

**STATE BOARD OF TECHNICAL EDUCATION
SYLLABUS**

**DIPLOMA IN MODERN OFFICE PRACTICE I YEAR
(I & II SEMESTER)
M SCHEME**

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DIPLOMA IN MODERN OFFICE PRACTICE

(SEMESTER SYSTEM)

(to be Implemented from 2015- 2016)

M – SCHEME

(FIRST YEAR) REGULATIONS*

1. Description of the Course:

a. Full Time (3 years)

The Course for the full Time Diploma in Modern Office Practice shall extend over a period of three academic years, consisting of 6 semesters.

2. Condition for Admission:

Condition for admission to the diploma course shall be required to have passed in the S.S.L.C Examination of the Board of Secondary Education, Tamilnadu.

(Or)

The Anglo Indian High School Examination with eligibility for Higher Secondary Course in Tamilnadu

(Or)

The Matriculation Examination of Tamil Nadu.

(Or)

Any other Examination recognized as equivalent to the above by the Board of Secondary Education, Tamilnadu.

Note: In addition, at the time of admission the candidate will have to satisfy certain minimum requirements, which may be prescribed from time to time.

3. Admission to Second year (Lateral Entry):

A pass in HSC (Academic) or (Vocational) courses mentioned in the Higher Secondary Schools in Tamilnadu affiliated to the Tamilnadu Higher Secondary Board with eligibility for university Courses of study or equivalent examination, & Should have studied the following subjects

Sl. No	Courses	H.Sc Academic	H.Sc Vocational	
		Subjects Studied	Subjects Studied	
			Related subjects	Vocational subjects
1.	Diploma Course in Modern Office Practice	English & Accountancy English & Elements of Economics English & Elements of Commerce	English & Accountancy, English & Elements of Economics, English & Management Principles	Accountancy & Auditing, Banking, Business Management, Co-operative Management,

			& Techniques, English & Typewriting	International Trade, Marketing & Salesmanship, Insurance & Material Management, Office Secretary ship.
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- Candidates who have studied Commerce Subjects are not eligible for Engineering Diploma Courses.

4. Age Limit: No Age limit.

5. Eligibility for the Award of Diploma:

No candidate shall be eligible for the Diploma unless he/she has undergone the prescribed course of study for a period of not less than 3 academic years in any institution affiliated to the State Board of Technical Education and Training, Tamilnadu, when joined in First Year and two years if joined under Lateral Entry scheme in the second year and passed the prescribed examination.

The minimum and maximum period for completion of Diploma Courses are as given Below:

Diploma Course	Minimum Period	Maximum Period
Full Time	3 Years	6 Years
Full Time (Lateral Entry)	2 Years	5 Years

6. Subjects of Study and Curriculum outline:

The subjects of study shall be in accordance with the syllabus prescribed from time to time, both in theory and practical. The curriculum outline for I, II Semester is given in Annexure - I

7. Examinations:

Board Examinations in all subjects of all the semesters under the scheme of examinations will be conducted at the end of each semester.

The internal assessment marks for all the subjects will be awarded on the basis of continuous internal assessment earned during the semester concerned. For each subject 25 marks are allotted for internal assessment marks and 75 marks are allotted for Board Examination.

8. Continuous Internal Assessment:

A. For Theory Subjects:

The internal assessment marks for a total of 25 marks, which are to be distributed as follows:

i) Subject Attendance

5 Marks

(Award of marks for subject attendance to each subject Theory/Practical will be as per the range given below)

80% - 83%	1 Mark
84% - 87%	2 Marks
88% - 91%	3 Marks
92% - 95%	4 Marks
96% - 100%	5 Marks

ii) Test #

10 Marks

2 Tests each of 2 hours duration for a total of 50 marks are to be conducted. Out of which the best one will be taken and the marks to be reduced to: 05 marks

The Test – III is to be the Model test covering all the five units and the marks so obtained will be reduced to : 05 marks

Total 10 marks

TEST	UNITS	WHEN TO CONDUCT	MARKS	DURATION
Test I	Unit – I & II	End of 6 th week	50	2 Hrs
Test II	Unit – III & IV	End of 12 th week	50	2 Hrs
Test III	Model Examination - Compulsory Covering all the 5 Units. (Board Examination-question paper-pattern).	End of 15 th week	75	3 Hrs

- From the Academic year 2015-2016 onwards.

Question Paper Pattern for the Periodical Test :(Test -I & Test-II)

With no Choice:

Part A 4 Questions X 5 mark 20 marks

Part B 2 Questions X 15 marks 30 marks

Total 50 marks

iii) Assignment

10 Marks

For each subject Three Assignments are to be given each for 20 marks and the average marks scored should be reduced for 10 marks

All Test Papers and assignment notebooks after getting the signature from the students must be kept in the safe custody in the Department for verification and audit. It should be preserved for 2 Semesters and produced to the flying squad and the inspection team at the time of inspection/verification.

B. For Practical Subjects:

The internal assessment mark for a total of 25 marks which are to be distributed as follows:-

a)	Attendance	:	5 Marks	–Evaluation Pattern as same as Theory
b)	Procedure/ observation and tabulation/ Other Practical related Work	:	10 Marks	
c)	Record writing	:	10 Marks	
	TOTAL	:	25 Marks	

- *All the Experiments/Exercises indicated in the syllabus should be completed and the same be given for final board examinations.*
- The Record for every completed exercise should be submitted in the subsequent Practical classes and marks should be awarded for 20 for each exercise as per the above allocation.
- At the end of the Semester, the average marks of all the exercises should be calculated for 20 marks and the marks awarded for attendance is to be added to arrive at the Internal assessment mark for Practical. (20+5=25 marks)
- The student has to submit the duly signed bonafide record note book/file during the Practical Board Examinations.
- *All the marks awarded for assignment, Tests and attendance should be entered in the Personal Log Book of the staff, who is handling the subject. This is applicable to both Theory and Practical subjects.*

9. Project Work:

The students of Diploma in Modern Office Practice have to do a Project Work as part of the Curricula and in partial fulfillment for the award of Diploma by the State Board of Technical Education and Training, Tamilnadu.

a) Internal assessment mark for Project Work & Viva Voce:

Project Review I	...	10 marks
Project Review II	...	10 marks
Attendance	...	05 marks (Award of marks same as theory Subject pattern)
Total	...	25 marks

b) Allocation of Marks for Project Work & Viva Voce in Board Examinations:

Viva Voce	...	25 marks
Project Evaluation	...	50 marks
Total	...	75 marks

10. Scheme of Examinations:

The Scheme of examinations for subjects is given in **Annexure - II**.

11. Criteria for Pass:

1. No candidate shall be eligible for the award of Diploma unless he/she has undergone the prescribed course of study successfully in an institution approved by AICTE and affiliated to the State Board of Technical Education & Training, Tamil Nadu and pass all the subjects prescribed in the curriculum.
2. A candidate shall be declared to have passed the examination in a subject if he/she secures not less than *40% in theory subjects* and *50% in practical subject* out of the total prescribed maximum marks including both the internal assessment and the Board Examination marks put together, subject to the condition that he/she secures at least a minimum of *30 marks out of 75 marks in the Board's Theory* and a minimum of *35 marks out of 75 marks in the Board Practical Examinations*.

12. Classification of successful candidates:

Classification of candidates who pass out the final examinations from April 2018 onwards (Joined in first year in 2015-2016) will be done as specified below.

First Class with Superlative Distinction:

A candidate will be declared to have passed in **First Class with Superlative Distinction** if he/she secures not less than 75% of the marks in all the subjects and passes all the semesters in the first appearance itself and passes all subjects within the stipulated period of study 3 years without any break in study.

First Class with Distinction:

A candidate will be declared to have passed in **First Class with Distinction** if he/she secures not less than 75% of the aggregate marks in all the semesters put together and passes all the semesters except the I and II semester in the first appearance itself and passes all subjects within the stipulated period of study 3 years without any break in study.

First Class:

A candidate will be declared to have passed in **First Class** if he/she secures not less than 60% of the aggregate marks in all the semesters put together and passes all the subjects within the stipulated period of study 3 years without any break in study.

Second Class:

All other successful candidates will be declared to have passed in **Second Class**.

13. Duration of a period in the Class Time Table:

The duration of each period of instruction 1 hour and the total period of instruction hours excluding interval and Lunch break in a day should be uniformly maintained as 7 hours corresponding to 7 periods of instruction (Theory & Practical).

