Modified Curriculum for 3 years
Diploma Course in Modern Office Management

1ST SEMESTER

Sl. No	Subject Code	Subject	Contact Hours (per week)				Evaluation Scheme								TOTAL MARKS	Duration of Exam	Credits
							Theory				Practical						
			L	PR.	TUT.	TOTAL	TH	SESS	TOTAL	PASS MARKS	EXAM/ VIVA	SESS	TOTAL	PASS MARKS			
1	MOM/101	Communication in English-I	3	0	0	3	70	30	100	30	0	0	0	0	100	3 Hrs	3
2	MOM/102	Financial Accounting-I	3	0	1	4	70	30	100	30	0	0	0	0	100	3 Hrs	3
3	MOM/103 (A)/ MOM/103 (B)	Business Mathematics / Fundamentals of Insurance	3	0	0	3	70	30	100	30	0	0	0	0	100	3 Hrs	3
4	MOM/104	Fundamentals of Management	3	0	0	3	70	30	100	30	0	0	0	0	100	3 Hrs	3
5	MOM/105	Typewriting Pr-I	3	6	2	11	70	30	100	30	125	50	175	53	275	3 Hrs	6
6	MOM/106	Stenography-I	3	4	2	9	70	30	100	30	75	100	175	53	275	3 Hrs	5
7	MOM/110	Development of Life Skill-I	1	2	0	3	-	-	-	-	25	25	50	15	50	-	2
TOTAL			19	12	3	32	420	180	600		225	175	400		1000		25

NOTE:
The subject MOM/103(A) or MOM/103(B) is optional. A student can choose only one subject.

2nd SEMESTER

Sl. No	Subject Code	Subject	Contact Hours (per week)				Evaluation Scheme								TOTAL MARKS	Duration of Exam	Credits
							Theory				Practical						
			L	PR.	TUT.	TOTAL	TH	SESS	TOTAL	PASS MARKS	EXAM/VIVA	SESS	TOTAL	PASS MARKS			
1	MOM/201	Communication in English-II	2	0	0	3	50	50	100	30	0	0	0	0	100	2 Hrs	2
2	MOM/202	Financial Accounting-II	3	0	0	3	70	30	100	30	0	0	0	0	100	3 Hrs	3
3	MOM/203	Office Organisation & Management	3	0	0	3	70	30	100	30	0	0	0	0	100	3 Hrs	3
4	MOM/204	Introduction to Computer	3	6	0	9	70	30	100	30	75	25	100	30	200	3 Hrs	6
5	MOM/205	Typewriting Pr-II	0	6	2	8	0	0	0	0	125	100	225	68	225	-	3
6	MOM/206	Stenography-II	3	4	2	9	70	30	100	30	75	50	125	38	225	-	5
7	MOM/210	Development of Life Skill-II	1	2	0	3	-	-	-	-	25	25	50	15	50	-	2
	TOTAL		**16**	**16**	**4**	**36**	**420**	**180**	**400**		**350**	**250**	**600**		**1000**		**25**

3rd SEMESTER

SI. No	Subject Code	Subject	Contact Hours (per week)				Evaluation Scheme								TOTAL MARKS	Duration of Exam	Credits
							Theory				Practical						
			L	PR.	TUT.	TOTAL	TH	SESS	TOTAL	PASS MARKS	EXAM/ VIVA	SESS	TOTAL	PASS MARKS			
1	MOM/301	Communication in English-III	2	4	0	6	50	25	75	25	50	25	75	25	150	3 Hrs	4
2	MOM/302	Fundamentals of Secretarial Practice	3	0	0	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
3	MOM/303	Office Correspondence	3	0	0	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
4	MOM/304	Computerized Office Automation	2	6	0	8	50	25	75	25	50	25	75	25	150	2 Hrs	5
5	MOM/305	Typewriting & Stenography Pr-I	0	12	2	14	0	0	0	0	125	75	200	66	200	-	6
6	AA/MOM/301	Environmental Studies	3	0	0	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
7	MOM/310	Professional Practice-I	0	2	0	2	-	-	-	-	25	25	50	17	50	-	1
	TOTAL		13	24	2	39	310	140	450	-	250	150	400		850		25

4th SEMESTER

SI. No	Subject Code	Subject	Contact Hours (per week)				Evaluation Scheme								TOTAL MARKS	Duration of Exam	Credits
							Theory				Practical						
			L	PR.	TUT.	TOTAL	TH	SESS	TOTAL	PASS MARKS	EXAM/VIVA	SESS	TOTAL	PASS MARKS			
1	MOM/401	Communicative English & Personality Development-I	0	4	-	4	0	0	-	-	75	25	100	33	100	-	2
2	MOM/402	Management Communication	3	0	-	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
3	MOM/403	Sales Management & Advertising	3	0	-	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
4	MOM/404	Computerised Financial Accounting	1	6	3	10	0	0	0	0	125	75	200	66	200	-	5
5	MOM/405	Fundamentals of Economics	3	0	-	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
6	MOM/406	Typewriting & Stenography Pr-II	0	12	2	14	0	0	0	0	125	75	200	66	200	-	7
7	MOM/410	Professional Practice-II	0	2	-	2					25	25	50	17	50	-	1
	TOTAL		10	24	5	39	210	90	300	-	350	200	550		850		25

5th SEMESTER

Sl.No	Subject Code	Subject	Contact Hours (per week)				Evaluation Scheme								TOTAL MARKS	Duration of Exam	Credits
							Theory				Practical						
			L	PR.	TUT.	TOTAL	TH	SESS	TOTAL	PASS MARKS	EXAM/VIVA	SESS	TOTAL	PASS MARKS			
1	MOM/501	Communicative English & Personality Development-II	2	2	-	4	50	25	75	25	25	25	50	15	125	2 Hrs	3
2	MOM/502	Entrepreneurship	3	0	-	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
4	CO/MOM/503	Introduction to Database Management System	3	6	-	9	70	30	100	33	25	25	50	25	150	3 Hrs	6
5	MOM/5 04	Office Documentation & Record Management	2	3	-	5	50	25	75	25	25	25	50	17	125	2 Hrs	3
4	MOM/505	Business Statistics	3	0	-	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
5	MOM/506	Typewriting & Stenography Pr-III	0	8	4	12	0	0	0	0	125	75	200	66	200	-	6
6	MOM/510	Professional Practice-III	0	4	-	4	0	0	0	0	25	25	50	17	50	-	1
	TOTAL		13	23	4	40	310	140	450		225	175	400	-	850		25

6th SEMESTER

Sl. No	Subject Code	Subject	Contact Hours (per week)				Evaluation Scheme								TOTAL MARKS	Duration of Exam	Credits
							Theory				Practical						
			L	PR.	TUT.	TOTAL	TH	SESS	TOTAL	PASS MARKS	EXAM/ VIVA	SESS	TOTAL	PASS MARKS			
1	MOM/601	Behavioral Science & Total Quality Management	3	0	-	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
2	MOM/602	Fundamentals of Banking	3	0	-	3	70	30	100	33	0	0	0	0	100	3 Hrs	3
3	MOM/603	Multimedia Communication & Office Equipment	3	4	-	7	70	30	100	33	25	25	50	15	150	3 Hrs	5
4	MOM/604	Web Technologies	2	6	-	8	50	25	75	25	50	25	75	25	150	2 Hrs	5
5	MOM/605	Typewriting & Stenography Pr-IV	0	11	2	13	0	0	0	0	125	75	200	66	200	-	6
6	MOM/606	General Viva	1	0	-	1	-	-	-	-	50	50	100	33	100		1
7	MOM/610	Professional Practice	0	4	-	4	0	0	0	0	25	25	50	17	50	-	2
	TOTAL		12	25	2	39	260	115	375		275	200	475	-	850	-	25

INTRODUCTION:

One of the most need based Diploma course offered by PCPS Girls' Polytechnic is Modern Office Management. Initially it was known as Certificate in Secretarial Practice and the duration of the course was two years. By considering the present market competition, the course was upgraded to the three years Diploma course renaming it as Modern Office Management under the World Bank Project in 1995. The intake capacity was raised to 30 students and the entry level qualification for the course was made HSSLC (10+2) from the earlier HSLC (i.e. only 10). The intake capacity was again raised to 40 students from any stream.

AIM OF THE COURSE:

Diploma in Modern Office Management aims to provide the necessary skills and abilities to students specially to the girl students in order to serve the needs of business, Government offers along with industries with more relevance to the existing work situations. Nowadays it becomes indispensable to import skills and abilities to cope up with the era of Information Technology in accordance with the liberalization of the economy. After completion of the course the students become familiar with the office automation process and handling such equipments is day to day office administration. The students are given wide exposure in the area of Management, Business and Office Practices, exposure to Information Technology and other office automation equipment.

OBJECTIVES:

The major objectives are as follows:-

➤ To train and develop competent office personnel for wage employment and for self employment.
➤ To train students in the theoretical and practice skills of using and maintaining office equipments.
➤ To make the students aware of the importance of organisation, management, procedure and practice in an office.
➤ To develop personality traits, behavior and work habits appropriate to the requirements of the job.

DURATION:

The duration of the course is 3 years (6 semesters). The entry level is 10+2.

ENTRY REQUIREMENTS:

Students who have completed their HSSLC (in any stream) exam successfully are eligible to sit for entrance or admission test conducted by Directorate of Technical Education, Assam, specially for MOM.

DIPLOMA IN MODERN OFFICE MANAGEMENT COURSE SUITABILITY:

Upon completion of the Diploma Course the students will be able to

Become competent in the operation of latest computer peripherals and maintenance.
(ii) Become efficient Computer Operators and Front Office Representatives.
(iii) Conversant with the latest software developed for business.
(iv) Meet the need of the industrial houses and organisations in term of commercial correspondence, book keeping, preparation of reports and records by operating and handling both typewriter and computer.
(v) Practice modern office procedures in business administration and solve problems to make the service or products more competitive.

The passed out students are eligible in the job market as –

(i) DTP Operator
(ii) Tally Operator
(iii) Typist & Stenographer
(iv) Receptionist
(v) Front Office Manager
(vi) Private Secretary
(vii) Office Assistant
(viii) Computer Operator
(ix) Cashier
(x) Account Assistant
(xi) Statistical Investigator
(xii) Junior executive in Management Information Systems

JUSTIFICATION FOR MODIFICATION OF THE COURSE:

The present curriculum is modified to cope with the present job market in accordance with liberalization and globalization. An attempt has been made to impart skill and practical knowledge to the students as they will be able to absorb in the job market by acquiring proficiency.

SYLLABUS
FOR
THREE YEAR DIPLOMA COURSE

MODERN OFFICE MANAGEMENT
SEMESTER-I

1. Course Title**: COMMUNICATION IN ENGLISH-I**

2. Course Code: **MOM/101**

3. Semester: I

4. **Aim of the course:**

The general aim of a course in English language and communication is aimed at the three domains of learning: knowledge, skills and attitudes. In keeping up with this aim, it is attempted to develop all the four skills of language learning in the learner – listening, speaking, reading and writing and also to enable the students to use the grammar of the English language correctly. Since, all these four skills are interrelated to each other, this course is aimed at achieving language proficiency in all the four skills so that at the end of the course the student is a confident user of the General Indian English (GIE), with the added knowledge of the other variants as British English and American English. This, it is attempted to achieve, by building a carefree, tension free classroom atmosphere in which the language classes incorporate activities related to these four skills. It is aimed that at the end of the course, the student can relate to the English language as a language of communication and conduct of everyday affairs.

5. Course outcome:
On completion of the course on Communication in English-I, student will be able to
- CO_1 = Comprehend basic sentences in English.
- CO_2 = Construct grammatically correct sentences in English.
- CO_3 = Use grammatically correct English sentences in everyday situations.
- CO_4 = Use varied English vocabulary in everyday situations confidently.
- CO_5 = Conduct themselves orally using simple English.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
39	3	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Parts of Speech	1.1 Recognition and review of Nouns, Pronouns, Verbs, Adverbs, Adjectives, Prepositions, Conjunctions, Interjections	1. Explain the different parts of speech.	3

		1.2 Knowledge of Subject, Object and Compliment of the Verb 1.3 Verbals –Infinitival, Gerund and Preposition	2. Describe the various parts of sentence.	
2.	Prepositions of time and place	2.1 Contextual teaching of prepositions of time - on, in , at, since, for, ago, before, to, past, to, from, till/until, by 2.2 prepositions of place: in, at, on, by, next to, beside, near, between, behind, in front of, under, below, over, above, across, through, to, into, towards, onto, from	1. Explain prepositions of time and place.	5
3.	Clause, phrases and Relative Clauses	3.1 Basic definitions of clauses and phrases 3.2 Focus on Relative Pronouns and their use in sentences as relative clauses	1. Describe the various types of clauses and phrases with special reference to relative clauses.	2
4.	Subject Verb Agreement	4.1 Rules that guide the agreement of the subject to its verb	1. Explain subject verb agreement.	5
5.	Sentence types and Transformation of sentences	5.1 Assertive sentences, Exclamatory sentences, Interrogative sentences, Negative sentences, Compound sentences, complex sentences, simple sentences, Degrees of Comparison	1. Describe the various types of sentences and their transformations.	5
6.	Voice	6.1 Change from Active Voice to Passive Voice and vice versa	1. Describe Voice.	3
7.	Punctuation	7.1 Use of the comma, semi-colon, colon, apostrophe, exclamation mark, question mark and quotation marks	1. Explain punctuation in different situations and sentences.	5
8.	Word formation	8.1 Change of one part of speech to the other: from Verbs to Nouns, Nouns to Verbs, Adjectives to Nouns, Nouns to Adjectives, Verbs to adverbs, and Adverbs to Verbs	1. Explain the conversion of one part of speech to the other.	2
9.	Affixation	9.1 Prefixes and Suffixes and new word formations	1. Explain the use of various Affixes and the change of meaning with it.	2

10.	Nominal Compounds	10.1 Common nominal compound	1. Describe how different nouns can come together to form a new word.	2
11	Paragraph Writing	11.1 Descriptive Paragraph on various related topics.	1. Describe how to write coherent paragraphs in related words.	5

BOOKS RECOMMENDED:

1. *Essential English Grammar with Answers* by Raymond Murphy (Cambridge University Press)
2. *English for Polytechnics* by Dr Papori Rani Barooah (Eastern Book House Publishers)
3. *English Grammar* by Annie Brinda (Cambridge University Press)

9. TABLE OF SPECIFICATIONS for Communication in English-I

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Parts of Speech	3	7	2	1	1	0
2	Prepositions of time and place	5	13	5	2	1	2
3	Clause, phrases and Relative Clauses	2	5	3	3	2	2
4	Subject Verb Agreement	5	13	4	2	2	3
5	Sentence types and Transformation of sentences	5	13	4	2	2	2
6	Voice	3	8	2	2	1	1
7	Punctuation	5	13	3	2	2	2
8	Word formation	2	5	2	1	1	1
9	Affixation	2	5	1	1	1	0
10	Nominal Compounds	2	5	1	1	1	0

11	Paragraph Writing	5	13	2	3	3	3
	Total	39	100	29	20	17	16

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Communication in English-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Parts of Speech	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
2	Prepositions of time and place	1	1	1	3	2	0	0	0	2	5	0	0	0	5	10
3	Clause, phrases and Relative Clauses	1	1	1	3	3	0	0	0	3	4	0	0	0	4	10
4	Subject Verb Agreement	1	1	1	3	2	2	2	1	7	0	0	0	0	0	10
5	Sentence types and Transformation of sentences	2	1	0	3	2	2	2	1	7	0	0	0	0	0	10
6	Voice	1	0	2	3	1	1	1	0	3	0	0	0	0	0	6
7	Punctuation	1	1	1	3	2	1	1	1	5	0	0	0	0	0	8
8	Word formation	0	0	2	2	1	1	1	0	3	0	0	0	0	0	5
9	Affixation	0	0	2	2	1	0	0	0	1	0	0	0	0	0	3
10	Nominal Compounds	0	1	1	2	0	0	0	0	0	0	0	0	0	0	2
11	Paragraph Writing	0	0	0	0	0	0	0	0	0	5	0	0	0	5	5
	Total	8	6	11	25	14	7	7	3	31	14	0	0	0	14	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title: **FINANCIAL ACCOUNTING-I**

2. Course Code: **MOM/102**

3. Semester: I

4. **Aim of the course:**

1. To acquaint student with accounting concept.
2. To provide introductory knowledge of book-keeping and accountancy.
3. To prepare cash book, journal, and ledger.
4. To prepare Trial Balance and final accounts.

