

# Chhattisgarh Swami Vivekanand Technical University, Bilai

## 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
<b>Total</b>				<b>15</b>	<b>12</b>	<b>9</b>	<b>30</b>

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

## 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						
<b>Total</b>				<b>400</b>	<b>80</b>	<b>130</b>	<b>280</b>	<b>110</b>	<b>1000</b>

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 Attendance (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.**

# Chhattisgarh Swami Vivekanand Technical University, Bhilai

## 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
<b>Total</b>				<b>15</b>	<b>16</b>	<b>5</b>	<b>30</b>

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

# Chhattisgarh Swami Vivekanand Technical University, Bhilai

## 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						
<b>Total</b>				<b>400</b>	<b>80</b>	<b>120</b>	<b>280</b>	<b>120</b>	<b>1000</b>

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 Attendance (ATT) with weightage of 70% and 30% of total respectively.