന്റെ സഹായത്താൽ കോഴ്സിന്റെ ഓരോ ഭാഗവും വിദ്യാർത്ഥികൾക്കും, തുടർന്ന് അവരുടെ രക്ഷിതാക്കൾക്കും പരിശോധിക്കുവാനും, ഓരോ ഭാഗവും വ്യക്തമായി പഠിച്ചതിനുശേഷം മാത്രം അടുത്ത ഭാഗം പഠിക്കുവാനും വിദ്യാർത്ഥികൾക്ക് കഴിയുന്നു. തന്മൂലം കോഴ്സിന്റെ പഠനനിലവാരം സ്ഥാപനത്തിനോടൊപ്പം തന്നെ വിദ്യാർത്ഥികൾക്കും, രക്ഷിതാക്കൾക്കും ഒരുപോലെ ഉറപ്പുവരുത്തുവാൻ സാധിക്കുന്നു എന്നുള്ളതാണ് അക്കാദമിക് പ്രോഗ്രസ്സ് ട്രാക്കിംഗ് സിസ്റ്റത്തിന്റെ ഏറ്റവും വലിയ പ്രത്യേകത.



www.ccekcampus.org

Ph: 8606919314



CENTRE FOR CONTINUING EDUCATION KERALA

**DIPLOMA IN COMPUTER APPLICATION
(DCA)**

[GO(Ms)No.37/2012/P&ARDdated.16/7/2012]

SYLLABUS

(Duration – 6 Months)

CENTRE FOR CONTINUING EDUCATION KERALA

Anathara Lane, Charachira, Kowdiar P.O.

Thiruvananthapuram – 695003

Phone /Fax: 0471-2311654, 2313065

e-mail : directorccek@gmail.com, web : www.ccek.org

DIPLOMA IN COMPUTER APPLICATION (DCA)

I. INTRODUCTION

Computer knowledge is essential in all types of jobs. It will give added waitage to the job seekers. This curriculum is framed so as to impart the theoretical and practical knowledge in computer application such as windows , Linux , word processing, spreadsheets, Presentation , Internet, Open Office, DBMS, Malayalam computing, etc.

The course Diploma in Computer Applications (DCA) of CCEK is approved by Government of Kerala vide GO(Ms)No.37/2012/P&ARD dated.16/7/2012 of the Personnel and Administrative Reforms Department, Government of Kerala as a qualification for appointments through Kerala PSC. Considering the wide spread demand for the course, CCEK proposes to offer the DCA course across the state by establishing new sub-centers among the Arts & Science Colleges.

II. ELIGIBILITY FOR ADMISSION

SSLC

III. DURATION OF THE COURSE

SIX months

IV. MEDIUM OF INSTRUCTION

The medium of instruction in all the theory and practical subjects shall be English & Malayalam.

V. COURSE FEE

The course fee is Rs. 6000/-

The fee can be collected in three equal installments at the discretion of the sub-centre.

VI. EXAMINATION FEE

Fee for registering regular examination –Rs.300/-

Fee for supplementary examination-Rs. 100/- per paper

Examination fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.

VII. EXAMINATION

There will be an examination for theory and practical subjects as per the notification of the Director, C.C.E.K.

VIII. RULES AND REGULATIONS FOR EXAMINATION AND PROMOTION

- 1) Duration of the course is six months
- 2) The minimum qualification prescribed for admission is SSLC.
- 3) The examinations will be conducted by C.C.E.K.
- 4) Minimum attendance required for a candidate to register for the examination is 70%.
- 5) Shortage of attendance up to 15% can be condoned in deserving cases on payment of prescribed condensation fee of Rs.200/- on the recommendation of the course coordinator of the sub-centre. Condonation fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.
- 6) No candidate will be allowed to register for examination in piecemeal. If in any case this happens, registration shall automatically be cancelled at any stage of the process of the examination. The Board of Examination has the discretionary power to relax the condition in exceptional cases, if found necessary.
- 7) Each candidate is entitled for three chances to pass the examination, including the regular with in a period of 2 Years after the registration for the first examination.
- 8) A minimum of 35% marks in theory and practical is required to pass in each subject
- 9) Supplementary examination fee of Rs. 100/- per paper will be charged subject to a maximum amount of Rs. 500/-
- 10) There will be 5 classifications of passed candidates in the following grading system.

