

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR & III YEAR

SYLLABUS

M – SCHEME

2015 – 2016

CURRICULUM DEVELOPMENT CENTRE

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

III SEMESTER

Subject code	SUBJECT	HOURS PER WEEK			
		Theory Hours	Tutorial / Drawing	Practical hours	Total Hours
38131	English – I	4	-	-	4
38132	Business Management	5	-	-	5
38133	Advanced Financial Accounting	5	-	-	5
38134	Business Statistics	5	-	-	5
38135	Type Writing – English – GTE Junior – Paper I	5	-	-	5
38181	ELECTIVE: Elements of Shorthand English Theory - II	5	-	-	5
38182	ELECTIVE: Marketing				
38137	Desktop Publishing – Lab	-	-	5	5
	Seminar	1	-	-	1
	Total	30	-	5	35

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

IV SEMESTER

Subject code	Subject	HOURS PER WEEK			
		Theory Hours	Tutorial / Drawing	Practical hours	Total Hours
38141	English – II	4	-	-	4
38142	Partnership Accounting	5	-	-	5
38143	Cost Accounting	5	-	-	5
38144	Type Writing – English – GTE Junior – Paper II	5	-	-	5
38186	ELECTIVE: Shorthand – English – Junior – Speed (60 WPM)	5	-	-	5
38187	ELECTIVE: Advertising & Salesmanship				
38146	Commercial Practice Lab – II	-	-	4	4
38147	Oracle – Lab	-	-	6	6
	Seminar	1	-	-	1
	Total	25	-	10	35

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

VI SEMESTER

Subject code	SUBJECT	HOURS PER WEEK			
		Theory Hours	Tutorial / Drawing	Practical hours	Total Hours
38151	Business Law	5	-	-	5
38152	Corporate Accounting	5	-	-	5
38153	Management Accounting	5	-	-	5
38154	Type Writing – English – GTE Senior – Paper I	5	-	-	5
38191	ELECTIVE: Shorthand – English – GTE Junior (80 WPM)	5	-	-	5
38192	ELECTIVE: Auditing				
38156	Computerized Accounting – Lab	-	-	5	5
30001	Life and Employability skill Practical	-	-	4	4
	Seminar	1	-	-	1
	Total	26	-	9	35

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

VI SEMESTER

Subject code	Subject	HOURS PER WEEK			
		Theory Hours	Tutorial / Drawing	Practical hours	Total Hours
38161	Business Communication	5	-	-	5
38162	Business Accounting	6	-	-	6
38163	Income Tax (Law & Practice)	5	-	-	5
38164	Environmental Science	5	-	-	5
38165	Type Writing – English – GTE Senior – Paper II	5	-	-	5
38166	Office Machineries and Equipments – Lab	-	-	4	4
38167	Project Work	-	-	4	4
	Seminar	1			1
	Total	27	-	8	35

Annexure – II
M SCHEME
DIPLOMA IN MODERN OFFICE PRACTICE
SCHEME OF EXAMINATION

III SEMESTER

Subject Code	SUBJECT	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Board Exam Marks			
38131	English – I	25	75	100	40	3
38132	Business Management	25	75	100	40	3
38133	Advanced Financial Accounting	25	75	100	40	3
38134	Business Statistics	25	75	100	40	3
38135	Type Writing – English – GTE Junior – Paper I#	25	75	100	45	10 Minutes
38181	ELECTIVE: Elements of Shorthand English Theory - II#	25	75	100	45	2
38182	ELECTIVE: Marketing	25	75	100	40	3
38137	Desktop Publishing – Lab	25	75	100	50	3
	TOTAL			700		

Minimum for Pass 30 marks out of 75

IV SEMESTER

Subject Code No.	SUBJECT	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Board Exam Marks			
38141	English – II	25	75	100	40	3
38142	Partnership Accounting	25	75	100	40	3
38143	Cost Accounting	25	75	100	40	3
38144	Typewriting – English – GTE Junior – Paper II#	25	75	100	45	45 Minutes
38186	ELECTIVE: Shorthand – English – Junior – Speed (60 WPM)#	25	75	100	45	Dictation: 7 Mints Trans: 1 H
38187	ELECTIVE: Advertising & Salesmanship	25	75	100	40	3
38146	Commercial Practice Lab – II	25	75	100	50	3
38147	Oracle – Lab	25	75	100	50	3
	TOTAL			700		

Minimum for Pass 30 marks out of 75

V SEMESTER

Subject Code	SUBJECT	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Board Exam Marks			
38151	Business Law	25	75	100	40	3
38152	Corporate Accounts	25	75	100	40	3
38153	Management Accounting	25	75	100	40	3
38154	Typewriting – English – GTE Senior – Paper I#	25	75	100	45	10 Minutes
38191	ELECTIVE: Shorthand – English – GTE Junior – Speed (80WPM)#	25	75	100	45	Dictation: 7 Mints Trans: 1 H
38192	ELECTIVE: Auditing	25	75	100	40	3
38156	Computerised Accounting – Lab	25	75	100	50	2
30001	Life and Employability skill Practical	25	75	100	50	3
	TOTAL			700		

Minimum for Pass 30 marks out of 75

VI SEMESTER

Subject Code	SUBJECT	Examination Marks		Total Marks	Minimum for Pass	Duration of Exam Hours
		Internal assessment Marks	Board Exam Marks			
38161	Business Communication	25	75	100	40	3
38162	Business Accounting	25	75	100	40	3
38163	Income Tax (Law & Practice)	25	75	100	40	3
38164	Environmental Science	25	75	100	40	3
38165	Typewriting – English – GTE Senior – Paper II#	25	75	100	45	1
38166	Office Machineries and Equipments – Lab	25	75	100	50	3
38167	Project Work	25	75	100	50	Viva-Voce
	TOTAL			700		

Minimum for Pass 30 marks out of 75

II YEAR SYLLABUS

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

III SEMESTER

ENGLISH – I

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38131**

Semester : III Semester

Subject Title : **ENGLISH – I**

TEACHING AND SCHEME OF EXAMINATION:

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

No. of Weeks per Semester: 15 Weeks

TOPICS AND ALLOCATION OF HOURS:

Sl.No.	Topic	Time (Hrs.)
1.	Prose	16
2.	Poetry	12
3.	Short Stories	12
4.	Grammar	15
5.	Test and revision	05
	Total	60

Rationale: This subject includes detailed prose lesson, poetry textbook, Short Story and Grammar.

Objectives:

- To develop the Good communication skill.
- This subject helps the students to understand and to meet the challenges in future by acquiring good communication skill.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Prose Lessons: 1. My Greatest Olympic Prize - <i>Jesse Owens</i> 2. If You are Wrong Admit it - <i>Dale Carnegie</i> 3. Monday Morning - <i>Mark Twain</i> 4. The Unexpected - <i>Robert Lynd</i>	16
II	Poetry: 1. Pulley or Gift of God - <i>George Herbert</i> 2. La Belle Dame Sans Merci - <i>John Keats</i> 3. The Night of the Scorpion - <i>Night of the Scorpion</i> 4. The Death of a Bird - <i>A.D. Hope</i>	12
III	Short Story; 1. Mrs. Packletide's Tiger - <i>Saki</i> 2. A Snake in the Grass - <i>R.K. Narayan</i> 3. Three Questions - <i>Leo Tolstoy</i> 4. The Gift of the Magi - <i>O. Henry</i>	12
IV	Grammar: (Ref: Spring Board by Orient Black Swan Pvt. Ltd Rs. 95/-) a. Pronunciation of selective vowel sounds (/u/ / u: // I// i: /) b. Stress c. Strong and weak forms d. Contracted forms e. Introductory it or there f. Articles g. Preposition h. Framing questions i. Adjectival form j. Suitable forms of the verb k. Antonyms without using prefixes l. Changing the sentences into negative m. Connective n. Reported Speech.	15
V	Test and Revisions	05

Reference Books:

1. Text - **Catalyst A Multilevel English Refresher** by AnuChitra Publications Rs. 90/-
2. **Spring Board** by **Orient Black Swan** Pvt. Ltd Rs.95/-

**DIPLOMA IN MODERN OFFICE PRACTICE
III SEMESTER
ENGLISH - I
Model Question Paper**

Time 3 Hours

Maximum 75 Marks

SECTION – A

I. Answer any ten Questions:

(10x3=30)

- a.** Write **three** words pronounced with / i: / sound.
- b.** Mark the stress of the words.
1) Almost 2) Account 3) Water
- c.** Mark the strong and weak form of the words in **boldface**:
1) That ice cream looks nice. Do you want **some**?
2) I'm really thirsty. There is **some** orange juice in the kitchen.
3) Hello, it's **I**!
- d.** Write the following sentences with contracted forms:
1) We will call you back in half an hour.
2) I would like to get an early reply.
3) He has gone out.
- e.** Choose any three stressed words in the following sentences:
Meet the Director at ten in the morning.
- f.** Rewrite the following sentence using an introductory it or there:
1) Three parcels are in the bag.
2) To inform him is important.
3) To err is human.
- g.** Fill in the blanks with suitable articles:
i) One day ____ Women went to ____ house of ____ doctor.
- h.** Use appropriate preposition given in brackets
1) I am sick ____ (of / with) flattery
2) We congratulated him ____ (on / for) his success.
3) He is confident ____ (of / about) his success.
- i.** Frame suitable question to the following.
1) I can't speak French.
2) This is Radha's bag.
3) Gopal performs well.
- j.** Fill in the blanks using appropriate adjectival form of the word given in brackets.
1) It is a ____ (wonder) sight.
2) He is always ____ (access).
3) This is ____ (Child).
- k.** Fill in the blanks with suitable forms of the verb given in brackets.

1) As this type of transistors ____ (be) no longer available, we ____ (not buy) this.
So ____ (go) in for the latest.

l. Give the antonym of the following without using prefixes.

1) Winner 2) Inhale 3) Good

m. Change the following sentences into negative.

1) I can sing Ghana songs.
2) The showman walked by the side of the caravans.
3) She may join us.

n. Fill in the blank with connective.

1) The Supermarket made a profit last year. _____ it had to close down this year because of poor sales.

o. Rewrite in reported speech.

1) Ram said to Prabhu, "Will you come to Delhi next week?"

SECTION – B

II. Answer any FIVE QUESTIONS, each in 30 words:

(5 x 2 =10)

1. How did Long respond to Jesse winning the gold?
2. What should we do when we are right?
3. What was Tom's opinion of Schools?
4. How does Lynd want us to approach nature?
5. What is the greatest pleasure to be got from the song of the birds?
6. What was the warning of the policeman?
7. Why did Owens kick the pit in disgust?
8. What made school going on Monday odious?

SECTION – C

III. Answer any THREE QUESTIONS in a paragraph each in 100 words:

(3 x 5 =15)

1. What is the gift of God to man?
2. Describe how the knight fell in love with the beautiful lady and declared his love and passion for her.
3. How did the peasants view the stinging in a positive manner?
4. Describe the last migration of the bird.

SECTION – D

IV. Answer any one of the following in 200 words:

(1x10 = 10)

1. Which is considered by Owens as the greatest Olympic prize? Why?
2. How does the grand plan of Tom on a Monday morning fail?
3. Describe Lynd's encounters with various birds.

SECTION – E

IV. Answer any one of the following in 200 words:

(1x10= 10)

1. Why did Mrs. Pakletide decide not to indulge in wild game of shooting anymore?
2. Examine the title 'A Snake in the Grass'.
3. How does O'Henry bring out the love and concern of Jim and Della for each other?

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

III SEMESTER

BUSINESS MANAGEMENT

CURRICULUM DEVELOPMENT CENTRE

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU

**DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS
M-SCHEME**

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38132**

Semester : III Semester

Subject Title : **BUSINESS MANAGEMENT**

TEACHING AND SCHEME OF EXAMINATION:

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

No. of Weeks per Semester: 15 Weeks

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Introduction to Management	13
2.	Planning and Policies	13
3.	Organization	13
4.	Direction and Motivation	13
5.	Co-ordination and Controlling	13
6.	Test and revision	10
	Total	75

Rationale: This subject Business management includes various definitions in the field of management which caters to the needs of the day to-day business people.

Objectives:

- To understand the basic elements of business management which is the vital role played in the business world.
- This subject helps the students to understand the management functions such as Planning, organizing, direction, and coordinating and control which is highly useful in the day today world. It includes motivation, communication and leadership.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Introduction to Management Management – Meaning – Definition – Importance - Nature and Scope of Management – Art or Science – Management and Administration Functions – Levels of Management – Contributions by F.W. Taylor and Henri Fayal	13
II	Planning and Policies: Planning – Nature, Importance Characteristics – Steps in Planning – type of planning – components – MBO – Policies – Procedures and Methods – Nature and Types of Policies.	13
III	Organization: Organization – principles of organization structure – organization charts – departmentation– authority – responsibility – delegation of authority – centralization and decentralization – line and staff organization – committee form of organization	13
IV	Direction and Motivation Direction – Nature and Purpose – Importance of Direction – Written vs. Oral Directives – Techniques of Direction. Motivation – Significance – Theories of Motivation (Maslow’s and McGregor’s) Communication process – Types – Barriers – Effective Communication – Leadership – Significance – Styles of leadership: Autocratic, Democratic, Bureaucratic, coercive, Transactional, Transformational and Laissez-faire.	13
V	Co-ordination and Controlling: Co-ordination – Need – Type and Techniques Problems in Coordination – Impact of Coordination Requisites for excellent Co-ordination. Controlling – Meaning and Importance of controlling – Relationship between Planning and Controlling – Control Process – Characteristics of Good control System.	13

Reference Books:

1. Principles of Management - L.M. Prasad
2. Principles of Management - DinkarPagare
3. Principles of Management - K. Sundar

**DIPLOMA IN MODERN OFFICE PRACTICE
III SEMESTER
Business Management
Model Question Paper**

[N.B.-1) The First Question of the Part B i.e. Question No.11 is compulsory
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.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ADVANCED FINANCIAL ACCOUNTING

III SEMESTER

CURRICULUM DEVELOPMENT CENTRE

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU

**DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS
M-SCHEME**

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

Course Name : Diploma in Modern Office Practice
Subject Code : **38133**
Semester : III Semester
Subject Title : **ADVANCED FINANCIAL ACCOUNTING**

TEACHING AND SCHEME OF EXAMINATION:

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

No. of Weeks per Semester: 15 Weeks

TOPICS AND ALLOCATION OF HOURS:

S. No.	Topic	Time (Hrs.)
1.	Average Due Date and Account Current	12
2.	Single Entry System	16
3.	Departmental Accounts	12
4.	Branch Accounts	13
5.	Depreciation	12
6.	Test and revision	10
	Total	75

Rationale: This subject Advanced Financial Accounting includes various Financial accounting areas of different field.

Objectives:

- To help the students to understand the accounting procedures for single entry system, Depreciation, Branch Accounts, Departmental Accounts and Account current area.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	AVERAGE DUE DATE & ACCOUNT CURRENT: Meaning – Uses – Type of problems – Steps in calculation of Average Due Date – Calculation of Interest – Problems – Account Current – Meaning – Definition – Methods for calculating days – preparation of Account Current – Red Ink Interest – Problems.	12
II	SINGLE ENTRY SYSTEM: Meaning – Definition – Features – Limitations – Difference between Single entry system and Double Entry System – Difference between Statement of Affairs and Balance Sheet – Method of ascertainment of profit – Statement of Affairs method – Missing Account in Single Entry System – Conversion method – Preparing Trading & Profit and loss account and Balance Sheet – Comprehensive problems.	16
III	DEPARTMENTAL ACCOUNTING: Meaning – Need for Departmental Accounting – Advantages –Basis of allocation of expenses – Inter Departmental Transfer – Transfer at cost price and Invoice price – Comprehensive problems.	12
IV	BRANCH ACCOUNT: Meaning – Objects – Types of branches – Dependent branch – Features – Accounting treatment in Dependent Branch – Debtors system – Stock and Debtors system – Pricing methods in branch – Cost price method – Invoice price method – Independent branch(Theory only).	13
V	DEPRECIATION: Meaning and importance of Depreciation – necessary consideration to determine depreciation – various methods of depreciation – Fixed installment method – Reducing Balancing Method – Annuity Method – Depreciation Fund – Sinking Fund – Insurance Policy method - Revaluation method. (Problems are restricted to straight line method and reducing balance method)	12

Reference Books:

1. Advanced Accounting – S. P. Jain & K. L. Narang – Kalyani Publishers, New Delhi
2. Financial Accounting – T. S. Reddy & A. Murthy – Margham Publications, Chennai.