5. Course outcome:
On completion of the course on financial accounting, student will be able to
- CO_1 = explain accounting concept, single and double entry system.
- CO_2 = describe book keeping and accountancy.
- CO_3 = state the different kinds of accounts.
- CO_4 = explain journal entry, ledger, cash-book and trial balance.
- CO_5 = identify different transaction for preparation of final account.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
42	3	-	45

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Introduction	1.1 Definition of Book-Keeping and its objectives 1.2 Definition of Accounting and its objectives 1.3 Distinction between Book-Keeping and Accounting 1.4 Importance 1.5 Generally Accepted Accounting Principles(GAAP)	1) Explain concept of book-keeping and accounting.	6
2.	Accounts and dual aspect concept	2.1 Definition of Accounts 2.2 Different kinds of Accounts	1) Define accounting and	8

		2.3 Double entry system and its principles and advantages 2.4 Definition of the term' Debit & Credit" and their application in recording transactions	kinds of accounts. 2) Demonstrate debit and credit.	
3.	Recording of transactions	3.1 Classifications of books of accounts 3.2 Journal & Ledgers and its importance and advantages 3.3 Recording of transactions in subsidiary books 3.4 Distinction between Journal & Ledger 3.5 Posting from Journal & subsidiary books in to Ledger	1) State journal and ledger. 2) Posting of journal and ledger.	8
4.	Accounting for cash and bank	4.1 Different types of Cash book 4.2 Singe column, Double Column, Triple Column cash book 4.3 Petty Cash Book including imprest system 4.4 Reconciliation statement, its objectives & preparation	1) Explain cash book and their types. 2) Describe and posting of transactions in cash book.	5
5.	Trial balance	5.1 Definition and objectives 5.2 Types of errors 5.3 Errors disclosed by the trial balance and not disclosed by the trial balance 5.4 Preparation of Trial balance	1) Explain trial balance and types of errors.	5
6.	Final accounts of sole tradership	7.1 Preparation of Trading & Profit & Loss accounts and Balance sheet with adjustment closing stock, outstanding expenses, prepaid expenses, depreciation, bad debts etc.	1) State preparation of final accounts.	10

BOOKS RECOMMENDED:
1. *Advanced Accountancy* - S.P. Jain, K.L. Narang, Kalyani Publishers
2. *Advanced Financial Accounting* - B.B. Dam, H.C. Gautam, Capital Publishing.
3. *Financial Accounting* - G.R. Mongra, G. Ahuja & Ashok Sehgal.
4. *Advanced Accounting* - S.N. Maheswary & S.K.Maheshwari.
5. *Modern Accountancy* - A. Mukherjee & H.Hanif, Tata McGraw Hill Publishing Co. Ltd.

9. TABLE OF SPECIFICATIONS for Financial Accounting-I

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Introduction	6	14	7	0	0	0
2	Accounts and dual aspect concept	8	19	5	0	0	0
3	Recording of transactions	8	19	3	2	2	0
4	Accounting for cash and bank	5	12	3	2	2	0
5	Trial balance	5	12	4	2	3	0
6	Final accounts of sole tradership	10	24	5	3	4	0
	TOTAL	42	100	27	9	11	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Detailed Table of Specifications for FA-I**

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction	3	1	0	4	0	0	0	0	0	10	0	0	0	10	14
2	Accounts and dual aspect concept	4	1	0	5	0	0	0	0	0	5	0	0	0	5	10
3	Recording of transactions	4	0	0	4	0	0	0	0	0	8	0	0	0	8	12
4	Accounting for cash and bank	4	0	0	4	0	0	0	0	0	6	0	0	0	6	10
5	Trial balance	4	0	0	4	0	0	0	0	0	6	0	0	0	6	10
6	Final accounts of sole tradership	4	0	0	4	0	0	0	0	0	10	0	0	0	10	14
	Total	23	2	0	25	0	0	0	0	0	45	0	0	0	45	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: BUSINESS MATHEMATICS**

2. Course Code: **MOM/103(A)**

3. Semester: I

4. **Aim of the course:**

- ➢ To acquaint student with theory of sets.
- ➢ To provide knowledge on logarithm, permutation and combination.
- ➢ To calculate compound interest and annuities.
- ➢ To provide knowledge on co-ordinate geometry.

5. Course outcome:
On completion of the course on business mathematics, student will be able to

- CO_1 = explain theory of sets.
- CO_2 = describe knowledge on logarithm, permutation and combination.
- CO_3 = state to calculate compound interest and annuities.
- CO_4 = explain co-ordinate geometry.
- CO_5 = identify and explain linear programming.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
42	3	-	45

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Theory of sets	Definitions, types of sets, operations on sets, application of sets.	1. Explain set theory and types.	5
2.	Arithmetic progression (a.p.) and geometric progression (g.p.)	Definition, sum of A.P. and G.P. series, arithmetic and geometric means, application of A.P. and G.P. in solving business problems.	1. Define A.P. and G.P.	6
3.	Logarithm	Introduction, laws of logarithm	1. Introduce laws of logarithm.	5
4.	Compound interest and annuities	Compound amount at changing rates, normal and	1. Explain and calculate	8

		effective rates of interest, present value, equation of value, discount, depreciation, methods of computing annual depreciation, types of annuities.	compound interest and annuities. 2. Describe discount depreciation and types of annuities.	
5.	Co-ordinate Geometry of Two Dimensions	Idea of cartesian co-ordinates; slope or gradient of a line; equation of a line passing through (i) one given point, (ii) two given points; equation of a line in slope-intercept from $(y = mx+c)$ and intercepts from $(x/a+ y/b=1)$; application of equations of straight lines in solving business problems, point of intersection of two lines.	1. Describe co-ordinate geometry and their application.	6
6.	Permutation and combination	**Permutation**: fundamental principle, factorial notation, permutation of things all different, simple problems; **Combination**: Combination of things all different, simple problems.	1. Explain basic idea of permutation and combination with suitable examples.	7
7.	Linear Programming (L.P.)	Meaning, assumption, formulation, uses, limitation, solutions of LPP involving two variables by graphical method	1. Describe basic idea of linear programming.	5

BOOKS RECOMMENDED:

1. *Business Mathematics* - D.R. Agarwal, Vrinda Publications (P) Ltd.
2. *A. Textbook of Business Mathematics* - Padmalochan Hazarika, S. Chand.
3. *Business Mathematics and Statistics* - A.p. Verma, Asian BooksPvt. Ltd.
4. *Business Mathematics* - J.K. Singh, Himalaya Publishing House.
5. *Business Mathematics, and Statistics* - R.K. Ghosh, S. Saha, New Central Book Agency(Pvt.) Ltd.
6. *Basic Mathematics* - RGD Allen- Macmillan, New Delhi.
7. *Mathematics for Economics* - Dowling E.T. –Schawn Series, McGraw Hill, London.
8. *Mathematics for Business studies* - J.K. Thukural –Mayoor Paperbacks.
9. *Mathematics and Statistics* - Goel, Ajoy and Aloka, Taxman Allied Servies (P) Ltd.

9. TABLE OF SPECIFICATIONS for Business Mathematics

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Theory of sets	5	12	4	2	1	0
2	Arithmetic progression (a.p.) and geometric progression (g.p.)	6	14	6	3	1	0
3	Logarithm	5	12	3	1	1	0
4	Compound interest and annuities	8	19	8	2	2	0
5	Co-ordinate Geometry of Two Dimensions	6	14	4	2	1	0
6	Permutation and combination	7	17	5	3	1	0
7	Linear Programming (L.P.)	5	12	3	0	0	0
	TOTAL	42	100	33	13	7	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for FA-I

Sl. No.	Topic	Objective Type K	C	A	T	Short Answer Type K	C	A	HA	T	Essay Type K	C	A	HA	T	Grand Total
1	Theory of sets	3	1	0	4	0	0	0	0	0	6	0	0	0	6	10
2	Arithmetic progression (a.p.) and geometric progression (g.p.)	3	1	0	4	2	2	2	0	6	0	0	0	0	0	10
3	Logarithm	2	0	0	2	4	0	4	0	8	0	0	0	0	0	10

No.	Topic	K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	T
4	Compound interest and annuities	3	2	0	5	2	0	3	0	5	0	0	0	0	0	10
5	Co-ordinate Geometry of Two Dimensions	3	0	0	3	2	0	0	0	2	5	0	0	0	5	10
6	Permutation and combination	4	0	0	4	0	0	0	0	0	6	0	0	0	6	10
7	Linear Programming (L.P.)	3	0	0	3	0	0	0	0	0	7	0	0	0	7	10
	Total	**21**	**4**	**0**	**25**	**10**	**2**	**9**	**0**	**21**	**24**	**0**	**0**	**0**	**24**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: FUNDAMENTALS OF INSURANCE**

2. Course Code: **MOM/103(B)**

3. Semester: I

4. **Aim of the course:**

> ➢ To acquaint student with the concept of insurance.
> ➢ To provide knowledge on life insurance, general insurance and marine insurance.
> ➢ To provide knowledge on insurance intermediaries in insurance market.
> ➢ To provide knowledge on insurance organisation in India.

5. Course outcome:

On completion of the course on Fundamentals of Insurance, student will be able to

- CO_1 = explain the concept of insurance.
- CO_2 = describe knowledge on life insurance, general insurance and marine insurance.
- CO_3 = identify and explain insurance organisation.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	-	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Introduction	Definition & Nature of insurance; origin & development of insurance, history of insurance in India, kinds of insurance, principles of insurance, importance of insurance.	1. Explain the nature and concept of insurance. 2. Describe importance of insurance.	8
2.	Life insurance	Definition of life insurance, features, benefits of life insurance, procedure for taking life insurance policy, kinds of life insurance policy, nomination, assignment and surrender value,	1. Introduce life insurance and its benefit. 2. Explain settlement of claims at	9

		settlement of claims at death and maturity.	death and maturity	
3.	General insurance	Development of general insurance in India, Fire insurance- need, procedure of taking fire insurance policy, double insurance, re-insurance; marine insurance- types of marine insurance policy.	1. Describe general insurance, double insurance and re-insurance.	8
4.	Insurance organizations	LICI, objectives and achievements, GIC- mission, organization, functions, private sector insurance organizations in India, insurance ombudsman.	1. Explain life insurance organisation and general insurance commission.	8
5.	Insurance intermediaries	Insurance Agent; meaning, procedure for becoming an insurance agent, functions of an Insurance agent, rights of an insurance agent, termination of an insurance agent.	1. Explain functions of an insurance agent.	7

BOOKS RECOMMENDED

1. *Principles of Insurance and Risk Management* - Alkamittal, S.I. Gupta, Sultan Chand & Sons.
2. *Insurance and Risk Management* - Dr. P.K. Gupta, Himalaya Publishing House.
3. *Insurance Principles and Practice* - M.N. Mishra, S.B. Mishra, S. Chand.
4. *Introduction to Risk Management and Insurance Marks* - S. Dortman, Pearson Education.
5. *Principles and Practice of Insurance* - M.Motihar, Sharda Pustal Bhawan, Allahabad**.**
6. *Insurance –Principles and Practice* - Indrajit Singh, Rakesh Katyal, Sanjay Arora – Kalyani Publishers.
7. *Fundamentals of Insurance* - Principles and Practice –Dr. S. Sikidar, Dr. P.K. Nath, Dr. G. Nath –Abhilekh, Guwahati.
8. *Principles and Practice of Insurance* - G.S. panda –Kalyani Publishers.
9. *IRDA Act. 1999*
10. *Principles & Practice of Insurance* - Insurance Institute of India, Mumbai.

9. TABLE OF SPECIFICATIONS for Fundamentals of Insurance

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Introduction	8	20	6	0	0	0
2	Life insurance	9	22	7	0	0	0
3	General insurance	8	20	6	0	0	0
4	Insurance organizations	8	20	6	0	0	0
5	Insurance intermediaries	7	18	5	0	0	0
	TOTAL	**40**	**100**	**32**	**0**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for FA-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction	6	0	0	6	0	0	0	0	0	10	0	0	0	10	16
2	Life insurance	6	0	0	6	2	0	0	0	2	7	0	0	0	7	15
3	General insurance	5	0	0	5	0	0	0	0	0	8	0	0	0	8	13
4	Insurance organizations	4	0	0	4	2	0	0	0	2	7	0	0	0	7	13
5	Insurance intermediaries	4	0	0	4	2	0	0	0	2	7	0	0	0	7	13
	Total	25	0	0	25	6	0	0	0	6	39	0	0	0	39	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: FUNDAMENTALS OF MANAGEMENT**

2. Course Code: **MOM/104**

3. Semester: I

4. **Aim of the course:**

> ➢ To provide knowledge of management.
> ➢ To explain various management activities.
> ➢ To introduce students with scientific management.
> ➢ To provide introductory knowledge of planning, organizing, decision making etc.