35 to 50%	C
51 to 65 %	B
66 to 80%	B+
81 to 90%	A
91 to 100%	A+
- 11) The total marks shall be considered to classify the successful candidates.
- 12) Revaluation for theory papers is done on application addressed to the Director, C.C.E.K. within 15 days of the publication of the results, along with revaluation fee of Rs. 100/- per paper. In case CCEK decides to conduct the theory examination on-line, there will be no revaluation.
- 13) There will be no revaluation for practical.
- 14) Any other details not specifically mentioned herein will be decided by the Director, C.C.E.K. and decision will be final.

IX. SYLLABUS

Subject Code	Subject Name	Theory Hours/ Week	Practical Hours/ Week	Internal Marks	End Exam		Total Marks
					Theory	Practical	
DC 01	Informatics	2	-	50	100	-	150
DC 02	MS Office and Internet	1	1	50	50	50	150
DC 03	Linux and Open Office	1	1	50	50	50	150
DC 04	PC Techniques	2	-	50	100	-	150
DC 05	Malayalam Computing	1	1	50	50	50	150
Total		7	3	250	350	150	750

1. DC 01- INFORMATICS

Introduction To Information Technology

Characteristics of Computers, Stored Program Concept

History of Computers

Evolution of Computer - Generations

Computer classifications-Micro, Mini, Mainframe and Super Computers

Microcomputers - Desktop PCs, Laptops, Palmtops and PDAs

Computer Organization

CPU, Memory, I/O Devices- Block Diagram of a computer

System components - Motherboards, Chip sets, Buses and Expansion Slots

I/O Ports -Serial Port (RS-232), Parallel ports, USB, PS/2

Microprocessors - Brief introduction to the Intel Family, Different Models of Intel Pentium IV and AMD Athlon/ Duron processors

(characteristics - Number of bits, Speed, Memory Addressing, other features like Hyper Threading etc)

Memory

Characteristics of Primary Memory and Secondary Memory

Classification of Primary Memory

ROM - EPROM, EEPROM

RAM- SRAM, DRAM, SDRAM, DDRAM, RDRAM

Cache Memory - L 1 ,L2 and L3 Cache

Secondary Memory

Sequential and Direct Access Storage Characteristics

Magnetic Tapes ,Magnetic Disks-

Floppy Disks-Hard disks

Optical Storage - CDROMs Different types of CDROMs CDR, CDR/W

CD-Drives - Speed of CD- Drives, CD Writers, DVDs - DVD - *R/W*, Blu-Ray Disk

Advanced Removable Storage Devices - Pen Drives, Zip Drives, Super disks

Input Devices

Keyboard - Different types of keyboards

Graphical Input - Mouse - Optical Mouse, Trackball, Track pad, Trackpoint, Joystick, Scanners, Optical Mark Readers, Barcode reader, Smart Card Readers

Touch Screens, ATM, Web Cameras

Voice Input - Microphones

Output Devices

Computer Output - Soft Copy and Hard Copy

Monitor - CRT, LCD, TFT displays (Dimensions, Resolution, and comparison - overview only)

LCD Projectors

Printers- Impact and Non Impact printers

Dot matrix Printers, Thermal Printers, Inkjet and Laser Printers, Plotters, Computer Output

Microfilm

Audio Output - Speaker

Computer Software

Software Classification- System Software and Application Software

Operating Systems - Functions of OS - Types of OS - Single User,

Multi-User, Multitasking, Real Time OS

Language Translators - Compilers and Interpreters

Programming Languages and Classification - Machine Language, Assembly

Language, High Level Language and 4GLs (Comparative study of these languages)