**DIPLOMA IN MODERN OFFICE PRACTICE
III SEMESTER
Advanced Financial Accounting
Model Question Paper**

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

1.

2.

3.

4.

5.

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

6.

7.

8.

9.

10.

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

BUSINESS STATISTICS

III SEMESTER

CURRICULUM DEVELOPMENT CENTRE

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU

DIPLOMA IN MODERN OFFICE PRACTICE – II YEAR SYLLABUS

M-SCHEME

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38134**

Semester : III Semester

Subject Title : **BUSINESS STATISTICS**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
BUSINESS STATISTICS	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.	Business Statistics – Introduction	13
2.	Measures of Central Value(Averages)	13
3.	Dispersion and Skewness	13
4.	Correlation & Simple Regression	13
5.	Index Numbers and Interpolation	13
6.	Test and revision	10
	Total	75

RATIONALE:

Possessing Basic Mathematical abilities is of paramount importance for a student who studies commerce. Students will get adequate knowledge in solving practical problems related to Business practices such as average, percentage and fitting a trend.

OBJECTIVES:

At the end of the study of III Semester the students will be able to

- To know the origin and Meaning of statistics
- To acquire knowledge about Mean, Median and Mode.
- To know the reliability of Averages
- To understand the relationship between two variables.
- To get knowledge about mean deviation and standard deviation.
- To get practical knowledge about correlation and regression.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	HOURS
I	BUSINESS STATISTICS – INTRODUCTION: Origin – Meaning – Definition – Functions of Statistics – Object – Science or Art – Scope Of Statistics – Uses – Limitations – Data Collection – Primary data – Secondary data – Methods of collecting Primary data – Sources of secondary data – Classification – Tabulation – Frequency Distribution – Tabulation – Diagrams and Graphs	13
II	MEASURES OF CENTRAL VALUE (AVERAGES): Meaning – Definition of average – Objectives of averages – Arithmetic Mean – Mathematical characteristics – Weighted arithmetic Mean, Discrete series , Continuous series – Open end classes – Cumulative series – Merits of Mean – Demerits of arithmetic Mean – Median – Meaning - discrete series, Continuous series – Mode – Meaning – Method of calculation – Discrete series – Continuous series	13
III	MEASURES OF DISPERSION Definition – Purpose – Objectives – Range – coefficient of Range, Quartile Deviation – Coefficient of quartile deviation - Mean deviation - Meaning - Discrete Series -Continuous series – Standard deviation – Meaning – Discrete series – Continuous series – Co-Efficient of variation – Meaning – Lorenz curve.	13
IV	CORRELATION AND SIMPLE REGRESSION Introduction – Definition – Utility of the study of correlation – Types of correlation – Positive or negative – simple, partial and multiple – linear and non-linear – Karl Pearson’s coefficient of correlation – Meaning – Rank correlation – Meaning merits and demerits of Rank correlation – simple linear Regression – meaning – uses – difference between correlation and Regression – Regression Analysis – Simple Regression Equations – X on Y – Y on X.	13
V	INDEX NUMBERS: Index Numbers – Meaning – Types of Index numbers – uses – Steps in construction of Index numbers – Methods of construction of Index numbers – Quantity Index numbers – methods of calculation – Tests in Index numbers – Time and Factor reversal tests – Cost of living Index number – Aggregate Expenditure Method – Family budget method.	13

Reference Books:

1. Statistical Methods by S.P. Gupta
2. Statistics by R.S.N. Pillai& V. Bhagavathi
3. Practical Statistics by S.P. Gupta

DIPLOMA IN MODERN OFFICE PRACTICE
III SEMESTER
Business statistics
Model Question Paper

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

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

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

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

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II - YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

TYPEWRITING – ENGLISH – GTE Junior – Paper I

III SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

M -SCHEME

Course Name : **Diploma in Modern office Practice**
 Subject code : **38135**
 Semester : **III Semester**
 Subject Title : **TYPE WRITING – ENGLISH – GTE Junior – Paper I**

TEACHING AND SCHEME OF EXAMINATION:

No of weeks per Semester: 15 weeks

Subject	Instructions		Examination			Duration
	Hours/ Week	Hours/ Semester	Marks			
TYPEWRITING – ENGLISH – GTE Junior – Paper I	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	10 Minutes
			25	75	100	

Rationale: To Type on one side of the paper an ordinary printed passage without heading and few figures if necessary and not exceeding three paragraphs, consisting of 1500 strokes, with the minimum capital letters, in double line spacing, with ten degrees margin on the left.

Objectives: To attain Speed at 30 WPM

(Note: Typewriting classes are to be conducted till the date of the Board T/W Examination)

DETAILED SYLLABUS

CONTENTS

NAME OF TOPICS

TYPE WRITING ENGLISH – GTE Junior – Paper I

SPEED (10 minutes)

To Type on one side of the paper an ordinary printed passage without heading and few figures if necessary and not exceeding two paragraphs, consisting of 1500 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.

Note:

- Five strokes will be counted as a word.
- Each depression of character key or the space bar will be counted as a stroke
- No stroke is counted for paragraph indentation or depression of shift key.
- Two strokes are counted after every full stop, interrogation sign or exclamation mark.

**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):-*

Wisdom, an elusive quality, is essential for a leader or manager. Planning, coordinating, staffing, executing and communicating may be sufficient for line and staff executives. The top leader needs more, namely, wisdom. Erudition, intelligence, eloquence and ambition may propel a person to the executive suite but these are not enough to stay there or reach the top. What is wisdom? It is a difficult question to answer. Just as data are not useful until they are transformed into information, knowledge is not complete until it is developed into wisdom. If you package knowledge, experience, discretion and intuitive understanding and include the ability to apply these qualities effectively towards finding solutions to problems, you can write 'wisdom' in

bold letters outside the package.

While addressing the source of power of the leader, it is stated that while the leaders exercise the power, the source of power resides with the followers. They essentially echo what Vivekananda had said in a letter years earlier. Whether the leadership of society is in the hands of those who monopolise learning or wield the power of riches or arms, the source of its power is always the subject masses. By so much as the class in power severs itself from this source, by so much is it sure to become weak. Power is the essence of leadership but in his case it was a personal concept, not a professional one; his followers had invested him with power-ethical power, namely, principle-centred power.

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DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III - SEMESTER

TYPEWRITING – ENGLISH – GTE JUNIOR – PAPER I

READY RECKONER

The Ready reckoner shown below is prepared on the basis of deduction of 1.35 marks for each mistake for 75 marks.

No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded
1	74	21	47	41	20
2	72	22	45	42	18
3	71	23	44	43	17
4	70	24	43	44	16
5	68	25	41	45	14
6	67	26	40	46	13
7	66	27	39	47	12
8	64	28	37	48	10
9	63	29	36	49	9
10	62	30	35	50	8
11	60	31	33	51	6
12	59	32	32	52	5
13	57	33	30	53	3
14	56	34	29	54	2
15	55	35	28	55	1
16	53	36	26	56 & above	0
17	52	37	25		
18	50	38	23		
19	49	39	22		
20	48	40	21		

Note:- (1) The total number of mistakes and the total marks awarded as per the above Ready Reckoner should be entered at the last typewritten page of the answer book, as illustrated below:

No. of Mistakes : 10 = 62 Marks

(2) Only the total marks awarded should be entered on the front wrapper in the place provided there for.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

**ELECTIVE: ELEMENTS OF SHORTHAND ENGLISH
THEORY - II**

III SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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 : **38181**

Semester : **III Semester**

Subject Title : **ELECTIVE: Elements of Shorthand English Theory - II**

TEACHING AND SCHEME OF EXAMINATION

Subject	Instruction		Examination			
	Hours/ week	Hours/ Semester	Assessment Marks			Duration
			Internal Assessment	Board Examination	Total	
ELECTIVE: Elements of Shorthand English Theory - II	5 Hrs.	75 Hrs.	25	75	100	2 Hrs.

Number of Weeks per Semester: 15 Weeks

TOPICS AND ALLOCATION OF HOURS

Sl. No.	Topic	Time (hours)
1	CHAPTER XI TO XVI	15
2	CHAPTER XVII TO XXI	15
3	CHAPTER XXII TO XXV	15
4	CHAPTER XXVI TO XXX	15
5	TEST & REVISION	15
	Total	75

Rationale:

The subject Elements of Shorthand-English- Theory II helps the students to understand basic principle in Shorthand writing. It helps to have thorough knowledge in Shorthand and make students capable of taking Dictation.

Objectives:

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

ELECTIVE: ELEMENTS OF SHORTHAND ENGLISH THEORY - II

DETAILED SYLLABUS

CONTENTS

Sl. No.	NAME OF TOPIC	Hours
I	Initial hook – final hook – alternative forms – circle – loop – preceding initial hook – circles and loops to final hooks – shun hook.	15
II	Aspirate – upward and downward r,l and sh – compound consonants – vowel indication.	15
III	Halving principle – section I & II – doubling principle – diphonic signs.	15
IV	Medial semi circle – prefixes, suffixes- contractions – figures	15
V	Test and Revisions	15
	Total	75

Books for Reference:

PITMAN SHORTHAND INSTRUTOR AND KEY – NEWERA EDITION.

EXAMINATION:

	Marks.
Shorthand outline for simple words including grammalogue, phrases and contractions.	10
Basic questions on XVI(shun hook), XXVII(aspirate), XXII(halving sec-I), XXIII(halving sec-II), XXIV(doubling), XXVII(prefix), XXVIII(suffix), XXIX(general contraction).	15
Transcribing lithographs into Long hand- From Book Exercises No. 41(initial hook) to 119(contractions).	25
Summary of précis writing of above 120 words with suitable headings and sub heading using the indirect form of speech and the past tense.	25

Note: Candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum of 30 marks out of 75.

DIPLOMA IN MODERN OFFICE PRACTICE

III SEMESTER

MODEL QUESTION PAPER

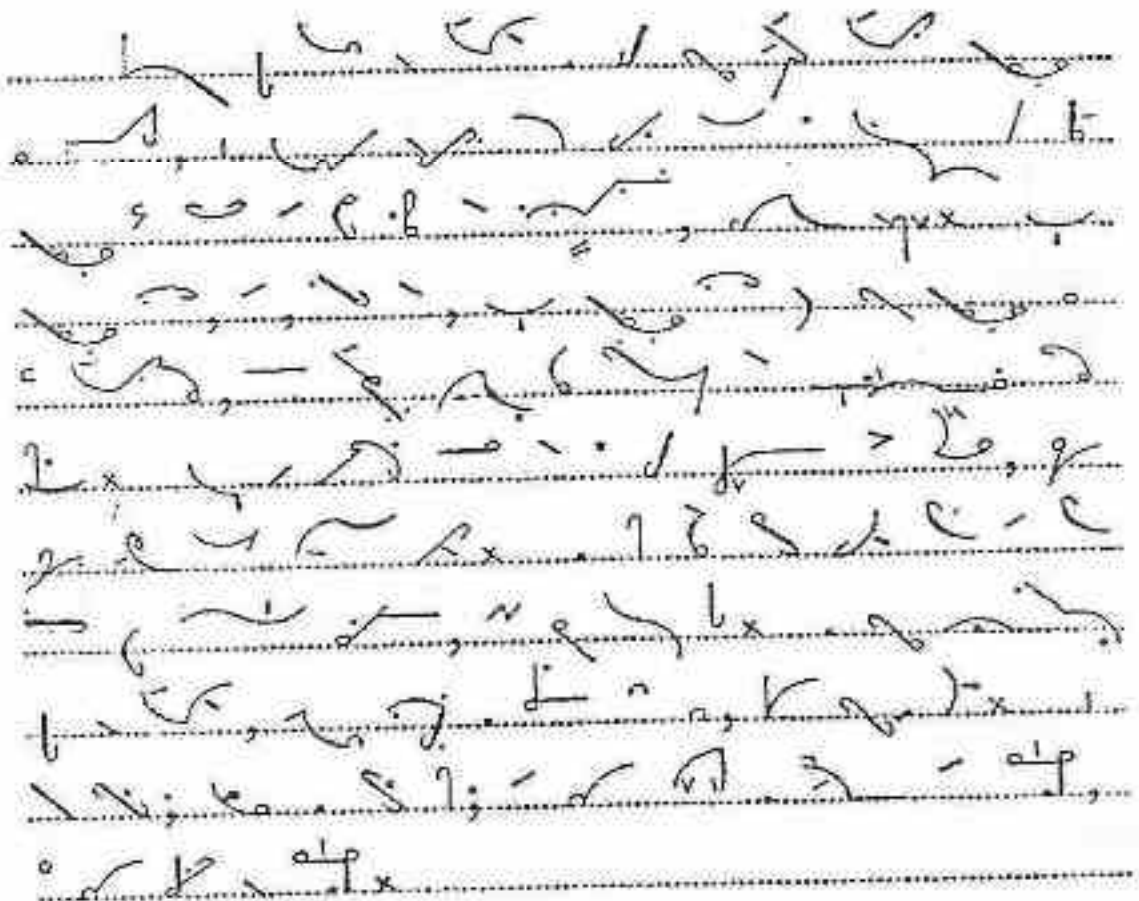
Elements of Shorthand-English- Theory-II

Time: 2 Hrs.

Max. Marks: 75.

1. To transcribe Litho into long hand

Marks: 25



2. Write in Shorthand

Marks : 10

1. We would be 2. Yawner 3. Caution 4. Disrespect 5. Loyal
6. Justification 7. Heights 8. Imagination 9. Fuller 10. I shall be pleased

3. a) How the termination SHUN HOOK is represented in straight strokes and curve strokes Marks: 5
b) How halving principle is employed in phraseography Marks: 5
c) Explain general contractions with examples Marks: 5

4. Read the following passage and precise it into a summary of about 120 words with 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 embodied 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.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ELECTIVE: MARKETING

III SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38182**

Semester : III Semester

Subject Title : ELECTIVE - MARKETING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
MARKETING	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.	Introduction to Marketing	13
2.	Marketing Mix and Product planning	13
3.	Pricing and Physical distribution	13
4.	Market Segmentation	13
5.	Consumer Behaviour	13
6.	Test and Revision	10
	Total	75

Rationale:

The Marketing Subject gives knowledge about Market and product. It gives some idea on selection of a Product for the regular use.

Objectives:

The Students will be able:

1. To know about the evolution of marketing and function of marketing.
2. To understand the marketing mix and steps involved in development of a new product.
3. To know the pricing policy and physical distribution of marketing.
4. To impart knowledge on market segmentation.
5. To know about the Consumer behaviour on buying decisions.