**M SCHEME
DIPLOMA IN MODERN OFFICE PRACTICE**

CURRICULUM OUTLINE

I SEMESTER

Subject code No.	SUBJECT	HOURS PER WEEK			
		Theory Hours	Tutorial / Drawing	Practical hours	Total Hours
30011	Communication English - I	5	-	-	5
38112	Elements of Commerce	5	-	-	5
38113	Principles of Accountancy	5	-	-	5
38114	Principles of Economics	5	-	-	5
38115	Introduction to Computers and Windows Theory	5	-	-	5
38116	Typewriting English –Level -I	4	-		4
38117	Office Automation Lab - I		-	6	6
	Total	29	-	6	35

II SEMESTER

Subject code	Subject	HOURS PER WEEK			
		Theory Hours	Tutorial / Drawing	Practical hours	Total Hours
30021	Communication English - II	5	-	-	5
38122	Business Organisation	4	-	-	4
38123	Financial Accounting	5	-	-	5
38124	Type Writing - English – GTE Pre Junior	5	-	-	5
38125	Office Automation Lab - II		-	7	7
38126	Commercial Practice Lab - I	-	-	4	4
38171	ELECTIVE: Shorthand English – Theory I	5	-	-	5
38172	ELECTIVE: Banking		-	-	
	Total	24		11	35

M SCHEME

**DIPLOMA IN MODERN OFFICE PRACTICE
SCHEME OF EXAMINATION**

I SEMESTER

Subject Code No.	SUBJECT	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Board Exam Marks			
30011	Communication English - I	25	75	100	40	3
38112	Elements of Commerce	25	75	100	40	3
38113	Principles of Accountancy	25	75	100	40	3
38114	Principles of Economics	25	75	100	40	3
38115	Introduction to Computers and Windows Theory	25	75	100	40	3
38116	Typewriting English –Level -I	25	75	100	45	30 Minutes
38117	Office Automation Lab - I	25	75	100	50	3
	TOTAL			700		

II SEMESTER

Subject Code No.	SUBJECT	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Board Exam Marks			
30021	Communication English - II	25	75	100	40	3
38122	Business Organisation	25	75	100	40	3
38123	Financial Accounting	25	75	100	40	3
38124	Type Writing - English – GTE Pre Junior	25	75	100	45	10 Minutes
38125	Office Automation Lab - II	25	75	100	50	3
38126	Commercial Practice Lab - I	25	75	100	50	3
38171	ELECTIVE: a)Shorthand English – Theory I	25	75	100	45	2
38172	ELECTIVE: b)Banking	25	75	100	40	3
	TOTAL			700		

COMMUNICATION ENGLISH - I

COMMON WITH
I YEAR DIPLOMA IN ENGINEERING & TECHNOLOGY
I SEMESTER

ELEMENTS OF COMMERCE

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – I YEAR SYLLABUS
M-SCHEME

(to be Implemented from the Academic Year 2015-2016 on wards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38112**

Semester : I Semester

Subject Title : **ELEMENTS OF COMMERCE**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
ELEMENTS OF COMMERCE	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Commerce – Meaning, History, Scope and Importance	13
2.	Internal Trade	13
3.	International Trade	13
4.	Transport and Warehousing	13
5.	Banking and Insurance	13
6.	Test and revision	10
	Total	75

Rationale: This subject Elements of Commerce includes various definition in the field of commerce which caters to the needs of the day to-day business people.

Objectives:

- To understand the basic elements of commerce which is the vital role played in the business world.
- This subject helps the students to understand the meaning of the term commerce includes the branches of commerce which is highly useful in the day today world It includes transport, warehousing, Insurance, banking ,advertisement etc.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Commerce – Meaning, History, Scope and Importance Meaning of barter System – Evolution of Commerce – Definition of Commerce, Business, Industry and Trade – Differences between Business and Industry, Trade, Industry and Commerce; Hindrances of commerce – Branches of Commerce.	13
II	Internal Trade Home trade: Meaning – Channels of distribution – Whole sale trade and retail trade – Middlemen; Types of small retail organizations – Large scale retail organization and its types – Functions	13
III	International Trade International Trade: Meaning – Advantages – Difference between Home trade and Foreign Trade – Types of foreign trade – Import, Export, Entrepot trade – Intermediaries in Export Trade and import trade; Globalisation - Multinational Companies – WTO – meaning and its Functions.	13
IV	Transport and Warehousing Transport: Meaning – Importance – Functions – Types – Advantages; Warehousing – Meaning – Need – Types – Advantages - warehousing in India and in Tamil Nadu	13
V	Banking and Insurance Banking: Meaning – Need and Importance; Insurance – Meaning – Need and Importance – benefits – Basic principles – Forms of different Insurances – life Assurances and General Insurance.	13

Reference Books:

1. Fundamentals of Business Organisations – Y.K. Bhushan – Sultan and Chand Publications
2. A text book of Commerce – J .C. Sinha, V. N. Mugali – R. Chand Publications

DIPLOMA IN MODERN OFFICE PRACTICE

I SEMESTER

ELEMENTS OF COMMERCE

Model Question Paper

[N.B.-1) The First Question of the Part B i.e Question No.11 is compulsory (*can be asked from any one of the units*)

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any **Six** Questions:

(6 x 5 = 30 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PART - B

Answer any **THREE** questions:

(3x 15 = 45Marks)

- 11.
- 12.
- 13.
- 14.
- 15.

PRINCIPLES OF ACCOUNTANCY

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE
M-SCHEME

(to be Implemented from the Academic Year 2015-2016 on wards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38113**

Semester : I Semester

Subject Title : **PRINCIPLES OF ACCOUNTANCY**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
PRINCIPLES OF ACCOUNTANCY	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	PRINCIPLES OF ACCOUNTING AND JOURNAL	13
2.	LEDGER ACCOUNT AND TRIAL BALANCE	13
3.	SUBSIDIARY BOOKS – I	13
4.	SUBSIDIARY BOOKS – II	13
5.	TRADING ACCOUNT	13
6.	TEST AND REVISION	10
	Total	75

Rationale : The subject principles of accountancy – I makes strong foundation for understanding the basic concepts of accounts. It gives full focus on fundamental steps to be followed through journal, Ledger, Trail Balance, Subsidiary Book and Trading Account. This will help for the preparation of accounts for any type of business.

Objectives: The Objective of this subject is to understand.

1. To understand the Principles of Accounting
2. To know the Preparation of Journal Entries from transactions.
3. To prepare Ledger accounts from Journal Entries and prepare Trial Balance from Ledger balances and from transactions.
4. To prepare various Subsidiary Books.
5. To prepare Trading account to find out Gross profit.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	HOURS
I	PRINCIPLES OF ACCOUNTING AND JOURNAL: Meaning of Accounting – Definition of Book Keeping - Need for Accounting – Accounting Concepts - Definition of Accounting – Objectives of Accounting – Limitations of Accounting – Methods of Accounting – Principles of Double Entry System of Book Keeping – Book keeping Vs Accounting – Advantages - Types of Accounts – Personal Account – Real Account – Nominal Account – Accounting Rules - Business Transactions – Journal Entry – Simple Exercises.	13
II	LEDGER ACCOUNT AND TRIAL BALANCE: Ledger Account - Distinction between Journal and Ledger – Posting of Journal to Ledger - Balancing of Ledger – Trial Balance – Meaning - Objectives of Trial Balance – Preparation of Trial Balance from Ledger Account Balances – Simple Exercises.	13
III	SUBSIDIARY BOOKS I : Subsidiary Books – Benefits of Subsidiary Book System - Purchase Book – Purchase Returns Book – Sales Book – Sales Returns Book– Bills Receivable Book and Bills Payable Book – Ledger Posting – Simple Exercises.	13
IV	SUBSIDIARY BOOKS II : Cash Book – Objectives - Kinds of Cash Book - Simple Cash Book – Double Column Cash Book – Three Column Cash Book – Petty Cash Book- Imprest System of Petty Cash Book – Simple Exercises.	13
V	TRADING ACCOUNT Trading Account – Advantages of Trading Account – Direct Expenses – Proforma of Trading Account – Closing Entries – Preparation of Trading Account – Simple Problems.	13

Reference books:

- | | | |
|------------------------------|---|-------------------------------------|
| 1. Principles of Accountancy | - | K.L.Nagarajan, N.Vinayagam&P.L.Mani |
| 2. Financial Accounting | - | T.S.Reddy&A.Murthy |
| 3. Advanced Accountancy | - | R.L. Gupta &Radhaswamy. |
| 4. Advanced Accountancy | - | Jain &Narang. |

DIPLOMA IN MODERN OFFICE PRACTICE

I SEMESTER

PRINCIPLES OF ACCOUNTANCY

Model Question Paper

[N.B.-1) The First Question of the Part B i.e Question No.06 is compulsory (*can be asked from any one of the units*)

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any ***Three*** Questions:

(3 x 5 = 15 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.

