

COM – SPLIT UP OF MARKS

<u>1st MODULE</u>			
SL NO	NATURE OF PRACTICAL	OUT OF 75	
1	RECORD	10	
2	VIVA-VOCE	10	
3. A	PROCEDURE WRITING (Word/Op.off)	5	
3.B	SPEED TEST ENGLISH	15	
3.C	ONE TABLE AND ONE LETTER	10	
3.D	SPEED TEST MALAYALAM	15	
3.E	FORMATTING	10	

<u>2nd MODULE</u>			
SL NO	NATURE OF PRACTICAL	OUT OF 75	
I	RECORD	10	
II	VIVA	10	
III.a	SPEEED ENG	10	
III.b	SPEED MALAYALAM	10	
III.c	SLIDES PRESENTATION	5	
III.d	EXCEL / BASE (Pay Slip / Invoice / Stmt / Chart / Pivot Table)	10	
III.e	SPREADSHEET -CHART PREPARATION	5	
III.f	PROCEDURE WRITING (Excel/Access)	5	
III.g	ACCESS(DATABASE)	10	

<u>IVth MODULE</u>			
SL NO	NATURE OF PRACTICAL	OUT OF 75	
I	RECORD	10	
II	VIVA	10	
III.a	SPEEED ENG	10	
III.b	SPEED MALAYALAM	10	
III.c	GOVT LETTER	5	
III.d	GOVT ORDER - MALAYALAM	5	
III.e	ERP (Customer Creation / Warehousing/ Stock / Selling)	10	
III.f	PROCEDURE WRITING ON ERP	5	
III.g	WEB PAGE DESIGNING	10	