5. Course outcome:

On completion of the course on Fundamentals of Management, student will be able to

- CO_1 = explain the concept and functions of management.
- CO_2 = describe decision making process and leadership.
- CO_3 = define motivation and personality.
- CO_4 = identify social responsibility of business houses.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	-	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Definition of management	1.1. Historical background of management 1.2. Different approaches to management	1. Explain historical background and approaches to management.	7
2.	Concept of management	2.1 Management objectives and significance	1. Describe the objective and significance of management.	8
3.	Function of management	3.1. Planning 3.2. Organization 3.3. Staffing and Directing	1. Explain the functions of management.	9

Sl. No.	Topic	Objective	Specific objective	Hours
		3.4. Decision making 3.5. Delegation of authority 3.6. Monitoring and controlling		
4.	Scientific management & MBO	4.1 Element of Scientific Management 4.2 Advantages and Limitations of MBO	1. Introduce the element of scientific management.	7
5.	Human resource development	7.1 Selection arid appraisal of managers 7.2 Motivation 7.3. Leadership 7.4. Personality	1. Describe maslaw's theory. 2. Explain leadership functions and qualities. 3. Explain personality and any one personality theory.	6
6.	Social responsibility of management	6.1 Social responsibility of management	1. Describe social responsibility of business houses.	3

BOOKS RECOMMENDED:
1. ***Principles of Management*** - George R. Terry
2. ***Principles & Practice of Management*** - L.M. Prasad, S. Chand & Co.
3. ***Principles of Management*** - Dr. Neeru Vasishth
4. ***Essentials of Management*** - Harold Koontz

9. TABLE OF SPECIFICATIONS for Fundamentals of Insurance

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Definition of management	7	18	7	0	0	0
2	Concept of management	8	20	6	0	0	0
3	Function of management	9	23	5	0	0	0
4	Scientific management & MBO	7	18	7	0	0	0

5	Human resource development	6	15	7	0	0	0
6	Social responsibility of management	3	6	3	0	0	0
	TOTAL	40	100	35	0	0	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for FA-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Definition of management	6	0	0	6	0	0	0	0	0	7	0	0	0	7	13
2	Concept of management	6	0	0	6	0	0	0	0	0	7	0	0	0	7	13
3	Function of management	5	0	0	5	2	0	0	0	2	7	0	0	0	7	14
4	Scientific management & MBO	4	0	0	4	0	0	0	0	0	7	0	0	0	7	11
5	Human resource development	4	0	0	4	0	0	0	0	0	7	0	0	0	7	11
6	Social responsibility of management	0	0	0	0	0	0	0	0	0	8	0	0	0	8	8
	Total	25	0	0	25	2	0	0	0	2	43	0	0	0	43	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: TYPEWRITING PRACTICE-I**

2. Course Code: **MOM/105**

3. Semester: I

4. **Aim of the course:**

➢ To provide knowledge on typewriting.
➢ To explain various keys of a typewriter.
➢ To introduce students with various parts of a typewriter.
➢ To provide introductory knowledge on keyboard mastery.

5. Course outcome:
On completion of the course on Typewriting Practice-I, student will be able to

- CO_1 = explain the functions of typewriting.
- CO_2 = describe keyboard.
- CO_3 = identify various parts of a typewriter.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
32	2	30	64

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	30	125	50	175	53	275

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Importance of a Typewriter	Manual & Electronic & Vernacular	1. Explain importance of a typewriter.	5
2.	System of Typing	Blind and sight system	1. Introduce system of typing.	5
3.	Name of essential parts of a Typewriting and their use	Different part and their uses	1. Introduce essential parts of a typewriter.	5
4.	Key Board Mastery	Use of different keys	1. Explain how to achieve	5

				keyboard mastery.	
5.	Use of different parts	Use of different parts	1. Introduce different parts.		4
6.	Maintenance of a Typewriter including simple mechanism	Maintenance of a Typewriter including simple mechanism	1. Describe how to maintain a typewriter.		3
7.	Fingering	Efficient use of fingers.	1. Explain about proper fingering.		5

9. TABLE OF SPECIFICATIONS for Typewriting Practice-I

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Importance of a Typewriter	5	16	7	0	0	0
2	System of Typing	5	16	6	2	2	0
3	Name of essential parts of a Typewriting and their use	5	16	5	4	4	0
4	Key Board Mastery	5	16	7	5	6	0
5	Use of different parts	4	12	7	4	4	0
6	Maintenance of a Typewriter including simple mechanism	3	8	3	2	2	0
7	Fingering	5	16	3	4	4	
	TOTAL	**32**	**100**	**38**	**21**	**22**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for FA-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Importance of a Typewriter	2	1	0	3	2	0	0	0	2	7	0	0	0	7	12
2	System of Typing	3	0	1	4	0	0	0	0	0	8	0	0	0	8	12
3	Name of essential parts of a Typewriting and their use	6	1	1	8	2	0	0	0	2	8	0	0	0	8	18
4	Key Board Mastery	4	0	0	4	2	0	0	0	2	0	0	0	0	0	6
5	Use of different parts	6	0	0	6	0	0	0	0	0	6	0	0	0	6	12
6	Maintenance of a Typewriter including simple mechanism	0	0	0	0	0	0	0	0	0	6	0	0	0	6	6
7	Fingering	0	0	0	0	2	2	0	0	4	0	0	0	0	0	4
	Total	**21**	**2**	**2**	**25**	**8**	**2**	**0**	**0**	**10**	**35**	**0**	**0**	**0**	**35**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

PRACTICAL:

To attain a minimum typing Speed of 20 w.p.m. (Practical - 30 Hrs)

1. Course Title**: STENOGRAPHY PRACTICE-I**

2. Course Code: **MOM/106**

3. Semester: I

4. **Aim of the course:**

➢ To provide knowledge on stenography.
➢ To explain various strokes used in stenography.
➢ To provide introductory knowledge on transcription.

5. Course outcome:
On completion of the course on Stenography Practice-I, student will be able to

- CO_1 = explain the importance of stenography.
- CO_2 = describe strokes.
- CO_3 = acquaint student with transcription.
- CO_4 = Prepare the students more thoroughly for shorthand dictation and transcription by way of applying simple and logical shorthand principles.

6. Teaching Scheme (in hours):

Lecture	Tutorial/Class Test	Practical	Total
40	2	20	62

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	30	125	50	175	53	275

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Importance of a Stenography	1.1. Definition of Shorthand 1.2. Inventor of Shorthand 1.3 Types of Shorthand	1. Explain importance of Shorthand.	8
2.	The Consonants	2.1 Classes of Consonants 2.2 Names of Consonants		7

		2.3 Size of Strokes		
3.	The Vowels	3.1 Vowel sounds 3.2 Long vowels and short vowels 3.3 Vowel signs and vowel places	1. Introduce different sounds and strokes.	5
4.	Intervening vowels, Grammalogues	4.1 Rules of Intervening Vowels 4.2 Definition of Grammalogues 4.3 Punctuation signs	1. Explain how to achieve Shorthand mastery.	3
5.	Alternative signs for r and h	5.1 Diphthongs 5.2 Abbreviated w		2
6.	Phraseography	6.1 Different phrases	1. Describe Phraseography	3
7.	Circle S & Z and Stroke S & Z	7.1 Rules of circle S and Z 7.2 Rules of stroke S and Z		2
8.	Large circles SW and SS or SZ	8.1 Loops st and str	1. Describe different loops.	2
9.	Initial hooks to straight strokes and curves	9.1 Alternative forms for fr, vr etc. Intervening vowels		2
10.	Circle or loop preceding initial hook			3
11.	Final hooks- n and f hooks	11.1 Circle or loops to final hooks		2
12.	The shun hook	12.1 Rules of shun hook		1

Practical : To develop a minimum shorthand speed of 50 w.p.m. with accuracy.

BOOKS RECOMMENDED
1. *Pitman Shorthand Instructor and key*
2. *Gregg Shorthand Manual Simplified*
3. *099417-X - LESILE- Gregg Shorthand*
4. *Gregg/Pitman Speed Building Simplified*
5. *Gregg Expert Speed Building*
6. *Gregg/Pitman Shorthand Dictionary*
6. *Pitman New Era Shorthand Anniversary Edition*

9. TABLE OF SPECIFICATIONS for Stenography Practice-I

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1.	Importance of a Stenography	8	21	10	3	2	0
2.	The Consonants	7	17	8	5	3	0

3.	The Vowels	5	13	5	2	3	0
4.	Intervening vowels, Grammalogues	3	7	4	2	2	0
5.	Alternative signs for r and h	2	5	5	3	2	0
6.	Phraseography	3	7	4	2	2	0
7.	Circle S & Z and Stroke S & Z	2	5	5	2	2	0
8.	Large circles SW and SS or SZ	2	5	3	5	5	0
9.	Initial hooks to straight strokes and curves	2	5	2	4	3	0
10.	Circle or loop preceding initial hook	3	7	3	1	3	0
11.	Final hooks- n and f hooks	2	5	2	1	2	0
12.	The shun hook	1	3	1	0	0	0
	Total	**40**	**100**	**52**	**30**	**29**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Stenography Practice-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Importance of a Stenography	2	1	1	4	2	0	0	0	2	4	0	0	0	4	10
2	The Consonants	2	1	0	3	0	0	0	0	0	5	0	0	0	5	8
3	The Vowels	2		1	3	3	0	0	0	3	0	0	0	0	0	6
4	Intervening vowels, Grammalogues	2	0	0	2	2	0	2	0	4	0	0	0	0	0	6
5	Alternative signs for r and h	2	0	0	2	2	2	0	0	4	0	0	0	0	0	6

No.	Topic	K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	T
6	Phraseography	2	0	0	2	0	3	0	0	3	0	0	0	0	0	5
7	Circle S & Z and Stroke S & Z	2	0	0	2	0	0	3	0	3	0	0	0	0	0	5
8	Large circles SW and SS or SZ	2	0	0	2	0	0	3	0	3	0	0	0	0	0	5
9	Initial hooks to straight strokes and curves	2	0	0	2	3	0	0	0	3	0	0	0	0	0	5
10	Circle or loop preceding initial hook	1	0	0	1	0	0	0	0	0	4	0	0	0	4	5
11	Final hooks- n and f hooks	2	0	0	2	3	0	0	0	3	0	0	0	0	0	5
12	The shun hook	0	0	0	0	0	0	0	0	0	4	0	0	0	4	4
	Total	**21**	**2**	**2**	**25**	**15**	**5**	**8**	**0**	**28**	**17**	**0**	**0**	**0**	**17**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

SYLLABUS
FOR
THREE YEAR DIPLOMA COURSE

MODERN OFFICE MANAGEMENT
SEMESTER-II

1. Course Title**: COMMUNICATION IN ENGLISH-II**

2. Course Code: **MOM/201**

3. Semester: II

4. **Aim of the course:**

The general aim of a course in English language and communication is aimed at the three domains of learning: knowledge, skills and attitudes. In keeping up with this aim, it is attempted to develop all the four skills of language learning in the learner – listening, speaking, reading and writing and also to enable the students to use the grammar of the English language correctly. Since, all these four skills are interrelated to each other, this course is aimed at achieving language proficiency in all the four skills so that at the end of the course the student is a confident user of the General Indian English (GIE), with the added knowledge of the other variants as British English and American English. This, it is attempted to achieve, by building a carefree, tension free classroom atmosphere in which the language classes incorporate activities related to these four skills. It is aimed that at the end of the course, the student can relate to the English language as a language of communication and conduct of everyday affairs.

5. Course outcome:

On completion of the course on Communication in English-II, student will be able to

- CO_1 = Comprehend meaning of a passage in English.
- CO_2 = Arrive at the gist of a passage and also write the gist in one's own words.
- CO_3 = Understand the differences between general English and official English.
- CO_4 = Face an interview with confidence and fluency and a positive attitude.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
28	2	0	30

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
50	50	100	30	0	0	0	0	100

8. Detailed Course Content:

Chapter no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Letter Writing	1.1 Formal letter formats, greetings, salutation, body of the letter, practice of letter writing in different situations: Order letter, Complaint letter, Letter of Adjustment, Quotation letter , Letter to the Editor, Application for leave of absence	1. Explain how to write different types of formal letters	5
2.	Job Application and Cover Letter, Resume, Curriculum Vitae, bio data	2.1 Format of a job application, Cover Letter, formats of Resume and CV for a fresher and for someone with experience, Differences between Resume, CV, Bio-data, and choice of referees	1. Explain how to write Job Applications, Cover Letter, Resume, Curriculum Vitae, bio data	5
3.	Paragraph Writing	3.1 Definition, Cohesion and Linkage using Transition words on everyday topics	1. Describe how to compose coherent passages.	3
4.	Summary writing	4.1 Definition, Use of Transition words, important points to remember while summarizing	1. Explain how to arrive at a summary of a paragraph / text.	2
5.	Reading Comprehension	5.1 Developing the comprehension skill of the students and the ability to reproduce grammatically and semantically correct English sentences	1. Describe how to comprehend passages for understanding.	2
6.	Memo Writing	6.1 Definition and format	1. Explain how to write a formal Memo.	2

7.	Report writing	7.1 Definition, types of reports with a focus on annual report, non-profit annual report, technical and academic report, necessity and purpose of writing a report, qualities of a good report, language used in a report, different formats of reports and sample reports	1. Explain how to write a formal report for office correspondence.	2
8.	E- mail writing	8.1 writing the perfect e-mail, steps to the perfect e-mail, formal and informal greetings, requests through an e-mail, writing an apology, complaint and seeking help and information in an e-mail, informing about a file attached in in an email, writing the formal ending of an e-mail	1. Explain how to write formal and informal emails.	2
9.	Facing an interview and dress code	9.1 How to approach, what to speak, how to speak in an interview and answer interview questions, the business etiquettes to maintain, body language , negative body language, handling an awkward situation in an interview, the perfect handshake, points to remember while applying for a job	1. Discuss how to face an interview for success.	3
10.	British English and American English	10.1 Difference between American and British English words – vocabulary and spelling	1. Distinguish between British English and American English.	2

BOOKS RECOMMENDED:
1. *Student's handbook of Written English and Phonetics* by Dr Papori Rani Barooah (Eastern Book House Publishers)
2. *Strengthening your writing* -V.R. Nayaranswami (Orient Longman)

9. TABLE OF SPECIFICATIONS for Communication in English-II

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Letter Writing	5	18	1	1	1	2
2	Job Application and Cover Letter, Resume, Curriculum Vitae, bio data	5	18	2	1	1	4
3	Paragraph Writing	3	11	2	1	1	1
4	Summary writing	2	7	2	1	1	1
5	Reading Comprehension	2	7	2	2	2	2
6	Memo Writing	2	7	1	1	1	2
7	Report writing	2	7	1	1	1	0
8	E- mail writing	2	7	1	1	1	2
9	Facing an interview and dress code	3	11	1	0	1	1
10	British English and American English	2	7	1	0	1	1
	Total	28	100	14	9	11	16

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}x100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Communication in English-II

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Letter Writing	3	0	0	3	1	0	1	0	2	0	0	0	0	0	5
2	Job Application and Cover Letter, Resume, Curriculum Vitae, bio data	2	0	0	2	0	0	0	0	0	2	1	0	3	6	8

3	Paragraph Writing	1	0	0	1	0	0	0	0	0	0	0	2	2	4	5
4	Summary writing	2	0	0	2	1	0	2	0	3	0	0	0	0	0	5
5	Reading Comprehension	1	0	0	1	0	0	0	0	0	0	4	0	2	6	7
6	Memo Writing	1	0	0	1	0	0	0	0	0	0	0	2	2	4	5
7	Report writing	1	0	0	1	0	0	0	0	0	0	0	2	2	4	5
8	E- mail writing	0	0	0	0	0	0	0	0	0	0	2	0	2	4	4
9	Facing an interview and dress code	1	0	0	1	0	0	0	0	0	0	1	0	1	2	3
10	British English and American English	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
	Total	**15**	**0**	**0**	**15**	**2**	**0**	**3**	**0**	**5**	**2**	**8**	**6**	**14**	**30**	**50**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: FINANCIAL ACCOUNTING-II**

2. Course Code: **MOM/202**

3. Semester: II

4. **Aim of the course:**

> ➢ To acquaint student with single entry system.
> ➢ To provide introductory knowledge of accounting for non trading concern.
> ➢ To prepare partnership account.
> ➢ To prepare Company Accounts.

