



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

**Course of Study and Scheme of Examination of Diploma First Semester (2012-13) 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	240116 (40)	M.O.M.	Computer Typing English-I	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	240126 (40)	M.O.M.	Computer Typing English-I	-	-	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

DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT (MOM)

SEMESTER – II (2012-13)

Course of Study and Scheme of Examination

S. No	Board of Study	Subject Code	Subject	Periods/ Week			Scheme of Examination					Total Marks	Credit L+(T+P) /2
							Theory			Practical			
				L	T	P	ESE	CT	TA	ESE	TA		
1	Humanities	200211 (46)	Communication Skill-II	4	1	-	100	20	20	-	-	140	5
2	MOM	240212 (40)	Statistics	3	1	-	100	20	40	-	-	160	4
3	MOM	240213 (40)	Computer Aided Financial Account	3	1	-	100	20	40	-	-	160	4
4	MOM	240214 (40)	Computer Aided Office Proceedings	2	1	-	100	20	20	-	-	140	3
5	MOM	240215 (40)	Office Routine and Correspondence	2	1	-	100	20	20	-	-	140	3
6	Humanities	200224 (46)	P.P.A.	-	-	2	-	-	-	-	40	40	1
7	MOM	240216 (40)	Advance Computer Typing-English	1	-	-	-	-	10	-	-	10	1
8	MOM	240222 (40)	Computer Aided Financial Account	-	-	5	-	-	-	50	20	70	3
9	MOM	240223 (40)	Computer Aided Office Proceedings	-	-	5	-	-	-	50	20	70	3
10	MOM	240226 (40)	Advance Computer Typing-English	-	-	4	-	-	-	50	20	70	2
TOTAL				15	5	16	500	100	150	150	100	1000	29

PPA : Proficiency in professional activity.

L:Lecture , **T**: Tutorial , **P**:Practical , **ESE**:End of Semester Exam, **CT**:Class Test, **TA**:Teacher's Assessment

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DIPLOMA PROGRAM IN MODERN OFFICE MANAGEMENT (MOM)
COURSAE OF STUDY AND SCHEME OF EXAMINATION (2013-14)

SEMESTER - III

S. No.	Subject Code	Board of Study	Subject	Period Per Week			Scheme of Examination					Total Marks	Credit L+(T+P)/2
				L	T	P	Theory			Practical			
							ESE	CT	TA	ESE	TA		
1	240311 (40)	M.O.M.	Office Management	3	3	-	100	20	30	-	-	150	5.0
2	240312 (40)	M.O.M.	Principles of Cost Account	3	3	-	100	20	30	-	-	150	5.0
3	240313 (40)	M.O.M.	Data Base Management using MS-Access and Presentation Package	3	1	-	100	20	30	-	-	150	4.0
4	240314 (40)	M.O.M.	Principles and practice of Insurance	3	3	-	100	20	30	-	-	150	5.0
5	240315 (40) / 240316 (40)	M.O.M.	Fundamental Stenography I (Hindi) or Fundamental Stenography I (English)	4	1	-	100	20	30	-	-	150	5.0
6	240318 (40)	M.O.M.	Computer Typing - Hindi	2	1	-	-	-	40	-	-	40	3.0
7	240321 (40)	M.O.M.	Data Base Management in MS-Access and PowerPoint	-	-	2	-	-	-	50	20	70	1.0
8	240322 (40) / 240323 (40)	M.O.M.	Fundamental Stenography I (Hindi) Lab or Fundamental Stenography I (English) Lab	-	-	2	-	-	-	50	20	70	1.0
9	240325 (40)	M.O.M.	Computer Typing - Hindi	-	-	2	-	-	-	50	20	70	1.0
Total				18	12	06	500	100	190	150	60	1000	30.0

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment,

Students can opt either stenography (English) or stenography (Hindi)

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**DIPLOMA PROGRAM IN MODERN OFFICE MANAGEMENT (M.O.M)
COURSE OF STUDY AND SCHEME OF EXAMINATION (2013-14)**