DETAILED SYLLABUS
CONTENTS

UNIT	NAME OF TOPICS	HOURS
I	<p>INTRODUCTION TO MARKETING</p> <p>Marketing –Meaning and definitions – Importance – Evolution of Marketing – Classification of Market – Objectives of Marketing –Selling and Marketing –Modern concepts of Marketing – Marketing functions – buying – transportation – warehousing – standardization – Grading – Packaging.</p>	13
II	<p>MARKETING MIX AND PRODUCT PLANNING</p> <p>Marketing Mix – meaning – Product Planning & Development – Meaning and Important – Steps involved in the Development of a new product – Product and Product Line Modification – Diversification – Simplification – Product cycle – Stages in the product life cycle – Reasons for new product failure.</p>	13
III	<p>PRICING AND PHYSICAL DISTRIBUTION</p> <p>Pricing – Objectives of Pricing – Factors influencing Pricing Decisions – Process of Price determination – pricing policies and procedures – Kinds of Pricing – Physical Distribution – Importance – Various kinds of marketing channels – Distribution problems.</p>	13
IV	<p>MARKET SEGMENTATION</p> <p>Introduction – Definition – Criteria – Bases – Geographic – Demographic – Psychographic – Socio economic – Benefits of segmentation – Benefits of Segmentation – Philosophic of Market Segmentation – Mass Marketing – Product Variety Marketing – Target Marketing – Micro Marketing – Customized Marketing – Personalized Marketing.</p>	13
V	<p>CONSUMER BEHAVIOUR</p> <p>Buyer Behaviour – Meaning – Types of Buyers – Determinant of Buying Behaviour – Buying Decision Process – Characteristics of Buyer Behaviour – Buying Motives – Buying Decision Process – Motives of Industrial Consumers – Marketing and Government –Bureau of Indian Standards – Agmark – Green Marketing –Forward Trading in Commodities.</p>	13

Reference Books:

1. Modern Marketing - R.S.N. Pillai, Bagavathi
2. Marketing -Rajan Nair
3. Marketing Management - Memoria Joshi

DIPLOMA IN MODERN OFFICE PRACTICE

III SEMESTER

Elective – Marketing

Model Question Paper

[N.B.-1) The First Question of the Part B i.e. Question No.11 is compulsory

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:

(3 x 15 = 45Marks)

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

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

DESK TOP PUBLISHING LAB

III SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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 : **38137**
Semester : **III Semester**
Subject Title : **Desk Top Publishing – Lab**

TEACHING AND SCHEME OF EXAMINATION

Number of Weeks per Semester: 15 Weeks

Subject	Instruction		Examination		
	Hours/ week	Hours/ Semester	Assessment Marks		
			Internal Assessment	Board Examination	Total
Desk Top Publishing - Lab	5	75	25	75	100

TOPICS AND ALLOCATION OF HOURS

Sl. No.	Topic	Time (hours)
1	Corel Draw	25
2	Photoshop	20
3	InDesign	15
4	Printing & Publishing	5
5	Revision and Test	10
	Total	75

Rationale:

Desk Top Publishing is useful for learning how to design various publications such as banner, brochure, viz. cards, books and book covers, booklets, etc. DTP course includes InDesign, CorelDraw and Photoshop. This course is useful for graphic designers, web designers, DTP operators and all other persons who work with images and designs.

Objectives:

(1)Corel Draw is a very popular graphics designing software. It comes with lots of features to complete all type of drawings and designs. With the help of this software you can draw anything what you can imagine. This software is also useful to design simple page layouts. You can also get some help to design webpage with this software.

(2)Adobe Photoshop is a very popular image editing software. It works with all type of raster images. This software is useful to create, alter, edit and mix images. It comes with some drawing tools also.

(3)InDesign is a software to create various page layouts. We can easily arrange various graphics and text with this software.

DESK TOP PUBLISHING – LAB DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPIC	Hours
I	<u>COREL DRAW</u> a.Creating a New File – Corel Draw Screen – Title Bar – Menu Bar – Standard Tool Bar – Printable Page – Property Bar – Page Counter Bar – Color palette – Tool Box – Status bar. b.Drawing Basic Geometric - Drawing and Selecting - Getting familiar with the Toolbox – Project Selection Moving – Changing the Shapes – Combining – Skewing – Welding – Blending – Artistic Media Tool – Rotating – Grouping.	15
II	c.Working With Text : Text Tool Formatting – font size – arranging – bullets – Decorating – alignment – style. d.Working with Images :- Bitmap and Vector Images – Importing – Cropping – Special effect to Bitmaps - Page Layout and Background – printing .	10
III	<u>PHOTO SHOP:</u> a.Photoshop Window : Title Bar – Menu Bar – Options Bar – Image Window – Image Title Bar – Navigator Palette – Color Palette – Layers Palette – Screen Modes – Tool Box – Creating New file – Saving. Working With images and Colors: Bitmap and Vector Images – Changing the Image size – Resolution – Scanning – rotating – Cropping – hiding – canvas size – Color mode – file formats – Foreground and Background colors – Picker Palette .	10

	<p>b.Making Selection: Selection Tools – Marques – Marquee Options Bar – Lasso Tools – Polygonal Lasso Tool – Magnetic Lasso Options Bar – Magic Wand Tool - Moving and Selection – Adding – Subtracting – Pasting – Fill Command – Transforming Selections – Inverting.</p>	
IV	<p>c.Painting Tools: Paint Brush – Creating new brush – Gradient Tool – Drawing Shapes – Custom Shape Tool – Blur tool – Sharpen tool – smudge Tool – Clone Stamp – Pattern Stamp – Dodge Tool – Burn Tool</p> <p>d.Layers:- Layers Palette – Hiding/showing Layers – deleting – Merging – Layer effects. Type : Font, size, color, Orientation type – paragraph type – type selection – Filters.</p>	10
V	<p>INDESIGN:</p> <p>a. Indesign Workspace: Application Bar, menu bar, Control Panel, Tools Panel, Document Window, Work Area, Creating a New Document – Ruler Guides – Creating Master Page – Working with Text – Frames – Path Tool – Working with objects – wrapping – Layers – Formatting Text - Spell check – grammar check.</p> <p>b. Tables: Basic operations – Modifying – Formatting – Tables Strokes and Fills – Colors – style.</p> <p>c. Working with Drawing Tools – using Graphic and Applying Effects working with colors – Kuler Panel – Preflight Check – Conversion to PDF File - Publishing the Document.</p>	15

DESK TOP PUBLISHING – LAB

Time: 3 Hours

Max. Marks: 75

S. No.	Lab Exercises
	<u>COREL DRAW</u>
1	Designing a Visiting Card in Corel Draw.
2	Designing a Notice in Corel Draw.
3	Designing a Certificate in Corel Draw.
4	Designing an Advertisement in Corel Draw.
5	Designing a house in Corel Draw using various Tools with a Scenery Back ground.
	<u>PHOTO SHOP</u>
1	Converting an Image in Gray scale into Color in Photo Shop.
2	Designing a visiting Card in Photo Shop.
3	Changing the background of an image in Photoshop.
4	Creating Wall poster using Photoshop.
5	Creating a Greeting Card in Photo shop.
	<u>INDESIGN</u>
1	Creating a new Document in InDesign.
2	Creating a Table in InDesign.
3	Creating a Wedding Invitation in InDesign.
4	Creating an Advertisement in InDesign.
5	Creating a Document in two or more column with images in InDesign.

Books for Reference:

1. Comdex 9-in-in DTP Course Kit by Vikas Gupta
2. Indesign in Simple Steps – Kogent Learning Solutions Inc.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ENGLISH - II

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU

**DIPLOMA IN MODERN OFFICE PRACTICE – SYLLABUS
M-SCHEME**

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38141**

Semester : III Semester

Subject Title : **ENGLISH – II**

TEACHING AND SCHEME OF EXAMINATION:

Subject	Instructions		Examination			
	Hours / Week	Hours / Semester	Marks			Duration
ENGLISH - II	4 Hrs.	60 Hrs.	Internal Assessment	Board Examination	Total	
			25	75	100	

No. of Weeks per Semester: 15 Weeks

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Prose	14
2.	Poetry	07
3.	Short Stories	07
4.	One-Act Plays	10
4.	Communicative Grammar	17
5.	Test and revision	05
	Total	60

Rationale: This subject includes detailed prose lesson, poetry textbook, Short Story and Grammar.

Objectives:

- To develop the Good communication skill.
- This subject helps the students to understand and to meet the challenges in future by acquiring good communication skill.

DETAILED SYLLABUS
CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Prose Lessons: 1. The Refugee - <i>K.A. Abbas</i> 2. The Lion and The Lamb - <i>Leonard Clark</i> 3. The Lady or the Tiger? - <i>Frank R. Stockton</i> 4. The Sky is the limit - <i>KalpnaChawla</i>	14
II	Poetry: 1. The Solitary Reaper - <i>William Wordsworth</i> 2. Gift - <i>Alice Walker</i> 3. O What is that Sound - <i>W. H. Auden</i> 4. Ode to the West Wind - <i>P.B. Shelly</i>	07
III	Short Stories: 1. The Fortune-Teller - <i>Karel Capek</i> 2. The Postmaster - <i>Rabindranath Tagore</i> 3. The Model Millionaire - <i>Oscar Wilde</i> 4. The Adventure of the Dying Detective - <i>Arthur Canon Doyle</i>	07
IV	One-Act Plays: 1. The Death Trap - <i>Saki (H.H. Munro)</i> 2. The Dear Departed: A Comedy in ONE-ACT- <i>Stanley Houghton</i> 3. The Sherif's Kitchen - <i>Ronald Gow</i> 4. The Anniversary - <i>Anton Chekkov</i>	10
IV	Grammar: (Refer to the Text Panorama and Part III from Spring Board by Orient Black Swan Pvt. Ltd) a. Setting the words in order. b. Using the correct alternative. c. Question expressions d. Preposition e. Correction of errors f. Analogy g. Abbreviation expansion h. Auxiliaries i. Phrasal verb j. Asking for permission k. Adjectival word order l. Connective. m. American equivalents for the British terms n. American spelling for the words with British spelling n. Changing the sentence into negative without altering the meaning	17
V	Test and Revisions	05

Reference Books:

1. Text - **Panorama English for Communication** by Emerald Publishers Rs.89/-
2. **Spring Board** by **Orient Black Swan Pvt. Ltd** Rs.95/-

DIPLOMA IN MODERN OFFICE PRACTICE

III SEMESTER

ENGLISH - II

Model Question Paper

Time 3 Hours

Maximum 75 Marks

SECTION – A

I. Answer any ten Questions:

(10x3=30)

a) Form affirmative statement using the given word or phrase by arranging them in proper word order:

- 1) reading the children books are
- 2) fire was go-down a there in the
- 3) ampractising I basement the drums in the

b) Pick out the correct alternative:

1. Everyone _____ to parties
like going likes going have gone
2. Boys _____ to play Cricket
want wants are wanting
- 3) It became _____
to raining raining to rain.

c) Fill the blank with appropriate expression to ask question:

- 1) ‘ _____ he a weather forecaster? asked Kumar.
- 2) ‘ _____ it be a rough crossing Man?’ asked Gogul.
- 3) _____ time will we get there, Sir? asked Ram.

d) Fill in the blank with the correct preposition chosen from those given in brackets:

- 1) The cat was sitting _____ the stove. (beside, besides)
- 2) Most shops are closed _____ Sunday. (on, in)
- 3) We will be gone _____ two days (for, since)

e) Fill in the blank with the missing preposition:

- 1) We go everywhere _____ foot.
- 2) Make reservation _____ advance.
- 3) We made our report _____ triplicate.

f) Correct the errors in the following sentences.

- 1) 1. I am liking burgers.
- 2) As I am hungry, I am wanting something to eat.
- 3) In the class, children were having arithmetic lesson.

g) Complete the analogy by writing the correct word on the blank line:

- 1) Little is to small as large is to _____ (tiny, huge, medium).
- 2) Up is to down as in is to _____ (inside, out, outside).
- 2) Open in to close as near is to _____ (far, close, shut).

h) Expand the following abbreviations:

- a) WHO b) PWD c) PTI

i) Pick out three modal auxiliaries from the following passage:

I am writing an urgent letter. It must reach my friend tomorrow. I ought to send by speed post.

j) Write the appropriate expression to ask for permission.

- 1) Samy to his mother: I want to have an ice-cream.
- 2) Student to the Teacher: Grant me leave for two days.
- 3) Ram: Am I permitted to use your computer?

k) Arrange the following into a sentence according to the order of adjectives:

- i) a, winding, long, street
- ii) a, leather, black, bag
- iii) a, silver, costly, ring

l) Write the American equivalents for the given British terms:

i) Autumn ii) Ground floor iii) Football

m) Write the American spelling for the given words with British spelling:

- i) Cheque ii) Lakh iii) Tonne

n) Change the following into negative without altering the meaning.

- 1) Rani is a good girl.
- 2) Prabu is a tall boy.
- 3) The boy failed in the exam.

o) Complete the following statement by selecting the best alternative from the brackets.

Mary bought four _____ (loaf/loaves) of bread.

SECTION – B

II. Answer any FIVE QUESTIONS, each in 30 words:

(5 x 2 =10)

1. How did the Muslim neighbours show their affection for Maanji?
2. How did the Lion escape?
3. What was the choice given to the person on trial?
4. What was KalpanaChawla's dream?
5. What does Abbas mean by the phrase ' the tragic storm of August –September, 1947'?
6. What does the author mean by the phrase ' a superhuman feat of nocturnal engineering'?
7. How did the young man know which door to choose?
8. What did KalpanaChawla say in her last interview to the press?

SECTION – C

III. Answer any THREE QUESTIONS in a paragraph each in 100 words:

(3 x 5 =15)

1. "A voice so thrilling ne'er was heard

In spring-time from the Cuckoo bird."

2. "He said: Here is my soul.

I did not want his soul"

3. "O what is that sound which so thrills ear

Down in the valley drumming, drumming?"

4. "Wild Spirit, which are moving everywhere;

Destroyer and preserver; hear, oh, hear!"

5. "Some natural sorrow, loss , or pain,

That has been , and may be again?"

SECTION – D

IV. Answer any one of the following in 200 words: **(1x10 = 10)**

1. Narrate the story of "The Lion and the Lamb".
2. How did the semi barbaric king refine the people?
3. KalpanaChawla's grit, dreams and its realization—Discuss.

SECTION – E

IV. Answer any one of the following in 200 words: **(1x10 = 10)**

1. Write an essay on the irony in 'The Fortune- Teller.'
2. 'Friendship and separation are an inevitable part of life'. Comment with reference to the story 'The Postmaster'.
3. Bring out the appropriateness of the title 'The Model Millionaire'.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

PARTNERSHIP ACCOUNTING

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38142**

Semester : IV Semester

Subject Title : PARTNERSHIP ACCOUNTING

TEACHING AND SCHEME OF EXAMINATION:

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

No. of Weeks per Semester: 15 Weeks

TOPICS AND ALLOCATION OF HOURS:

S. No.	Topic	Time (Hrs.)
1.	Partnership - Introduction	13
2.	Partnership - Admission	13
3.	Partnership – Retirement and Death	13
4.	Partnership - Dissolution	13
5.	Joint Venture	13
6.	Test and revision	10
	Total	75

Rationale:

This subject Partnership Accounting includes various accounting situations in the partnership based business organizations, which accommodates to the needs of the partnership accounting.

Objectives:

- To understand the basic elements of Partnership Accounts in life cycle of a partnership concerns.
- It helps the students to understand the nature and accounting system of Joint ventures.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	INTRODUCTION: Definition – Partnership deed - Necessary adjustments in accounts – Interest on capital - Interest on Drawings – Partner’s salary and commission – Profit and Loss Appropriation account – Capital account of partners – Fixed capital method – Fluctuating capital method – profit sharing Ratios – Problems.	13
II	ADMISSION: Introduction – Calculation of sacrificing ratio – Meaning of Goodwill – Methods of valuation of Goodwill – Methods of treatment of Goodwill – Revaluation of assets and liabilities – Adjustment of reserves and other accumulated profits – Adjustment of capitals. (Simple problems only)	13
III	RETIREMENT & DEATH OF PARTNER: Retirement of partner – Introduction – Gaining ratio – Treatment of Goodwill – Revaluation of assets and liabilities – Adjustment of reserves and other accumulated profits – Capital account of Retiring partner – Death of a partner – Introduction – Ascertainment of Deceased partner’s capital balance – Accounting treatment – Comprehensive problems.	13
IV	DISSOLUTION OF A FIRM: Meaning of Dissolution – Journal entries for dissolution – Treatment of Goodwill – Treatment of unrecorded assets and liabilities – Capital ratio under Fixed capital method – Capital ratio under Fluctuating method - Insolvency of partner – Garner Vs. Murray Rule – Piecemeal distribution – Proportionate capital method – Maximum loss method. (Simple problems only)	13
V	JOINT VENTURE: Meaning – Features – Joint Venture Vs. Partnership – Different accounting methods for Joint Venture – Problems from When separate set of books kept. (Simple Problems only)	13

Reference Books:

1. Advanced Accounting – S. P. Jain & K. L. Narang – Kalyani Publishers, New Delhi
2. Financial Accounting – T. S. Reddy & A. Murthy – Margham Publications, Chennai.

