



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

**Course of Study and Scheme of Examination of Diploma First Semester (2005-06) in
Modern Office Management**

SEMESTER - I

S. No	Subject Code	Board of Study	Subject	Periods Per Week			Scheme of Examination					Total Marks	Credit [L+[T+P] 2
							Theory			Practical			
				L	T	P	ESE	CT	TA	ESE	TA		
1	200111 (46)	Humanities*	Communication Skill-I	5	1	-	100	20	20	-	-	140	6
2	240112 (40)	M.O.M.	Commercial Calculation	3	1	-	100	20	20	-	-	140	4
3	240113 (40)	M.O.M.	Financial Accounts-I	3	1	-	100	20	20	-	-	140	4
4	240114 (40)	M.O.M.	Environment & Gen. Awareness	3	1	-	100	20	20	-	-	140	4
5	240115 (40)	M.O.M.	Fundamentals of Computer	1	1	-	100	20	20	-	-	140	2
6	240121 (40)	M.O.M.	Typewriting English - I (Theory)	1	1	-	-	10	20	-	-	30	2
7	240122 (40)	M.O.M.	Commercial Calculation Lab	-	-	2	-	-	-	50	-	50	1
8	240123 (40)	M.O.M.	Financial Accounts-I Lab	-	-	2	-	-	-	50	-	50	1
9	240124 (40)	M.O.M.	Fundamentals of Computer Lab	-	-	6	-	-	-	80	20	100	3
10	240125 (40)	M.O.M.	Typewriting English - I (Practical)	-	-	4	-	-	-	50	20	70	2
			Total	16	6	14	500	110	120	230	40	1000	29

L – Lecturer,
ESE – End Semester Exam,

T – Tutorial, P – Practical,
CT – Class Test, TA – Teachers Assessment

Note: - Typing paper is to be given by university (Total Paper – 6)

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

Semester – 1st Semester

SUBJECT - COMMUNICATION SKILL-I

Code 200111

Branch / Discipline - Computer Science & Engineering / Electronics & Telecommunication / Information Technology / Civil / Mechanical / Electrical / Metallurgy/ Costume Design & Dress Making / Modern Office Management / Architecture/ Interior Decoration & Design / Instrumentation / Mining & Mine Surveying

Minimum Number of class tests to be conducted -2

SCHEME OF STUDY

S.No.	Topic	No. of Hours / Period of Study	Marks Allotted
		Theory	
1.	Passages for comprehension	16	30
2.	Short Stories	08	15
3.	Applied Grammar	16	25
4.	Letter Writing	08	20
5.	Report Writing	08	10
	TOTAL	56	100

Note: For spoken English integrated approach may be adopted .

COURSE CONTENTS

S.No.	Topics	Sub Topic
	Section -A	
1.	Passage for Comprehension	(1)Language of Science (2) Robotic Revolution (3) Designing a Car (4)New Wonders of camera (5)Non-conventional sources of Energy (6)Our Environment (7)Enterpreneurship (8)Safety practices
2.	Short-Stories	(1)Selfish Giant-Oscar Wilde (2)A Letter to God-Gregario Lapex Y-Fuentes An astrologer’s Day –R.K. Naragyan

3.	Applied Grammar	(1)Determiners (2)Auxiliaries (3)Tenses (4)Conditional (5)Passive (6)Prepositions (7)Subject-verb Agreement (8)Clauses & Connectors
SECTION-B		
4.	Letter Writing	(1)Application (For Job/Leave) (2)Letter of Enquiry and replies (3)Letter for Order Placement (4)Letter of Complaints (To Editor/ Appropriate Authorities)
5.	Report Writing	(1)Writing Progress – Report of a job (2)General outline for preparing A Project Report.