Computer Viruses, Software Piracy, Free Software Philosophy

Information Technology

IT in communication ,Business, Governance, Medicine, Office Automation, and

Health Care, Education, Science, Entertainment, Engineering Manufacturing. IT
Policy in the State
E-Commerce - Types of e-commerce, B2B,B2C,C2C,P2P,M-commerce.
On-line trading and Net-Banking

Ethical and Social Issues

Understanding ethical and social issues related to systems
A Model for Thinking About Ethical, Social, and Political Issues
Five Moral Dimensions of the Information Age
Key Technology Trends that Raise Ethical Issues
Ethics In An Information Society-Basic Concepts: Responsibility, Accountability,
and Liability, Ethical Analysis-Candidate Ethical Principles
Professional Codes of Conduct
Some Real-World Ethical Dilemmas
The Moral Dimensions Of Information Systems-
Information Rights: Privacy and Freedom in the Internet Age,
Property Rights: Intellectual Property,
Accountability, Liability, and Control,
System Quality: Data Quality and System Errors
Quality of Life: Equity, Access, and Boundaries

Text Books:

Alexis Leon & Mathews Leon, Computers Today, Leon Viks Pub
Curtin, Foley, Sen. & Motrin , Tata Me Graw Hill Pub
IT Tools and Applications - Me Millan

References:

Peter Dyson, The PC User's essential accessible Pocket Dictionary, BPB
Ron White, How Computers Work (with CD) BPB New Delhi
Alexis & Mathew Leon, Fundamentals of Information Technology, Leon Vikas
Pub

2. DC 02 - MS OFFICE AND INTERNET

Office Automation Basics

Concept of office
Nature of work in office
Meaning of office automation
Needs & future trends of Office Automation

Office system requirements
Document preparation
Document storage & retrieval
Integrated office systems

Disk Operating System:

Simple DOS Commands
Simple File Operations
Directory Related
Commands.

Windows XP/2000Nista/7

Introduction to Windows
Desktop, Taskbar, Start Menu, My Computer, Windows Explorer, Recycle Bin
Accessories- Calculator, Notepad, paint, WordPad.

Microsoft Word

Introduction to MS Office & MS Word
Introduction to MS Office Package
MS Word
Text Formatting Features
Paragraph, Change Case, Font, Tabs, Drop Cap, Bullets and Numbering,
Advanced Formatting Features
Borders and Shading, Auto shape, Caption, Columns, Text Box, Footnote,
Tables and Drawing Features
Insert Table, Draw Table, Formula, Sort, Forms
Graphics - Word Art and Clip Art,
Tools - Mail Merge, Spelling and Grammar, Thesaurus, Autocorrect.

MS Excel

Worksheets, Cell, Cell Range Operations, Fill Series .Protecting
Worksheets
Functions- sum, average, if. Financial and statistical functions,
Mathematical functions.
Database Operations Sort, Filter - Auto filter and Advanced filter,
Subtotals, Table, Validation
Charts - Column, Pie, XY, Line, Scatter

MS Power point- Introduction

Slide Sorter
Slide Background
Slide Transition
Slide show

Front Alignment
Background
Action Buttons
Setup Show
Custom Animations.

Introduction to database system concepts

Database
Characteristics of Data in Database
DBMS-Advantage of DBMS
Different type of Database Systems
Introduction to Relational DBMS
RDBMS Terminology
Databases-Tables - Relations- Domains- Attributes -Tuples
Primary key- Foreign key

MS-Access

Introduction
Blank Database, Database Wizard
Database Window, Design View, Data Sheet View
Creating Tables in Design View
Field Properties , Primary key, Indexes
Record Manipulations' - Adding, Editing,
Deleting
Sorting and Filtering
Creating Query in Design View,
Query Wizard, Deleting Queries
Creating Form with Wizard
Creating Reports Using Wizard
Import and Export

INTERNET & EMAIL

Introduction to Internet Technology, Introduction to Internet Explorer, Concept of Websites and WebPages, Use my connection for dialing, Log on to Internet, Browsing/Surfing with the help of Internet- Explorer(File, Edit, View, Go Favorites, Toolbar), Closing Internet Explorer, Learning to use E-mailing, Read/Send mails through send & receive options, Working with Boxes (Inbox, Outbox, Sent box), Composing/Attaching a file, Using the Address book, Import/Export-message/address, Internet options, Working online, Open free E-mail IDs. Using search engine to find sites, Closing your Dial-up networking

connection.