DIPLOMA IN MODERN OFFICE PRACTICE
IV SEMESTER
Partnership Accounting
Model Question Paper

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

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

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

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

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

COST ACCOUNTING

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38143**

Semester : IV Semester

Subject Title : COST ACCOUNTING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

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

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Introduction of Cost Accounting	13
2.	Material Control	13
3.	Labour Control and Remuneration	13
4.	Overheads	13
5.	Job Costing and Process Costing	13
6.	Test and Revision	10
	Total	75

RATIONALE:

This subject Cost Accounting – It gives thorough knowledge about ascertainment of cost, control of cost, cost reduction and framing business policy.

OBJECTIVE:

- To understand the basic concepts of Cost Accounting and its importance.
- To understand the effective cost control procedures.
- To understand the costing techniques and enhance the skill on managerial decisions.
- To acquire knowledge on computation of labour cost.
- To know the various methods of costing.

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	HOURS
I	INTRODUCTION Meaning and Definition of Cost, Costing, Cost Accounting and Cost Accountancy – Scope – Objectives – advantages and Limitation of Cost Accounting – Differences between Financial Accounting and Cost Accounting – Classification Cost on the basis of Elements, Functions and Nature – Meaning of Cost centre, Cost unit and Profit centre – Preparation of Cost sheet – Problems. Meaning of Cost Reduction and Cost Control.	13
II	MATERIAL CONTROL Meaning of Material-Objectives of Material control- Centralized and Decentralized Purchasing – Bin card – Stores Ledger – EOQ-ABC Analysis – Perpetual Inventory System – Pricing of Materials Issues under LIFO, FIFO, Simple average method and Weighted average methods – Computation of various Stock levels – Problems.	13
III	LABOUR CONTROL AND REMUNERATION Labour turn over – causes – Measurement of Labour turnover – Meaning of Normal time, Idle time, Abnormal Idle time, Over time – Essentials of good wage system – Time rate system – Piece rate system – Calculation of labour remuneration under Taylor’s differential piece rate system, Halsey premium plan, Emerson efficiency plan and Rowan plan – Problems.	13
IV	OVERHEADS Meaning and importance of Overhead – Function wise classification of Overhead – Meaning of Allocation and Apportionment of Overhead costs – Bases of apportionment Problems on Primary and Secondary Distribution Overhead (repeated distribution method only) – Absorption of Overhead– Meaning – Methods – Under and Over absorption of Overhead Computation of Machine hour rate – Problems.	13
V	JOB COSTING AND PROCESS COSTING Job costing - Meaning – Features and objective of Job costing – Job costing procedure – simple problems in job costing – Process Costing – Characteristic – Preparation of Process account with adjustment of Normal loss only – Problems.	13

Reference Books:

1. Cost Accounting - T.S. Reddy & Y. Hariprasadreddy .
2. Cost Accounting Text and Problems - M.C. Shukla, T.S. Grewal and M.P. Gupta
3. Practical Costing - B.S. Khanna, I.M. Pandey, G.K. Ahuja& S.C.L. Batra

DIPLOMA IN MODERN OFFICE PRACTICE

**IV SEMESTER
Cost Accounting
Model Question Paper**

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

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

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

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

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II -YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

TYPEWRITING – ENGLISH

GTE Junior – Paper II

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

M-SCHEME

Course Name : **Diploma in Modern office Practice**
 Subject code : **38144**
 Semester : **IV Semester**
 Subject Title : **TYPE WRITING – ENGLISH – GTE JUNIOR – PAPER II**

TEACHING AND SCHEME OF EXAMINATION:

No of weeks per Semester: 15 weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours// Semester	Marks			
TYPE WRITING – ENGLISH – GTE Junior – Paper II	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	45 Minutes
			25	75	100	

Rationale: Knowledge in typing statement and letters

Objectives: To type Statistical matters and all type of letters from manuscript by elaborating of Abbreviations. (Statement, Professional Letters, Business Letters and Government Orders.

(Note: Typewriting classes are to be conducted till the date of the Board T/W Examination.)

TYPEWRITING – ENGLISH – GTE JUNIOR – PAPER II

TOPICS AND ALLOCATION

S. No.	CHAPTER	Hours Allotted
1.	Statement Practice	20
2.	Professional Letter	15
3.	Business Letter	15
4.	Government Order	15
	Revision, Test	10
	Total	75

Note:

- A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum 30 marks out of 75

- Marks assigned for the question (Sl.No.1) - 40 marks.
(Any one from Sl.No 2 to 4) - 35 marks.

Examination:

	Duration	Max. Marks
• Typewriting English Junior Paper II - Manuscript	- 45 minutes	75

* * *

Time – 45 minutes
(Maximum Marks: 75)

- [N.B.:-- (1) Special attention should be paid to accuracy and neatness of execution.
- (2) All abbreviations should be amplified, spelling mistakes corrected and figures punctuated wherever necessary.
- (3) Each question should be typed on a separate sheet of paper on any one side of the answer sheet.

Question I]

[Marks: 40

All Caps. / Investment made in telephone expansion / million

Q	Name of city	2004-05	2005-06	2006-07	2007-08	
		(Rupees in thousands)				
	Delhi	98,10,21	97,20,17	98,19,71	99,20,15	/7
Ans. /	Chennai	33,18,27	35,19,41	37,20,18	39,20,19	
State /	Mumbai	98,20,19	98,19,20	98,17,41	99,19,20	
	Kolkata	40,16,27	41,15,17	42,17,31	45,19,71	/Ers.
	Ahmedabad	20,17,19	21,18,19	22,12,14	23,17,19	16
2A	Madurai	21,18,17	22,18,71	23,14,13	25,19,20	

Type the Following **BUSINESS LETTER** in proper form:-

REVATHY STORES
(Dealers in plastic materials)

7A Telephone: 2581587	Post Box No. 25,	16
	16 Rajam Rd.,	17
	T.V.S. Nagar,	
	Madurai 625 003	
2A Ref. No. 67/15	12 th AP. 2015.	13

The Manager,
Krishna Stores,
162A High Road,
Tirunelveli 627 001

Dear Sir,

8A We are in receipt of yr. lr. dated 7th ~~March~~ /stat. 2015 offering to supply plastic chairs manufactured by you. We require one hundred plastic chairs. We hope you will be in a position to deliver the goods within a period of one month. // we expect a 10% discount of thirty percent on the price. On receipt of the goods, we will send you our crossed draft for the invoice amount. We hope that you will be prompt in sending the goods ordered. @

Yrs. affly.,
for REVATHY STORES,

All caps/ (K.S. Raman)
Manager.

@ If you expect any unavoidable delay in delivery of the goods, kindly inform us without any hesitation.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

IV – SEMESTER

IV SEMESTER – TYPEWRITING –ENGLISH – GTE JUNIOR – PAPER II

All mistakes in Question I - Statement and

All mistakes in Question II - Letters

to be treated as full mistake (X) and for each mistake 1.5 marks to be deducted.

Note: The Total number of mistakes and the total marks awarded should be entered at the bottom for each question, as illustrated below: -

Total Marks – (Total Mistakes X 1.5)

Marks for I Question – Statement			40
No. of Mistakes(X)	5 Nos.		
No. of Omissions (5 Strokes = 1 Mistake)	3 Nos		
Total No. of Mistakes	8 Nos	8 Mistakes X 1.5	12
Marks to be awarded			28

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ELECTIVE: SHORTHAND – ENGLISH

JUNIOR – SPEED (60WPM)

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

**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 : **38186**

Semester : **IV Semester**

Subject Title : **ELECTIVE: Shorthand – English – Junior – Speed (60 WPM)**

TEACHING AND SCHEME OF EXAMINATION

Number of Weeks per Semester: 15 Weeks

Subject	Instruction		Examination			
	Hours/ week	Hours/ Semester	Assessment Marks			Duration
			Internal Assessment	Board Examination	Total	
ELECTIVE: Shorthand – English – Junior – Speed (60 WPM)	5 Hrs.	75 Hrs.	25	75	100	Dictation – 7Minutes Transcription - 1 Hr.

Rationale:

The subject Shorthand – English – Junior – Speed (60 WPM) helps the students to have thorough knowledge in Shorthand and make students capable of taking Dictation.

Objectives:

This subject helps the students to take down dictation of an easy passage.

EXAMINATION:

Speed practice from book exercise No. from 25 to 144.

To take down in shorthand a passage consisting of 420 words @ 60 WPM and transcribe it into long hand.

**Time: Dictation 7 Minutes
Transcription 1 Hr.**

Reference: Shorthand Magazines – Speed Writer

**Note: Candidate will be declared to have passed the examination of the subject
Only if he/she has secured the prescribed minimum of 30 marks out of 75.**

SHORTHAND – ENGLISH – JUNIOR – SPEED (60 WPM)

Time for dictation 7 minutes
Time for transcription: 1 Hour.

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following passage is to be dictated to the candidates once only, in a loud and distinct voice, no word or phrase being repeated and no punctuation stops mentioned.
2. The passage is to be dictated at the rate of 60 words a minute. It is marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute, whether he is strictly adhering to the speed.
3. As soon as the dictation is over, the candidates should be told to transcribe into longhand what they have written.
4. At the end of the time allowed for transcription, both the shorthand and longhand performance of the candidates should be fastened together and given to the superintendent.
5. Before commencing dictation, the candidates should be informed that EIGHT marks are reserved for their shorthand performance.

Ladies and Gentlemen,

Today we all have met here to discuss the important subject, "Rural Development." I welcome all those who have come from various Government Offices from several districts of the state.

Rural Development is a strategy designed to improve the economic and social life of the rural people. It involves extending the benefits of development to the poorest among those who seek a livelihood in the rural areas. The group include small scale farmers and tenants and the landlords. The seeds of rural development in India were sown in the early fifties when the country launched the economic war through the First Five-Year Plan with a slogan of growth with social justice. The problem has assumed greater importance only recently. In the meanwhile, various schemes, projects, programmes and institutions have been introduced during these decades, to develop the people of countryside. Of course, all these efforts have resulted in a mix of success and failure. An attempt is made here to analyse the problems, the resources and constraints of the rural development in Indian context, and integrate this with agricultural development so as to achieve the objectives of rural development.

Rural Development nowadays, much popularly known as integrated rural development, aims at comprehensive development pertaining to all aspects of rural economy and covering rural people as a whole, with special emphasis on the weaker sections. In other words, this amounts to increasing the standard of living of the country with the help of constructive programmes designed to build up the nation from the bottom upwards. It therefore calls for development in various fields like economic, social, educational, health, religious, cultural and others.

The experiences in the last three decades admit that it is the affluent and well-informed section of the rural society that has been benefited maximum rather than the poor people in

various innovations programmes, projects and schemes, like green revolution, / etc. As a result of this, the gap between not only the urban and rural // people, but also the rich and poor of rural areas, has been widened. In this // connection, we should remember that economic growth by itself does not lead to a proportionate (6) increase in employment opportunities for these sections of the working population, who do not have / the required access. Improper distribution of national income and wealth, in a country like ours, // will pose a growing threat to political stability and other related problems. It is, therefore, // necessary for all of us to make efforts for better rural development of the country. (7)

DIRECTORATE OF TECHNICAL EDUCATION
DIPLOMA IN MODERN OFFICE PRACTICE
IVth & Vth SEMESTERS – Shorthand – English

**Junior – Speed (60 WPM) &
GTE Junior- Speed (80 WPM)**

SPECIAL INSTRUCTION TO EXAMINERS

Examiners are informed that the 8 marks allotted for shorthand performance may be given in FULL as long as the transcription is supported by the shorthand outlines.

GENERAL:

1. Mistakes should be underlined in red ink and marked as X for a full mistake and / for a half mistake.
2. In arriving at the total number of full mistakes, fraction of mistake may be ignored.
3. Out of the total marks of 75, eight marks are allotted for shorthand performance.
4. From the balance of 67 marks, marks should be deducted as per the **ready reckoner**.
5. Only the total marks awarded should be entered on the front page of shorthand note book.

NATURE OF MISTAKES:-

FULL MISTAKE - X

1. Any unwanted addition of one word or more words in a place.
2. Every omission of a word.
3. Omission to split the matter both the passage and letter (Paragraphing).
4. Every substitution of a word.

HALF MISTAKE - /

1. Omission or addition of an article.
2. Improper use of capital and small letters.
3. The use of singular for plural vice versa.
4. Omission of punctuation
5. Spelling mistake.
6. Every tense mistake.

IV & V – SEMESTER Shorthand-English
Junior – Speed (60 WPM) &
GTE Junior – Speed (80 WPM)
READY RECKONER

The Marks shown in the Ready Reckoner below is on the basis of deduction of 0.744 marks for each mistake for 67 marks.

No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded
1	66	31	44	61	22
2	66	32	43	62	21
3	65	33	42	63	20
4	64	34	42	64	19
5	63	35	41	65	19
6	63	36	40	66	18
7	62	37	39	67	17
8	61	38	39	68	16
9	60	39	38	69	16
10	60	40	37	70	15
11	59	41	36	71	14
12	58	42	36	72	13
13	57	43	35	73	13
14	57	44	34	74	12
15	56	45	34	75	11
16	55	46	33	76	10
17	54	47	32	77	10
18	54	48	31	78	9
19	53	49	31	79	8
20	52	50	30	80	7
21	51	51	29	81	7
22	51	52	28	82	6
23	50	53	28	83	5
24	49	54	27	84	4
25	48	55	26	85	4
26	48	56	25	86	3
27	47	57	25	87	2
28	46	58	24	88	1
29	45	59	23	89	1
30	45	60	22	90	0

Mistakes	Marks
X 10 = 10	Transcription - 58
/ 3 = 1 ½	+ Shorthand Performance - 8
11 ½ (or) 12	Marks to be awarded - 66

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ELECTIVE: ADVERTISING AND SALESMANSHIP

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38187**

Semester : IV Semester

Subject Title : **ELECTIVE - ADVERTISING AND SALESMENSHIP**

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			
	Hours / Week	Hours / Semester	Marks			Duration
ADVERTISING AND SALESMENSHIP	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Sales Promotion	13
2.	Personal Selling	13
3.	Advertising	13
4.	Sales Force Management	13
5.	Consumerism	13
6.	Test and revision	10
	Total	75

Rationale:

The success of any business is mainly depends on its ability in marketing the products. In the competitive business world, the seller has to take various advertising and sales promotion techniques to attain success in the business. This subject gives immense knowledge on various Advertising and sales promotion techniques.

