



**CENTRE FOR CONTINUING EDUCATION KERALA**

**DIPLOMA IN COMPUTER APPLICATION  
(DCA)**

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

**SYLLABUS**  
( Duration – 6 Months )

**CENTRE FOR CONTINUING EDUCATION KERALA**

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# 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.