PART - B

Answer any ***Four*** questions:

(4x 15 = 60 Marks)

- 6.
- 7.
- 8.
- 9.
- 10.

PRINCIPLES OF ECONOMICS

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – I YEAR SYLLABUS
M-SCHEME

(to be Implemented from the Academic Year 2015-2016 on wards)
 Course Name : Diploma in Modern Office Practice

Subject Code : **38114**
 Semester : I Semester
 Subject Title : **PRINCIPLES OF ECONOMICS**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
PRINCIPLES OF ECONOMICS	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	DEFINITION AND CONCEPTS	13
2.	CONSUMPTION	13
3.	DEMAND AND SUPPLY ANALYSIS	13
4.	FACTORS OF PRODUCTION – I	13
5.	FACTORS OF PRODUCTION – II	13
6.	TEST AND REVISION	10
	Total	75

Rationale:

Economics is an intricate social science and should be studied carefully. It relies on economic theories to explain real world occurrences – like why people buy less when prices rise or why increased public expenditure may reduce unemployment. Student who studies economics must have a good command over economic terminology. Once the fundamentals of economics have been clearly grasped, the subject becomes very easy and interesting. This paper “Principles of economics” will enable the students to acquire knowledge on basic concepts related to economics. Topics such as Consumption, Marginal Utility, Law of demand and Supply and Elasticity of Demand will facilitate the students to acquire a fair amount of knowledge in economics.

Objectives:

At the end of the study of I Semester the student will be able to

- Understand characteristics of wants and standard of living.
- Understand importance of Law of Diminishing Marginal utility.
- Understand consumer surplus and its uses.
- Understand why demand curve slopes downwards.
- Understand the factors of production.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	HOURS
I	Definition and Concepts Economics: Definition – Adam Smith-Alfred Marshall – Lionel Robbins – Concepts – Wealth-Characteristics of wealth – Classification of Wealth – Goods - Income – Value –Price - Market – Inflation.	
II	Consumption Human Wants – Meaning and Characteristics– Classification of Wants – Standard of Living – Engel's law of family Expenditure – Marginal utility – Law of Diminishing Marginal Utility – Law Equi- Marginal Utility – Consumer 's Surplus.	
III	Demand and Supply Analysis Law of demand – Demand Schedule- Demand Curve – Change in Demand – Causes – Joint Demand & Composite Demand – Direct and Derived Demand – Elasticity of Demand – Factors Determining Elasticity – Measurement of Elasticity of Demand – Significance – Supply – Definition – Causes for Changes in Supply – Joint Supply, Composite Supply.	
IV	Factors of Production – I Production – Factors of Production – Land – Meaning and Importance of Land – Peculiarities of Land – Labour – Meaning – Characteristics of Labour - Division of Labour – Advantages and Disadvantages of Division of Labour.	
V	Factors of Production – II Capital: Meaning , Definition and Forms of Capital – Functions and Importance of Capital – Capital Formation – Factors Influencing Capital Formation. Organization: Meaning and Definition – Functions of an Entrepreneur.	

Reference Books:-

- | | |
|--------------------------------|---|
| 1. Modern Economics Theory | - K.K.Dewett, S.Chand& Co |
| 2. Principles of Economics | -S.Sankaran, Margham Publications, Chennai. |
| 3. Principles of Economics | -M.L.Seth, TATA MC GRAW HILL |
| 4. Elementary Economics Theory | - K.K.Dewett, J.D.Varma, S.Chand& Co |

DIPLOMA IN MODERN OFFICE PRACTICE

I SEMESTER

PRINCIPLES OF ECONOMICS

Model Question Paper

[N.B.-1) The First Question of the Part B i.e Question No.11 is compulsory (*can be asked from any one of the units*)

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any **Six** Questions:

(6 x 5 = 30 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PART - B

Answer any **THREE** questions:

(3x 15 = 45Marks)

- 11.
- 12.
- 13.
- 14.
- 15.

INTRODUCTION TO COMPUTER
AND WINDOWS THEORY

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS**

M – SCHEME

(To be Implemented from the Academic Year 2015-2016 onwards)

Course Name : Diploma in Modern Office Practice

Subject Code : 38115

Semester : I Semester

Subject Title : Introduction to Computer and Windows Theory

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examinations			Duration
	Hours/ Week	Hours/ Semester	Marks			
			Internal Assessment	Board Examination	Total	
Introduction to Computer and Windows Theory	5 Hrs.	75 Hrs.	25	75	100	3 Hrs

Sl.No.	Topic	Time (Hrs.)
1	COMPUTER HARDWARE	13
2	COMPUTER TYPES & PERIPHERALS	13
3	COMPUTER SOFTWARE	13
4	DATA REPRESENTATION, OPERATING SYSTEM AND NETWORK	13
5	MS-WINDOWS	13
6	TEST & REVISION	10
	Total	75

Rational: The subject Introduction to Computer and Windows theory helps the students to understand the concepts of computer , computer software and hardware, Operating systems, network and MS Windows.

Objectives: This subject helps to student to understand about

- The Hardware concepts
- Various types of computers and peripherals
- Various software concepts
- Operating System and Network
- MS-Windows.

**DETAILED SYLLABUS
INTRODUCTION TO COMPUTER AND WINDOWS THEORY
CONTENTS**

Unit	NAME OF THE TOPIC	Hrs.
I	<p>COMPUTER HARDWARE Definition of Computer - Characteristics of Computers- hardware, software, block diagram of a personal computer. Memory: Meaning of bit, byte, word, KB, MB, GB, TB, PB - Primary Memory - RAM, ROM, EPROM, EEPROM, DDR - Secondary memory - Hard disk, CD, DVD, Blue ray Disc, Pen Drive, Magnetic tapes – usage , capacities and organization.</p>	13
II	<p>COMPUTER PERIPHERALS & TYPES Types of Computer – On the basis of working - Analog, Digital and Hybrid computers – On the basis of size – Mainframe, Mini Computer, Super Computer, Work station, Micro Computer, Desktop computer, Laptop Computer, Palmtop Computer - On the basis of Processor – XT, AT, & Pentium (I3,I5,I7) Peripheral devices (Meaning and Usage only): Input and Output devices - Keyboard, Mouse, Light, Pen, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printers – Dot Matrix, Inkjet & Laser – meaning, usage.</p>	13
III	<p>COMPUTER SOFTWARE Languages : Machine Language – Assembly Languages – High Level Languages – Meaning, Advantages and Disadvantages – Source Program and Object Programs – Translators – Compiler – Interpreters – Assembler - Comparison of high level and assembly languages, Major High level languages and their applications. Utilities and packages : Definition of Utilities and Packages, List of software available for data processing- Word processing- Spread sheet, DTP, CAD and Bundled Software (Ms-Office).</p>	13
IV	<p>DATA REPRESENTATION , OPERATING SYSTEM& NET WORK Data Representation inside the computer: Binary, Octal and Hex number systems with conversions, binary addition and subtraction – simple programs, ASCII, BCD and EBCDIC codes. Operating system: Definition – mode of operations, online, time sharing, real time, PC operating systems, DOS, UNIX and Windows XP. Network of Computers – Objectives & Advantages, WAN, LAN, Internet, E-mail – Applications of Internet.</p>	13
V	<p>MS- WINDOWS Introduction to windows – Advantages of windows – The Desk Top – My Computer, My Documents, Recycle Bin, Task Bar, Start Menu – Starting Application programs - Elements of Windows Screen – Sizing Buttons, Menu Bar, Pull down Menus, tool Bar, Scroll Bar, title Bar. Windows Dialog Boxes - Text Box, List Box, Drop Down List Box, Radio Button, Check Box, Tabs – Windows help – Background – Screen saver - Control panel (Date and Time, add new hardware, Display, Mouse, Keyboard, Printer) – using applications in windows – windows explorer – File & Folder creation, deletion.</p>	13

Reference book :

1. Computer Fundamentals – Pradeep K. Sinha – BPB Publications

DIPLOMA IN MODERN OFFICE PRACTICE
I SEMESTER
INTRODUCTION TO COMPUTER AND WINDOWS THEORY
Model Question Paper

[N.B.-1) The First Question of the Part B i.e Question No.11 is compulsory (*can be asked from any one of the units*)

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any **Six** Questions:

(6 x 5 = 30 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PART - B

Answer any **THREE** questions:

(3x 15 = 45Marks)

- 11.
- 12.
- 13.
- 14.
- 15.