Objectives:

The Students will be able:

- To know the various sales promotion techniques.
- To acquire knowledge on personnel selling.
- To know the role of advertisement in business
- To know recruitment and training of sales force.
- To understand the various motivational technique

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	HOURS
I	SALES PROMOTION Sales Promotional activities – objectives – importance – personal selling, advertisement and sales promotion – Sales promotion – Meaning – Importance – objectives – Kinds of Sales promotion – Consumer Sales promotion – Dealer Sales promotion – Sales force promotion.	13
II	PERSONAL SELLING Personal selling – Importance and Objectives of personal selling – Qualities of a Good salesman – Duties and Responsibilities of sales man. Management of sales force – sales manager – qualities – functions – duties and responsibilities	13
III	ADVERTISING Advertising – Meaning – Importance – Types – Advantages – Criticism. Preparation of an Advertisement Copy – qualities of a Good Advertisement Copy – Advertisement Media – Meaning – Kinds of Media – Advertising Agencies - Roles and Importance – Function – Advantages.	13
IV	SALES FORCE MANAGEMENT Recruitment and selection of salesman – Training – Contents of Training – Methods of Training, Remuneration to salesman – Objectives – Essentials of Good remuneration plan - Supervision and Control of Salesman – Requisites of Effective Control of Salesman – Methods – reports and records – Sales territory and sales quota and field supervision – Motivating sales personnel – Need and methods.	13
V	CONSUMERISM Evolution of Consumerism – consumer exploitation in India – major problems of consumers' exploitation – Consumer Protection Act 1986 – Rights of Consumers.	13

Reference Books:

1. Marketing Management - C.B. Gupta, Rajan Nair
2. Advertising and salesmanship - P.Saravanel&S.Sumathi
3. Salesmanship and Advertisement - Dawar S.R

**DIPLOMA IN MODERN OFFICE PRACTICE
IV SEMESTER**

Elective – Advertising and salesmanship

Model Question Paper

[N.B.-1) The First Question of the Part B i.e. Question No.11 is compulsory

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:

(3 x 15 = 45Marks)

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

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

COMMERCIAL PRACTICE LAB – II

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : 38146

Semester : IV Semester

Subject Title : COMMERCIAL PRACTICE – LAB II

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			
Commercial practice – Lab II	Hours / Week	Hours / Semester	Marks			Duration
	4 Hrs	60 Hrs	Internal Assessment	Board Examination	Total	
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Purchase, Import and Export Procedures	10
2.	Payroll	10
3.	Report writing & legal document	10
4.	PAN & Share Application	10
5.	Online Transactions	10
6.	Test and revision	10
	Total	60

Rationale:

The Subject Commercial Practice – Lab II will be an initiative about the frequently used documents in day to day business life circle.

Objectives:

The students are able to:

- To know about the frequently used business documents.
- To know about the online transactions related to business.

COMMERCIAL PRACTICE – LAB II

EXERCICES

Time: 3 Hours

Max. Marks: 75

S. No.	Lab Exercises
1	PURCHASE PROCEDURE
2	EXPORT PROCEDURE & DOCUMENTATION
3	IMPORT PROCEDURE & DOCUMENTATION
4	PREPARATION OF PAYROLL
5	REPORT WRITING
6	LEGAL DOCUMENT – PARTNERSHIP DEED
7	PROCEDURE FOR APPLYING SHARES
8	UDYOG ADHAR REGISTRATION
9	PAN CARD
10	ONLINE RESERVATION – BUS, TRAIN AND AIRWAYS.
11	ONLINE PURCHASES
12	ONLINE MONEY TRANSFER

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

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

II – YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ORACLE – LAB

IV SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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 : **38147**

Semester : **IV Semester**

Subject Title : **ORACLE – Lab**

TRAINING AND SCHEME OF EXAMINATION

Number of Weeks per Semester: 15 Weeks

Subject	Instruction		Examination		
	Hours/ Week	Hours/ Semester	Assessment Marks		
			Internal Assessment	Board Examination	Total
ORACLE - LAB	6	90	25	75	100

Rationale:

To provide the students a thorough practical exposure in the field of Relational Database Management System.

Objectives:

- To communicate with Oracle through SQL and SQL *Plus to define Alter, control and drop data objects and retrieve data as reports
- To perform operations upon Oracle objects, fine tuning the performance, maintenance of database and providing controlled access
- To enable processing data and develop applications through PL/SQL

ORACLE – LAB
DETAILED SYLLABUS

Time: 3 Hours

Max Marks: 75

EXERCISES

Sl. No	Topic	Hours
1	Creating Objects	7
2	Inserting and Retrieving Data	7
3	Altering Objects	7
4	Indexing	7
5	Data Validation	7
6	Data Manipulation	7
7	Searching and Sorting Data	7
8	Report Writing	7
9	View	7
10	PL/SQL – Anonymous Block	8
11	Join	8
12	Set Operators	8
13	Sub – query and Correlated Sub – query	8
14	PL/SQL Named Blocks – Functions and Procedures	8
15	Group By - Having	8

III YEAR SYLLABUS

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

BUSINESS LAW

V SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38151**

Semester : V Semester

Subject Title : BUSINESS LAW

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			
	Hours / Week	Hours / Semester	Marks			Duration
BUSINESS LAW	5 Hrs	75 Hrs	Internal Assessment	Board Examination	Total	
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Introduction to Contracts	13
2.	Offer and Acceptance	13
3.	Consideration and Capacity	13
4.	Free Consent	13
5.	Discharge	13
6.	Test and revision	10
	Total	75

RATIONALE:

This subject Business laws gives the thorough knowledge about the contracts in business.

OBJECTIVE:

- To understand the basic difference between Agreement and Contract.
- To understand the Different elements of Business Contracts.

BUSINESS LAW
DETAILED SYLLABUS
CONTENTS

UNIT	NAME OF TOPICS	Hours
I	<p>INTRODUCTION</p> <p>Law – meaning – Definition of Law – Objectives of Law – Branches of Law - Business Law – meaning – Source of Mercantile Law – Law of contract – Meaning – Definition – Essential elements of valid contract – classification of contract.</p>	13
II	<p>OFFER AND ACCEPTANCE</p> <p>Offer – Definition – Classification – Legal rules relating to a valid offer – Communication of offer – Acceptance – Definition – Legal Rules relating to Acceptance – Revocation of Offer and Acceptance – Rejection of offer by the offeree.</p>	13
III	<p>CONSIDERATION AND CAPACITY OF PARTIES</p> <p>Consideration – Definition – Legal rules – Exceptions to the rule “Contract without consideration is void” - Stranger to contract.</p> <p>Exceptions to the rule “A Stranger to a contract cannot sue” – Capacity of parties – Minor – Rules relating to Minor’s agreement – Agreement by persons of unsound mind – persons who are dis-qualified to enter in to contract.</p>	13
IV	<p>FREE CONSENT</p> <p>Free consent – Coercion – Definition – Undue influence – Definition – Rights of aggrieved party – legal effects – Misrepresentation – Meaning – What constitutes Misrepresentation – consequences of Misrepresentation – Fraud – Definition – Essentials of fraud – consequences of fraud – Distinction between fraud and Misrepresentation – Mistake – kinds – Remedies of Mistake.</p>	13
V	<p>PERFORMANCE AND DISCHARGE OF CONTRACT</p> <p>Performance – Meaning – Who must perform the promise? – Tender of performance – Essentials of a tender – By whom contract may be performed – Time, place and manner of performance – Assignments of contracts – contracts need not be performed – Discharge of contract – Methods of discharge or termination contract – Breach of contract – Remedies.</p>	13

TEXT BOOKS:

1. N.D.Kapoor, Elements of Mercantile Law, Sultan Chand & Sons, 28Th Edition, 2004.
2. R.C.Chawla, K.C.Grag, Business Laws, Kalyani Publishers, 1ST Edition 1998.

DIPLOMA IN MODERN OFFICE PRACTICE
V SEMESTER
Business Law
Model Question Paper

[N.B.-1) The First Question of the Part B i.e. Question No.11 is compulsory

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:

(3 x 15 = 45Marks)

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

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

CORPORATE ACCOUNTING

V SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38152**

Semester : V Semester

Subject Title : CORPORATE ACCOUNTING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
CORPORATE 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.	Issue of Shares	13
2.	Redemption of Shares	13
3.	Issue & Redemption of debentures	13
4.	Profits prior to Incorporation	13
5.	Final Accounts	13
6.	Test and revision	10
	Total	75

RATIONALE:

The subject Corporate Accounts gives the Accounting knowledge about the accounting procedures related to Corporate Sector.

OBJECTIVE:

- To understand the Accounting procedures related to the issue and forfeiture of shares.
- To understand the Accounting procedures related to the issue and redemption of Pre. Shares.
- To understand the Accounting procedures related to the issue and redemption of Debentures.
- To understand and prepare the final accounts of a corporate company.

CORPORATE ACCOUNTS
DETAILED SYLLABUS
CONTENTS

UNIT	NAME OF TOPICS	HOURS
I	COMPANY ACCOUNTS: Definition – Salient features of a Company – Share Capital – Different kinds of share capital – Shares – Types of Shares – Journal entries for Issue of shares – Shares issued at Par – Shares issued at Premium – Share issued at Discount – Pro rata allotment – Forfeiture of shares – Reissue of forfeited shares - Complete Re issue and partial Re issue of shares – Problems.	13
II	REDEMPTION OF PREFERENCE SHARES: Meaning – Provisions of Redemption of preference shares – Profits available for Redemption – Redemption at par – Redemption at premium – Computation of Fresh issue of shares on redemption – Problems.	13
III	ISSUE & REDEMPTION OF DEBENTURES: Meaning and types of Debentures – Accounting for debentures – Issue of Debentures – Terms relating to Issue price and Condition of Redemption of Debentures – Sinking fund method – Problems.	13
IV	PROFITS PRIOR TO INCORPORATION: Introduction – Treatment of profit or Loss prior to Incorporation – Basis of Apportionment of expenses – Steps involved in ascertaining pre and post incorporation profits.	13
V	FINAL ACCOUNT OF COMPANY: Introduction – Profit and Loss account – Profit and Loss Appropriation Account – Specimen - Balance sheet – Specimen – Rules for preparation of company final account – Managerial Remuneration – Adjustments in Company Final Account.	13

REFERENCE BOOKS:

1. M.C.Shukla, Business Law, Sultan Chand & Sons, 3rd Edition, 2000.
2. J.Jayasankar, Business Laws, Margham Publications, 1st Edition, 2005.
3. P.P.S.Gogna, Mercantile Law, Sultan Chand & Sons, 1st Edition, 1988

DIPLOMA IN MODERN OFFICE PRACTICE
V SEMESTER
Corporate Accounting
Model Question Paper

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

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

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

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

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

MANAGEMENT ACCOUNTING

V SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38153**

Semester : V Semester

Subject Title : MANAGEMENT ACCOUNTING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
MANAGEMENT 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.	Financial Statement Analysis	13
2.	Ratio Analysis	13
3.	Fund flow & Cash flow Statements	13
4.	Budgetary Control	13
5.	Marginal Costing	13
6.	Test and revision	10
	Total	75

RATIONALE:

The subject Management Accounting gives the knowledge about the accounting that are helpful in taking Management decisions.

OBJECTIVE:

- To understand the students about financial analysis for Management decision making process.
- To understand and prepare the fund flow and cash flow statements
- To understand and take decisions by using Ratios, Budgets and Marginal Costing.

:

MANAGEMENT ACCOUNTING
DETAILED SYLLABUS
CONTENTS

UNIT	NAME OF TOPICS	Hours
I	FINANCIAL STATEMENT ANALYSIS Management Accounting – Meaning – Definitions – Nature – Scope – Objectives – Functions – Tools and techniques – Limitations. Financial statements – Meaning – Types – Techniques or tools of financial Analysis – Comparative Statements – Trend Analysis – Common size statements (Simple problems).	13
II	RATIO ANALYSIS Introduction – Meaning – Nature – Limitations – Classifications of Ratios – Analysis of short term financial position – Analysis of long-term financial position – Debt-Equity ratio – proprietary ratio – solvency ratio – Fixed assets of Net worth Ratio – Fixed assets to Total long-term funds – Profitability Ratios: Gross profit Ratio – Operating Ratio – Net profit and Expenses Ratio – Turnover ratios. (Simple Problems Only)	13
III	FUNDS FLOW ANALYSIS: Meaning – Flow of Funds – Meaning & Concept of Funds flow statement – Limitations – Schedule of changes in working capital – Funds from operation – Procedure of preparing Funds flow statement (Simple problems on Funds flow and working capital). CASH FLOW ANALYSIS Meaning and Concepts – Importance of Cash flow statement – differences between fund flow and cash flow statement – Cash from operation – Procedure for preparing cash flow statements (Simple problems on Cash flow statement).	13
IV	BUDGETING AND BUDGETARY CONTROL Introduction-Meaning of Budget- Budgeting & Budgetary Control- Objectives of Budgetary control - Advantages -Limitations of Budgetary control-Classification and types of Budgets-Zero base Budget-Fixed and Flexible Budgets-Sales Budgets- Cash Budget-Zero-Base Budgeting (Simple problems).	13
V	MARGINAL COSTING: Definition – Marginal Costing – Features – Advantages – Limitations – Contribution – PV Ratio - Breakeven point – Margin of safety – applications of Marginal costing – Fixation of selling price – Make or buy decision – Marginal Cost statement – Simple problems	13

Reference Books:

1. Principles of Management Accounting - S.N. Maheshwari.
2. Management Accounting – T.S. Reddy, Y. Hari Prasad Reddy

DIPLOMA IN MODERN OFFICE PRACTICE
V SEMESTER
Management Accounting
Model Question Paper

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

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

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

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

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III - YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

TYPEWRITING – ENGLISH – GTE SENIOR – PAPER I

V SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

M-SCHEME

Course Name : **Diploma in Modern office Practice**
Subject code : **38154**
Semester : **V Semester**
Subject Title : **TYPE WRITING – ENGLISH – GTE SENIOR – PAPER I**

TEACHING AND SCHEME OF EXAMINATION:

No of weeks per Semester: 15 weeks

Subject	Instructions		Examination			Duration
	Hours/ Week	Hours/ Semester	Marks			
TYPE WRITING – ENGLISH – GTE Senior – Paper I	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	10 Minutes
			25	75	100	

Rationale:

To Type on one side of the paper an ordinary printed passage without heading and few figures if necessary and not exceeding three paragraphs, consisting of 2250 strokes, with the minimum capital letters, in double line spacing, with ten degrees margin on the left.

Objectives: To attain Speed at 45 WPM

(Note: Typewriting classes are to be conducted till the date of the Board T/W Examination)

DETAILED SYLLABUS

CONTENTS

TOPIC AND ALLOCATION

S. No.	CHAPTER	HOURS ALLOTTED
1.	Speed Practice	60
2.	Revision, Test	15
	Total	75

NAME OF TOPICS

TYPEWRITING – ENGLISH – GTE SENIOR – PAPER I SPEED (10 minutes)

To Typewrite on one side of the paper an ordinary printed passage without heading and few figures if necessary and not exceeding three paragraphs, consisting of 2250 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.

Note:

- Five strokes will be counted as a word.
- Each depression of character key or the space bar will be counted as a stroke
- No stroke is counted for paragraph indentation or depression of shift key.
- Two strokes are counted after every full stop, interrogation sign or exclamation mark.

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):

Let us see what a family is and what its value is. Family is an association of man, his wife and children. It is not easy to say when a family came into existence. But we do find that it has taken its present shape after a long course of evolution. The organization of the modern family is very simple. Control is vested with the father though, as we know, the mother has also begun to play a part in this respect. Usually the duties of the household are looked after by the mother and the business of the family by the father. It is a fact that in some cases both the husband and the wife earn for the support of the family.

It may be noted here that the family does many functions which are useful for individual as well as social welfare. Let us now see some of them. First of all, the father and mother find it pleasant to serve their children and look after their welfare. Then the family is a unit which holds and transfers property. It draws up its budget or plan for the division of its income to meet the various needs of its members. This can be best done by the parents. It is also a good thing that a family develops good culture

among its members. It is seen that parents are creatures of sympathy and affection. It is only natural that the children imbibe these qualities from them. As we all know, a child begins its early education in the family. Then one important function of a family is the evoking of the social spirit in the child. It is so to say the eternal school of citizenship.

