

Chhattisgarh Swami Vivekanand Technical University, Bilai

Diploma in Mordern Office Management

Semester - I

Scheme of Studies:

S.No	Board of Study	Course Code	Course	Scheme of Studies (Hours/Week)			
				L	P	T	Credit L+(P+T)/2
1	Humanities	240151 (46)	Communication Skills (English)	5		1	6
2	MOM	240152 (40)	Commercial Calculation	4		1	5
3	MOM	240153 (40)	Financial Accounts-I	3		1	4
4	MOM	240154 (40)	Computer Fundamentals & Applications	2		1	3
5	MOM	240155 (40)	Computer Typing English-I	1		2	2
6	MOM	240161 (40)	Commercial Calculation Lab		1		1
7	MOM	240162 (40)	Financial Accounts-I Lab		3		2
8	MOM	240163 (40)	Computer Fundamentals & Applications Lab		3		2
9	MOM	240164 (40)	Computer Typing English-I Lab		5		3
10			NSS/Lib/Sports/Curriculum			3	2
Total				15	12	9	30

L - Lecture, T - Tutorial, P - Practical,

Legend :- Lecture (L) --> CI : Classroom Instruction (Includes different instructional strategies i.e. Lecture and others).

Practical (P) --> LI : Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies.

Tutorial (T) --> SL : Self Learning.

Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Mordern Office Management

Semester - I

Scheme of Examination:

S.No	Board of Study	Course Code	Course	Scheme of Examination					
				Theory			Practical		Total Marks
				ESE	CT	TA	ESE	TA	
1	Humanities	240151 (46)	Communication Skills (English)	100	20	30			150
2	MOM	240152 (40)	Commercial Calculation	100	20	30			150
3	MOM	240153 (40)	Financial Accounts-I	100	20	30			150
4	MOM	240154 (40)	Computer Fundamentals & Applications	100	20	30			150
5	MOM	240155 (40)	Computer Typing English-I			10			10
6	MOM	240161 (40)	Commercial Calculation Lab				60	30	90
7	MOM	240162 (40)	Financial Accounts-I Lab				60	30	90
8	MOM	240163 (22)	Computer Fundamentals & Applications Lab				60	30	90
9	MOM	240164 (40)	Computer Typing English-I Lab				100	20	120
10			NSS/Lib/Sports/Curriculum						
Total				400	80	130	280	110	1000

ESE : End of Semester Exam, CT: Class Test, TA: Teachers Assessment

Legend :- PRA :Process Assessment, PDA : Product Assessment.

Note : i). TA in Theory includes Sessional work (SW) and Attandance (ATT) with weightage of 70% and 30% of total respectively.

ii). TA in Practical includes performance of PRA, PDA and Viva-Voce with weightage of 50%, 40% and 10% of total respectively.

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Diploma in Modern Office Management

Semester - II

Scheme of Studies:

S.No	Board of Study	Course Code	Course	Scheme of Studies (Hours/Week)			
				L	P	T	Credit L+(P+T)/2
1	MOM	240251 (40)	DBMS with MySQL/MS-Access	3		1	4
2	MOM	240252 (40)	Computer Aided Financial Account-II	3		1	4
3	MOM	240253 (40)	Office Procedure and Correspondence	4		1	5
4	MOM	240254 (40)	Statistics	4		1	5
5	MOM	240255 (40)	Computer Typing English II (30 W.P.M. with 10000 depression per hour)	1			1
6	MOM	240261 (40)	DBMS with MySQL/MS-Access Lab		3		2
7	MOM	240262 (40)	Computer Aided Financial Account-II Lab		3		2
8	MOM	240263 (40)	Office Procedure and Correspondence Lab		1		1
9	MOM	240264 (40)	Statistics Lab		2		1
10	MOM	240265 (40)	Computer Typing English II (30 W.P.M. with 10000 depression per hour) Lab		7		4
11			NSS/Lib/Sports/Curriculum			1	1
Total				15	16	5	30

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Tutorial (T) --> SL : Self Learning.

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Diploma in Modern Office Management

Semester - II

Scheme of Examination:

S.No	Board of Study	Course Code	Course	Scheme of Examination					
				Theory			Practical		Total Marks
				ESE	CT	TA	ESE	TA	
1	MOM	240251 (40)	DBMS with MySQL/MS-Access	100	20	30			150
2	MOM	240252 (40)	Computer Aided Financial Account-II	100	20	30			150
3	MOM	240253 (40)	Office Procedure and Correspondence	100	20	20			140
4	MOM	240254 (40)	Statistics	100	20	30			150
5	MOM	240255 (40)	Computer Typing English-II (30 W.P.M. with 10000 depression per hour)			10			10
6	MOM	240261 (40)	DBMS with MySQL/MS-Access Lab				60	30	90
7	MOM	240262 (40)	Computer Aided Financial Account-II Lab				60	30	90
8	MOM	240263 (40)	Office Procedure and Correspondence Lab					10	10
9	MOM	240264 (40)	Statistics Lab				60	30	90
10	MOM	240265 (40)	Computer Typing English-II (30 W.P.M. with 10000 depression per hour) Lab				100	20	120
11			NSS/Lib/Sports/Curriculum						
Total				400	80	120	280	120	1000

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Legend :- PRA :Process Assessment, PDA : Product Assessment.

Note : i) TA in Theory includes Sessional work (SW) and Attendance (ATT) with weightage of 70% and 30% of total respectively.