5. Course outcome:
On completion of the course on financial accounting, student will be able to
- CO_1 = explain accounting on single entry system.
- CO_2 = describe non trading account.
- CO_3 = state the different kinds of accounts with partnership.
- CO_4 = explain consignment, joint venture.
- CO_5 = identify different transaction for preparation of company accounts.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	-	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Single entry system of book-keeping	1.1 Definition 1.2 Advantages & disadvantages 1.3 Conversion from single entry to Double entry system 1.4 Ascertainment of profit and preparation of final statement of affairs	1. Explain single entry system.	8

2.	Accounting for non-trading concern	2.1 Definition of Receipt & payment accounts and income and expenditure accounts 2.2 Distinction between "Receipts & payment accounts" and "Income & Expenditure accounts"	1. Describe accounting for non trading concern.	7
3.	Accounting for consignment and joint venture	3.1 Meaning and Nature of consignments & relationship between Principals & duties, Right & liabilities 3.2 Meaning of Joint venture -Distinction between Joint Venture. partnership and consignment	1. Describe consignment and joint venture.	6
4.	Partnership	4.1 Definition - types of firms and partners, characteristics partnership deed, special provision. Applicable in absence of partnership deed 4.2 Preparation of profit and loss Appropriation 4.3 Goodwill - meaning and definition accounts 4.4 Admission of partner-calculation of new ratio - Treatment of goodwill - Revaluation of assets & liabilities 4.5 Retirement of partner's	1. Explain partnership deed and partnership account.	7
5.	Company accounts	5.1 Nature of Company 5.2 Accounting for share capital-issue of shares at par, at a premium and at a discount, subscription and under subscription, calls in arrear, calls-in arrear, calls in advance	1. Describe formation of company and company accounts.	9
6.	Issue of debenture	6.1 At par, at a discount and at a premium.	1. Explain procedure of issue of debentures.	3

BOOKS RECOMMENDED:
1. *Advanced Accounts* - M.C. Shukla, S. Chand & Co.

2. *Fundamentals of Accounting* - T.P. Ghosh, S. Chand & Co.
3. *Theory & Practice of Accountancy* - B.Dam, R. Sarda, R. Barman, B. Kalita, Capital Publishing Co..
4. *Accountancy* - R.L. Gupta, M. Radhaswamy, S. Chand & Co.
5. *Cost Accounting* - Nigam & Jain, Prentice Hall of India Pvt. Ltd., New Delhi.
6. *Cost Accounts* - S.P. Jain & K.L. Narang, Kalyani Publisher.

9. TABLE OF SPECIFICATIONS for Financial Accounting-I

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Single entry system of book-keeping	8	20	6	2	0	0
2	Accounting for non-trading concern	7	17	5	0	0	0
3	Accounting for consignment and joint venture	6	15	3	0	0	0
4	Partnership	7	17	5	2	2	0
5	Company accounts	9	23	7	2	3	0
6	Issue of debenture	3	8	3	0	0	0
	TOTAL	40	100	29	6	5	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for FA-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Single entry system of book-keeping	3	1	0	4	0	0	0	0	0	8	0	0	0	8	12
2	Accounting for non-	4	1	0	5	0	0	0	0	0	5	0	0	0	5	10

#	Topic	K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	T
	trading concern															
3	Accounting for consignment and joint venture	4	0	0	4	0	0	0	0	0	8	0	0	0	8	12
4	Partnership	4	2	0	6	0	0	0	0	0	0	0	9	0	9	15
5	Company accounts	4	2	0	6	3	0	0	0	3	6	0	0	0	6	15
6	Issue of debenture	0	0	0	0	0	0	0	0	0	6	0	0	0	6	6
	Total	**19**	**6**	**0**	**25**	**3**	**0**	**0**	**0**	**3**	**33**	**0**	**9**	**0**	**42**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: OFFICE ORGANISATION AND MANAGEMENT**

2. Course Code: **MOM/203**

3. Semester: III

4. **Aim of the course:**

> ➢ To explain various office activities.
> ➢ To explain various types of organisation.
> ➢ To introduce students with office furniture.
> ➢ To provide introductory knowledge of office accommodation, layout, record management.

5. Course outcome:

On completion of the course on Office Organisation and Management, student will be able to

- CO_1 = explain the concept and functions of office.
- CO_2 = describe office process and types of organisation.
- CO_3 = describe office layout, office accommodation and office forms.
- CO_4 = identify filing system.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	-	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

1. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Importance and function of modern office	1.1 Definition of office 1.2 Office Organisation - Principles and Types 1.3 Centralisation and De-centralization of functions	1. Explain functions of office.	10
2.	Types of organization	2.1 Line and Staff Organisation-their relative merit & demerits 2.2 Delegation of authority -principles and obstacles 2.3 Informal Organisation	1. Describe different forms of organisastion.	6

3.	Office accommodation	3.1 Office Furniture - types 3.2 Its relevance and uses	1. Describe types of office furniture.	6
4.	Office layout	4.1 Objectives 4.2 Principles of office layout 4.3 Work Environment 4.4 Furnishing and Interior Decoration	1. Describe importance of office layout.	7
5.	Office forms and stationery control	5.1 Importance of office form and stationery control	1. Explain office forms and stationery control.	5
6.	Records management	6.1 Filing - Advantages - method - Essentials 6.2 Classification 6.3 Operation of filing system 6.4 Indexing	1. Describe the process of record management.	6

BOOKS RECOMMENDED:
1. ***Business Organisation and Management*** - Jagadish Prakash, Kitap Mahal.
2. ***Business Organisation and Management*** - P.C. Tulsian, Vishal Pandey (Pearson Education)
3. ***Office Management*** - R.K. Chopra and Ankita Bhatia (Himalaya Pub. House)
4. ***Office Management*** - R.S.N. Pillai & Bhagavathi

9. TABLE OF SPECIFICATIONS for Office Organisation and Management

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Importance and function of modern office	10	25	6	0	0	0
2	Types of organisation	6	15	5	0	0	0
3	Office accommodation	6	15	5	0	0	0
4	Office layout	7	17	7	0	0	0
5	Office forms and stationery control	5	13	7	0	0	0
6	Records management	6	15	3	0	0	0
	TOTAL	**40**	**100**	**33**	**0**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), C=$\frac{b}{\sum b}$x100

10. **Distribution of Marks:**

Detailed Table of Specifications for Office Organisation and Management

Sl. No.	Topic	Objective Type				Short Type	Answer				Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Importance and function of modern office	3	1	0	4	2	0	0	0	2	9	0	0	0	9	15
2	Types of organisation	4	1	0	5	0	0	0	0	0	5	0	0	0	5	10
3	Office accommodation	4	0	0	4	2	0	0	0	2	9	0	0	0	9	15
4	Office layout	4	2	0	6	0	0	0	0	0	6	0	0	0	6	12
5	Office forms and stationery control	4	2	0	6	0	0	0	0	0	6	0	0	0	6	12
6	Records management	0	0	0	0	0	0	0	0	0	6	0	0	0	6	6
	Total	**19**	**6**	**0**	**25**	**4**	**0**	**0**	**0**	**4**	**41**	**0**	**0**	**0**	**41**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: INTRODUCTION TO COMPUTERS**

2. Course Code: **MOM/204**

3. Semester: III

4: **Aim of the Course :**
  ➢ To give basic concepts related to organisation of a computer.
  ➢ To give a brief concepts of computer hardware components.
  ➢ To give the concepts of functions of Operating systems
  ➢ To give fundamental terminologies in networking

5: **Course Outcome:**
  On completion of the course students will be able to :
  • CO_1 = Define basics of a computer hardware and software

  • CO_2 = Solve problems related to number systems

  • CO_3 = Define the working of networking components

  • CO_4 = Define the working of operating systems.

6: **Prerequisites for the Course :** Have basic idea about a computer and its functions.

7: **Teaching Scheme (in hours):**

Teaching Scheme			
L	T	P	Total hours per week
3	-	3	6

8: **Examination Scheme :**

	Theory (T)	Sessional (TS)	Practical (P)	Practical Sessional (PS)
Full Marks	70	30	25	25
Pass Marks	33		17	

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
42	3	20	62

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination/VIVA	Sessional	Total Marks	Pass Marks	
70	30	100	30	75	25	100	30	200

9:   Detailed Course Content:

Chapter	Contents	Intended Learning Outcome	Hours
1	**Computer Architecture:** Brief history, computer generations, types of computers , PC,Mini computer, micro computer, mainframe computer, super computer, Charles Babbage Machine, Von Neuman Architecture, Functional block diagram, CPU, ALU , memory & it's different types, Hardware and software , System software and application software, computer languages, translator , editor, bit, byte, words etc.	1. Define a computer and identify its parts. 2. Define computer memory & describe its different types. 3. Define computer languages & translators. 4. Describe the characteristics of information.	11
2	**Number System and codes:** Different number system- decimal, binary, octal, hexadecimal number system, their conversion, 1's and 2's Complement, subtraction using complements. Different codes-ASCII, BCD, Ex-3, Gray. Conversion from Gray to binary and vice-versa, BCD addition.	5. Define decimal, binary, octal & hexadecimal number systems. 6. Convert between different number systems. 7. Define 1's & 2's complements. 8. Subtract using 1's & 2's complements. 9. Describe some different codes.	9
3	**I/O devices and Memory.** Importance of input and output devices, various kinds of I/O devices, machine readable media inputs- MICR, OCR,OMR, voice input, monitor, impact & nonimpact printers, plotter, audio response, Primary and secondary memory, semiconductor memory, volatile and non volatile memory, various kinds of RAM,ROM, cache memory, Advantage and limitations of secondary storage- magnetic tape, disk, optical media etc.	10. Define functions of various I/O devices. 11. Distinguish between primary and secondary memory. 12. Define the use and function of RAM,ROM, Cache memory etc. 13. Define the use of secondary memory.	8
4	**Introduction to Operating System:** Definition, single user and multi-user OS, different function performs by OS, Batch processing , Multiprogramming, Multiprocessing, Time sharing, various popular OS	14. Define operating system. 15. Define the various functions of OS.	6

		16. Operate different commands of DOS, Windows & UNIX/LINUX.	
	like DOS, Windows, UNIX/LINUX. DOS (external and internal) and UNIX commands.		
5	**Computer Network and the Internet:** Definition, necessity of network, different types of network-LAN, MAN, WAN, network topology, transmission media, different network devices like NIC, hub, bridge, switch, gateway. Introduction to the internet, Internet services, browser, search engine.	17. Define network. 18. Describe different types of network. 19. Define network topology. 20. Describe different network devices. 21. Define internet & describe different internet services. 22. Know use of different browsers & search engines.	8
6	**Internal Assessment**		3

Practical:
Intellectual Skills :
- Logical reasoning
- Relating concepts in problem solving

Motor Skills :
- Learn to use and handle a computer and its peripherals.

List of Lab Exercises :
1: Basic commands for computer system maintenance.
2. Preparation of Documents Through MS Word
    Introduction to Microsoft Word, Opening a document, preparing documents, inserting diagrams and tables, Editing document- (a) Character, word and line editing, (b) Margin Setting, Paragraph alignment, (c) Block Operations, (d) Spell Checker, (e) Saving a document., mail merge.
3. Information Presentation through Spread Sheet using MS Excel
    Application of Spread Sheet, Structure of excel, Preparing table for simple data and numeric operations, Using formulae in excel operations, Creation of graphs, Pie charts, bar charts.

4. Preparation of presentation using MS Power Point
    Elements of Power Point, Creation of electronic slides on any topic, Practice of animation effect, presentation of slides.

5. Database management using MS Access
    Creating database, querying the database, Report Generation

6. Use of Internet.
    Create and use of email, use of search engine, online ticketing , sending and receiving documents through email etc.

10:   Distribution of Marks:

Chapter No.	Chapter Title	Type of Question			Total Marks
		Objective	Short	Descriptive	
1	**Computer Architecture**	5	3	6	14
2	**Number System and codes**	5	3	6	14
3	**I/O devices and Memory**	5	3	6	14
4	**Introduction to Operating System**	5	3	6	14
5	**Computer Network and the Internet**	5	3	6	14
		25	15	30	70

11. TABLE OF SPECIFICATIONS FOR THEORY

Sr. No	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	K	C	A	HA
1	Computer Architecture	11	26	✓	✓		
2	Number Systems & Codes	9	22	✓	✓	✓	
3	I/O devices and Memory	8	19	✓	✓		
4	Introduction to Operating Systems	6	14	✓	✓		
5	Computer Network & the Internet	8	19	✓	✓	✓	
Total		Σ b=42	100				

K = Knowledge   C = Comprehension   A = Application
HA = Higher Than Application (Analysis, Synthesis, Evaluation)

$$c = \frac{-----}{\Sigma b} \times 100$$

12:   Suggested Implementation Strategies:
1: As the subject is taught to the students of MOM branches, basic knowledge required to understand the computer hardware and software needs to be emphasised.
2: Too much of hardware details could be avoided.
3: Programming concepts (in excel) could be taught side by side in the lab.

13:   Suggested Learning Resources :
1. *Fundamentals of Computer*, Rajaraman, PHI
2. *IT Tools and Applications*, DOEACC "O" Level, Firewall Media
3. *Operating system- Ritchi*, , BPB publications.
4. *Introduction to computers and C programming*, S.K. BAJPAI & D.S. YADAV, New age international publishers.

1. Course Title**: TYPEWRITING PRACTICE-II**

2. Course Code: **MOM/205**

3. Semester: II

4. **Aim of the course:**

   1. To provide knowledge on typewriting.
   2. To explain various keys of a typewriter.
   3. To introduce students with various parts of a typewriter.
   4. To provide introductory knowledge on keyboard mastery.

5. Course outcome:
On completion of the course on Typewriting Practice-II, student will be able to
   - CO_1 = explain the functions of typewriting.
   - CO_2 = describe keyboard.
   - CO_3 = identify various parts of a typewriter.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
0	4	46	50

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
0	0	0	0	125	100	225	68	225

8. **Detailed Course Content: (Practical)**

   - Typing of Official letters
   - Use of carbon
   - Commercial letters
   - D.O. Letters
   - Tabular Statement
   - Advertisement
   - Balance sheet.
   - Typing from badly written Manuscript,

(Speed building. To develop a speed of 30 w.p.m.)

1. Course Title**: STENOGRAPHY PRACTICE-II**

2. Course Code: **MOM/206**

3. Semester: II

4. **Aim of the course:**

   1. To provide knowledge on stenography.
   2. To explain various strokes used in stenography.
   3. To provide introductory knowledge on transcription.