HTML

Basic HTML tags, advanced HTML tags

Textbooks:

Microsoft Office XP Plain & Simple - Brown Resource - PHI

Microsoft Office XP Fast & Easy - Koers PHI

Faster Smarter Microsoft Office XP - Murray - PHI

DC03 - LINUX AND OPEN OFFICE

Linux

History and features of Linux, Linux Structure, File System of Linux, Hardware requirements of Linux, Various flavors of Linux, Linux Kernel, Login and Logout from Linux system, Linux command -ls, cat, cd, chmod, clear, cp., rmdir, wc, who, grep, write, mv, find, mkdir, more, date, vi Editor.

Open office Writer

Entering and Editing Text in a Writer Document, Formatting a Writer Document, Checking your spelling automatically using the AutoCorrect, Manually running the Spell checker, Finding Synonyms with the Thesaurus, Create Table, Table Formatting, Summing Table Rows and Columns, Finding items in a Document, Create and modify Headers and Footers ,Create and modify Page numbers ,Adding Graphics, Formatting a Picture, Resize a picture, Wrapping a picture around text, Adding borders and colours, Creating a Form Letters, Creating a Data Source, Reviewing the Mail Merge document, Addressing Mailing Labels

OpenOffice.org

System Requirements , Start of the programs , File management , Create a new Document, Save a document, Open a document, Close an active document, Send document by email, Export to PDF, Export to HRML, Importing from other documents, Information management, Text selection, Copy the information, Move information, Find and replace text , Browse through the document , Styles and templates , Type of styles, Create new styles , Modifying styles , Page breaks , Create and manage Templates, Print, Page margins, Size of the page, Page background, Headers, Footnotes , Print Preview.

OpenOffice.org Writer

Writer interface, Text input, Characters format, Font effects, Position, Background color, Paragraph formats, Paragraph, Alignment, Text flow, Bullets

and Numbering, Applying Bullets and Numbering, Change the type of numbering, Applying numbering, Styles of numbering , Outline numbering , Restart numbering , Stop numbering and Indent, Tabs and tables, Spacing, Tables, Delete column and lines, Column width, Alignment , Merge cells , Insert lines and columns , Borders , Calculate in a table , Number formats, Sort, table charts, Text boxes and images, Insert images, Insert external images, Size, Anchor, Position, Adjustment, Font work , Index, Index with default styles, Index with user styles, Index updates, Index links.

OpenOffice.org Calc

Calc features, Calc Interface, Data types, Create formulas, Lines and columns, Format, Numbers, Font, Font effects, Alignment, Border, Background, Height and weight cells , Merge/Split Cells , Functions , Statistical functions , Time and date statistical , Text function , Math function , Information function , Logical function , Chart, Data Types, XY axis, Object properties, Identifying cells, Absolute ranges, Assign range and names , Automatic range, Print ranges , Data ranges , Sheets, Change names , Add sheets, reference sheets, delete sheets, select multiple sheets, Database ranges, Auto filter, Sort, Subtotals, Consolidate, Workgroup, Notes, Versions, Protect cells, Validity.

OpenOffice.org Impress

Impress characteristics, Start Impress, Presentation Wizard, Drawing, Zoom, Lines, Rectangle , Freeform line filled , Polygon, Convert objects , Curves , Select objects , Copy objects, Delete objects, Flip objects, Arrange objects, Group objects, Export drawing, , Area Fills, Color, Gradient, Hatching, Bitmaps , Transfer settings, Images, Insert images, Filters, Graphics mode, Color, Transparency, Crop, Gallery, Glue points, Size and position, Rotate, Alignment, Text, Text to polygon, Text boxes, Slides, Insert, Clone, Rename, Delete slides, Format, Character, Paragraph, Textbox format , Slide effects , Slide transitions , Sounds , Automatic transition , Manual transition, Hyperlinks , From text, From images, Bitmaps.