It is true that the parents have great affection for their children. They are ready to do anything for the sake of the child. The child thus breathes the air of love and affection and grows to be a good creature. Family thus evokes in the child a quality which is the basis of true civic life. Family is the home of selfless service. Parents help each other and also take good care of the child. A child learns the lesson of selfless service which is again the basis of true citizenship. The parents co-operate to provide for the needs of the family. The children co-operate to play and we know that co-operation is the basis of civic life. Thus we see that the child grows up into a good citizen. Family has many good uses.

* * *

**DIRECTORATE OF TECHNICAL EDUCATION
DIPLOMA IN MODERN OFFICE PRACTICE
V - SEMESTER
TYPEWRITING – ENGLISH – GTE SENIOR – PAPER I
READY RECKONER**

The Marks shown in the Ready Reckoner below is on the basis of deduction of 0.94 marks for each mistake for 75 marks.

No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded
1	74	28	49	55	23
2	73	29	48	56	23
3	72	30	47	57	22
4	71	31	46	58	21
5	70	32	45	59	20
6	69	33	44	60	19
7	68	34	43	61	18
8	68	35	42	62	17
9	67	36	41	63	16
10	66	37	40	64	15
11	65	38	39	65	14
12	64	39	38	66	13
13	63	40	37	67	12
14	62	41	36	68	11
15	61	42	36	69	10
16	60	43	35	70	9
17	59	44	34	71	8
18	58	45	33	72	8
19	57	46	32	73	7
20	56	47	31	74	6
21	55	48	30	75	5
22	54	49	29	76	4
23	53	50	28	77	3
24	53	51	27	78	2
25	52	52	26	79	1
26	51	53	25	80 & above	0
27	50	54	24		

Note:- (1) The total number of mistakes and the total marks awarded as per the above Ready Reckoner should be entered at the last typewritten page of the answer book, as illustrated below:

No. of Mistakes : 10 = 66 Marks
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(2) Only the total marks awarded should be entered on the front wrapper in the place provided therefor.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III – YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ELECTIVE: SHORT HAND – ENGLISH – GTE JUNIOR – SPEED (80 WPM)

V SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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 : **38191**
 Semester : **V Semester**
 Subject Title : **Elective:**
 SHORTHAND – ENGLISH – GTE JUNIOR Speed (80 WPM)

TEACHING AND SCHEME OF EXAMINATION

Number of Weeks per Semester: 15 Weeks

Subject	Instruction		Examination			
	Hours / week	Hours/ Semester	Assessment Marks			Duration
			Internal Assessment	Board Examination	Total	
Shorthand – English – GTE Junior – Speed (80 WPM)	5 Hrs.	75 Hrs.	25	75	100	Dictation – 7Minutes Transcription - 1 Hr.

Rationale :

The subject Shorthand English – GTE Junior– Speed (80 WPM) helps the students to take down dictation @ 80 WPM.

Objectives :

The subject helps the students to take down dictation of a passage and letter.

EXAMINATION:

To take down in short hand a passage of speech consisting of 400 and simple official or business letter of 160 words dictated @ 80 WPM for seven minutes of a passage of 560 words.

Duration: **Dictation 7 Minutes**
Transcription 1 Hr.

Reference: Shorthand Magazines – Speed Writer

- **Candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum of 30 marks out of 75.**

SHORTHAND (ENGLISH JUNIOR) SPEED (80 WPM)

Time of dictation: 7 Minutes
Time for transcription – 1 Hour

INSTRUCTIONS TO THE SUPERINTENDENT:

1. The following passage is to be dictated to the candidates once only, in a loud and distinct voice, no word or phrase being repeated and no punctuation stops mentioned.

2. The passage is to be dictated at the rate of 80 words a minute. It is marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute, whether he is strictly adhering to the speed.

3. As soon as the dictation is over, the candidates should be told to transcribe into longhand what they have written.

4. At the end of the time allowed for transcription both the shorthand and longhand performance of the candidates should be fastened together and given to the superintendent.

5. Before commencing dictation, the candidates should be formed that EIGHT marks are reserved for their shorthand performance.

Speaking on the opening of New Library, the Minister for Education said:

I have great pleasure in participating in / today's function which has been organized for the New Library here and to meet the people of // this village as well as the neighboring villages. I have come to your place a few years ago on some /// other occasion and I know some of the leaders of the village, who have been devoting their attention in representing (1) to the Government from time to time, about the various facilities required for this area in general and for the / village in particular. The Government have been able to do what they can in the past and will continue to // do so in future.

Regarding this library also, your leaders have been representing to the Government and the Library authorities /// about the need for a library for this village, which has been growing very fast during the last few years (2) on account of a number of reasons. The main reason is that you have a link road connected to the / main road, which passes through a number of major towns and cities. Your village is also having bus facilities. You // have two elementary schools and a high school. I am told that boys and girls of this village go to /// the college which is situated about ten miles away. It is therefore necessary that there should be a library here (3) so

that it will be useful to the people for improving their knowledge. I congratulate the leaders and people of / this village for their efforts in this matter.

As soon as I came here, I went round the library and spent some time in reading the titles of the books and periodicals kept there. They are really very fine selections, /// which cover a variety of subjects. I see that you have not only story books which are also necessary to (4) cultivate the reading habit, but also books containing inspiring speeches of eminent leaders not only of our country but also / other countries. I need not emphasize how necessary it is for every one to spend some time in reading books // so that they can know the progress that is being made in the country and in the world. Regular reading /// will do good not only to the individual but also to the family and to the country as a whole. (5)

Dear Sir, Please refer to our personal discussion during last month in regard to purchase of some goods from you. / You will also recall that you had informed me at that time that you would be pleased to show all // the goods available with you and also offer a special discount. As I was to leave your office urgently, I /// could not see the goods and place order immediately. I propose to visit your office once again on tenth of (6) next month to select the goods and place order for the same.

If you would like to have any information / as to my financial position, I would refer you to my bankers. I have a large glass retail stores in // this city and I feel sure that you will have many designs which would prove attractive to my customers and /// provide reasonable profit margin. I am sure that our business relationship will grow in the years to come.

Yours faithfully, (7)

**DIRECTORATE OF TECHNICAL EDUCATION
DIPLOMA IN MODERN OFFICE PRACTICE**

IVth & Vth SEMESTERS – SHORTHAND – ENGLISH

**Junior – Speed (60 WPM) &
GTE Junior – Speed (80 WPM)**

SPECIAL INSTRUCTION TO EXAMINERS

Examiners are informed that the 8 marks allotted for shorthand performance may be given in FULL as long as the transcription is supported by the shorthand outlines.

GENERAL:

1. Mistakes should be underlined in red ink and marked as X for a full mistake and / for a half mistake.
2. In arriving at the total number of full mistakes, fraction of mistake may be ignored.
3. Out of the total marks of 75, eight marks are allotted for shorthand performance.
4. From the balance of 67 marks, marks should be deducted as per the **ready reckoner**.
5. Only the total marks awarded should be entered on the front page of shorthand note book.

NATURE OF MISTAKES:-

FULL MISTAKE - X

1. Any unwanted addition of one word or more words in a place.
2. Every omission of a word.
3. Omission to split the matter both the passage and letter (Paragraphing).
4. Every substitution of a word.

HALF MISTAKE - /

1. Omission or addition of an article.
2. Improper use of capital and small letters.
3. The use of singular for plural vice versa.
4. Omission of punctuation
5. Spelling mistake.
6. Every tense mistake.

IVth & Vth – SEMESTER Shorthand-English
Junior – Speed (60 WPM) &
GTE Junior – Speed (80 WPM)

READY RECKONER

The Marks shown in the Ready Reckoner below is on the basis of deduction of 0.744 marks for each mistake for 67 marks.

No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded	No. of Mistakes	Marks to be awarded
1	66	31	44	61	22
2	66	32	43	62	21
3	65	33	42	63	20
4	64	34	42	64	19
5	63	35	41	65	19
6	63	36	40	66	18
7	62	37	39	67	17
8	61	38	39	68	16
9	60	39	38	69	16
10	60	40	37	70	15
11	59	41	36	71	14
12	58	42	36	72	13
13	57	43	35	73	13
14	57	44	34	74	12
15	56	45	34	75	11
16	55	46	33	76	10
17	54	47	32	77	10
18	54	48	31	78	9
19	53	49	31	79	8
20	52	50	30	80	7
21	51	51	29	81	7
22	51	52	28	82	6
23	50	53	28	83	5
24	49	54	27	84	4
25	48	55	26	85	4
26	48	56	25	86	3
27	47	57	25	87	2
28	46	58	24	88	1
29	45	59	23	89	1
30	45	60	22	90	0

Mistakes	Marks
X 10 = 10	Transcription - 58
/ 3 = 1 ½	+ Shorthand Performance - 8
11 ½ (or) 12	Marks to be awarded - 66

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ELECTIVE: AUDITING

V SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38192**

Semester : V Semester

Subject Title : ELECTIVE - AUDITING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

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

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Introduction	13
2.	Internal check, Internal control & Internal Audit	13
3.	Vouching	13
4.	Verification and valuation, Appointment of Auditor	13
5.	Specialised Audit	13
6.	Test and revision	10
	Total	75

RATIONALE:

The subject Auditing gives the knowledge about the various aspects of the procedure involved in a business audit.

OBJECTIVE:

- To understand about the Audit procedures.
- To know the difference between Internal check, Internal Control and Internal Audit.
- To understand valuation and verification procedures in auditing
- To know about the specialised audit programmes.

AUDITING
DETAILED SYLLABUS
CONTENTS

UNIT	NAME OF TOPICS	Hours
I	<p>INTRODUCTION – GENERAL PROCEDURE OF AUDIT:</p> <p>Auditing – Origin– Definition of auditing – Objectives– Types – Advantages and Limitations – Auditing and Accounting – Auditing and Investigation – Audit Procedure – Audit Programme – Types of Audit Programme – Audit Note Book – Audit working papers – ownership of working papers.</p>	13
II	<p>INTERNAL CHECK, INTERNAL CONTROL&INTERNAL AUDIT:</p> <p>Definition and objects of internal check – Factors causing Errors and Frauds – Features of good system of Internal Check – Internal check for cash, purchases, sales and wages – Internal control – Forms of Internal control – Methods of reviewing the Internal Control System – Internal control for Cash sales and Cash Collections – Internal audit – Objectives – Scope of Internal Audit – Distinction between Internal Check , Internal Control and Internal Audit</p>	13
III	<p>VOUCHING:</p> <p>Meaning and Objectives of vouching – Voucher- Requisites of Valid Voucher – Types of Voucher – Vouching and Routine Checking – Teaming and Lading Method of frauds – Vouching of Cash Transactions – Cashbook – Wages– Capital Expenditure – Loans – Salaries – Directors Fees etc. – Vouching of Trading transactions – Vouching of Purchase, Sales Receivable book – Vouching of ledgers.</p>	13

UNIT	NAME OF TOPICS	Hours
IV	<p>VERIFICATION AND VALUATION & APPOINTMENT OF AUDITOR:</p> <p>Meaning of Verification – Meaning of Valuation – Problems in Valuation of Assets – Valuation of assets during inflationary period – Fixed assets – Stock – Investments – debtors – Valuation of different classes of Assets – Market value – Contingent Liabilities – Appointment of auditors – qualification – rights – duties – liabilities of auditors.</p>	13
V	<p>SPECIALISED AUDIT:</p> <p>Trading and Non-trading concerns – Charitable Institutions – Educational Institutions – Hospitals – Branch audit –Transport companies – Cinema Theatres – Executors and Trustees – Clubs – Hotels – Publishers – Newspapers and periodicals.</p>	13

TEXT BOOKS:

1. K. Sundar & K. Paari, Practical Auditing, Vijay Nicole Imprints Private Limited, Chennai
2. B.N. Tandon, Practical Auditing, Sultan Chand and Sons, 5th Edition, 2005
3. Dinagar Pagare, Principles and Practices of Auditing, Sultan Chand & Sons, 4th Edition, 2006.

REFERENCE BOOKS:

1. Pradeep Kumar, Baldev Sachideva, Jagwant Singh, Auditing –Theory and Practice, Kalyani Publishers, 5th edition, 2001
2. R.g .Saxena, C.Mallikarjuna Rao, Practical Auditing, Himalaya Publishers, 1st edition, 2002.
3. S.Vengadamani, Practical Auditing, Margham Publications, 1st Edition, 2005

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DIPLOMA IN MODERN OFFICE PRACTICE

V SEMESTER

Auditing

Model Question Paper

[N.B.-1) The First Question of the Part B i.e. Question No.11 is compulsory

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:

(3 x 15 = 45Marks)

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

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

COMPUTERISED ACCOUNTING – LAB

V SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

Course Name : **Diploma in Modern office Practice**
 Subject code : **38156**
 Semester : **V Semester**
 Subject Title : **Computerised Accounting - Lab**

TEACHING AND SCHEME OF EXAMINATION:

No of weeks per Semester: 15 weeks

Subject	Instructions		Examination			Duration
	Hours/Week	Hours/Semester	Marks			
Computerised Accounting - Lab	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	Accounting and Tally	13
2	Voucher Entry	13
3	Inventory	13
4	Security, Reports	13
5	Tax	13
	Revision, Test	10
Total		75

RATIONALE:

By exposing the students to the concepts related tally, they will come to know how they can be applied in practical situations. Moreover students will be further exposed to important concepts and gain sufficient knowledge regarding accounts into tally.

OBJECTIVES:

The students are able to know and understand the following at the end of the semester.

- ❖ To know how to apply Computerized Accounting
- ❖ To have a working knowledge in Tally.
- ❖ To understand how to enter vouchers in Tally.
- ❖ To know the treatment for inventory in Tally
- ❖ To prepare various reports in Tally.
- ❖ To understand and apply the principles of VAT in Tally

Computerised Accounting - Lap
DETAILED SYLLABUS
CONTENTS

UNIT	NAME OF TOPICS	Hours
I	ACCOUNTS AND TALLY: Manual Accounting Vs Computerized Accounting – Golden rule, Accounting equation etc. – Gateway of Tally – Creation of Company – Menu, Buttons – Features and Configuration – Predefined Groups – Creation, display and alteration of Groups, Ledgers – Single and Multiple – Cost Category and Cost centers.	13
II	VOUCHER ENTRY: Types of Vouchers – Creation, Display and Alteration, Flexible Voucher Numbering – Viewing Trail Balance, Profit and Loss Account and Balance Sheet – Display of books of accounts – Outstanding – Bank Reconciliation Statement-Internet Calculations – Scenario Management – Reversing Journals & Optional Vouchers	13
III	INVENTORY: Features and Configuration – Creation, Display and Alteration and deletion of Stock Groups, Stock Category, Unit of Measure, Godown and Stock item – single and multiple – Purchase ;and Sales order processing – Tracking through Receipts Notes/Delivery Notes/Rejections Inward/Outward – Debit note and Credit note – Expiry Date & Batches – Price list with Multi Price Levels – Stock Valuation Methods – Manufacturing Journal.	13
IV	SECURITY AND REPORTS Cash Flow and Fund Flow Statement – Multiple Currencies – Budget and Variance analysis – Ratio analysis – Security Control – Password – Tally Audit – Tally Vault – Tally Lock – Backup, Restore – Printing – Import and Export of transactions – Splitting of Company data and Group Company	13
V	STATUTORY & TAXATION Sales Tax – CST – Value Added Tax – Input Vat – Output Vat – Tin Number – Vat Rates - Filing of Return – Tax Deducted at Source – Calculations of TDS – Service Tax – Features – Rates– Abatement –Point of Sales – Printing of Bills.	13

REFERENCE BOOKS:

1. Tally9ERP. Reference Manual
2. Implementing Tally 9, A.K.Nadhani & KK. Nadhani, BPB Publication, Delhi.
3. Tally for everyone, Roopa, Add-to card publishers, Chennai.

