



**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	<b>240116 (40)</b>	<b>M.O.M.</b>	<b>Computer Typing English-I</b>	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	<b>240126 (40)</b>	<b>M.O.M.</b>	<b>Computer Typing English-I</b>	-	-	4	-	-	-	50	20	70	2
			<b>Total</b>	<b>16</b>	<b>6</b>	<b>14</b>	<b>500</b>	<b>110</b>	<b>120</b>	<b>230</b>	<b>40</b>	<b>1000</b>	<b>29</b>

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 – 1<sup>st</sup> Semester

**SUBJECT - COMMUNICATION SKILL-I**

**Code 200111 (46)**

**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**

<b>S.No.</b>	<b>Topic</b>	<b>No. of Hours / Period of Study</b>	<b>Marks Allotted</b>
		<b>Theory</b>	
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
	<b>TOTAL</b>	<b>56</b>	<b>100</b>

**Note:** For spoken English integrated approach may be adopted .

**COURSE CONTENTS**

<b>S.No.</b>	<b>Topics</b>	<b>Sub Topic</b>
	<b>Section -A</b>	
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)Entrepreneurship (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
<b>SECTION-B</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.

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Semester – 1<sup>st</sup> Semester

**SUBJECT -COMMERCIAL CALCULATION**

**Theory Code-240112 (40)**

**Branch / Discipline - Modern Office Management**

**Minimum number of class tests to be conducted – 2**

**SCHEME OF STUDY AND COURSE CONTENTS**

<b>Chapter</b>	<b>Topic</b>	<b>Allotted Periods</b>	<b>Allotted Marks</b>
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
	<b>Total</b>	<b>84</b>	<b>100</b>

**Practical Code – 240122 (40)**

**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.

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**Semester – 1<sup>st</sup> Semester**

**SUBJECT - FINANCIAL ACCOUNTANCS-I**

**Theory Code -240113 (40)**

**Branch / Discipline - Modern Office Management**

**Minimum number of class tests to be conducted – 2**

**SCHEME OF STUDY AND COURSE CONTENTS**

<b>Chapter</b>	<b>Topic</b>	<b>Allotted Periods</b>	<b>Allotted Marks</b>
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
	<b>Total</b>	<b>84</b>	<b>100</b>

**Practical Code –240123 (40)**

**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

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Semester – 1<sup>st</sup> Semester

**SUBJECT -ENVIRONMENT & GENERAL AWARENESS**

**Theory Code -240114 (40)**

**Branch / Discipline - Modern Office Management**

**Minimum number of class tests to be conducted – 2**

**SCHEME OF STUDY AND COURSE CONTENTS**

<b>Chapter</b>	<b>Topic</b>	<b>Allotted Periods</b>	<b>Allotted Marks</b>
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
	<b>Total</b>	<b>56</b>	<b>100</b>

**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

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL  
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Semester – 1<sup>st</sup> Semester

**SUBJECT - FUNDAMENTALS OF COMPUTER**

**Theory Code -240115 (40)**

**Branch / Discipline - Modern Office Management**

**Minimum number of class tests to be conducted – 2**

**SCHEME OF STUDY AND COURSE CONTENTS**

<b>Chapter</b>	<b>Topic</b>	<b>Allotted Periods</b>	<b>Allotted Marks</b>
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
	<b>Total</b>	<b>112</b>	<b>100</b>

### PRACTICAL CODE -240124 (40)

#### 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 )

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**Semester – 1<sup>st</sup> Semester**

**SUBJECT – COMPUTER TYPING ENGLISH-I**

**Theory Code - 240116 (40)**

**Practical Code – 240126 (40)**

**Branch / Discipline - Modern Office Management**

**Minimum number of class tests to be conducted – 2**

**SCHEME OF STUDY AND COURSE CONTENTS**

<b>Topic</b>	<b>Allotted Periods</b>	<b>Allotted Marks</b>
Manuscripts typing should not more than 100 words.	25	15
Tabulation will not more than 6 column	17	10
Running Matter should not be more than 100 words.	25	15
Running letter should not be more than 100 words.	17	10
<b>TOTAL</b>	<b>84</b>	<b>50</b>

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

**• LIST OF PRACTICALS**

1. Give practical knowledge of functioning parts of Computer.
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 tabulation and arranging of data according to the tables.

**Text Book :-**

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