Linux OS Installation

Driver Installation
Package Installation
User Creation

Text Books:

Linux In Easy Steps - Mike Me Grath - DreamTech
Comdex Linux and Open Office Course Kit - Vikas Gupta – DreamTech

Greg Perry, SAMS Teach Yourself Open Office.org, SAMS Pub

References:

John Ray, 10 Minute Guide to Linux PHI

4. DC04 - PC TECHNIQUES

Parts of a PC

Main Unit/Cabinet, Power supply
Outside main unit - Front panel, switches and indicators, back panel, ports
Inside system unit - SMPS- signals and functions, connectors, POST, BIOS, Bootstrap
Motherboard- Processor, version, technology and speed
Identify ROM and BIOS Chips
Identifying Computer Expansion Slots
Identifying RAM and RAM Sockets
Input, output devices and drivers
Storage devices
Video Card Identification
BIOS/ROM
Floppy Disk Drive
Hard Drive Identification
CD-ROM I DVD drive Identification

Windows OS Installation

Driver Installation
Changing File Views in Windows
Control Panel
User creation and rights
Hard Drive Preparation Using FDISK and FORMAT, DM utility
Troubleshooting
Install a Driver
Create a startup Disk

Windows XP/7 Operating System

Installation Demonstration of Windows XP/7
Using Simple File Sharing to Share Files
Internet Connection and Firewall

Using Windows XP/7 Start Menu and Windows Explorer

Application Software Installation

Ms Office, Tally, Data entry S/W, DTP S/W Etc

Transferring Computer Software

Floppy disks

USB flash drives

CD/DVD – Burning a CD/DVD

Maintaining Computer Software

Antivirus Installation

Cookies-cleaning out cookies

Cleaning out temporary internet files, Recycle bin

System tools – Disk Cleanup , Disk Defragmentation

Back up of user data

Updating operating system and web browser software

Computer Networks

Definition of Computer network-Classification-LAN,MAN,WAN and

Internetwork, LAN Topologies

Protocols-Definition -TCP/IP, UDP, Application level protocols

HTTP, FTP, SMTP, NNTP, SNMP, DHCP, DNS (ideas only)

Connectivity Devices Repeater, Hub, Switch, Bridge, Router, Gateway, Firewall.

Modems-Dialup, Cable and Digital Modems.

5. DC 05 - MALAYALAM COMPUTING

Introduction-

Malayalam through computers, Unicode, IT and Malayalam, Language Computing, Importance of language computing, Free software and language computing, Malayalam and technology, Malayalam digital technology.

Enabling Malayalam in Linux and Windows. Downloading and installing Malayalam fonts.

Malayalam using transliteration.

Structure of Malayalam Keyboard, Overview of Malayalam characters, Typing on the Malayalam keyboard.

Malayalam word processing.

STUDENTS ATTENDANCE REPORT

Name of College: Baseliuss College, Kottayam

Batch: BN/21/05/274/DCA/0001(REGULAR)

Batch Started Date : 14-03-2022

Sl. No.	Name	Details	1	2	3	4	5	6	7	8
1	ABHIJITH V S	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0008	Attendance	3	4	7	3	7	3	2
2	ABHIRAMI MANIKKUTTAN	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0004	Attendance	4	1	1	4	5	3	3
3	ACHSA MARKOSE	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0002	Attendance	9	5	10	5	6	10	2
4	AJAY PRADEEP	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0009	Attendance	4	4	5	3	8	3	4
5	ANJALY SHIBU	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0014	Attendance	9	5	6	4	8	7	2
6	ANJANA SURESH	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0015	Attendance	9	4	6	4	7	9	3
7	ANNA JAMES	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0001	Attendance	7	5	3	2	6	7	4
8	ARYA LEKSHMI	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0012	Attendance	8	5	6	4	8	9	2
9	ASWANI K S	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0016	Attendance	5	2	5	1	4	10	5
10	BIBINA VARGHESE	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12
		C2105274DCA0006	Attendance	3	4	8	6	8	6	4
11	DINA P DAVID	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Nov-22
		Total W.D	10	5	10	6	12	12	12	12