Detailed Syllabus
Computerised Accounting – Lab
EXERCICES

Time: 3 Hours

Max. Marks: 75

S. No.	Lab Exercises
1	Creation of Company – Group, Ledger creation and viewing the Profit & Loss Account and Balance Sheet- Finding the outstanding Balances
2	Creation of Stock Group, Stock Category, Unit of Measure, Godown, & Stock Item
3	Splitting the Company Data
4	Consolidation of Accounts
5	Preparation Bank Reconciliation Statement.
6	Purchase Order Processing
7	Sales Order Processing
8	Bill of Material & Manufacturing Journal
9	Setting the Multi price level
10	Manufacturing and Expiry Dates.
11	Preparation of Cost Category and Creation of Cost Centre.
12	Computation of VAT (Value Added Tax)
13	Computation of Tax Deducted at Source
14	Computation of Service Tax
15	Point of Sales

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU

DIPLOMA IN ENGINEERING – SYLLABUS – M Scheme

(Being implemented from the Academic Year 2016-2017 onwards)

Course Name : All Branches of Diploma in Engineering and Technology and Special Programmes

Subject Code : 30002

Semester : IV /V

Subject Title : LIFE AND EMPLOYABILITY SKILLS PRACTICAL

Teaching and Scheme of Examination:

No. of Weeks per Semester: 15 Weeks

Subject	Instruction		Examination			
	Hours/Week	Hours/Semester	Marks			Duration
			Internal assessment	Board Examination	Total	
Life and Employability Skills	4 Hours	60 Hours	25	75	100	3 Hours

Topics and Allocation of Hours:

Sl. No.	Section	No. of Hours
1	Part – A Communication	30
2	Part – B Entrepreneurship, Project Preparation, Productivity, Occupational Safety, Health, Hazard, Quality Tools & Labour Welfare	20
3	Part – C Environment, Global Warming, Pollution	10
TOTAL		60

RATIONALE

Against the backdrop of the needs of the Industries, as well as based on fulfilling the expectations of the Industries, the Diploma Level students have to be trained directly and indirectly in toning up their competency levels. Proficiency in Communication only, equips them with confidence and capacity to cope with the employment. Hence, there is a necessity to focus on these in the curriculum. At the end of the Course, the student is better equipped to express himself in oral and written communication effectively.

SPECIFIC INSTRUCTIONAL OBJECTIVES

- 1. Emphasize and Enhance Speaking Skills**
- 2. Increase Ability to Express Views & Opinions**
- 3. Develop and Enhance Employability Skills**
- 4. Induce Entrepreneurship and Plan for the Future**
- 5. Expose & Induce Life Skills for Effective Managerial Ability**

LIFE AND EMPLOYABILITY SKILLS PRACTICAL

SYLLABUS

Unit	Topics	Activity	Hours
I	Communication, Listening, Training, Facing Interviews, Behavioural Skills	<ul style="list-style-type: none"> -- instant sentence making – say expressions/phrases-- self- introduction/another higher official in company – describe/explain product – frame questions based on patterns – make sentences based on patterns 	30
II	Entrepreneurship, Project Preparation, Marketing Analysis, Support & Procurement	<ul style="list-style-type: none"> -- prepare an outline of a project to obtain loan from bank in becoming an entrepreneur – prepare a resume 	10
III	Productivity – comparison with developed countries, Quality Tools, Circles, Consciousness, Management, House Keeping	<ul style="list-style-type: none"> -- search in the website -- prepare a presentation – discuss & interact 	05
IV	Occupational Safety, Health Hazard, Accident & Safety, First-Aid, Labour Welfare Legislation, Welfare Acts	<ul style="list-style-type: none"> -- search in the website -- prepare a presentation – discuss & interact 	05
V	Environment, Global Warming, Pollution	<ul style="list-style-type: none"> -- taking down notes / hints – answering questions -- fill in blanks the exact words heard 	10

LEARNING STRUCTURE

100 Marks

- Focus more on Speaking & Listening Skills
- Attention less on Reading & Writing Skills
- Apply the skills in fulfilling the Objectives on Focused Topics

a) Listening 25 Marks

1. Deductive Reasoning Skills (taking down notes/hints) 10
2. Cognitive Skills (answering questions) 10
3. Retention Skills (filling in blanks with exact words heard) 05

b) Speaking Extempore/ Prepared 30 Marks

1. Personality/Psychological Skills (instant sentence making) 05
2. Pleasing & Amiable Skills (say in phrases/expressions) 05
3. Assertive Skills (introducing oneself/others) 05
4. Expressive Skills (describe/explain things) 05
5. Fluency/Compatibility Skills (dialogue) 05
6. Leadership/Team Spirit Skills (group discussion) 05

c) Writing & Reading 20 Marks

1. Creative & Reasoning Skills (frame questions on patterns) 05
2. Creative & Composing Skills (make sentences on patterns) 05
3. Attitude & Aim Skills (prepare resume) 05
4. Entrepreneurship Skills (prepare outline of a project) 05

d) Continuous Assessment (Internal Marks) 25 Marks (search,read, write down, speak, listen, interact & discuss)

1. Cognitive Skills (Google search on focused topics)
2. Presentation Skills& Interactive Skills (after listening, discuss)

- Note down and present in the Record Note on any 5 topics 10 Marks
Other activities recorded in the Record note 10 Marks
Attendance 05 Marks

INTERNAL MARKS 25 MARKS

EXTERNAL MARKS AT END EXAMINATION 75 MARKS

MODEL QUESTION

Time: 3 Hours

Maximum Marks: 75

A. LISTENING 25 Marks

1. Listen to the content and take down notes/hints 10
2. Listen to the content and answer the following questions. 10
3. Listen to the content and fill in the blanks the exact words heard. 05

B. SPEAKING 30 Marks

1. Say in a sentence instantly on hearing the word(5 words, one after another). 05
2. Say any five expressions commonly used in communication. 05
3. Imagine, a consultant has come to your department.
Introduce him to your subordinates. 05
4. Explain/describe the product you are about to launch in the market. 05
5. Speak with your immediate boss about the progress you have made. 05
6. Discuss within the group on the topic of focus in the syllabus. 05

C. WRITING & READING 20 Marks

1. Frame new questions from the pattern given by changing sets of words with your own. 05

a.	When	do	you	return?
b.	How	is	his performance?	
c.	Where	has	the manager	gone?
d.	What	is	the progress	today?
e.	Why	are	the machines	not functioning?

2. Make sentences from the pattern given by changing sets of words with your own. 05

3.	a.	The workers	are	on strike		
	b.	The labourers	are paid	well	in this factory	
	c.	There	is	a rest room	for the workers	
	d.	These	are	the new products	launched	by our company
	e.	Almost everyone	come	to the company	on motorbikes	

Prepare a resume for the post of Department Manager. 05

4. Prepare an outline of a project to obtain a loan. (Provide headings and subheadings) 05

I. Guidelines for setting the question paper:

A. LISTENING :

ONLY TOPICS related to
POLLUTION /
ENVIRONMENT /
GLOBAL WARMING are to be taken.
These topics are common for all the three types of evaluation.

B. SPEAKING :

1. WORDS of common usage
2. Fragments – expression of politeness, courtesy, cordiality
3. Introduce yourself as an engineer with designation or
Introduce the official visiting your company/department
4. Describe/Explain the product/machine/department
5. Dialogue must be with someone in the place of work.
6. Group of six/eight
Discuss the focused topic prescribed in syllabus

C. WRITING & READING:

1. Provide five different structures.
Students are to substitute at least one with some other
word/words
2. Provide five different structures.
Students are to substitute at least one with some other
word/words
3. Provide some post related to industries.
4. Outline of the project (skeleton/structure)
Only the various headings and subheadings
Content is not needed

II. Guidelines for recording the material on the Focused Topics in the Record note.

Write in the record note, on any five topics, from the list of topics given below. 10 Marks
(5 topics x 10 marks = 50 marks. Thus, the Average of 5 topics is 10 Marks)

1. Productivity in Industries – Comparison with developed countries
2. Quality Tools, Quality Circles and Quality Consciousness
3. Effective Management
4. House Keeping in Industries

5. Occupational Safety and Hazard
6. Occupational Accident and First Aid
7. Labour Welfare Legislations
8. Labour Welfare Acts and Rights
9. Entrepreneurship
10. Marketing Analysis, Support and Procurement

LABORATORY REQUIREMENT:

1. An echo-free room
2. Necessary furniture and comfortable chairs
3. A minimum of two Computers with internet access
4. A minimum of two different English dailies
5. A minimum of Three Mikes with and without cords
6. Colour Television (minimum size – 29")
7. DVD/VCD Player with Home Theatre speakers
8. Smart board
9. Projector

Suggested Reading:

1. Production and Operations Management by S.N. Chary, TMH
2. Essentials of Management by Koontz & Weirich, TMH
3. Modern Production / Operations Management by E.S. Buffa and R.K. Sarin, John Wiley & Sons
4. Production Systems: Planning, Analysis and Control by J.L. Riggs, 3rd ed., Wiley.
5. Production and Operations Management by A. Muhlemann, J. Oakland and K. Lockyer, Macmillan
6. Operations Research - An Introduction by H.A. Taha, Prentice Hall of India
7. Operations Research by J.K. Sharma, Macmillan
8. Business Correspondence & Report Writing by R.C. Sharma and K. Mohan, TMH
9. How to prepare for Group Discussion & Interview (With Audio Cassette) by Prasad, TMH
10. Spoken English – A self-learning guide to conversation practice (with Cassette)
11. Introduction to Environmental Engineering by Mackenzie, L. Davis and A. David, Cornwell, McGrawHill, 3rd Ed.
12. Environmental Engineering by Peary, Rowe and Tchobanoglous, McGrawHill
13. Total Quality Management – An Introductory Text by Paul James, Prentice Hall
14. Quality Control and Applications by Housen & Ghose
15. Industrial Engineering Management by O.P. Khanna

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

BUSINESS COMMUNICATION

VI SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38161**

Semester : VI Semester

Subject Title : BUSINESS COMMUNICATION

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
BUSINESS COMMUNICATION	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.	Business Letters	13
2.	Letters of Application	13
3.	Trade Letters	13
4.	Circular Letters	13
5.	Minutes Writing, Seminar & Conference Preparation	13
6.	Test and revision	10
	Total	75

Rationale:

The Business communication subject re-introduced with the aim to develop the communicating ability among the Students.

Objectives:

At the end of the semester, Students will be able:

- To know the draft the business, Application, Trade and circular letters.
- To draft minutes of a meeting.
- To prepare a presentation in a seminar/conference.

BUSINESS COMMUNICATION

DETAILED SYLLABUS

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Business Letters: Communication – Meaning – objectives – Importance – Format of business Letters – Barriers to communication – Characteristics of a Good Commercial Writing – Words Commonly miss-Spelt. Business Reports –Importance– types – features of a good report.	13
II	Letters of Application: Structure of the application – Application for Situation – Drafting resumes – Asking/Giving references – Testimonial –favourable reply – Call letters (Written tests, interviews) – Appointment order.	13
III	Trade Letters Enquiries – Offers and Quotations – Orders – Execution of orders – Cancellation of Orders – Complaints (delay in delivery, wrong goods, damaged goods, poor quality, price variation) – adjustments – status enquiry – claims under insurance – Collection letters – Follow-up letters (first, second and final reminders).	13
IV	Circular Letters: Establishment of business – Opening a branch – Introducing a new product – Changing the premises – Change in price – Clearance sale – bank– Expansion of business.	13
V	Minutes Writing and Seminars & Conference preparations: Minutes Writing: Drafting of Notices, Agenda and Minutes of the business meetings – Annual General Meeting, Extraordinary General Meeting, Statutory Meeting, and Board Meeting. Seminar and Conference: Drafting a paper to present Seminar and Conference from the Various topics.	13

Reference Books:

1. K. Sundar & A. Kumara Raj, Business Communication, Vijay Nicole Imprints Pvt. Ltd. Chennai
2. R.S.N. Pillai & Bagavathi, Modern Commercial Correspondence, S. Chand.
3. V.K. Jain & Omprakash biyani, Business Communication, S.Chand.

DIPLOMA IN MODERN OFFICE PRACTICE

VI SEMESTER

Business Communication

Model Question Paper

[N.B.-1) The First Question of the Part B i.e. Question No.11 is compulsory

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.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

BUSINESS ACCOUNTING

VI SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38162**

Semester : VI Semester

Subject Title : BUSINESS ACCOUNTING

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			
	Hours / Week	Hours / Semester	Marks			Duration
BUSINESS ACCOUNTING	6Hrs	90Hrs	Internal Assessment	Board Examination	Total	
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Royalty	16
2.	Hire purchase and Installment purchase System	16
3.	Consignment	16
4.	Insurance claims	16
5.	Non Trading Organisations	16
6.	Test and revision	10
	Total	90

Rationale:

The subject Business Accounts will gives an eye opening to the students about the accounts which are prepared on the basis of business nature.

Objectives:

At the end of the semester, the student can able:

- To prepare business accounts for Royalties and Consignments.
- To prepare Accounts of Hire Purchases and Non Trading Organisations.
- To prepare the Insurance Claims.

DETAILED SYLLABUS
BUSINESS ACCOUNTING
CONTENTS

UNIT	NAME OF TOPICS	Hours
I	ROYALTY: Meaning of Royalty – Important terms used in Royalty transactions – Journal entries in the books of Leaser and Lessee – Stoppage of work due to strike – Accounting treatment.	16
II	HIRE PURCHASE AND INSTALLMENT PURCHASE SYSTEM: Hire purchase system – Definition – Features – Important terms used in Hire purchase system –Instatement purchase system – Distinction between Hire purchase and Installment Purchase system – Calculation of interest – Journal entries in Hire purchase and Hire vendor books –Default and Repossession.	16
III	CONSIGNMENT: Meaning of Consignment – Features – Consignment Vs. Sales – Proforma Invoice – Account Sales – Recurring Expenses – Non recurring Expenses – Accounting treatment of consignment transactions – Journal entries in Consignor and Consignee book – Valuation of unsold stock in consignment – Pricing method in Consignment account.	16
IV	INSURANCE CLAIMS: Need for fire insurance – Computation of claim to be lodged for loss of stock – Memorandum Trading account – Gross profit ratio – Average Clause.	16
V	NON TRADING ORGANISATION: Introduction – Meaning – Objectives – Terminology – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet – Adjustments (Simple Problems only).	16

**DIPLOMA IN MODERN OFFICE PRACTICE
VI SEMESTER**

**Business Accounting
Model Question Paper**

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

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

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

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

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

**DIPLOMA IN MODERN OFFICE PRACTICE
III-YEAR**

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

INCOME TAX (LAW & PRACTICE)

VI SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38163**

Semester : VI Semester

Subject Title : INCOME TAX (LAW & PRACTICE)

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
INCOME TAX (LAW & PRACTICE)	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.	Introduction & Residential Status	13
2.	Salary Income	13
3.	House property Income	13
4.	Capital Gains	13
5.	Other Sources	13
6.	Test and revision	10
	Total	75

Rationale:

The subject Income Tax (Law & Practice) creates the knowledge of income tax calculation of an individual.

Objectives:

At the end of the semester, the student can able:

- To decide the residential status of an individual.
- To calculate the income of an individual for an Assessment Year.