TYPEWRITING
ENGLISH LEVEL- I

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS**

M – SCHEME

(to be Implemented from the Academic Year 2015-2016 onwards)

Course Name : Diploma in Modern Office Practice
Subject Code : **38117**
Semester : I Semester
Subject Title : **TYPEWRITING ENGLISH LEVEL – I**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examinations			Duration
	Hours/ Week	Hours/ Semester	Marks			
Typewriting English Level - I	4 Hrs.	60 Hrs.	Internal Assessment	Board Examination	Total	30 Minutes
			25	75	100	

Rational: The Typewriting subject is very useful for computer typing and data entry.

Objectives: This subject helps the students to develop to

- Prepare Documents
- Letters and Tables
- Statements etc.

Note: Typewriting classes are to be conducted till the date of the Board Typewriting Examination.

**DETAILED SYLLABUS
TYPEWRITING ENGLISH – LEVEL - I
CONTENTS**

Sl. No.	EXERCISES	Hrs.
I	asdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkj asdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkj asdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkjasdf ;lkj	9
II	asdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhj asdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhj asdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhjasdfgf ;lkjhj	9
III	awerqfa ;oiupjaweqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupjaweqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupjaweqfa ;oiupj; awerqfa ;oiupj;	9
IV	gtfrfhjyjuggtfrfhjyjuggtfrfhjyjuggtfrfhjyj gtfrfhjyjuggtfrfhjyjuggtfrfhjyjuggtfrfhjyj gtfrfhjyjuggtfrfhjyjuggtfrfhjyjuggtfrfhjyj	9
IV	azxcvflkmbjazxcvflkmbjazxcvflkmbj azxcvflkmbjazxcvflkmbjazxcvflkmbj azxcvflkmbjazxcvflkmbjazxcvflkmbj	9
VI	abcdefghijklmnopqrstuvwxy,.- zywxvutsrqponmlkjihgfedcba.,- abcdefghijklmnopqrstuvwxy,.- zywxvutsrqponmlkjihgfedcba.,- abcdefghijklmnopqrstuvwxy,.- zywxvutsrqponmlkjihgfedcba.,-	9
VII	<p>USE OF CAPITAL LETTERS:</p> <ul style="list-style-type: none"> • Hasty operation of Shift Key is one of the causes for failures in the Examination. Hence it is advisable to learn the operation of Shift Key in the immediate presence of your Teacher. • Press the Shift Key to its full depth and then type. • Left side Shift Key is to be pressed to type a capital letters on the right side of the Key Board. • Right side Shift Key is to be pressed to type a capital letters on the left side of the Key Board. 	6

MODEL QUESTION PAPER

TYPEWRITING ENGLISH – LEVEL – I

To type on one side of the paper an ordinary printed passage without heading. Consisting of 800 strokes(Approximate) , with the minimum capital letters, in double line spacing, with ten degrees margin on the left. Special attention must be paid to accuracy and neatness of execution.

Time : 30 Minutes

Max. Marks : 75

Living simply makes loving simple.
Living simply makes loving simple.
Living simply makes loving simple.
Living simply makes loving simple.
Living simply makes loving simple.

Be happy for this moment.
Be happy for this moment.
Be happy for this moment.
Be happy for this moment.
Be happy for this moment.

Do not take life too seriously.
Do not take life too seriously.
Do not take life too seriously.
Do not take life too seriously.
Do not take life too seriously.

Always do your duty first.
Always do your duty first.
Always do your duty first.
Always do your duty first.
Always do your duty first.

If you can dream you can do it.
If you can dream you can do it.
If you can dream you can do it.
If you can dream you can do it.
If you can dream you can do it.

OFFICE AUTOMATION LAB - I

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS**

M – SCHEME

(To be Implemented from the Academic Year 2015-2016 onwards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38117**

Semester : I Semester

Subject Title : **Office Automation Lab - I**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15

Subject	Instructions		Examinations			Duration
	Hours/ Week	Hours/ Semester	Marks			
Office Automation Lab - I	6 Hrs.	90 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

Sl.No.	Topic	Hrs.
1	OPERATING SYSTEM	18
2	MS-WORD - I	18
3	MS-WORD - II	18
4	MS-EXCEL - I	18
5	MS-EXCEL - II	18

Rational: The subject Office automation - I helps the students to understand the concepts of Operating System, Windows, MS-Word and MS-Excel.

Objectives: This subject helps to student to understand about

- Windows Operating System
- Ms Word Documents
- Preparation Tables Mail Merge, Labels, Envelops
- Various Calculations, functions, Pivot Tables
- Preparing Paybill, Charts, etc.

**DETAILED SYLLABUS
OFFICE AUTOMATION LAB - I
CONTENTS**

Unit	NAME OF TOPIC	Hrs.
1	<p>OPERATING SYSTEM - At a glance: Features of Windows Operating System, Different versions of Windows – Desktop, The Taskbar - Start Button and other Desktop Components - Control Panel - usage and features - Adding / Removing Programs - Adding /Deleting Fonts - Customize your Desktop display Mouse / Printer Settings. Working with Programs -Managing Files (with Windows Explorer or My Computer) - Creating / Opening / Deleting a Folder - Copying / Moving a File or Folder - Searching for Files and Folders - Creating Shortcuts - Windows Accessories - Using Calculator - Notepad / WordPad – An Paint - Multimedia –CD Player, Media Player and Sound Recorder - Virus Introduction.</p>	18
2	<p>MS WORD – I : Starting MS Word – Creating document – Parts of Word Window – Mouse operations – Keyboard operations – Individual keys - Entering or typing text- Select- Undo, Redo - cut, delete ,copy, paste, move, paste special -Select all - Find and Replace - Bold, Italic, Underline, Strikethrough, subscript, superscript. Text effects - font colour, font size, style - text highlight - format painter, clear format - bullets, numbering - align text, sorting, styles- Insert Page break - Page number, Date & Time - Auto Text - Picture, clip art - Shapes, Smart Art - Chart, screen shot - Header & footer - text box - Word Art, Drop cap, Equation, symbol.</p>	18
3	<p>MS WORD – II : Table and table properties- Draw Table, Eraser – View gridlines – Merge Cells – Split Cells – split Table – Auto fit – Height and Width – Text Directions – Convert – Formula - Page Layout – size, Orientation, Margins, Columns, Hyphenation - watermark, Page color, Page Border, Indent, Spacing, Wrap Text Bring Forward & Send Backward. Mailings – Mail Merge – Envelopes – Labels – spelling – Thesaurus – Word count – Translate – Designing – Shading – save the document – printing – save and send.</p>	18
4	<p>MS EXCEL – I : Starting MS Excel – Opening Work Book – Parts of Word Window – Mouse Operations – Keyboard Operations – Selecting cells – Entering and Editing Text – Entering Numbers, Formulas, Dates – Alignment – Standard Tool bar – Formatting Tool bar – Opening Work book – Column Width. Series Fill – copying and pasting the formula – Formatting cells – Currency notation – centering Across – Changing font styles and size – Column Auto fit – Inserting Rows and Columns – Align – Print Preview – Page set up – Inserting Header and Footers – Decimal – Text wrap – sorting – find and select - Saving.</p>	18
5	<p>MS EXCEL– II : Copying text between worksheets – Deleting – Creating Charts – types - Data filters – Auto Filters – Criteria – Functions – Round, sqrt, average etc. Pivot table – picture – clip art – shapes – what if analysis - spelling – treasures – protect sheet, work book- save and save as - print.</p>	18