[illegible]

Diploma in Computer Application
Department of Economics

Student List

Sl. No.	Name
1	ABHIJITH V S
2	ABHIRAMI MANIKKUTTAN
3	ACHSA MARKOSE
4	AJAY PRADEEP
5	ANJALY SHIBU
6	ANJANA SURESH
7	ANNA JAMES
8	ARYA LEKSHMI
9	ASWANI K S
10	BIBINA VARGHESE
11	DINA P DAVID
12	GAYATHRI N M
13	HARIPRIYA M RAJ
14	HEMAND V S
15	K VINAY VARGHESE
16	PRITTY ABRAHAM
17	ROSE MARY SONY
18	SAYNAHUL GUZALI
19	SONYMOL P S
20	SOUNDARYA R



GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935018

Registration No. C2205274DCA0016

Online Verification Code : C230013621

Certified that Mr./Ms. **JOSEPH CHACKO**

has successfully completed the course **Diploma in Computer Application**

.....at the sub centre

Basellius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **A** for his / her performance

in the examination conducted in **September, 2023**



[Signature]

Controller of Examinations

Date of Issue : **06.11.2023**

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% A : Marks \geq 81% and $<$ 91% B+ : Marks \geq 66% and $<$ 81% B : Marks \geq 51% and $<$ 66% C : Marks \geq 35% and $<$ 51%)
To verify this certificate online visit: <http://www.ccek.org/verify>



GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CENTRE FOR
CONTINUING
EDUCATION
KERALA

CERTIFICATE



Certificate No. : 230935012

Registration No. C2205274DCA0031

Online Verification Code : C230013615

Certified that Mr./Ms. **ANJANA SANTHOSH GOPI**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **A** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



[Signature]

Controller of Examinations

DIRECTOR

**CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 001**

(Grade : A+ : Marks $\geq 91\%$; A : Marks $\geq 81\%$ and $< 91\%$; B+ : Marks $\geq 66\%$ and $< 81\%$; B : Marks $\geq 51\%$ and $< 66\%$; C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR
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KERALA

CERTIFICATE



Certificate No. : 230935011

Registration No. C2205274DCA0038

Online Verification Code : C230013614

Certified that Mr./Ms. **ANAND GOPAL R**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$; A : Marks $\geq 81\%$ and $< 91\%$; B+ : Marks $\geq 66\%$ and $< 81\%$; B : Marks $\geq 51\%$ and $< 66\%$; C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935022

Registration No. C2205274DCA0032

Online Verification Code : C230013625

Certified that Mr./Ms. **ROBIN REJI**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Basellius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : 06.11.2023



[Signature]

Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% ; A : Marks \geq 81% and $<$ 91% ; B+ : Marks \geq 66% and $<$ 81% ; B : Marks \geq 51% and $<$ 66% ; C : Marks \geq 35% and $<$ 51%)
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GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935025

Registration No. : C2205274DCA0029

Online Verification Code : C230013628

Certified that Mr./Ms. **THEJUS SHAJI**

has successfully completed the course **Diploma in Computer Application**

.....at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



[Signature]

Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% . A : Marks \geq 81% and $<$ 91% . B+ : Marks \geq 66% and $<$ 81% . B : Marks \geq 51% and $<$ 66% . C : Marks \geq 35% and $<$ 51%)
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CENTRE FOR
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EDUCATION
KERALA

CERTIFICATE



Certificate No. : 230935008

Registration No. : C2205274DCA0028

Online Verification Code : C230013611

Certified that Mr./Ms. **ABY P THOMAS**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% A : Marks \geq 81% and $<$ 91% B+ : Marks \geq 66% and $<$ 81% B : Marks \geq 51% and $<$ 66% C : Marks \geq 35% and $<$ 51%)
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CERTIFICATE