LIST OF REFERENCE BOOKS

- 1.Communication Skill for Teaching Students Book-I. M/s Somaiya Publications. Pvt. Ltd., Bhopal.
- 2.Living English Structure –W.S. Allen
- 3.Practical English Grammar (Exercises I by Thomson & Martinet)
- 4.English conversation practice by Grant Taylor.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
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Semester – 1st Semester

SUBJECT -COMMERCIAL CALCULATION

Theory Code-240112

Branch / Discipline - Modern Office Management

Minimum number of class tests to be conducted – 2

SCHEME OF STUDY AND COURSE CONTENTS

Chapter	Topic	Allotted Periods	Allotted Marks
Chapter – 1	Simple fraction Component fraction, Decimals, Quick calculation	16	20
Chapter – 2	Brokerage, commission, discount, logarithm	17	20
Chapter – 3	Simple Interest and Compound Interest	17	20
Chapter – 4	Percentage and Profit And Loss	17	20
Chapter – 5	Average, Ratio & Proportion	17	20
	Total	84	100

Practical Code - 240122

Practical – Project Work or Job Assignment

1. Use of Calculator for solution of problems.
2. Use of mathematical tables.
3. Use of Formula or equations etc.
4. Preparation of simple questionnaire to collect data.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
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Semester – 1st Semester

SUBJECT - FINANCIAL ACCOUNTANCS-I

Theory Code -240113

Branch / Discipline - Modern Office Management

Minimum number of class tests to be conducted – 2

SCHEME OF STUDY AND COURSE CONTENTS

Chapter	Topic	Allotted Periods	Allotted Marks
Chapter – 1	Double Entry System, Preparation of Journal Book and Ledger.	17	20
Chapter – 2	Cash Book : Simple Cash Book, Double Column, Three Column Cash, Petty cash book, Amended cashbook.	17	20
Chapter – 3	Trial Balance, Type of Trial Balance	17	20
Chapter – 4	Rectification of Errors, Capital And Revenue	17	20
Chapter – 5	Depreciation Meaning & Objectives, Importance, Fixed Methods, Diminishing Methods.	16	20
	Total	84	100

Practical Code –240123

Practical – Project Work or Job Assignment

1. Oral Accounting knowledge testing job assignment.
2. Preparation of Accounting Documents.
3. Cash Book entry, Accounts register, Paybills etc.
4. External and Internal Examiner will assign Job/project on all Chapters.

TEXT BOOK :-

1. Vitiya Lekhankan :- Dr. S.M. Shukla (Hindi Version)
2. Financial Accounts :- Dr. S.M. Shukla (English Version)
3. Vitiya Lekhankan :- Pramod Sexena
4. Vitiya Lekhankan :- Praveen Saxena

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
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Semester – 1st Semester

SUBJECT -ENVIRONMENT & GENERAL AWARENESS Theory Code -240114

Branch / Discipline - Modern Office Management

Minimum number of class tests to be conducted – 2

SCHEME OF STUDY AND COURSE CONTENTS

Chapter	Topic	Allotted Periods	Allotted Marks
Chapter – 1	ENVIRONMENT Meaning, Definition, Importance, Factors of Environment, Impact of environment on Human Health and working conditions, Need for environment Conservation, Limitation	12	20
Chapter – 2	ENVIRONMENT POLLUTION Meaning and definition, Types of Pollution-Air, water, Noise, Chemicals, Thermal, Radio etc. Sources of Pollution-Controlling devices of pollution and their working principles.	11	20
Chapter – 3	FACTORS CAUSING POLLUTION Effects of pollution on workers and employees, physical & mental remedies for controlling pollution.	11	20
Chapter – 4	FUNDAMENTAL RIGHTS, FUNDAMENTAL DUTIES Main Feature of Constitution, Fundamental rights, Fundamental duties.	11	20
Chapter – 5	KNOWLEDGE OF C.G. STATE General Knowledge related to C.G. State, Geographical, Historical, Minerals, Agricultural & Industries & Natural Resources.	11	20
	Total	56	100

TEXT BOOKS :-

1. Apana Pariyavarana :- M.K. Goyal (Vinod Pustak Mandir, Agra)
2. Shiksha Doot :- Chhattisgarh Prakasan
3. Upkar Publication :- Chhattisgarh sandarabh
4. Bhartiya Samvidhan

