



Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	P	OJT		Theory		Tutorial/ Practical		
			University exams (ESE)	Progressive Assessment (PA)	External Practical /viva Exam (ESE)	Internal evaluation Practical /viva Exam (PA)		
-	2	-	2	-	-	20	30	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Course Content

Unit No.	Content	Hours
1.	Spreadsheets, Word, Presentation	10
2.	Multimedia Design	08
3.	Troubleshooting	08
4.	Project / Practical File	08
5.	Viva Voce	08
Total Hours		42

Suggested Specification table with Marks (Theory):

Distribution of Theory Marks				
R Level	U Level	A Level	N Level	E Level
5	20	15	5	5

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate and above Levels (Bloom's Taxonomy)