5. Course outcome:

On completion of the course on Stenography Practice-II, student will be able to

- CO_1 = explain the importance of stenography.
- CO_2 = describe strokes.
- CO_3 = acquaint student with transcription.
- CO_4 = Prepare the students more thoroughly for shorthand dictation and transcription by way of applying simple and logical shorthand principles.

6. Teaching Scheme (in hours):

Lecture	Tutorial/Class Test	Practical	Total
40	2	20	62

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	30	75	50	125	38	225

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	The Aspirate	1.1. Rules of H	1. Explain importance of Aspirate.	9
2.	Upward and downward r	2.1 Rules 2.2 Upward and downward l and sh	1. Explain importance of Upward and downward r.	8

3.	Compound consonants	3.1 Vowel indication	1. Introduce compound consonants.	6
4.	The Halving Principle (Section 1 & Section 2)	4.1 Rules for Section I 4.2 Rules for Section 2	1. Explain the Halving Principle	4
5.	The Doubling Principle	5.1 Rules 5.2 Diphonic or two Vowel signs 5.3 Medial Semicircle	1. Describe Doubling Principle.	4
6.	Prefixes and Suffixes	6.1 Rules of Prefixes 6.2 Rules of Suffixes	1. Rules of Prefixes and Rules of Suffixes.	4
7.	Contractions	7.1 Special contractions	1. Describe Contractions and Figures	3
8.	Figures	8.1 Intersections		2

Practical : To develop a minimum shorthand speed of 60 w.p.m.with accuracy.

BOOKS RECOMMENDED
1. *Pitman Shorthand Instructor and key*
2. *Gregg Shorthand Manual Simplified*
3. *099417-X - LESILE- Gregg Shorthand*
4. *Gregg/Pitman Speed Building Simplified*
5. *Gregg Expert Speed Building*
6. *Gregg/Pitman Shorthand Dictionary*
6. *Pitman New Era Shorthand Anniversary Edition*

9. TABLE OF SPECIFICATIONS for Stenography Practice-I

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1.	The Aspirate	9	22	3	3	4	0
2.	Upward and downward r	8	20	3	2	4	0
3.	Compound consonants	6	15	2	2	5	0
4.	The Halving Principle (Section 1 & Section 2)	4	10	4	3	1	0
5.	The Doubling Principle	4	10	5	4	2	0

6.	Prefixes and Suffixes	4	10	3	2	2	0
7.	Contractions	3	8	3	0	2	0
8.	Figures	2	5	1	2	4	0
	Total	**40**	**100**	**24**	**18**	**24**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Stenography Practice-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	The Aspirate	2	2	0	4	0	0		0		6	0	0	0	6	10
2	Upward and downward r	2	2	0	4	2	0		0	2	4	0	0	0	4	10
3	Compound consonants	2	0	1	3	3	0		0	3	4	0	0	0	4	10
4	The Halving Principle (Section 1 & Section 2)	2		1	3	0	0	2	0	2	5	0	0	0	5	10
5	The Doubling Principle	2	1	0	3	0	2		0	2	5	0	0	0	5	10
6	Prefixes and Suffixes	1	1	1	3	0	0	2	0	2	5	0	0	0	5	10
7	Contractions	1	1	1	3	2	0		0	2	0	0	0	0		5
8	Figures	1	0	1	2	2	0	1	0	3	0	0	0	0		5
	Total	**13**	**7**	**5**	**25**	**9**	**2**	**5**	**0**	**16**	**29**	**0**	**0**	**0**	**29**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

SYLLABUS
FOR
THREE YEAR DIPLOMA COURSE

MODERN OFFICE MANAGEMENT
SEMESTER-III

1. Course Title**: COMMUNICATION IN ENGLISH-III**

2. Course Code: **MOM/301**

3. Semester: III

4. **Aim of the course:**

The general aim of a course in English language and communication is aimed at the three domains of learning: knowledge, skills and attitudes. In keeping up with this aim, it is attempted to develop all the four skills of language learning in the learner – listening, speaking, reading and writing and also to enable the students to use the grammar of the English language correctly. Since, all these four skills are interrelated to each other, this course is aimed at achieving language proficiency in all the four skills so that at the end of the course the student is a confident user of the General Indian English (GIE), with the added knowledge of the other variants as British English and American English. This, it is attempted to achieve, by building a carefree, tension free classroom atmosphere in which the language classes incorporate activities related to these four skills. It is aimed that at the end of the course, the student can relate to the English language as a language of communication and conduct of everyday affairs.

5. Course outcome:
On completion of the course on Communication in English-III, student will be able to

1. Understand the difference between GIE (General Indian English) and RP (Received Pronunciation).
2. Give importance to English as a foreign language, as a second language, or as an international language.
3. Communicate at a basic level, or indeed just enough to pass some examination.
4. Comprehend native speakers of English and produce near-native like fluency in the English language.
5. Use phonetic script for perfect pronunciation reference in the pronouncing dictionary.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
25	2	15	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
50	25	75	23	50	25	75	23	150

8. Detailed Course Content:

Chapter no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours

1.	Vocabulary formation	1.1 Substitute one word for 1.2 Antonyms and Synonyms	1. Explain the various Antonyms and Synonyms in language.	5
2.	Introductory Phonetics	2.1 Organs of Speech, Definitions of Important terms – Phonetics, Phonemes and Allophones, Vocal cords, Minimal Pair, Homophones, Syllabic Consonants, Aspiration	1. Introduce basic concept in Phonetics diagrammatically.	5
3.	Basics of Phonetics	3.1 Basic Idea of Phonemes and their Usage, Word Stress, Sentence Stress, Basics of Transcription	1. Explain the basic concepts and terms of Phonetics.	5
4.	Phonetics in Practice	4.1 Use of Daniel Jones' English Pronouncing Dictionary	1. Practice using Daniel Jones' English Pronouncing Dictionary.	5
5.	Classroom practice of English use with right stress on words	5.1 Worksheets Practice, reading of newspapers, magazines story books with a focus on word accent	1. Practice using Daniel Jones' English Pronouncing Dictionary with worksheets and handouts.	5
6.	Classes in language Laboratory (Practical)	6.1 Listening, recording and production of speech	1. Teach how to listen, record and produce speech.	15

BOOKS RECOMMENDED:
1. *Student's handbook of Written English and Phonetics* by Dr Papori Rani Barooah (Eastern Book House Publishers)
2. *Textbook of English Phonetics For Indian Students* by Balasubramanium

9. TABLE OF SPECIFICATIONS for Communication in English-III

Sl. No.	Topic (a)	Time allotted in hours	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA

Sl. No.	Topic	(b)					
1	Vocabulary formation	3	7	3	3	3	6
2	Introductory Phonetics	8	20	4	2	4	5
3	Basics of Phonetics	6	15	4	2	2	2
4	Phonetics in Practice	3	7	2	1	1	1
5	Classroom practice of English use with right stress on words	5	12	2	1	1	1
6	Classes in language Laboratory (Practical)	15	39	0	0	0	0
	TOTAL	**40**	**100**	**15**	**9**	**11**	**15**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Communication in English-III

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Vocabulary formation	1	1	2	4	2	2	1	2	7	2	2	0	0	4	15
2	Introductory Phonetics	1	1	2	4	2	2	1	2	7	1	1	1	1	4	15
3	Basics of Phonetics	1	1	1	3	1	1	1	1	4	1	1	1	0	3	10
4	Phonetics in Practice	1	1	0	2	2	0	0	1	3	0	0	0	0	0	5
5	Classroom practice of English use with right stress on words	1	1	0	2	1	0	0	2	3	0	0	0	0	0	5
6	Classes in language Laboratory (Practical)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	5	5	5	15	8	5	3	8	24	4	4	2	1	11	50

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title: **FUNDAMENTALS OF SECRETARIAL PRACTICE**

2. Course Code: **MOM/302**

3. Semester: III

4. **Aim of the course:**

1. To acquaint student with secretarial practice.
2. To provide introductory knowledge of functions of a company secretary.
3. To prepare draft of a Notice, Agenda and Minutes.
4. To provide knowledge on company meetings and their types.
5. To form an idea of Proxy, Quorum etc. and drafting of Notice, Agenda etc

5. Course outcome:
On completion of the course on financial accounting, student will be able to
- CO_1 = explain the functions of a company secretary.
- CO_2 = describe different company meetings.
- CO_3 = state the rights, liabilities and responsibilities of a Chairman of a meeting.
- CO_4 = explain minutes, resolution, agenda.
- CO_5 = identify different duties of a secretary.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	-	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1	Introduction to company	1.1 Origin and development of Joint Stock Company and its kinds. 1.2 Concept of formation of public and private companies. 1.3 Memorandum of Association -Introduction.	1. Describe the Joint Stock Company formation. 2. Explain Memorandum, Articles of	10

		1.4 Articles of Association - Introduction. 1.5 Prospectus- Introduction.	Association and Prospectus.	
2	Types of secretary	2.1 Definition of secretary. 2.2 Duties, right and liabilities of Company Secretary. 2.3 Position and Status of Secretary. 2.4 Private Secretary. 2.5 Distinction between Private Secretary and other secretaries.	1. Describe types of secretary. 2. Distinguish between private secretary and other secretaries	10
3	Secretarial functions	3.1 Routine office duties. 3.2 Receptionists duties. 3.3 Legal and Statutory duties.	1. Explain different secretarial functions.	8
4.	Company meetings and their types.	5.1 Meaning and Importance. 5.2 Scope of Company Meetings. 5.3 Annual, General, Statutory and Extraordinary Meeting Secretarial duties in connection with Board Meeting.	1. Describe company meetings and their types.	6
5.	Drafting of minutes, notice, agenda, proceedings etc. Resolution, quorum and proxy	6.1 Secretarial work associated with it. 6.2 Chairman of a meeting 6.3 Position, Duties, Power & Responsibilities	1. Describe of minutes, notice, agenda, proceedings etc. Resolution, quorum and proxy.	6

BOOKS RECOMMENDED:

1. *A First Course in Secretarial Practice* - V.K. Jain
2. *Secretarial Practice and Office Management* - Shukla & Gulshan
3. *Manual of Secretarial Practice* - B.N. Tandon

9. TABLE OF SPECIFICATIONS for Fundamentals of Secretarial Practice

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Introduction to company	10	25	7	0	0	0

2	Types of secretary	10	25	6	0	0	0
3	Secretarial functions	8	20	6	0	0	0
4	Company meetings and their types.	6	15	5	0	0	0
5	Drafting of minutes, notice, agenda, proceedings etc. Resolution, quorum and proxy	6	15	6	0	0	0
	TOTAL	**40**	**100**	**30**	**0**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for FA-I

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction to company	5	2	0	7	0	0	0	0	0	8	0	0	0	8	15
2	Types of secretary	4	1	0	5	2	0	0	0	2	8	0	0	0	8	15
3	Secretarial functions	5	0	0	5	2	0	0	0	2	8	0	0	0	8	15
4	Company meetings and their types.	4	0	0	4	3	0	0	0	3	8	0	0	0	8	15
5	Drafting of minutes, notice, agenda, proceedings etc. Resolution, quorum and proxy	4	0	0	4	0	0	0	0	0	6	0	0	0	6	10
	Total	**22**	**3**	**0**	**25**	**7**	**0**	**0**	**0**	**7**	**38**	**0**	**0**	**0**	**38**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: OFFICE CORRESPONDENCE**

2. Course Code: **MOM/303**

3. Semester: III

4. **Aim of the course:**

1. To acquaint student with office correspondence.
2. To provide introductory knowledge of business letter.
3. To prepare draft of office memorandum, notification, office order etc.
4. To prepare draft of application letter, appointment letter, letter of resignation.
5. To prepare draft letter to the press.
6. To prepare quotation, tenders, etc.

5. Course outcome:
On completion of the course on office correspondence, student will be able to
- CO_1 = explain the importance of office correspondence.
- CO_2 = describe layout of a business letter.
- CO_3 = state quotation, tenders, etc.
- CO_4 = explain application letter, appointment letter, letter of resignation.
- CO_5 = identify importance of writing letter to the press.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	-	42

7. Examination Scheme:

Theory				Practical		Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	
70	30	100	30	-	-	-	-	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Objects & importance of office correspondence	1.1 Meaning & Importance 1.2 Layout of Business Letter 1.3 Different parts Business Letter	1. Explain different parts and layout of business letter.	8

		1.4 Essentials of a good Business Letter		
2.	Demi official letters	2.1 Meaning & distinctions with other letters 2.2 Features of such letters 2.3 Procedure of writing	1. Describe and distinguish demi official letters with other letters.	6
3.	Office order	3.1 Office memorandum 3.2 Notification 3.3 Endorsement 3.4 Sanction 3.5 Recommendation & regret	1. Drafting of memorandum, notification and office order.	6
4.	Correspondence regarding employment	4.1 Letter of Application 4.2 Call letter for Interview 4.3 Appointment Letter 4.4 Joining Report 4.5 Reference to employer 4.6 Employers Recommendation 4.7 Letter of Resignation	1. Describe different letters.	8
5.	Letter to the press	5.1 Advertisements 5.2 Letters to the Editor 5.3 Clarification 5.4 Rejoinder	1. Prepare advertisement.	6
6.	Quotations, tender & work order	6.1 Drafting of quotation 6.2 Tender notice 6.3 Work estimate & order	1. Prepare draft quotation, tender etc.	6

BOOKS RECOMMENDED:

1. *Manual of Office Management & Correspondence* - B.N. Tandon, S.Chand & Co. Ltd.
2. *Office Organisation & Management* - M.C. Shukla & S.S. Gulshan
3. *Commercial Letters* - Anand Sagar
4. *Modern Letter Writing* - Subhash Mehta

9. TABLE OF SPECIFICATIONS for Office Correspondence

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Objects & importance of office correspondence	8	20	7	0	0	0
2	Demi official letters	6	15	6	0	0	0

3	Office order	6	15	6	0	0	0
4	Correspondence regarding employment	8	20	7	2	0	0
5	Letter to the press	6	15	6	0	0	0
6	Quotations, tender & work order	6	15	4	1	0	
	TOTAL	40	100	36	3	0	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Office Correspondence

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	Total
1	Objects & importance of office correspondence	6	2	0	8	0	0	0	0	0	6	0	0	0	6	14
2	Demi official letters	2	0	0	2	2	0	0	0	2	8	0	0	0	8	12
3	Office order	5	0	0	5	2	0	0	0	2	5	0	0	0	5	12
4	Correspondence regarding employment	5	0	0	5	3	0	0	0	3	6	0	0	0	6	14
5	Letter to the press	3	0	0	3	3	0	0	0	3	6	0	0	0	6	12
6	Quotations, tender & work order	2	0	0	2	4	0	0	0	4	0	0	0	0	0	6
	Total	22	3	0	25	14	0	0	0	14	31	0	0	0	31	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: COMPUTERIZED OFFICE AUTOMATION**

2. Course Code: **MOM-304**

3. Semester: III

4. **Aim of the course:**

By the end of this course, students are expected to:
- Prepare a business and official letter in a word processing package.
- Prepare a list and table of information and manipulate them: like adding, deleting or modifying a record.
- Prepare a salary bill and an expenditure statement in an electronic spreadsheet package.