SEMESTER - IV

S. No.	Subject Code	Board of Study	Subject	Period Per Week (In Hours)			Scheme of Examination					Total Marks	Credit L+(T+P)/2
							Theory			Practical			
				L	T	P	ESE	CT	TA	ESE	TA		
1	240411 (40)	M.O.M.	Business Law and Organization	3	3	-	100	20	30	-	-	150	5.0
2	240412 (40)	M.O.M.	Personality Development and Grooming	4	1	-	100	20	30	-	-	150	5.0
3	240413 (40)	M.O.M.	Desk Top Publishing	4	1	-	100	20	30	-	-	150	5.0
4	240414 (40)	M.O.M.	Computer Aided Cost Account	3	3	-	100	20	30	-	-	150	5.0
5	240415 (40) / 240416 (40)	M.O.M.	Fundamental Stenography II (Hindi) or Fundamental Stenography II (English)	4	1	-	100	20	30	-	-	150	5.0
6	240418 (40)	M.O.M.	Advance Computer Typing-Hindi	2	1	-	-	-	40	-	-	40	3.0
7	240421 (40)	M.O.M.	Desk Top Publishing	-	-	2	-	-	-	50	20	70	1.0
8	240422 (40) / 240423 (40)	M.O.M.	Fundamental Stenography II (Hindi) Lab Or Fundamental Stenography II (English) Lab	-	-	2	-	-	-	50	20	70	1.0
9	240425 (40)	M.O.M.	Advance Computer Typing-Hindi	-	-	2	-	-	-	50	20	70	1.0
Total				20	10	06	500	100	190	150	60	1000	31.0

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment

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**DIPLOMA PROGRAM IN MODERN OFFICE MANAGEMENT (M.O.M)
COURSE OF STUDY AND SCHEME OF EXAMINATION**

SEMESTER - V

s. No.	Subject Code	Board of Study	Subject	Period Per Week			Scheme of Examination					Total Marks	Credit L+(T+P)/2
				L	T	P	Theory			Practical			
							ESE	CT	TA	ESE	TA		
1	240511 (40)	M.O.M.	Elements of Banking	4	1	-	100	20	40	-	-	160	5.0
2	240512 (40)	M.O.M.	Marketing management	3	2	-	100	20	40	-	-	160	4.0
3	240513 (40)	M.O.M.	Income tax Law and Practice	4	1	-	100	20	40	-	-	160	5.0
4	240514 (40)	M.O.M.	Business Management	4	1	-	100	20	40	-	-	160	5.0
5	240515 (40)	M.O.M.	Internet- Window Utilities and Application	4	1	-	100	20	40	-	-	160	5.0
6	240516 (40) / 240517 (40)	M.O.M.	Advance Stenography- III (Hindi) or Advance Stenography- III (English)	1			-	-	50	-	-	50	1.0
7	240521 (40)	M.O.M.	Income tax Law and Practice	-	-	3	-	-	-	50	-	50	2.0
8	240522 (40)	M.O.M.	Internet- Window Utilities and Application	-	-	3	-	-	-	50	-	50	2.0
9	240523 (40) / 240524 (40)	M.O.M.	Advance Stenography- III (Hindi) Lab or Advance Stenography- III (English) Lab	-	-	4	-	-	-	50	-	50	2.0
Total				20	06	10	500	100	250	150	-	1000	31.0

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**DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT
COURSE OF STUDY AND SCHEME OF EXAMINATION**

SEMESTER - VI

S. No.	Subject Code	Board of Study	Subject	Period Per Week			Scheme of Examination					Total Marks	Credit L+(T+P)/2
				L	T	P	Theory			Practical			
							ESE	CT	TA	ESE	TA		
1	240611 (40)	M.O.M.	Entrepreneurship and Project	4	2	-	100	20	30	-	-	150	5
2	240612 (40)	M.O.M.	Company Law and Secretarial Practice	4	3	-	100	20	30	-	-	150	6
3	240613 (40)	M.O.M.	Office Equipment Safety Practice and Maintenance	4	2	-	100	20	30	-	-	150	5
4	240614 (40)	M.O.M.	Computer Hardware & Maintenance.	4	1	-	100	20	30	-	-	150	5
5	240615 (40) / 240616 (40)	M.O.M.	Advance Stenography IV (Hindi) or Advance Stenography IV (English)	3	1	-	-	20	60	-	-	80	4
6	240621 (40)	M.O.M.	Office Equipment Safety Practice and Maintenance	-	-	2	-	-	-	50	20	70	1
7	240622 (40)	M.O.M.	Computer Hardware & Maintenance Lab	-	-	3	-	-	-	50	20	70	2
8	240623 (40) / 240624 (40)	M.O.M.	Advance Stenography IV (Hindi) Lab or Advance Stenography IV (English) Lab	-	-	2	-	-	-	50	30	80	2
9	240625 (40)	M.O.M.	Office Training One month	-	2	-	-	-	-	100	-	100	1
Total				19	11	7	400	100	180	250	70	1000	31

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