**OFFICE AUTOMATION - I
LAB PRACTICAL EXERCISES**

Ex.No.	Lab Exercises
1	<p>OPERATING SYSTEM :</p> <ul style="list-style-type: none"> (i) Install screen saver and change the monitor resolution by 1280X960. (ii) Set a new wall paper. (iii) Create, move, delete and rename a folder. (iv) Copy, paste and cut a folder/file . (v) Display the properties for a file or folder.
2	<ul style="list-style-type: none"> (i) Restore files and folders from Recycle bin. (ii) Create short cuts for folder/file. (iii) Find a file or folder by name. (iv) Select and move two or more files/folders using mouse . (v) Sort folders/files.
3	<ul style="list-style-type: none"> (i) Copy files into CD/DVD. (ii) Switch between applications . (iii) Make the taskbar wider and hide the taskbar . (iv) Record and save an audio file. (v) Set/Change the date and time.
4.	<p>MS.WORD: Creating a Document:</p> <ul style="list-style-type: none"> • Enter a text about your Institution with two Titles. • Set the paper size A4 and orientation of the paper to Portrait. • Make the titles to Center, Bold, Font size 20 and style in Arial. • Justify the entire Text. Set the margin left 1.5, Right 1.5, Top and Bottom .5. • Use Drop Cap in 1st paragraph 1st character for 3 lines. • Change the font size of the text to 12 size. • Use bulleted list and Highlight the important sentences. • Insert a picture, word art, Header and Footer. • Save the file.
5.	<p>Prepare a resume for a suitable job in MS. Word.</p> <ul style="list-style-type: none"> • Paper Size A4. • Orientation – Portrait • Margin - left 1.5, Right 1.5, Top and Bottom 1.5. • Justify the entire Text. • Font size – 12. • Change the line spacing to 1.5 . • Save Document to Resume. • Take print.
6.	<p>Mail Merge - Create an invitation to invite reporters of local Newspapers to cover functions of Annual Day Celebrations of your Polytechnic College using Mail Merge in MS. Word (4 Addresses).</p>

7.	<p>CREATING AND EDITING THE TABLE : Create a student details in Ms-Word table format which has details of ROLLNo., NAME, CLASS, MARK 1, MARK 2, MARK 3 and find TOTAL and Average of the marks. (Things to be covered)</p> <ul style="list-style-type: none"> • Enter three titles • Enter all data with minimum 8 rows • Insert a New Row Between 3rd and 4th row and enter a new row and give the data. • Get the Total. Give double line borders and shadows 12.5% Grey. • Change the font size 12 the data available in the Table. • Sort the name in ascending order. • Centre the title lines with Font style Garamond size 16. • Aline all lines and Centre the Table. • Save the file.
8.	<p>Create an Advertisement in MS. Word about your Institution, regarding the Diploma courses offered and facilities available.</p>
9.	<p>Prepare a table of contents for a document. Prepare index for a document.</p>
10	<p><u>MS.EXCEL.</u></p> <p>Create a Statement in MS. Excel regarding particulars of 10 students of I Year MOP of your College. (Fields : Roll No., Name, Community, DOB, Age, Address,& 10th Mark. (Things to be Covered)</p> <ul style="list-style-type: none"> • Enter Two Titles. • Enter the 1st and 2nd Titles in first and second rows with different font size and styles. • Enter Roll No., Name, etc as Field names. • Enter the Roll Number using Fill Handle. • Enter 10 students particulars. • Centre the Titles. • Insert a New Row between 5th and 6th Row . • Enter a New Student's particulars in the new Row. • Delete the Last row. • Insert a New Column between 3rd and 4th Column for Sex. • In the Sex column enter Sex = "M" or "F" • Align all the Data in Centre. • Save the File.

11.	<p>From the following given particulars prepare a Salary Statement in MS. Excel Worksheet. DEVI ENTERPRISES COIMBATORE – 641 044 S.No.,Emp-No., Name, Basic Pay, DA, HRA, Gross Pay, PF, IT, Deductions and Net Pay. Enter data for EMP-No., NAME, and BASICPAY. Fill the S.No. column with Autoseries.</p> <p>(a) Calculate DA = 90% of Basic Pay, HRA = 5% of Basic Pay. (b) Calculate Gross Pay = Basic Pay + DA + HRA. (c) Calculate PF = 6% of Basic Pay, IT = 10% of Gross Pay. (d) Calculate deductions = PF + IT. (e) Calculate Net Pay = Gross Pay – Deductions.</p>																		
12.	<p>Create a result sheet containing Candidate's Register No., Name, Marks for five subjects.</p> <ol style="list-style-type: none"> 1. Calculate Total Marks & Average Marks of 5 subjects (Use Fill handle). 2. Calculate Average Marks of each student. 3. Fill the Result Column by using the following condition. If a student secures 40 or more than 40 marks in each subject will adjudged as Pass, otherwise Fail. 4. Fill the Grade Column by using the following condition: If a student's result is pass and secures Average marks more than 75, he/she gets Honours , more than 60,he/she gets I Class, otherwise II Class. 5. Highlight the marks who secures less than 40, by using different colour. 																		
13.	<p>Prepare line, bar and pie chart to illustrate the subject wise performance of the class for any one semester with the following data.</p> <table style="margin-left: 40px;"> <tr><td>English</td><td>-</td><td>55%</td></tr> <tr><td>Commerce</td><td>-</td><td>75%</td></tr> <tr><td>Accountancy</td><td>-</td><td>80%</td></tr> <tr><td>Computer</td><td>-</td><td>70%</td></tr> <tr><td>Typewriting</td><td>-</td><td>90%</td></tr> <tr><td>Economics</td><td>-</td><td>95%</td></tr> </table>	English	-	55%	Commerce	-	75%	Accountancy	-	80%	Computer	-	70%	Typewriting	-	90%	Economics	-	95%
English	-	55%																	
Commerce	-	75%																	
Accountancy	-	80%																	
Computer	-	70%																	
Typewriting	-	90%																	
Economics	-	95%																	
14.	<p>Prepare consolidation of work sheets in MS. Excel. Prepare consolidation of I Qtr, II Qtr, III Qtr & IV Qtr sales Turnover of different Branches of a Company.</p>																		
15.	<p>Create Pivot Table Report in MS Excel.</p>																		

Reference:

1. A first Course in Computers, Sanjay Saxena, Vikas Publishing House P. Ltd.
2. Microsoft Office in Easy steps, Stephen Copestake, Comdex Computer Publishing.
3. Teach yourself, MS Office for Windows, Corey Sandler, Tom Bedgelt, Jan Weingarten, BPB Publication.

ALLOCATION OF MARKS	
CONTENT	MAX MARKS
Procedure	30
Execution	40
Viva voce	5
Total	75

**M SCHEME
DIPLOMA IN MODERN OFFICE PRACTICE
CURRICULUM OUTLINE**

II SEMESTER

Subject code	Subject	HOURS PER WEEK			
		Theory Hours	Tutorial / Drawing	Practical hours	Total Hours
30021	Communication English - II	5	-	-	5
38122	Business Organisation	4	-	-	4
38123	Financial Accounting	5	-	-	5
38124	Type Writing - English – GTE Pre Junior	5	-		5
38125	Office Automation Lab - II		-	7	7
38126	Commercial Practice Lab - I	-	-	4	4
38171	ELECTIVE: Shorthand English – Theory I	5	-	-	5
38172	ELECTIVE: Banking		-	-	
	Total	24		11	35

II SEMESTER

Subject Code No.	SUBJECT	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Board Exam Marks			
30021	Communication English - II	25	75	100	40	3
38122	Business Organisation	25	75	100	40	3
38123	Financial Accounting	25	75	100	40	3
38124	Type Writing - English – GTE Pre Junior	25	75	100	45	10 Minutes
38125	Office Automation Lab - II	25	75	100	50	3
38126	Commercial Practice Lab - I	25	75	100	50	3
38171	ELECTIVE: a)Shorthand English – Theory I	25	75	100	45	2
38172	ELECTIVE: b)Banking	25	75	100	40	3
	TOTAL			700		

COMMUNICATION ENGLISH - II

COMMON WITH
I YEAR DIPLOMA IN ENGINEERING & TECHNOLOGY
II SEMESTER

BUSINESS ORGANISATION

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – I YEAR SYLLABUS
M-SCHEME

(to be Implemented from the Academic Year 2015-2016 on wards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38122**

Semester : II Semester

Subject Title : **BUSINESS ORGANISATION**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
BUSINESS ORGANISATION	4 Hrs.	60 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	BUSINESS ORGANISATION	10
2.	SOLE TRADERS AND PARTNERSHIP	10
3.	JOINT STOCK COMPANY	10
4.	JOINT STOCK COMPANIES AND CO-OPERATIVES	10
5.	GOVERNMENT ENTERPRISES	10
6.	TEST & REVISION	10
	Total	60

Rationale:

The subject Business organisation includes various definition in the field of commerce – Company Organization which helps the students to get rich knowledge about the Business organisation.