DETAILED SYLLABUS
INCOME TAX (LAW AND PRACTICE)

CONTENTS

UNIT	NAME OF TOPICS	Hours
I	Introduction Basic concepts – Assessment – Assesses– Types of Assesses – Person – Kinds of Persons – Assessment year – Previous year – Financial Year – Canons of Taxation and the Income Tax Act 1961 – Importance of Income Tax – Exempted Income under Income Tax – Residential Status of an Individual – Scope of Income (Simple Problems Only).	13
II	Salary Income: Heads of Income – Salaries – Receipts included under head Salaries – Provident Fund – Allowances (fully Taxable, fully exempted, HRA, EA, Travelling allowance, Conveyance Only) – Pension – Gratuity – Deductions from salary u/s 16 – Deductions u/s 80C – Calculation of salary income (area of study restricted to the above only and Simple Problems Only)	13
III	House Property Income: Income from House Property – Bases of Charges– Ownership with Assessee – Deemed ownership – Incomes from House Property fully exempted from tax – Computation of Income from House Property – let out Houses– Self Occupied Houses – Calculation of Preconstruction period and Interest – Deductions allowed u/s 24. (Simple Problems Only)	13
IV	Income from Capital Gains: Income under capitals gains – Short term, Long term capital gains – Transfer of capital assets – Certain transactions not included as transfer – Cost of acquisition – Cost of improvement – Indexation of cost – Capital gains under different circumstances – Computation of capital gains (Excluding Bonus shares and Right shares and Simple Problems Only)	13
V	Income from Other Sources: Income from other sources – Bases of Charges– Dividend income – Interest on Securities – Casual income – Family pension – Royalty – Subletting – Composite Let out – Computation of Income from other Sources (Simple Problems Only)	13

Reference book:

- Students Guide to Income Tax - Vinod K. Singania - Tax man
- Income Tax Law & practice – Dinkar Pagare - Sultan Chand
- Income Tax Law & practice - Reddy & Hari Prasath Reddy - Margham Publications

**DIPLOMA IN MODERN OFFICE PRACTICE
VI SEMESTER**

**Income Tax (Law & Practice)
Model Question Paper**

Time: 3 hrs.

Max. Marks: 75

PART - A

Answer any *Three* Questions:

(3 x 5 = 15 Marks)

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

Note:

Theory: Problem = 2: 3

PART - B

Answer any *Four* questions:

(4x 15 = 60Marks)

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

Note:

Theory: Problem = 1: 4

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

ENVIRONMENTAL SCIENCE

VI SEMESTER

CURRICULUM DEVELOPMENT CENTRE

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU

**DIPLOMA IN MODERN OFFICE PRACTICE – II YEAR SYLLABUS
M-SCHEME**

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38164**

Semester : VI Semester

Subject Title : ENVIRONMENTAL SCIENCE

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
ENVIRONMENTAL SCIENCE	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.	Introduction	08
2.	Natural Resources	18
3.	Eco system	13
4.	Bio diversity	13
5.	Environmental Pollution	13
6.	Test and revision	10
	Total	75

Rationale:

The subject Environmental Science gives an overview about the environment, its bio diversity and its pollutants.

Objectives:

At the end of the semester, the student can able;

- To know about the importance and scope of the environmental science as a study.
- To know the natural resources, Eco system and its bio diversity.
- To know about the Pollution in the environment.

DETAILED SYLLABUS
ENVIRONMENTAL STUDIES
CONTENTS

Unit	Topic	Hours
I	Environmental Studies: The multidisciplinary nature of environmental studies Definition, scope and importance – Need for public awareness	08
II	Natural Resources: Renewable and non-renewable resources: Natural resources and associated problems (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people. (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies. (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. · Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.	18
III	Ecosystems · Concept of an ecosystem – Structure and function of an ecosystem · Producers, consumers and decomposers – Energy flow in the ecosystem · Ecological succession – Food chains, food webs and ecological pyramids · Introduction, types, characteristic features, structure and function of the following ecosystem: a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries).	13
IV	Biodiversity and its conservation: Introduction – Definition: genetic, species and ecosystem diversity - Bio-geographical classification of India – Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values – Biodiversity at global, national and local levels · India as a mega-diversity nation · Hot-spots of biodiversity – Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts – Endangered and endemic species of India – Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.	13
V	Environmental Pollution: Definition · Causes, effects and control measures of: a. Air pollution b. Water pollution c. Soil pollution d. Marine pollution e. Noise pollution f. Thermal pollution g. Nuclear pollution Solid waste management: Causes, effects and control measures of urban and industrial wastes. · Role of an individual in prevention of pollution – Pollution case studies – Disaster management: floods, earthquake, cyclone and landslides	13

Reference:

Text book for Environmental Studies – Author: Erach Bharucha – Pub: UGC, New Delhi

URL: <http://www.ugc.ac.in/oldpdf/modelcurriculum/env.pdf>

**DIPLOMA IN MODERN OFFICE PRACTICE
VI SEMESTER**

Environmental Science

Model Question Paper

[N.B.-1) The First Question of the Part B i.e. Question No.11 is compulsory

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.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III -YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

Typewriting English – GTE Senior paper - II

VI SEMESTER

CURRICULUM DEVELOPMENT CENTRE

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU

DIPLOMA IN MODERN OFFICE PRACTICE SYLLABUS

M-SCHEME

Course Name : **Diploma in Modern office Practice**
Subject code : **38165**
Semester : **VI Semester**
Subject Title : **TYPE WRITING – ENGLISH – GTE SENIOR – PAPER II**

TEACHING AND SCHEME OF EXAMINATION:

No of weeks per Semester: 15 weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours// Semester	Marks			
TYPE WRITING – ENGLISH – GTE SENIOR – PAPER II	5 Hrs.	75 Hrs.	Internal Assessment	Board Examination	Total	1 Hour
			25	75	100	

Rationale: To attain knowledge in typing Statements and letters.

Objectives: To type Statements and all types of letters from manuscript by elaborating abbreviations.

(Note: Typewriting classes are to be conducted till the date of the Board T/W Examination)

TYPEWRITING – ENGLISH – GTE SENIOR – PAPER II

TOPICS AND ALLOCATION

S. No.	CHAPTER	Hrs.
1	Statement	20
2	Official Letter (from Secretariat)	6
3	Demi-Official Letter	6
4	Official Proceedings	6
5	Official Letter (From Government authority or Quasi Government Office)	6
6	Government Order	7
7	Professional Letter	7
8	Business Letter	7
	Test & Revision	10
	TOTAL	75

Note:

1. Marks assigned for the question - (Sl.No.1) 45 marks.
2. (Any one from Sl.No 2 to Sl.No.8) 30 marks.

Duration of the Examination
Max. Marks

1 Hour
75 Marks

Time – ONE HOUR
(Maximum Marks: 75)

- [N.B.:- (1) Special attention should be paid to accuracy and neatness of execution.
(2) All abbreviations should be amplified, spelling mistakes corrected and figures punctuated wherever necessary.
(3) Each question should be typed on a separate sheet of paper on any one side of the answer sheet.

Question I]

[Marks: 45

ALLOTMENT FOR THE AGRICULTURE
DEPARTMENT

run on

4 L	Head	2004-2005		2005-2006	
		Revenue	Capital	Revenue	Capital
		(Rupees in Thousands)			
9 L	Public Works	12,36.20	17.23	14,24.28	21.45 / 36
	Crop Husbandry	3,11.29	2,09.25	3,24.80	1,87.26
	Food Storage	11,36.78	19.20	12,50.37	22.16
<i>Ans-1</i>	Research	7,16.37	15.38	8,75.36	22.47
	Hill Areas	19.34	1,65.54	22.58	2,17.26
22 L	Minor Irrigation	1,47.46	2,46.24	1,24.32	5,24.88 / 25
	Horticulture	54.65	6.21	78.23	7.24
4 L	Agro Engineering	27.65	18.24	35.65	23.43 / 1/25
	Seed Certification	27.56	1,43.98	29.61	2,08.43
	Buildings	7.12	1.12	6.24	2.35 / 6
6 L	Soil Conservation	45.28	8.11	53.25	12.43
	Education	9.15	7.10	11.14	13.10 / 1/25

Stat-1 State level and District level prizes are awarded to encourage farmers, who obtain highest yield by adopting modern technology // Under the Hill Area Development Scheme, Expenditure towards soil and water conservation measures has been included. also / N.P.

Type the following OFFICIAL LETTER in proper form:-

Type the following OFFICIAL LETTER in proper form:-

/All caps

82 / From Government of Tamil Nadu
Minorities Welfare Department
Lr. No. 574/A/2014.

U.C / To The member Secretary,
35 / Tamil Nadu Backward Classes Commission,
2 1/2 Ramakrishna Hutt Road,
Mylabore,
Chennai 600 004.

Dated, Fort St. George, Chennai, the 28th Feb 2014/14.

Sir,

Sub: Reservation for Backward classes
Muslims - Enhancement - Requested.

Ref: From the president, Tamil Nadu
Thowheed Jamaath, Chennai.
Representation dated 24th Feb 2014. L Jan

I enclose a copy of the representation cited
wherein the President, Tamil Nadu Thowheed Jamaath, Chennai / B
has requested to increase the reservation quota for the
Muslims in admission to educational institutions and
N.P / appointment in public services. // 2. In this connection
I request the commission to examine the representation / w.c
in detail and send suitable recommendation to
Government on the request at an early date.

3. The receipt of this letter may kindly be
acknowledged.

Yours faithfully,

(H. ARUL) Lk
Principal Secy to Government.

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

VI - SEMESTER

VI SEMESTER – TYPE WRITING – ENGLISH – GTE SENIOR – PAPER II

All mistakes in Question I – Statement and

All mistakes in Question II – Letters

to be treated as full mistake (X) and for each mistake 1.5 marks to be deducted.

Note: The Total number of mistakes and the total marks awarded should be entered at the bottom for each question, as illustrated below: -

Total Marks – (Total Mistakes X 1.5)

Marks for I Question – Statement			45
No. of Mistakes(X)	5 Nos.		
No. of Omissions (5 Strokes = 1 Mistake)	3 Nos		
Total No. of Mistakes	8 Nos	8 Mistakes X 1.5	12
Marks to be awarded			33

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III -YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

OFFICE MACHINERIES AND EQUIPMENTS – LAB

VI SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

Course Name : **Diploma in Modern office Practice**
 Subject code : **38166**
 Semester : **VI Semester**
 Subject Title : **Office Machineries and Equipments - Lab**

TEACHING AND SCHEME OF EXAMINATION:

No of weeks per Semester: 15 weeks

Subject	Instructions		Examination			Duration
	Hours/Week	Hours/Semester	Marks			
Office Machineries and Equipments - Lab	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	Introduction and Calculators	11
2	Photo copier and Fax machines	11
3	Fax Machines & Type Writers	11
4	Computers, Scanner, OHP and LCD Projector	11
5	Stencil Cutter and Laminating Machine	11
	Revision and Test	05
Total		60

Rationale:

The Subject Office Machineries and Equipments – Lab will be an initiative about the machineries and equipments used in the business houses.

Objectives:

The students are able to:

- To know about the office Automation.
- To know about the machineries and equipments which are all using in the modern business offices.

Office Machineries and Equipments - Lab

EXERCICES

Time: 3 Hours

Max. Marks: 75

S. No.	Lab Exercises
1	Office Automation – Meaning, Need and importance of Machineries and Equipments.
2	Calculators – Different calculators and their usage
3	Photo Copier – Usage and its Components
4	Fax Machine – Usage
5	Type Writers – Usage and Mechanism
6	Computers – Usage and Its Components
7	Scanner - Usage and Its Components
8	Duplicator - Usage
9	OHP - Usage
10	LCD - Usage
11	Electronic Stencil Cutter - Usage
12	Laminating Machine - Usage

DIRECTORATE OF TECHNICAL EDUCATION

DIPLOMA IN MODERN OFFICE PRACTICE

III-YEAR

SEMESTER SYSTEM

M – SCHEME

2015 – 2016

PROJECT WORK

VI SEMESTER

CURRICULUM DEVELOPMENT CENTRE

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

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

Course Name : Diploma in Modern Office Practice

Subject Code : **38167**

Semester : VI Semester

Subject Title : PROJECT WORK

TEACHING AND SCHEME OF EXAMINATION:

No. of Weeks per Semester: 15 Weeks

Subject	Instructions		Examination			Duration
	Hours / Week	Hours / Semester	Marks			
PROJECT WORK	4 Hrs	60 Hrs	Internal Assessment	Board Viva-Voce	Total	3 Hrs
			25	75	100	

TOPICS AND ALLOCATION OF HOURS:

Sl. No.	Topic	Time (Hrs.)
1.	Introduction	10
2.	Literature review	10
3.	Analysis	10
4.	Interpretation	10
5.	Findings, Suggestion & Conclusion	10
6.	Presentation and Model Viva- Voce	10
	Total	60

Rationale:

The subject Project work enlightens the searching and concluding ability of the student in business decision making process.

Objectives:

At the end of the semester, the student can able:

- To find the problems pertaining to the business world.
- To review the previous works done by the scholars.
- To collect data and analyse the same with able tools and arrive interpretation on that.
- To find, suggest and conclude the problem.

PROJECT REPORT

Guidelines for Project preparations:

- Project working area must be related to Commerce and Management topics.
- Maximum five students allotted for one project under a guide and supervisor.
- Student allotment and Problem identification must be in the end of fifth semester.
- Data collection (Primary & Secondary) must be finished in the vacation of fifth semester.

ARRANGEMENT OF CHAPTERS

Unit	Topic	Hours
I	INTRODUCTION: Introduction about the Problem – Statement of Problem – Profile– Objectives – Research Methodology (Research Design – Questionnaire Design – Sampling Design) – Source of Data – Techniques used for Data analysis – Limitations.	10
II	LITERATURE REVIEW: Theory Discussion, Concepts, Hypotheses, Models etc., underpinning the project work (project report is an application of theoretical knowledge in analyzing a real life problem/issue faced by an organization)	10
III	ANALYSIS AND INTERPRETATION – I: This is the longest section of the project report. In these chapter data collected will be presented and analysed without drawing any influence. Depending on the volume of data presented, there could be 2 or 3 sub sections in this chapter.	10
IV	ANALYSIS AND INTERPRETATION – II: The continuation of the previous chapter.	10
V	FINDINGS, SUGGESTION & CONCLUSION This chapter will be a brief statement of analysis already stated in the previous chapters – Suggestions based on the findings – Conclusions of the Report.	10

Guidelines for Report preparations:

- Cover Title Page (Format enclosed).
- Inner Title Page (Same as cover title page).
- Certificate from Guide (Counter signed by the HOD) and Declaration by the Student.
- Certificate from Company/Firm where the project work is carried out. (Not required if project work is not based on a company/firm).
- Acknowledgement.
- List of Tables and Figures.
- Abbreviations/Operational definitions used.
- Reference for literature Review

Formatting your Project Report

1. Report should be typed neatly on one side of the paper with 1.5 spacing on a A4v size bond paper (210 x 297 mm). Use dry tone Xerox for printing. The margins should be left: 1.25", Right – 1", Top and bottom – 0.75"
2. The total number of reports to be prepared is THREE (One each for the Office, Guide and student)
3. Before taking the final printout, the approval of their concerned guide is necessary and corrections suggested, if any must be incorporated. If the draft is not approved by the guide, the guide is not obliged to sign the report.
4. The project report must be paperback bound and don't use spiral binding.
5. The Project report must contain 80 – 120 pages. But no more than 150 Pages.

Outlay of the Report:

The Chapter, Sections and Sub sections may be numbered in the decimal form for e.g. Chapter2 section as 2.1, 2.2 etc., and Sub section as 2.2.3, 2.5.1 etc.

Each chapter must be left justified (font size 16). Followed by the Title of chapter entered (font size 18), sections / sub section numbers along with their headings must be left justified with section number and its heading in font size 16 and sub section and its heading font size 14. The body or the text of the report should have font size 12 (Times new Roman).

The figures and table must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder. Table 3.1 Primitive

(Cover title page & inner title page format)

Evaluation of Mutual Fund Performance A Case Study of Equity Funds of UTI

by

RANJITH. K
(Reg. No: XXXXXXXX)

Under the Guidance and Supervision
of

Mr. xxxxxxxxxxxxxxxx

xxxxxxxxxx

xxxxxxx

xxxxx

Project Report Submitted *to*

The Directorate of Technical Education
in partial fulfillment of the requirements of
Diploma in Modern Office Practice Board examinations – 20....

STATE INSTITUTE OF COMMERCE EDUCATION
Tharamani
Chennai – 600113.

APRIL 2016