5. Course outcome:

On completion of the course on Computerized Office Automation, student will be able to

CO_1 = Design different categories of chart against tabulated data in an electronic spreadsheet package.

CO_2 = Design a input data entry form for a table of information.

CO_3 = Prepare a presentation for a seminar or workshop.

CO_4 = Understand to create a table for storing tabular data.

CO_5 = Know to generate report by building up expression.

CO_6 = Design a desk top publishing page which contains text, chart and graphics.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
20	2	30	52

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination/ Viva	Sessional	Total	Pass Marks	
50	25	75	25	50	25	75	25	150

8. Detailed Course Content

Chapter / Unit no.	Chapter Title	Content / area of focus	Duration in hours	Marks Allotted
1.	Word Processing	1.1 Open and Create a document 1.2 Editing Text: Cut Copy, Paste, Find, Change, Undo, Redo 1.3 Formatting Text: Character, Paragraph, Change Case, Bullet & Numbering, Align, Page, Column 1.4 Table: Insert Row/Column/Table, Delete Row/Column/ Table, Merge Cell/Table, use Table Properties	4	11

		1.5 Insert: Header, Footer, Bookmark, Hyperlink, Picture, File, Table 1.6 Mail Merge and Printing Document 1.7 **Design**: Business/Official Letter, Marksheet, Invitation Card, Telephone Directory, Table of Content, Index etc		
2.	Electronic Spreadsheet	2.1 Introduction to Electronic Spreadsheet, Open and Create a Worksheet 2.2 Formatting: Insert and Delete Cell, Cell Addressing, Merge and Copy Cell, Insert Row/Column, Delete Row Column, Insert Formula and Function 2.3 Chart: Bar Graph, Line Graph, XY Graph, Pie Chart 2.4 Data Entry Form: Select/Define Range, Sort, Filter, Form, Validation 2.5 **Design**: a Salary Bill, an Invoice, Profit-Loss Chart, Progress Report Chart etc	4	11
3.	Computerised Presentation	3.1 Introduction to Computerised Presentation 3.2 Insert: Slide, Picture, Chart, Movie, Sound file, Hyperlink, Page-number, Date and Time 3.3 Slide Master 3.4 Slide Show: Slide Show, Slide Show setting, Custom Animation, Slide Transition, Rehearsal Timing 3.5 **Design**: Prepare a Presentation on any Current Issue like Disaster Management, Courses Offered by Girls' Polytechnic etc	4	10
4.	Database Table and Report	4.1 Introduction to Database, Record, Field and Primary Key 4.2 Create and Populate Table 4.3 Input Data Entry form Design	4	8
5.	Desk Top Publishing	5.1 Pagemaker: Open and Create a Page, Master Page, Editing and Formatting Text, Tab setting, Page Setting, Column Setting, Insert Text & Graphics, Handling Table, insert/Delete Page, Draw Simple Graphics, Printing	5	10

		5.2 Bilangual Software: Type in Assamese, Bengali and Hindi Fonts 5.3 **Design**: Create a Magazine Page, Create a Logo, Create an Invitation Card in Local Language		

PRACTICAL (75 Marks):

1. Word processing using MS Word / *Open office - Write

2. Electronic Spreadsheet using MS-Excel / *Open office-Calc

3. Computerized presentation using Power point / *Open office-Impress

4. Database table and report using MS Access / *Open office-Basic

5. CorelDraw / *Draw

6. PageMaker / *Math

7. Bilingual software using Ramdhenu/ *latest Assamese version.

(* Open Source Software)

BOOKS RECOMMENDED:

1. *Office 2013 Simple Steps* – Dream Tech Press.
2. *Office 2010 Simple Steps* – Dream Tech Press.
3. *Microsoft Office 2000 for windows* - by S. Sagman - Pearson Education.
4. *Dynamic Memory Advanced DTP Course* – by Davinder Sing Minhas – Diamond Books.

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage of weightage (c)	K	C	A	HA
1	Word Processing	9	21%	✓			
2	Electronic Spreadsheet	9	21%		✓		
3	Computerised Presentation	8	20%		✓		
4	Database Table and Report	7	17%			✓	
5	Desk Top Publishing	9	21%			✓	
	Total	∑b=42					

9. TABLE OF SPECIFICATIONS **COMPUTERIZED OFFICE AUTOMATION**

10: Distribution of Marks:

Detailed Table of Specifications for COMPUTERIZED OFFICE AUTOMATION

Sl.No.	Topic (a)	Objective Type				Short Answer Type					Essay Type					
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Intro. To WP	3			3	3				3	5				5	11
2	ES		3		3		3			3		5			5	11
3	CP		2		2		3			3		5			5	10
4	DTR			2	2			2		2			4		4	8
5	DTP			3	3			3		3			4		4	10

K= Knowledge   C=Comprehension
A=Application   HA=Higher then Application (Analysis, Synthesis, Evaluation)

$c = \frac{b}{\Sigma b} \times 1$

1. Course Title**: TYPEWRITING AND STENOGRAPHY PRACTICE-I**

2. Course Code: **MOM-305**

3. Semester: III

4. **Aim of the course:**

1. To provide knowledge on typewriting and stenography
2. To explain various keys of a typewriter.
3. To introduce students with various parts of a typewriter.
4. To provide introductory knowledge on keyboard mastery.

5. Course outcome:

On completion of the course on Typewriting Practice-I, student will be able to
- CO_1 = explain the functions of typewriting.
- CO_2 = describe keyboard.
- CO_3 = identify various parts of a typewriter.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
0	2	48	50

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
0	0	0	0	125	75	200	66	200

8. Detailed Course Content:

1.1 Shorthand: Words spelt similarly but with different meaning, spelling incorrect idioms, Shorthand Dictation and reading exercises, Shorthand phrases, so as to give the students a sense of accomplishment and help higher speed building and to keep the students constantly Reminded of the importance of good practice procedure.
Special Speed building outlines.
(To develop a minimum speed of 70 w.p.m.)

1.2 Type Writing: Graded Speed Building including typing different types of Government and Commercial letters.
(To develop a minimum Speed of 35 w.p.m.)

Practical line: Shorthand transcription and typing will be done in computer.

1. Course Title**: ENVIRONMENTAL STUDIES**

2. Course Code: **AA/MOM/301**

3. Semester: III

4. **Aim of the course:**

- To acquaint students with environmental issues
- To provide introductory knowledge of ecosystem.
- To acquaint students with environmental pollution and its control

5. Course outcome:

On completion of the course on environmental studies, student will be able to

- CO_1 = explain the need for environmental control
- CO_2 = describe types of environmental pollution
- CO_3 = state natural resources
- CO_4 = explain urban environmental problems
- CO_5 = identify importance of conservation of habitat

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	-	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination		Sessional		
70	30	100	33	-	-	-	-	100

8. Detailed course content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Duration in hours	Marks allotted
1.	Natural resources	**Renewable and non-renewable resources :** **Multi-disciplinary Nature of Environmental Studies** Natural resources and associated problems. 1.1 **Forest Resources :** Use and Over-exploitation, deforestation 1.2 **Water resources :** Use and over-utilization of surface and ground water, floods, drought, conflict over water, dams-benefits and problems.	12	20

		1.3 **Mineral resources :** Use and exploitation, environmental effects of extracting and using mineral resources, case studies. 1.4 **Food resources :** World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer, pesticides problems, water logging, salinity, case studies. 1.5 **Energy resources :** Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies. 1.6 **Land resources :** Land as a resource, land degradation, man induced landslides, soil erosion and desertification.		
2.	Environmental pollution at global level - causes, effects & control measures	2.1 Air, water, soil, marine, noise and thermal pollution. 2.2 Nuclear hazards. 2.3 Disaster management: floods, earthquakes, cyclones and landslides.	10	15
3.	Urban environmental problems	3.1 Water conservation - rain water harvesting. 3.2 Urban waste management. 3.3 Soil erosion, landslides, and water logging. 3.4 Noise, air, soil and thermal pollution. 3.5 Case studies and field survey.	10	20
4.	Habitat and its conservation	4.1 Introduction-Definition 4.2 Biodiversity at global, national and local levels 4.3 Threats of biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts 4.4 Endangered and endemic species of India	8	15

.
BOOKS RECOMMENDED:
1. *Text book of Environmental Studies* –Erach Bharucha, UGC
2. *A Textbook of Environmental Studies* - D.K. Asthana, Meera Asthana, S.Chand.
3. *Environmental Studies* - Prof. R.B. Singh, Dr. D.K. Thakur, Dr. J.P.S. Chauhan, Romesh Book Depot.
4. *Perspective in Environmental Studies* - Anubha Kaushik, C.P. Kaushik, New Age International.

9. Table of specifications for environmental studies

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Natural Resources	12	30	7	0	0	0
2	Environmental pollution at global level - causes, effects & control measures	10	25	6	0	0	0
3	Urban environmental problems	10	25	6	0	0	0
4	Habitat and its conservation	8	20	7	2	0	0
	TOTAL	**40**	**100**	**36**	**3**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application (Analysis, Synthesis, Evaluation), C=$\frac{b}{\sum b}$x100

10. **Distribution of Marks:**

Detailed Table of Specifications for Office Correspondence

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Natural resources	6	2	0	8	2	2	0	0	4	8	0	0	0	8	20
2	Environmental pollution at global level - causes, effects & control measures	6	0	0	6	2	0	0	0	2	7	0	0	0	7	15
3	Urban environmental problems	5	0	0	6	2	2	2	0	6	8	0	0	0	8	20
4	Habitat and its conservation	5	0	0	5	3	0	0	0	3	7	0	0	0	7	15
	Total	**22**	**3**	**0**	**25**	**9**	**4**	**2**	**0**	**15**	**30**	**0**	**0**	**0**	**30**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: PROFESSIONAL PRACTICE-I**

2. Course Code: **MOM/310**

3. Semester: III

4. **Aim of the course:**

To develop general confidence, ability to communicate and attitude, in addition to basic technological concepts through Industrial visits, expert lectures, seminars on technical topics and group discussion.

5. Course outcome:
On completion of the course on office correspondence, student will be able to
- CO_1 = Acquire information from different sources.
- CO_2 = Prepare notes for given topic.
- CO_3 = Present given topic in a seminar.
- CO_4 = Interact with peers to share thoughts.
- CO_5 = Prepare a report on industrial visit, expert lecture.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
10	-	20	30

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	Marks
-	-	-	-	25	25	50	15	50

8. Detailed Course Content:

1. ORAGANISATION VISIT:

Structured organization visits be arranged and report of the same should be submitted by the individual student, to form part of the term work.

Visits to **any one** of the following: (10 marks)

- Nearby Office/Organisation.
  -SHG/NGO
  -Industrial units

2. GUEST LECTURE (S)   **(**10 marks)

Lectures by Professional / Industrial Expert / Student Seminars based on information search to be organized from any THREE of the following areas:

- Office Layout.
- Interior Decoration.

- Filing.

3. GROUP DISCUSSION: (10 marks)

The students should discuss in a group of six to eight students and write a brief report on the same as a part of term work. Two topics for group discussions may be selected by the faculty members. Some of the suggested topics are -

   i.   Sports
   ii. Current news items
   iii. Discipline and House Keeping
   iv. Current topics related to share market.

4. STUDENT ACTIVITIES: (20 marks)

The students in a group of 3 to 4 will perform any one of the following activities (others similar activities may be considered Activity :

   I.   Collect and study Office Layout.
   II. Collecting information from Market.
   III. Type Office Form in Microsoft Word.

SYLLABUS
FOR
THREE YEAR DIPLOMA COURSE

MODERN OFFICE MANAGEMENT
SEMESTER-IV

1. Course Title**: COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT-I**

2. Course Code: **MOM/401**

3. Semester: IV

4. **Aim of the course:**

The general aim of a course in English language and communication is aimed at the three domains of learning: knowledge, skills and attitudes. In keeping up with this aim, it is attempted to develop all the four skills of language learning in the learner – listening, speaking, reading and writing and also to enable the students to use the grammar of the English language correctly. Since, all these four skills are interrelated to each other, this course is aimed at achieving language proficiency in all the four skills so that at the end of the course the student is a confident user of the General Indian English (GIE), with the added knowledge of the other variants as British English and American English. This, it is attempted to achieve, by building a carefree, tension free classroom atmosphere in which the language classes incorporate activities related to these four skills. It is aimed that at the end of the course, the student can relate to the English language as a language of communication and conduct of everyday affairs.

5. Course outcome:

On completion of the course on Communicative English & Personality Development-I, student will be able to

- CO_1 = Identify the terms stress and intonation.
- CO_2 = Read words that change meaning and pronunciation with different stress.
- CO_3 = Read sentences that change meaning depending upon stress and intonation.
- CO_4 = Hear and produce rising and falling intonation in short phrases.
- CO_5 = Recognize meaning differences based on intonation differences.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
0	2	25	27

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
0	0	0	0	75	25	100	33	100

8. Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours

1.	Use of Intonation	1.1 Definition, role of intonation in speech, Functions of English Intonation-grammatical, attitudinal, accentual.		6
2.	Types of Intonation	2.1 Classroom practice of Intonation patterns in English examples		6
3.	Phonics Practice in the use of words	3.1 Practice with worksheets		3
4.	Sentence Practice with the use of stress and intonation	4.1 Transcripts from story books, newspapers		4
5.	Laboratory classes	5.1 Voice and reinforcement		6

BOOKS RECOMMENDED:
1. ***Spoken English:*** A Foundation Course - Part-I, by Kamalesh Sadanand
2. ***Textbook of English Phonetics For Indian Students*** by Balasubramanium

1. Course Title**: MANAGEMENT COMMUNICATION**

2. Course Code: **MOM/402**

3. Semester: IV

4. **Aim of the course:**

1. To explain the basics of communication whether formal and informal communication.
2. To acquaint student about the hindrance in communication.
3. To acquaints them with both oral and written communication to have a grasp over the subject.
4. To give practical touch by acquainting them with different communication gazettes so that they are familiar with such machines at their workplace.

5. Course outcome:

On completion of the course on Management Communication, student will be able to

- CO_1 = explain the process of communication.
- CO_2 = describe different types of communication.
- CO_3 = identify various gazettes in communication.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	33	0	0	0	0	100

Detailed Course Content

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	Basics of communication	1.1 Definition, Objectives and Significance	1. Explain objectives of communication.	8
2.	Communication process	2.1 Components 2.2 Essentials of Effective Communication 2.3 Principles of Communication	1. Describe communication process.	8

Sl. No.	Topic	Sub-topics		Marks
3.	Media of communication	3.1 Barriers to Communication 3.2 Communication and Coordination 3.3 Use of informal Organisation 3.4 Importance of feedback 3.5 Use of different communication gadget	1. Explain various barriers to communication. 2. Importance of feedback in business	10
4.	Types and channels of communication	4.1 Horizontal, Vertical, Upward & Downward Communication 4.2 Informal Communication or Grapevine 4.3 Internal and external communication 4.4 Oral and written Communication 4.5 Role of Non-Verbal Communication	1. Describe different channels of communication.	8
5.	Self development and communication	5.1 Developing Communication Skill 5.2 General Guidelines for Development 5.3 Development of Positive Attitude 5.4 Effective communicator - SWOT Analysis, Johari window for improving strength 5.5 Concept and Component for whole Communication	1. Explain role of effective communicator	6

BOOKS RECOMMENDED:
1. *Business Communication* - R.C. Bhatia, Ane Books India
2. *Business Communication* - Process & Product - Mary Ellen Guffey
3. *Business Communication* - H.R. Appanaish & H.R. Ramanath
4. *Communication for Business* - Shirley Taylor, Pearson Education
5. *Principles for Business Communication* - Ronald E. Dulek, John S. Fielden, Macmilan Publishing Co.