Objectives:

The students to know very well about the concepts of Sole Trader, Partnership firms, Cooperative organizations, Company and Government enterprises .

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Business organisation Business organisation: Meaning – Definition – Principles of Good Organisation – Forms of business organisation – Sole Proprietorship – Hindu Undivided family – Joint Stock companies – Co-operatives – Government in Business – Multinational Corporations	10
II	Sole traders and Partnership Sole traders: Meaning – Features – merits – demerits – Role of sole proprietors in the society – Partnership: Meaning – Features – merits – demerits of Partnership — kinds of partners – partnership deed and its contents – Registration of firm – Dissolution of Firm - Comparison between sole trader and Partnership.	10
III	Joint Stock Company Joint Stock Company: Definition – Features – Merits and Demerits — Kinds of Companies – Privileges of a Private company – Difference between Private and Public Limited Companies – Difference between Company and Partnership.	10
IV	Joint Stock Companies and Co-operatives Formation of company (Promotion, Incorporation & Commencement) – Memorandum of Association – Articles of Association – prospectus – Co-operatives: Definition – Features – Types – Merits –Demerits – Distinction between Co-operative societies and Joint Stock Companies.	10
V	Government Enterprises Government Enterprises: Definition – Objectives; Types – Departmental organization – Features – Public Corporation – Features; Government companies – Features – Distinction between Private and Government organizations.	10

Reference Books:

1. Business Organisation- **C.D. Balaji & Dr. G. Prasad** – Margham Publications.
2. Fundamentals of Business Organisation and Management – Y.K. Bhushan.
3. Elements of Business Organisation – Yogendra Prasad Yadav.

DIPLOMA IN MODERN OFFICE PRACTICE

II SEMESTER

BUSINESS ORGANISATION

Model Question Paper

[N.B.-1) The First Question of the Part B i.e Question No.11 is compulsory (*can be asked from any one of the units*)

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any **FIVE** questions:

(6 x 5 = 30 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PART - B

Answer any **THREE** questions:

(3x 15 = 45Marks)

- 11.
- 12.
- 13.
- 14.
- 15.

FINANCIAL ACCOUNTING

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – I YEAR SYLLABUS
M-SCHEME

(to be Implemented from the Academic Year 2015-2016 on wards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38123**

Semester : II Semester

Subject Title : **FINANCIAL ACCOUNTING**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
FINANCIAL ACCOUNTING	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	PROFIT AND LOSS ACCOUNT AND BALANCE SHEET	13
2.	FINAL ACCOUNT WITHOUT ADJUSTMENT	13
3.	FINAL ACCOUNT WITH ADJUSTMENTS	13
4.	BANK RECONCILIATION STATEMENT	13
5.	BILLS OF EXCHANGE	13
6.	TEST & REVISION	10
	TOTAL	75

Rationale : The subject financial Accounting imparts knowledge about the preparation of final accounts with adjustments, preparation of journal entries for bill transaction and preparation Bank Reconciliation Statement.

Objectives: The objective of this subject is to

1. Preparation of Profit and Loss Account and Balance Sheet.
2. Prepare Final accounts without adjustments
3. Prepare Final accounts with adjustments
4. Prepare Journal entries for bill transactions.
5. Prepare Bank Reconciliation Statement to equate the Pass book Balance and Cash Book Balance.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	PROFIT AND LOSS ACCOUNT AND BALANCE SHEET Profit and Loss Account – Indirect Expenses – Indirect Incomes – proforma of Profit and Loss Account – Advantages - Trading account Vs Profit and Loss account – Preparation of Profit and Loss Account – Balance Sheet - Classification of Assets and Liabilities – Proforma of Balance Sheet – Simple problems.	13
II	FINAL ACCOUNT WITHOUT ADJUSTMENT Introduction - Objectives – Trading account – Profit and Loss account – Balance sheet – Simple Problems with closing stock only.	13
III	FINAL ACCOUNT WITH ADJUSTMENTS Adjustments – Closing stock - Outstanding expenses – Prepaid expenses – Outstanding incomes – Income received in Advance – Depreciation on Fixed assets – Interest on capital – Interest on Drawings – Bad debts – Provision for Discount on Debtors – Provision for bad and doubtful debts – Discount on creditors – Simple problems.	13
IV	BANK RECONCILIATION STATEMENT: Meaning – Need for Bank Reconciliation Statement – Cash Book and Pass Book – Causes for differences between Cash Book and pass book – Method of preparation of Bank Reconciliation Statement - Simple Exercises.	13
V	BILLS OF EXCHANGE Definition – Features – Parties to a Bill of Exchange – Advantages – Promissory Note – Features – Bill of Exchange Vs. Promissory Note - Bills Transactions – When Retained – When Discounted with the bank – When endorsed to Third Party – When send to Bank for collection –Dishonour of a Bill – Noting of a Bill – Renewal of a Bill – Retirement of a Bill under Rebate – Accommodation Bill.	13

Reference books:

- Principles of Accountancy - K.L.Nagarajan, N.Vinayagam&P.L.Mani
- Financial Accounting - T.S.Reddy&A.Murthy
- Advanced Accountancy - R.L. Gupta &Radhaswamy.
- Advanced Accountancy - Jain &Narang.

DIPLOMA IN MODERN OFFICE PRACTICE

**II SEMESTER
FIANCIAL ACCOUNTING
Model Question Paper**

[N.B.-1) The First Question of the Part B i.e Question No.06 is compulsory (*can be asked from any one of the units*)

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any **Three** Questions:

(3 x 5 = 15 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.

PART - B

Answer any **Four** questions:

(4x 15 = 60 Marks)

- 6.
- 7.
- 8.
- 9.
- 10.

**TYPEWRITING ENGLISH
PRE – JUNIOR**

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS**

M – SCHEME

(To be Implemented from the Academic Year 2015-2016 onwards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38124**

Semester : II Semester

Subject Title : **TYPEWRITING ENGLISH - PRE – JUNIOR (GTE)**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examinations			
	Hours/ Week	Hours/ Semester	Marks			Duration
Typewriting English Pre junior(GTE)	5	75	Internal Assessment	Board Examination	Total	
			25	75	100	

Rational: The Typewriting subject is very useful for computer typing and data entry.

Objectives: This subject helps the students to develop to

- Prepare Documents
- Letters and Tables
- Statements etc.

Note: Typewriting classes are to be conducted till the date of the Board Typewriting Examination.

DETAILED SYLLABUS
TYPEWRITING ENGLISH – PRE-JUNIOR(GTE)
CONTENTS

Ex.No.	EXERCISES	Hrs.
I	123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767 123454 098767	10
II	<p><u>Typewriting – Pre-junior – in 10 minutes. (25 words per minute)</u></p> <ul style="list-style-type: none"> • <i>Keep the left edge of the paper at Zero degree.</i> • <i>Keep Left Marginal stop at the 10th degree.</i> • <i>Keep the Right Marginal stop at the 75th degree.</i> • <i>Leave 5 spaces before commencing a paragraph.</i> • <i>Avoid over-typing.</i> • <i>Do not leave additional line space between paragraphs while typing with double line spacing.</i> • <i>Always look at the passage and tap letter after letter in the passage. The attention taken out from the passage to the typing paper causes omissions and repetitions.</i> • <i>Always aim at “Perfection”.</i> • <i>Always type with a uniform light touch.</i> • <i>Always use 2 sheets while inserting the paper, that is , Backing sheet should always be used.</i> 	65

**Model Question Paper
PRE-JUNIOR (GTE)**

To type on one side of the paper an ordinary printed passage without heading and not exceeding two paragraphs, consisting of 1,250 strokes, with the minimum capital letters, in double line spacing, with ten degrees margin on the left. Special attention must be paid to accuracy and neatness of execution.

