कार्यालय प्रबंध में कम्प्यूटर डिप्लोमा	कार्यक्रम कोड : डीसीओएम
Diploma in Computer in Office Management	**Programme Code : DCOM**

Objectives :

- *To develop expertise in computer application in the office environment.*
- *To train personnel in use of modern technological tools in order to improve productivity and efficiency.*

Admission Eligibility :

Bachelor's Degree (TDC) from any recognised university or Senior Secondary (10 + 2) pass or equivalent from any recognised Board with three years working experience.

Duration : *Minimum 1 Year ; Maximum 4 years*

Medium : *Course Material is Available only in English*

Credit : *30*

Fee : *Rs 3900/- (Rupees Three thousand nine hundred only)*

Programme Structure : *The programme has the following five courses :*

S.No.	Name of Course	Course Code	Credit
1.	*Office Environment*	*DCOM-01*	*6*
2.	*Information Processing*	*DCOM-02*	*6*
3.	*Office Productivity Tools*	*DCOM-03*	*6*
4.	*Computer Application*	*DCOM-04*	*6*
5.	*Modern Office*	*DCOM-05*	*6*

Examination Pattern :

On the completion of the minimum duration, i.e. one year, a candidate will be examined by means of a written term end examination of three hours duration in theory papers in addition to practical examination for courses DCOM-01 to DCOM-04. The maximum marks for each course shall be 100. However, in course DCOM - 05, there will be no practical examination. The distribution of marks for theory and practical examination is as under:

1. Theory examination-70 marks. *2. Practical examination-30 marks.*

To pass the examination a candidate will have to obtain a minimum 36% marks in each course separately in theory and practical. The successful candidate shall be classified as under:

I	*Division*	-	*60% or above*
II	*Division*	-	*48% or above but less than 60%*
	Pass	-	*36% or above but less than 48%*