Certificate No. : 230935010

Registration No. C2205274DCA0019

Online Verification Code : C230013613

Certified that Mr./Ms. **ANAGHA RAJ JAYARAJAN**

has successfully completed the course **Diploma in Computer Application**

.....at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+**for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$ A : Marks $\geq 81\%$ and $< 91\%$ B+ : Marks $\geq 66\%$ and $< 81\%$ B : Marks $\geq 51\%$ and $< 66\%$ C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR
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KERALA

CERTIFICATE



Certificate No. : 230935017

Registration No. : C2205274DCA0006

Online Verification Code : C230013620

Certified that Mr./Ms. **GOPIKA HARIKUMAR**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Basellus College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



[Signature]

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DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$ A : Marks $\geq 81\%$ and $< 91\%$ B+ : Marks $\geq 66\%$ and $< 81\%$ B : Marks $\geq 51\%$ and $< 66\%$ C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR
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EDUCATION
KERALA

CERTIFICATE



Certificate No. : 230935027

Registration No. : C2205274DCA0008

Online Verification Code : C230013630

Certified that Mr./Ms. **VIGHNESH D WARRIER**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Basellus College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**



Date of Issue : 06.11.2023

[Signature]

Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$ A : Marks $\geq 81\%$ and $< 91\%$ B+ : Marks $\geq 66\%$ and $< 81\%$ B : Marks $\geq 51\%$ and $< 66\%$ C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935026

Registration No. : C2205274DCA0034

Online Verification Code : C230013629

Certified that Mr./Ms. **VIDHU THANKACHAN**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**



06.11.2023

Date of Issue :

Controller of Examinations

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$; A : Marks $\geq 81\%$ and $< 91\%$; B+ : Marks $\geq 65\%$ and $< 81\%$; B : Marks $\geq 51\%$ and $< 65\%$; C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR
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KERALA

CERTIFICATE



Certificate No. : 230935021

Registration No. : C2205274DCA0010

Online Verification Code : C230013624

Certified that Mr./Ms. **NANDANA KANNAN**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**



[Signature]

Controller of Examinations

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

Date of Issue : 06.11.2023

(Grade : A+ : Marks $\geq 91\%$ A : Marks $\geq 81\%$ and $< 91\%$ B+ : Marks $\geq 66\%$ and $< 81\%$ B : Marks $\geq 51\%$ and $< 66\%$ C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR
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KERALA

CERTIFICATE



Certificate No. : 230935024

Registration No. : C2205274DCA0013

Online Verification Code : C230013627

Certified that Mr./Ms. **SWATHI SANTHOSH**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**



[Signature]

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Date of Issue : **06.11.2023**

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% ; A : Marks \geq 81% and $<$ 91% ; B+ : Marks \geq 66% and $<$ 81% ; B : Marks \geq 51% and $<$ 66% ; C : Marks \geq 35% and $<$ 51%)
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CERTIFICATE



Certificate No. : 230935015

Registration No. : C2205274DCA0007

Online Verification Code : C230013618

Certified that Mr./Ms. **DEVIKA K G**

has successfully completed the course **Diploma in Computer Application**

.....at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



Controller of Examinations

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% A : Marks \geq 81% and $<$ 91% B+ : Marks \geq 66% and $<$ 81% B : Marks \geq 51% and $<$ 66% C : Marks \geq 35% and $<$ 51%)
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GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935023

Registration No. : C2205274DCA0015

Online Verification Code : C230013626

Certified that Mr./Ms. **SHILPA YESODARAN**

has successfully completed the course... **Diploma in Computer Application**

.....at the sub centre

Baselius College, Kottayam

with the duration of... **Six Months**

The candidate has been awarded Grade... **B+**for his / her performance

in the examination conducted in... **September, 2023**

Date of Issue : **06.11.2023**



[Signature]

Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$; A : Marks $\geq 81\%$ and $< 91\%$; B+ : Marks $\geq 66\%$ and $< 81\%$; B : Marks $\geq 51\%$ and $< 66\%$; C : Marks $\geq 35\%$ and $< 51\%$)
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GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935016

Registration No. : C2205274DCA0001

Online Verification Code : C230013619

Certified that Mr./Ms. **GIYA N GIBI**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$ A : Marks $\geq 81\%$ and $< 91\%$ B+ : Marks $\geq 66\%$ and $< 81\%$ B : Marks $\geq 51\%$ and $< 66\%$ C : Marks $\geq 35\%$ and $< 51\%$)
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CENTRE FOR CONTINUING EDUCATION KERALA



CENTRE FOR
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EDUCATION
KERALA

CERTIFICATE



Certificate No. : 230935007

Registration No. : C2205274DCA0030

Online Verification Code : C230013610

Certified that Mr./Ms. **ABHISHEK R K**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



[Signature]

Controller of Examinations

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$; A : Marks $\geq 81\%$ and $< 91\%$; B+ : Marks $\geq 66\%$ and $< 81\%$; B : Marks $\geq 51\%$ and $< 66\%$; C : Marks $\geq 35\%$ and $< 51\%$)
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GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935019

Registration No. : C2205274DCA0037

Online Verification Code : C230013622

Certified that Mr./Ms. **MILAN K LAL**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% ; A : Marks \geq 81% and $<$ 91% ; B+ : Marks \geq 66% and $<$ 81% ; B : Marks \geq 51% and $<$ 66% ; C : Marks \geq 35% and $<$ 51%)
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CENTRE FOR
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KERALA

CERTIFICATE



Certificate No. : 230935020

Registration No. : C2205274DCA0035

Online Verification Code : C230013623

Certified that Mr./Ms. **MONISHA M**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : **06.11.2023**



[Signature]

Controller of Examinations

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$; A : Marks $\geq 81\%$ and $< 91\%$; B+ : Marks $\geq 66\%$ and $< 81\%$; B : Marks $\geq 51\%$ and $< 66\%$; C : Marks $\geq 35\%$ and $< 51\%$)
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GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935009

Registration No. : C2205274DCA0014

Online Verification Code : C230013612

Certified that Mr./Ms. **AKHIL MANOJ**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B** for his / her performance

in the examination conducted in **September, 2023**



Date of Issue : 06.11.2023

[Signature]

Controller of Examinations

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$ A : Marks $\geq 81\%$ and $< 91\%$ B+ : Marks $\geq 66\%$ and $< 81\%$ B : Marks $\geq 51\%$ and $< 66\%$ C : Marks $\geq 35\%$ and $< 51\%$)
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GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935013

Registration No. : C2205274DCA0005

Online Verification Code : C230013616

Certified that Mr./Ms. **ARCHA MOL T M**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B** for his / her performance

in the examination conducted in **September, 2023**



Controller of Examinations

Date of Issue : **06.11.2023**

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks $\geq 91\%$, A : Marks $\geq 81\%$ and $< 91\%$, B+ : Marks $\geq 66\%$ and $< 81\%$, B : Marks $\geq 51\%$ and $< 66\%$, C : Marks $\geq 35\%$ and $< 51\%$)
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GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 230935014

Registration No. : C2205274DCA0025

Online Verification Code : C230013617

Certified that Mr./Ms. **ASWATHY ANIL**

has successfully completed the course **Diploma in Computer Application**

..... at the sub centre

Baselius College, Kottayam

with the duration of **Six Months**

The candidate has been awarded Grade **B** for his / her performance

in the examination conducted in **September, 2023**

Date of Issue : 06.11.2023



Controller of Examinations

DIRECTOR
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM - 695 003

(Grade : A+ : Marks \geq 91% A : Marks \geq 81% and $<$ 91% B+ : Marks \geq 66% and $<$ 81% B : Marks \geq 51% and $<$ 66% C : Marks \geq 35% and $<$ 51%)
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