9. TABLE OF SPECIFICATIONS for Financial Accounting-I

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Basics of communication	8	20	7	2	0	0

2	Communication process	8	20	6	2	0	0
3	Media of communication	10	25	5	2	0	0
4	Types and channels of communication	8	20	4	2	0	0
5	Self development and communication	6	15	3	0	0	0
	TOTAL	40	100	25	8	0	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Management Communication

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Basics of communication	5	1	0	6	2	0	0	0	2	7	0	0	0	7	15
2	Communication process	4	1	0	5	2	0	0	0	2	8	0	0	0	8	15
3	Media of communication	6	1	0	7	2	0	0	0	2	6	0	0	0	6	15
4	Types and channels of communication	5	0	0	5	2	0	0	0	2	8	0	0	0	8	15
5	Self development and communication	2	0	0	2	0	0	0	0	0	8	0	0	0	8	10
	Total	22	3	0	25	8	0	0	0	8	37	0	0	0	37	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: SALES MANAGEMENT AND ADVERTISING**

2. Course Code: **MOM-403**

3. Semester: IV

4. **Aim of the course:**

➢ To provide knowledge on sales management.
➢ To explain various types of advertising.
➢ To provide introductory knowledge on classification of salesmanship.
➢ To provide knowledge on limitation of advertising.

5. Course outcome:

On completion of the course on Sales Management and Advertising, student will be able to

- CO_1 = explain the functions of salesman.
- CO_2 = describe various types of customers.
- CO_3 = identify various buying and selling tactics.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	33	-	-	-	-	100

Detailed Course Content:

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Hours allotted
1.	Introduction	1.1 Definition of Salesmanship - origin and development 1.2 Role & Nature of Salesmanship	1. Explain salesmanship and its nature	8
2.	Arts of salesmanship	2.1 Fundamentals of successful selling- basis of selling 2.2 Analysis of selling points	1. Describe different types of selling techniques	8

Sl. No.	Topic	Sub-topics	Question	Marks
		2.3 Techniques of selling 2.4 Customers & salesman		
3.	Knowledge of goods	3.1 Customer's Psychology - study of buying motives 3.2 Different types of customers- qualities of a good salesman 3.3 Window dressing	1. Explain customer psychology and types of customer	7
4.	Types of salesman	4.1 Sales executives - indoor and outdoor salesman, comparisons of their duties responsibilities and problems 4.2 Manufacturer salesman - wholesaler's salesman retail salesman -special salesman Industrial salesman etc 4.3 Selection, Training & Renumeration of salesman	1. Explain different types of salesman	7
5.	Meaning & importance of publicity & advertisement	5.1 Evaluation of advertising, functions, relationship between salesmanship and advertising 5.2 Selection of media 5.3 Advantage & Limitation 5.4 Benefits & cost of advertisement 5.5 Creation of advertising materials -media-radio-television advertising, Merits & Demerits	2. Describe the pros and cons of advertising and salesmanship	10

BOOKS RECOMMENDED:
1. *Principles of Marketing & Salemanship* - J.C. Sinha
2. *Marketing for Tomorrow, Not Yesterday* - Raj Zain
3. *Salemanship & Publicity* - Dr. Rustom Davar
4. *Salemanship & Publicity* - Dr. M.M. Varma & R.K. Aggarwal
5. *Marketing Management* - S. A. Sherlekar.

9. TABLE OF SPECIFICATIONS for Salesmanship and Advertisement

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Introduction	8	20	6	0	0	0
2	Arts of salesmanship	8	20	5	0	0	0

3	Knowledge of goods	7	17	5	0	0	0
4	Types of salesman	7	17	7	0	0	0
5	Meaning & importance of publicity & advertisement	10	26	7	0	0	0
	TOTAL	**40**	**100**	**33**	**0**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application (Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Salesmanship and Advertising

Sl. No.	Topic	Objective Type				Short Type	Answer				Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction	3	1	0	4	0	0	0	0	0	9	0	0	0	11	15
2	Arts of salesmanship	4	1	0	5	0	0	0	0	0	5	0	0	0	8	13
3	Knowledge of goods	4	0	0	4	0	0	0	0	0	10	0	0	0	10	14
4	Types of salesman	4	2	0	6	0	0	0	0	0	9	0	0	0	9	15
5	Meaning & importance of publicity & advertisement	4	2	0	6	0	0	0	0	0	7	0	0	0	7	13
	Total	**19**	**6**	**0**	**25**	**0**	**0**	**0**	**0**	**0**	**35**	**0**	**0**	**0**	**45**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: COMPUTERISED FINANCIAL ACCOUNTING**

2. Course Code: **MOM/404**

3. Semester: IV

4. **Aim of the course:**

  ➢ To provide knowledge on computerized accounting.
  ➢ To explain various types of account.
  ➢ To provide introductory knowledge on classification of accounting package.
  ➢ To provide knowledge on limitation of accounts.

5. Course outcome:

On completion of the course on Computerized Financial Accounting, student will be able to

  • CO_1 = explain the functions of computerized accounting.
  • CO_2 = describe various types of account.
  • CO_3 = identify various accounts on computer.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
1	2	44	45

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
0	0	0	0	125	75	200	66	200

PRACTICAL:

Chapter / Unit no.	Chapter Title	Content / area of focus	Duration in hours	Marks allotted
1.	Chapter-I	1.1 Computerised Accounting - Meaning & Importance 1.2 What is Tally 1.3 Account Origination 1.4 Golden Rules of Accounting 1.5 About Inventory	6	0
2.	Chapter-II	2.1 Creating Company, Ledger, Groups, Items	6	0

3.	Chapter-III	3.1 Ledger Entries 3.2 Receive and Payment Voucher 3.3 Contra Voucher 3.4 Journal Voucher 3.5 Purchase and Sales Voucher 3.6 Debit and Credit Note 3.7 Postdated Voucher 3.8 Optional Voucher	6	0
4.	Chapter-IV	4.1 Configuration of Different Properties Slandered Sales Pries and Cost Price 4.2 Godowns 4.3 Categories 4.4 Cost Centre & Cost Categories 4.5 Price Level 4.6 Part Number 4.7 Alternative Unit	6	0
5.	Chapter-V	5.1 Purchase Order 5.2 Creating and Altering Purchase Order 5.3 Sales Order 5.4 Invoice & Invoice Configuration	3	0
6.	Chapter-VI	6.1 Internet 6.2 Capabilities & Import Facilities 6.3 Creating Foreign Currencies 6.4 Display Currency 6.5 Rate of Exchange 6.6 Budget 6.7 Data Migration, Data Import & Data Export	3	0
7.	Chapter-VII	7.1 TDS Module, Enable TDS and TDS report 7.2 Ledgers for TDS 7.3 Vouchers Entries	3	0
8.	Chapter-VIII	8.1 Configuration of VAT 8.2 Creating Ledger 8.3 Creating Items with VAT 8.4 Entries & VAT report	3	0
9.	Chapter-IX	9.1 Service Tax, Enable Service Tax, Entries with service tax 9.2 Service Tax report	3	0

10.	Chapter-X	10.1 Payroll Module 10.2 Enable Payroll 10.3 Creation Payroll 10.4 Salary Details, Pay Sheet, Payroll Register	3	0
11.	Chapter-XI	11.1 Creating Bank 11.2 Cheque Handling and Printing 11.3 Cheque Transaction 11.4 TCS, BBT 11.5 Keyboard Shortcuts Etc	3	0

BOOKS RECOMMENDED:

1. *Theory and Practice of Accountancy* - B.B. Dam, R.A. Sarda, R. Barman, B. Kalita
2. *Theory and Practice of Accountancy-I* - K.R. Das, K.M Sinha, KS Paul Choudhury, P.K. Nath, A. Rahman, P.K. Pujari
3. *Tally 9* - Namdita Agarwala
4. *Tally at a Glance* - K.K Mahato
5. *The Complete Reference to Internet* - M.L. Young, Tata McGraw Hill, 2002
6. *Bridge to the Online Storefront* - Agarwala Kamlesh N. & Agarwala Deeksha, Macmillan India, New Delhi.

1. Course Title**: FUNDAMENTALS OF ECONOMICS**

2. Course Code: **MOM/405**

3. Semester: IV

4. **Aim of the course:**

- ➢ To provide knowledge on economics.
- ➢ To explain various types of economy.
- ➢ To provide introductory knowledge on classification of market.
- ➢ To provide knowledge on functions of money.

5. Course outcome:

On completion of the course on Fundamentals of Economics, student will be able to

- CO_1 = explain the various terms of economics.
- CO_2 = describe various types of markets.
- CO_3 = identify various law of economics.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	33	-	-	-	-	100

Detailed course content for Fundamentals of Economics

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Hours allotted
1.	Introduction	1.1 Definitions of Economics- Nature & Scope 1.2 Economy:- Types, problems & functions 1.3 Basic terms & concepts of Goods, Wealth, Welfare, Utility, Value, Price, Income, National Income, Consumption,	1. Explain the nature and scope of economics. 2. Describe the different types of economy. 3.Explain various economic terms.	7

Sl. No.	Topic	Sub-topics	Learning Outcome	Marks
		Employment, Demand & Supply etc.		
2.	Consumption	2.1 Characteristics & classification of Human Want 2.2 Law of Diminishing Marginal Utility 2.3 Consumer's surplus	1. Describe human wants.	7
3.	Production	3.1 Factors of Production 3.2 Labour & its Characteristics, Efficiency of Labour 3.3 Law of Demand & Supply.	1. Elaborate the factors of production	7
4.	Market	4.1 Definition of Market 4.2 Classification of Market-Perfect competition & Monopoly	1. Explain various markets	6
5.	Money & exchange	5.1 Barter system- condition of barter system 5.2 Evolution of money 5.3 Money- kinds of money and function of money	1. Describe the functions of money.	7
6.	Rent	6.1 Economic Rent & contract rent 6.2 Ricardian theory of rent	1. Explain rent and Ricardian theory	4
7.	Profit	7.1 Basic Idea of profit	1. Explain gross profit and net profit.	2

BOOKS RECOMMENDED:
1. *Managerial Economics* - Mehta P.L., Sultan Chand & Sons
2. *Elementary Economic Theory* - K.K. Dewett & J.D. Verma, S. Chand & Sons
3. *H.S. Economics* - Dilip Baruah & Indira Baruah
4. *Advance Economic Theory* - H.L. Ahuja

9. TABLE OF SPECIFICATIONS for Fundamentals of Economics

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Introduction	7	17	6	0	0	0
2	Consumption	7	17	5	0	0	0

3	Production	7	17	5	0	0	0
4	Market	6	15	7	0	0	0
5	Money & exchange	7	17	7	0	0	0
6	Rent	4	11	5	0	0	0
7	Profit	2	6	3	0	0	0
	TOTAL	**40**	**100**	**38**	**0**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application (Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Fundamentals of Economics

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction	3	1	0	4	0	0	0	0	0	8	0	0	0	8	12
2	Consumption	4	1	0	5	0	0	0	0	0	7	0	0	0	7	12
3	Production	3	0	0	3	0	0	0	0	0	9	0	0	0	9	12
4	Market	2	2	0	4	0	0	0	0	0	7	0	0	0	7	11
5	Money & exchange	2	2	0	4	0	0	0	0	0	6	0	0	0	6	10
6	Rent	1	1	0	2	0	0	0	0	0	8	0	0	0	8	10
7	Profit	2	1	0	3	0	0	0	0	0	0	0	0	0	0	3
	Total	**17**	**8**	**0**	**25**	**0**	**0**	**0**	**0**	**0**	**45**	**0**	**0**	**0**	**45**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: TYPEWRITING AND STENOGRAPHY PRACTICE-II**

2. Course Code: **MOM/406**

3. Semester: IV

4. **Aim of the course:**

> ➢ To provide knowledge on typewriting and stenography
> ➢ To explain various keys of a typewriter.
> ➢ To introduce students with various parts of a typewriter.
> ➢ To provide introductory knowledge on keyboard mastery.

5. Course outcome:
On completion of the course on Typewriting Practice-II, student will be able to

- CO_1 = explain the functions of typewriting.
- CO_2 = describe keyboard.
- CO_3 = identify various parts of a typewriter.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
0	2	48	50

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
0	0	0	0	125	75	200	66	200

8. Detailed Course Content:

1.1 Shorthand: Words spelt similarly but with different meaning, spelling incorrect idioms, Shorthand Dictation and reading exercises, Shorthand phrases, so as to give the students a sense of accomplishment and help higher speed building and to keep the students constantly Reminded of the importance of good practice procedure.
Special Speed building outlines.

(To develop a minimum speed of 70 w.p.m.)

1.2 Type Writing: Graded Speed Building including typing different types of Government and Commercial letters.
(To develop a minimum Speed of 35 w.p.m.)

Practical line: Shorthand transcription and typing will be done in computer.

1. Course Title**: PROFESSIONAL PRACTICE-II**

2. Course Code: **MOM/410**

3. Semester: IV

4. **Aim of the course:**

      To develop general confidence, ability to communicate and attitude, in addition to basic technological concepts through Industrial visits, expert lectures, seminars on technical topics and group discussion.

5. Course outcome:
On completion of the course on professional practice-II, student will be able to

- CO_1 = Acquire information from different sources.
- CO_2 = Prepare notes for given topic.
- CO_3 = Present given topic in a seminar.
- CO_4 = Interact with peers to share thoughts.
- CO_5 = Prepare a report on industrial visit, expert lecture.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
10	-	20	30

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
-	-	-	-	25	25	50	15	50

8. Detailed Course Content:

1. INDUSTRIAL VISITS   **(10 marks)**

Structured industrial visits be arranged and report of the same should be submitted by the individual student, to form a part of the term work.
two industrial visits may be arranged in the following areas / industries:

   i. Industrial organizations for observing various record management processes including filing and indexing.
   ii. Shop / Self-help Group

2. Lectures by Professional / Industrial Expert be organized from **ANY THREE** of the following areas:
                                                  (10 marks)

   i. Use of Cash Book in office.
   ii. Computer aided drafting.
   iii. Research methodology

iv. Report writing.
v. Auditing

3. INDIVIDUAL ASSIGNMENTS: (30 marks)

Any three from the list suggested

a) Collection of samples of different office equipments.
b) Preparing models of Office Layout.
c) Preparing Bar Graph, Line Graph, XY Graph, Pie Chart in Microsoft Excel
d) Preparing Tender or Quotation using Microsoft Word.