Time: Ten minutes
(Maximum Marks: 75)

*Typewrite the following in double line spacing, with a left margin of ten degrees
(Special attention must be paid to accuracy and neatness):-*

“Cut your coat according to the cloth” is a wise saying. It means that it is very necessary for us to live within our means. It is almost sure that a person who is extravagant and is in the habit of wasting money comes to grief in the long run. It is usual for some people to spend too much on marriages and festivals. Of course, if a man spends much on his own education or the education of his children, it may be excusable. It may prove helpful in one way or the other. In the same way, if money is spent on taking good diet which is simple but nourishing, it may be commendable. It is not condemnable. On the other hand, if a man spends too much on

clothes just to show off, it may not be pardonable. Many of us spend too much on the marriages of our children. Many have to take loans at high rates of interest. In such cases some are not able to repay the loans and have to suffer much. In the same way, it is the habit of many people to waste a lot of money on crackers, sweets and gifts during festivals.

One thing which cannot be excused is wasting of money on petrol by travelling too much when there is no need for it. Apart from individuals, some nations spend a lot of money on government functions and meetings unnecessarily.

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OFFICE AUTOMATION LAB - II

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS**

M – SCHEME

(To be Implemented from the Academic Year 2015-2016 onwards)

Course Name: Diploma in Modern Office Practice

Subject Code: **38125**

Semester : II Semester

Subject Title: Office **Automation Lab - II**

TEACHING AND SCHEME OF EXAMINATION:

Subject	Instructions		Examinations			Duration
	Hours/ Week	Hours/ Semester	Marks			
Office Automation Lab - II	7 Hrs.	105 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

No. of Weeks per Semester: 15

SI.No.	Topic	Hrs.
1	MS-ACCESS - I	21
2	MS-ACCESS - II	21
3	MS-ACCESS - III	21
4	MS-POWERPOINT	21
5	INTERNET	21

Rational: The subject Office Automation - II helps the students to understand the concepts of MS.Access, MS. Power point and Internet.

Objectives: This subject helps to student to understand about

- MS.Access – Table, Forms, Queries, Reports etc.
- MS.Powerpoint – Presentation of - Slide Creation, Custom Animation etc.
- Internet Concepts – Mail, Social network, Searching detail etc.

**DETAILED SYLLABUS
OFFICE AUTOMATION LAB - II
CONTENTS**

Unit	NAME OF TOPIC
1	<p>MS-ACCESS – I : Concept of Data base – Creating database with a wizard – blank Database – Opening – Closing database.</p> <p>Tables: Creating table by using Table wizard – Entering data – Changing column width & row height – Editing data in the table – saving – Data sheet view – Design view – Field Properties – data types – Sorting – filtering.</p>
2	<p>MS-ACCESS – II : Forms: Creating a form using wizard – Auto form - Creating Pivot table wizard form – Creating forms using Design – view.</p>
3	<p>MS-ACCESS – III : Queries: Creating a Query using the query wizard – Design view – Viewing – printing – SQL View – Selecting Query – Running – Appending – Updating – Deleting – Saving – Printing – saving.</p> <p>Reports: Creating Report – Auto report – Tabular report – Report Wizard.</p>
4	<p>MS POWER POINT : Meaning – Opening new presentation, Different presentation templates, setting backgrounds, selecting presentation layouts. Creating a presentation – setting presentation style, Adding text to the presentation. Formatting – adding style, colour, gradient fills, arranging objects, Adding Header & Footer, slide Background, Slide layout, Adding Graphics to the Presentation – Inserting Picture, movies, tables etc. into presentation – Adding effects to the presentation – Setting Animation & transition effect.</p>
5	<p>INTERNET: Meaning – uses of Internet – URL – types of internet connections – Dial Up connection, Broad bank (ISDN, DSL, CABLE), Wireless (Wi-Fi, Satellite, Mobile) naming convention, browsers, search engines, portals – Social Networking sites – blogs – viewing a webpage, downloading and uploading the website, creating and email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.</p>

Reference Books:

1. A first Course in Computers, Sanjay Saxena, Vikas Publishing House P. Ltd.
2. Microsoft Office in Easy steps, Stephen Copestake, Comdex Computer Publishing.

**OFFICE AUTOMATION – II
LAB PRACTICAL EXERCISES**

Ex.No.	Lab Exercises
	<u>MS. ACCESS:</u>
1.	Creating a Data Base
2.	Creating a Parent Table – Basic Data Table
3.	Creating Form
4.	Query: Extracting Data from single Table
5.	Append Query
6.	Building Relationship
7.	Manipulation of Data
8.	Retrieving Data From Multiple Tables
9.	Creating and Running Reports
	<u>POWER POINT PRESENTATION:</u>
10.	Prepare a PowerPoint presentation about your course (Minimum 5 slides).
11.	Make a marketing presentation of any consumer product with at least 10 slides. Use different customized animation effects on pictures and clip art on any four of ten slides.
12.	Create a photo album in PowerPoint with animation and sound effect
	<u>INTERNET:</u>
13.	Creating, composing and sending an e-mail to 5 of your friends.
14.	Viewing, saving and printing an e-mail received.
15.	Searching a detail, downloading ,saving and printing the data.

Note: Open source software is available in online, browse and make use of it.

ALLOCATION OF MARKS	
CONTENT	MAX MARKS
Procedure	30
Execution	40
Viva voce	5
Total	75

COMMERCIAL PRACTICE LAB – I

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE - SYLLABUS
M-SCHEME

(to be Implemented from the Academic Year 2015-2016 onwards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38126**

Semester : II Semester

Subject Title : Commercial Practice Lab - I

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
Commercial Practice Lab - I	4 Hrs.	60 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	BANKING PROCEDURES	12
2.	E-BANKING	12
3.	EDUCATIONAL LOAN	12
4.	OBTAINING BANK LOAN	12
5.	CO-OPERATIVE AND INSURANCE PROCEDURES	12
	Total	60

Rationale: This subject Commercial Practice Lab - I is conducted to enable the student to qualify themselves for Government clerical job.

Objectives: This subject helps the students to learn about practical exposure of commercial practices in real time office environment.

**Commercial Practice Lab - I
DETAILED SYLLABUS**

COMMERCIAL PRACTICE WORKSHOP I

1. Saving Bank Account Opening Form.
2. Application for Fixed Deposit and Recurring Deposit.
3. Application for opening Online Bank Account.
4. Application for Mobile Banking.
5. Application for availing Educational Loan.
6. Application for Short term and Long term loan from Bank.
7. Organization chart of a Firm.
8. DEMAT and Trading Application Forms.
9. Proposal form for Life Insurance.
10. Application form for Vehicle Insurance.

ALLOCATION OF MARKS	
CONTENT	MAX MARKS
Forms filling (Any Three Forms)(3 x 15 Marks)	45
Viva voce	30
Total	75

ELECTIVE
ELEMENTS OF SHORTHAND ENGLISH
THEORY I

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS
M - SCHEME

Course Name : Diploma in Modern Office Practice
 Subject Code : 38171
 Semester : II Semester
 Subject Title : Elective - Elements of Shorthand – English Theory I

TEACHING AND SCHEME OF EXAMINATION

Number of Weeks per Semester:15

Subject	Instruction		Examination			
	Hours/ Week	Hours/ Semester	Assessment Marks			Duration
			Internal Assessment	Board Examination	Total	
Element of Shorthand English	5	75	25	75	100	2 Hours

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (hours)
1	CHAPTER I AND II	20
2	CHAPTER III, IV,&V	20
3	CHAPTER VI, VII, & VIII	20
4	CHAPTER IX & X	15
	TOTAL	75

Rationale:

The subject Elements of Shorthand helps the students to understand Shorthand writing. It helps to have through knowledge in basic principle of Shorthand and make students capable of taking Dictation

Objectives:

The subject helps the students to understand basic principles of Shorthand.

Elements of Shorthand-English
DETAILED SYLLABUS

CONTENTS

Unit	Name of Topic	Hours
1	Consonants and Vowels	20
2	Intervening Vowels, Alternatives Signs R and H, Diphthongs	20
3	Phraseography, Circle S, Stroke S	20
4	Large Circle SW and SS, & Loops ST and STR	15

Reference Book:

PITMAN SHORTHAND INSTRUCTOR AND KEY – NEW ERA EDITION.