UNIVERSITY, BHILAI

Semester – 1st Semester

SUBJECT - FUNDAMENTALS OF COMPUTER

Theory Code -240115

Branch / Discipline - Modern Office Management

Minimum number of class tests to be conducted – 2

SCHEME OF STUDY AND COURSE CONTENTS

Chapter	Topic	Allotted Periods	Allotted Marks
Chapter – 1	INTRODUCTION OF COMPUTER Definition of computer, block diagram of computer, Data processing or Data Representation with example, Importance of Micro computer in Office, Types of Personal Computer System. Definition of Hardware/Software/Firmware	22	20
Chapter – 2	DEVICES OF COMPUTER SYSTEM Input and Output Devices and Main Memory – RAM, ROM, PROM, EPROM, Storage Device like Floppy Disk and its types, Hard Disk, CD ROM, DVD etc.	22	20
Chapter – 3	SYSTEM SOFTWARE & NUMBER SYSTEM Computer Languages, Introduction to system software, Linker, Loader, Compiler, Interpreter, Editor, Assembler. Number system Binary, Octal, Decimal, Hexadecimal, Number system Binary, Octal, Decimal, Hexadecimal system, Binary Arithmetic Addition and their Operation.	22	20
Chapter – 4	OPERATION SYSTEM Concept of Operating System, Types of Operating System, Function of Operating System, Types of Commands-Internal and External Commands. INTERNAL COMMANDS CLS, VER, VOL, COPY, DEL, EXIT, DIR, CD, MD, RD, PROMPT, PATH, DATE, TIME, REN, EXTERNAL COMMANDS-FORMAT, EDIT, XCOPY, DISKCOPY, CHKDSK, ATTRIB, LABEL, MORE, MOVE, TREE, MODE, EDIT, FDISK, etc.	22	20

Chapter – 5	INTRODUCTION TO WINDOWS What is Windows, Importance of Windows, File, Folders, Menu, Icons, Title Bar, Working With Windows Utilities-Control Panel, Task Bar, Recycle bin, Searching File and Folders, Media Player, Note Pad and Winword, System Introduction.	22	20
	Total	112	100

PRACTICAL CODE -240124

LIST OF EXPERIMENTS

1. Connection of various Computer Components like CPU, Keyboard, Mouse, Monitor, Printer and CVT (Physical)
2. Running Internal & External DOS Commands.
3. Installation of DOS, Windows 98 Operating System on PC
4. Use of Windows, Media Players, Recording, Editing Playing Sound and Video Files.
5. Trouble Shooting
6. Using of CD ROM / DVD / CD writer etc.
7. Use of Multimedia
8. Setting of Mouse
9. Installation of Modems
10. Setting of keyboards
11. Installation of new fonts
12. Add/ Remove of Programs
13. Add New Hardware
14. Running / Installation of Anti Virus Software

TEXT BOOK :-

1. Asian Computer Course :- Vishnu Priya Singh (Asian Publication menaxi singh)
2. Computer Fundamental :- Rajraman – PHI
3. Introduction to Computer – Mrs. Archana (Deepak Prakashan)

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
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Semester – 1st Semester

SUBJECT -TYPEWRITING ENGLISH-I

Theory Code 240121

Branch / Discipline - Modern Office Management

Minimum number of class tests to be conducted – 2

SCHEME OF STUDY AND COURSE CONTENTS

Topic	Allotted Periods	Allotted Marks
English Typing First Question: - Manuscripts typing should not more than 100 words.	25	15
English Typing Second Question :- Tabulation Column will not more than 4	17	10
English Typing Third Question :- Stencil Cutting matter should not be more than 100 words .	25	15
English Typing Forth Question :- Running letter should not be more than 100 words .	17	10
TOTAL	84	50

- **Note** : - The time for Duplication will be given extra
Use of carbon in one question paper.

Valuation :- One mark will be deducted for mistakes of two words.

Practical Code –240125

● **LIST OF PRACTICALS**

1. Give practical knowledge of functioning parts of Standard typewriter.
2. Practical Training of using a Key Boards.
3. Letters typing.
4. manuscripts typing:- Identification of Symbols, amendment and change, Editing of Text etc.
5. Preparation of Carbon copy.
6. preparation of tabulation and arranging of data according to the tables.

Text Book :-

Upkar's High Speed English Typewriting (Author's Omkar Nath Verma Agra)