EXAMINATION:

- Shorthand outline for simple words including grammalogue and phrases: 10 Marks
- Basic question on CHAPTER II (Vowels), V (Diphthongs), VI (Phraseography & Tick T) VII (Circle S), VIII (Stroke S), IX (Circle SW & SS), X (Loops ST and STR) 15 Marks
- Transcribing lithographs into long hand - From Book Exercises No: 11 to 38 and Revisionary Exercise A. 25 Marks
- A summary of précis writing of about 120 words with a suitable heading and sub-headings using the indirect form of speech and the past tense. 25 Marks

DIPLOMA IN MODERN OFFICE PRACTICE

II SEMESTER

ELEMENTS OF SHORTHAND - ENGLISH

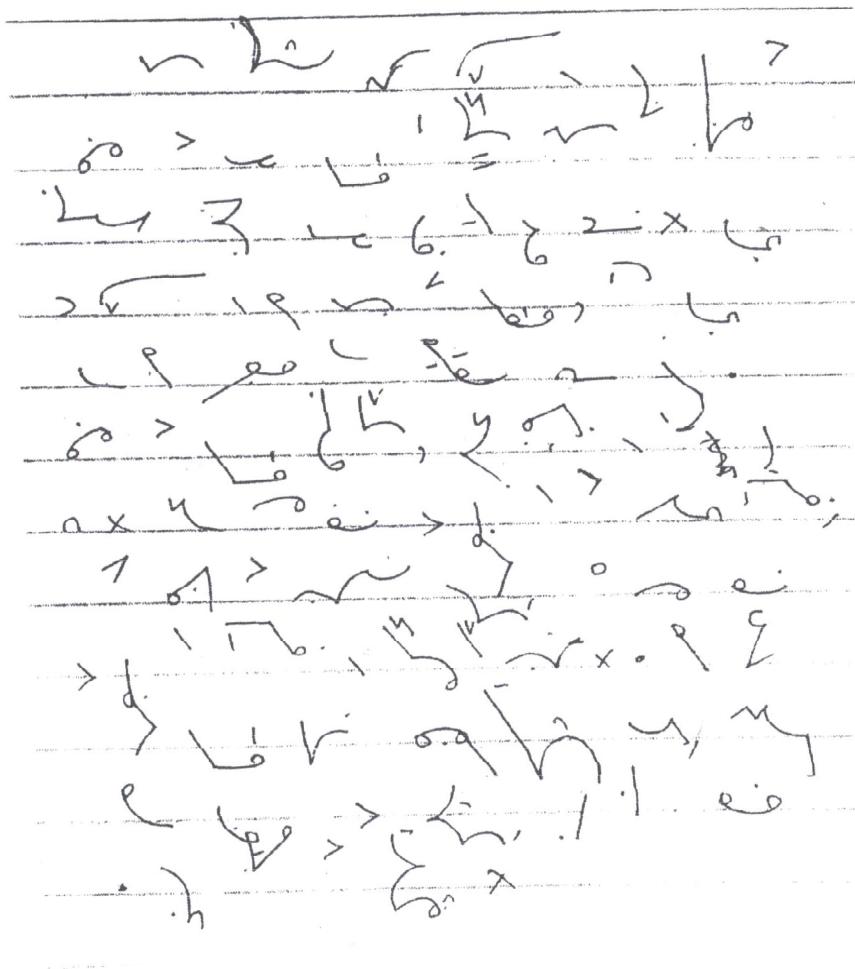
Model Question Paper

Time: 2Hours.

Max. Marks: 75

To transcribe the given litho into Long hand

25 Marks



- 2. a) Define vowel and explain with examples 5 Marks.
- b) Define Diphthong and explain with examples 5 Marks.
- c) How Strokes S is formed. Give any 3 rules and examples. 5 Marks.

Contd....

3. Write in Shorthand

10 Marks

- | | |
|----------------|----------------|
| 1. Influenced | 2. as well as |
| 3. Science | 4. Refusal |
| 5. What do you | 6. If you were |
| 7. but the | 8. womanish |
| 9. ingenuous | 10. Speak |

4. Read the following passage and precise it into a summary of about 120 words with a suitable heading and sub-headings using the indirect form of speech and the past tense. The number of words should be counted and noted at the end of the summary.

25 Marks

Speaking on the Budget in the Lok Sabha, an honourable Member said:

“Mr. Speaker, Sir, I thank you for the opportunity given to me to say a few words on the Budget.

First of all, I would like to extend my hearty congratulations to the Finance Minister on presenting a good Budget in this House under the present circumstances of the country. For this, he has won the admiration of the whole country. Just now a Member of the Opposition raised many points during his speech on the Budget. I am glad that he expressed his appreciation over a number of points covered in the Budget. I am sure that it is a testimony that there is not much for the Opposition to say against this Budget.

I want to refer to another thing. It has been said again and again in the newspapers that this is an election year Budget. But I do not think that this is an election year Budget. But I do not think that this is an election Budget in any way. I would like to point out that if it had been an election Budget, no attention would have been paid to any important scheme and it would have been framed as a vote mobiliser only. But there is no such point in this Budget which makes it an election Budget. So, it is not fair to say that this is an election Budget.

So far as the question of policy is concerned, I would like to mention that the Budget presented by the Finance Minister has tried to improve the condition of the poor and workers. It has imbibed the visions of the Father of the Nation, Mahatma Gandhi, our First Prime Minister Pandit Jawaharlal Nehru and others. I do not know whether there is any point on which we have not been logical. It is evident from the very fact that the ruling party has always tried to fulfil its promises. It stood for independence during the freedom struggle. Later on, it fulfilled the promises made in regard to the improvement of the condition of the farmers, labourers and workers. I would like to emphasize that we are still marching ahead in that path.

ELECTIVE – BANKING

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU
DIPLOMA IN MODERN OFFICE PRACTICE – I YEAR SYLLABUS
M-SCHEME

(to be Implemented from the Academic Year 2015-2016 on wards)

Course Name : Diploma in Modern Office Practice

Subject Code : **38172**

Semester : II Semester

Subject Title : **ELECTIVE - BANKING**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
BANKING	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	EVOLUTION OF BANKING INSTITUTIONS	13
2.	FUNCTIONS OF COMMERCIAL BANKS	13
3.	RESERVE BANK OF INDIA – I	13
4.	RESERVE BANK OF INDIA – II	13
5.	MODERN BANKING	13
6.	TEST & REVISION	10
	Total	75

Rationale: The subject Banking plays an important role in the business world. It provides knowledge about the latest technology like ATM, Tele Banking Facilities, Online banking, on line purchases and core banking solutions..

Objectives:

1. It helps the students to know very well about the concepts of Banks
- 2 .To understand the functions of commercial bank and RBI.
3. To know Modern banking trend and techniques (ATM,Debitcard , credit card etc.)

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Evolution of Banking Institutions: Definition of Banking – Development of Banking – Banking System – Unit Banking – Branch Banking – Correspondent Banking – Group Banking – Chain Banking – Investment Banking – Mixed Banking – Deposit Banking – Co-operative Banks – Regional Rural Banks – Land Development Bank.	13
II	Functions of Commercial Banks: Traditional – Social – Innovative – Diversified functions – Agency Functions – General utility services – Investment Policy – Social Responsibility of Banks – Investment policy of commercial Banks.	13
III	Reserve Bank of India – I: Establishment – Organization – Functions – Significance – Clearing Houses – Meaning – Functions – Advantages.	13
IV	Reserve Bank of India – II: Credit Control – Measures - Quantitative and Qualitative Control - Deposit Insurance Corporation of India	13
V	Modern Banking: Recent Development in Banking – Banking sector Reforms – the Banking Ombudsman Scheme, 1995. Modern Services rendered by Commercial Banks – Tele Banking Facility – E-Banking – Credit Card – Debit Card – Internet banking – E-Banking – mobile banking - ATM - Core Banking Solution.	13

Reference Book:

1. Banking Theory Law and Practice - **Gordon &Natarajan**
2. Banking Theory Law and Practice - **Dr. A. Gajendran** – Vrinda Publications (P) Ltd.

DIPLOMA IN MODERN OFFICE PRACTICE

II SEMESTER

BANKING

Model Question Paper

[N.B.-1) The First Question of the Part B i.e Question No.11 is compulsory (*can be asked from any one of the units*)

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any **SIX** questions:

(6 x 5 = 30 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PART - B

Answer any **THREE** questions:

(3x 15 = 45Marks)

- 11.
- 12.
- 13.
- 14.
- 15.