OR

Conduct **any one** of the following activities through active participation of students and write report

i. Rally for energy conservation / tree plantation.
ii. Survey for local social problems such as mal nutrition, unemployment, cleanliness, illiteracy etc.
iii. Conduct aptitude, general knowledge test, IQ test
iv. Arrange **any one** training in the following areas:
   a) Yoga. B) Use of firefighting equipment and First aid
   Maintenance of Domestic appliances.

4. MODULAR COURSES:

A course module should be designed in the following areas for max. 12 hrs. Batch size - min. 10 students.

Course may be organized internally or with the help of external organizations.

a) Personality development.
b) Entrepreneurship development.

5. Working with Microsoft Excel
a) Formatting: Insert and Delete Cell, Cell Addressing, Merge and Copy Cell,
b)   Insert Row/Column, Delete Row Column, Insert Formula and Function

SYLLABUS
FOR
THREE YEAR DIPLOMA COURSE

MODERN OFFICE MANAGEMENT
SEMESTER-V

1. Course Title: COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT-II

2. Course Code: MOM/501

3. Semester: V

4. **Aim of the course:**

The general aim of a course in English language and communication is aimed at the three domains of learning: knowledge, skills and attitudes. In keeping up with this aim, it is attempted to develop all the four skills of language learning in the learner – listening, speaking, reading and writing and also to enable the students to use the grammar of the English language correctly. Since, all these four skills are interrelated to each other, this course is aimed at achieving language proficiency in all the four skills so that at the end of the course the student is a confident user of the General Indian English (GIE), with the added knowledge of the other variants as British English and American English. This, it is attempted to achieve, by building a carefree, tension free classroom atmosphere in which the language classes incorporate activities related to these four skills. It is aimed that at the end of the course, the student can relate to the English language as a language of communication and conduct of everyday affairs.

5. Course outcome:

On completion of the course on communicative English & Personality Development -II, student will be able to

- CO_1 = Perform confidently in an interview.
- CO_2 = Write proper job interview application.
- CO_3 = Design the perfect CV for interview.
- CO_4 = Wear the right/professional attire to interview.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
20	2	15	37

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
50	25	75	25	25	25	50	17	125

8. Detailed Course Structure.

Chapter / Unit no.	Chapter Title	Content / area of focus	Intended Learning Outcome	Duration in hours
1.	CV Writing	1.1 Differences between a CV and a Resume, When to use a CV, Tips for good CVs or Resume Rules, Study of the various options of writing the perfect CV – the acceptable font size, font style, the format, the minimal length of the CV etc, Selecting information for writing a CV, Step by step instructions on writing the various sections of the CV Helping the student build an inventory of the student's positive characteristics – what needs to be included in a CV, Writing the Objective or Summary statement, Building the prefect sentence , Choice of words Acquaint the student with the Verb list for writing the perfect CV – putting one's own life story into action, Questions to keep in mind while preparing the checklist for the CV, Familiarising the students with the CV Resource Links , How to access CV Samples from the web for the latest format	1. Explain how to write a CV, Resume and Biodata. 2. Discuss different verbs applicable to write a CV, Resume and Biodata.	15
2.	Application Formats For Jobs	2.1 How to write a job application letter – cover page etc., Job application Letters, Job Application Letter Writing Guidelines, Sample Job Application Letters	1. Explain how to write a perfect job application.	12

3.	Basics of Attending An Interview	3.1 Proper etiquette, Dress Code	1. Discuss the etiquettes of professional dressing.	8

BOOKS RECOMMENDED:
1. *40 Interview Icebergs and How to Sail Around Them* by Michael Heath

9. TABLE OF SPECIFICATIONS for Communicative English & Personality Development-II

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	CV Writing	15	43	5	5	5	5
2	Application Formats For Jobs	12	34	5	2	4	4
3	Basics of Attending An Interview	8	23	5	2	4	4
	Total	35	100	15	9	13	13

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	CV Writing	2	2	4	8	2	1	1	1	5	1	2	2	2	7	20
2	Application Formats For Jobs	2	1	0	3	2	1	1	1	5	1	2	2	2	7	15
3	Basics of Attending An Interview	2	1	1	4	2	1	1	1	5	1	2	1	2	6	15
	Total	6	4	5	15	6	3	3	3	15	3	6	5	6	20	50

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: ENTREPRENEURSHIP**

2. Course Code: **MOM/502**

3. Semester: V

4**. Aim of the course:**

- ➢ To provide knowledge on entrepreneurship.
- ➢ To explain various types of entrepreneurs.
- ➢ To provide introductory knowledge on classification of entrepreneur.
- ➢ To provide knowledge on advantages of entrepreneurship.

5. Course outcome:

On completion of the course on Entrepreneurship, student will be able to

- CO_1 = explain the functions of entrepreneur.
- CO_2 = describe various types of entrepreneurs.
- CO_3 = identify various sources of finance.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	33	-	-	-	-	100

8. Detailed course content for Entrepreneurship

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Duration in hours
1.	Entrepreneurship	1.1 Definition and Importance 1.2 Entrepreneurship and economic development 1.3 Origin of Entrepreneurship 1.4 Kinds of Entrepreneurship 1.5 Women Entrepreneurship	1. Explain importance and functions of entrepreneurship.	10
2.	Small business and entrepreneurship	2.1 Definition and scope with reference to small	1. Describe relationship	8

		entrepreneurs 2.2 Government and Entrepreneurship	between government and entrepreneurs.	
3.	Institutions and entrepreneurship development	3.1 Different Institutions dealing with Entrepreneurs. NEITCO, IIE, SISI, NSIC, NEIBM 3.2 Entrepreneurship Development Programs 3.3 Other Programmes offered by promotional Institution. General EDP's, Product Specific EDP, women EDP, general Awareness, etc	1. Explain different institutions working for entrepreneurship development.	10
4.	Institutional finance	4.1 Working of IDBI, SIDBI, IFCI, Scheduled Commercial Banks, DIC's, AFC etc 4.2 Formalities associated with project approval 4.3 Preparation of Project Report	1. Describe institutional finance and the formalities.	6
5.	Market survey	5.1 Sales Promotion 5.2 Public Relation	1. Explain market survey,	4
6.	NGO/self help group in entrepreneurship development	6.1 Role and working of NGO/SHG	1. Describe role of NGOs.	4

BOOKS RECOMMENDED:
1. *Entrepreneurial Development* - S.S. Khanka, S. Chand & Sons.
2. *Entrepreneurial Development Small Business Enterprises* - Poornzma M. Charantimath, Pearson Education.
3. *Entrepreneurship & Small Business Management* - M.B. Shukla, Kitab Mahal.
4. *Business Organisation & Entrepreneurship Development* - Sarkar, Sharma, Gupta – M/S Kalyani Publications.
5. *Entrepreneurship* - Robert D Hisrich & Michael P. Peters - Tata McGraw Hill Edition.
6. *Entrepreneurship Development and Business Communication* - Vasant Desai & Urmila Rai, Himalaya Publishing House.

TABLE OF SPECIFICATIONS for Entrepreneurship

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Entrepreneurship	8	20	6	0	0	0

No.	Topic						
2	Small business and entrepreneurship	8	20	5	0	0	0
3	Institutions and entrepreneurship development	8	20	5	0	0	0
4	Institutional finance	7	18	7	0	0	0
5	Market survey	6	15	5	0	0	0
6	NGO/self help group in entrepreneurship development	3	7	3	0	0	0
	TOTAL	40	100	38	0	0	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application (Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

Detailed Table of Specifications for Entrepreneurship

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Entrepreneurship	3	1	0	4	0	0	0	0	0	8	0	0	0	8	12
2	Small business and entrepreneurship	4	1	0	5	0	0	0	0	0	7	0	0	0	7	12
3	Institutions and entrepreneurship development	3	1	1	5	0	0	0	0	0	7	0	0	0	7	12
4	Institutional finance	2	2	0	4	0	0	0	0	0	8	0	0	0	8	12
5	Market survey	2	1	0	3	0	0	0	0	0	9	0	0	0	9	12
6	NGO/self help group in entrepreneurship development	2	2	0	4	0	0	0	0	0	6	0	0	0	6	10
	Total	17	8	0	25	0	0	0	0	0	45	0	0	0	45	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1:   Course Title - Database Management Systems

2:   Course Code – CO/MOM/503

3:   Semester- 5ᵗʰ

4:   Aim of the Course :

- To learn about the database system management.
- To learn designing of a good database considering various aspects of designing.
- To use DDL, DML and DCL .

5:   Course Outcome :

On completion of the course, students will be able to :

- Differentiate between traditional file system and DBMS
- Write queries with different Data Base languages.
- Design data base and normalize data.
- Use security concepts in designing database.
- Differentiate between centralized and distributed database.

6:   Pre-requisite :

- Knowledge and concept of files and database.

7:   Teaching Scheme :

Teaching Scheme			
L	T	P	Total Hours per week
3	-	3	6

8:   Examination Scheme :

	Theory (T)	Sessional (TS)	Practical (P)	Practical Sessional (PS)
Full Marks	70	30	25	25
Pass Marks	33		17	

9:   Detailed Course Content:

Unit	Topics/Sub-topics	Intended Learning Outcome	Hours
1	**Introduction to Database Management System :** 1.1 Database System Environment 1.2 File oriented Approach 1.3 Database Approach 1.4 Users of DBMS 1.5 Intended use of DBMS 1.6 Benefit of using database Approach 1.7 Concepts of Client Server Architecture and distributed system	**1.** Demonstrate the role that database play in an organization. **2.** Distinguish between the database approach and traditional approach of programming with data file. 3. Demonstrate different types of DBMS Architectures.	6
2	**Database system concept and Application :** 2.1 Data Models, Schemes and instances	1. Describe the modelling concept of database, Data dependency, Database language and interfaces.	6

		2.2 DBMS architecture and Independence 2.3 Database Languages and Interfaces 2.4 The database system environment 2.5 Classification of DBMS	2. Explain the classification of DBMS	
3	**E-R diagram :** 3.1 Defining relations, Entity Set 3.2 E-R Model concept with examples	1. Demonstrate knowledge of relational database concepts, entities/relations and entity relationship diagrams 2. Draw E-R diagrams	4
4	**SQL :** 4.1 Data Definition in SQL 4.2 Queries in SQL 4.3 Create, Update, Insert statement in SQL 4.4 Views in SQL 4.5 Specifying additional constraints as assertions 4.6 Specifying indexes	1.Demonstrate knowledge of querying relational database using SQL Commands.	6
5	**Functional Dependencies and Normalization for Relational Database:** 5.1 Functional dependencies 5.2 Normal forms based on primary keys 5.3 General definitions of second and third normal forms 5.4 Boye Codd Normal Form	1. Analyze the status of a relation and demonstrate Normalization in order to avoid anomalies.	5
6	**Transaction processing concepts :** 6.1 Introduction to transaction processing 6.2 Transaction and system Concept 6.3 Desirable properties of transactions 6.4 Schedules and recoverability	1. Explain database transaction and its properties . 2. Explain the concept of schedules and its recoverability.	3
7	**Concurrency Control Techniques :** 7.1 Basic Concepts; Concepts of Locks; live lock, dead lock, Serializability	1. Demonstrate Concurrency control techniques with special emphasis on locks.	3
8	**Security and Integrity :** 1.1 Security and integrity violation 1.2 Authorization	1. Discuss briefly database security process and some techniques.	4

	1.3 Authorization and Views 1.4 Granting of Privileges 1.5 Security specification in SQL 1.6 Encryption		
9	**Distributed databases :** 9.1 Principle of distributed database, data fragmentations, transparency, integrity, allocation of fragments, translation of global query to fragment query, concurrency control- elementary ideas	1. Describe the Basics of distributed database and basics of concurrency control technique of distributed database	**5**
	Internal Assessment		**3**

Practical
Intellectual skills :

- Reasoning and developing queries.
- Problem solving

Motor Skills :

- Proper use of computer and related software.

Lab Exercises :

1. **Introduction to Structured Query Language(SQL)**
   1.1 Data Definition Language(DDL)-Create, alter, drop table
   1.2 Data Manipulation Language(DML)-select, insert, update, delete
   1.3 Data Control Language-Grant, revoke
   1.4 Creating and deleting Views, index

2. **Introduction to PL/SQL**
   2.1 Block structure, variable and types, looping constructs, Expression and operators, functions
   2.2 Cursors variable, cursor fetch, loops
   2.3 Procedure, functions, triggers
   2.4 Error handling and exceptions
   2.5 Composite data-types

3. **DBA function**
   3.1 Installation of software (RDBMS)
   3.2 Creation of database
   3.3 Routine maintenance of database
   3.4 Backup & Recovery of database
   3.5 Concepts of inet.ora

10: Distribution of Marks :

Unit	Topics	Type of Question			Total Marks
		Objective	Short	Descriptive	
1	Introduction to Database Management System	4	3	3	10
2	Database system concept and Application	4	3	3	10
3	E-R diagram	3		3	6
4	SQL	4	3	3	10
5	Functional Dependencies and Normalization fro Relational Database	2	3	3	8
6	Transaction processing concepts	2		3	5
7	Concurrency Control Techniques	2		3	5
8	Security and Integrity		3	4	7
9	Distributed databases	4		5	9
		25	15	30	70

11: Table of Specification :

Unit	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	K	C	A	HA
1	Introduction to Database Management System	6	14	√			
2	Database system concept and Application	6	14	√			
3	E-R diagram	4	10	√		√	
4	SQL	6	14	√		√	
5	Functional Dependencies and Normalization for Relational Database	5	12	√			
6	Transaction processing concepts	3	07	√			
7	Concurrency Control Techniques	3	07	√			
8	Security and Integrity	4	10	√			
9	Distributed databases	5	12	√			
Total		Σ b=42	100				

K = Knowledge   C = Comprehension   A =Application   HA = Higher Than

Application   (Analysis, Synthesis, Evaluation)

$$c = \frac{b}{\Sigma b} * 100$$

Detailed Table Of Specifications

Unit	Topic	Objective				Short					Descriptive				
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T
1	Introduction to Database Management System	4			4					3	3				3
2	Database system concept and Application	4			4					3	3				3
3	E-R diagram	3			3						1		2		3
4	SQL	4			4	1		2		3	1		2		3
5	Functional Dependencies and Normalization for Relational Database	2			2	3				3	3				3
6	Transaction processing concepts	2			2						3				3
7	Concurrency Control Techniques	2			2						3				3
8	Security and Integrity					3				3	4				4
9	Distributed databases	4			4						5				5

K   = Knowledge C   = Comprehension A   = Application HA = Higher Than Application T   =   Total

12:   **Suggested Implementation Strategies :**

13:   **Suggested Learning Resources :**

1. Fundaments of Database System- by Elmasri and Navathe
2. Database Management- by CJ Date
3. Principles of Database Systems- by John E. Hopcroft & Jeffrey D. Ullma
4. Developing personal oracle7 Application- by David Lockman
5. Oracle8 DBA handbook- by Kevin Loney

1. Course Title**: OFFICE DOCUMENTATION & RECORD MANAGEMENT**

2. Course Code: **MOM/504**

3. Semester: V

4. **Aim of the course:**

   ➢ To provide knowledge on record management.
   ➢ To explain various types of office documentation.
   ➢ To provide introductory knowledge on record management.
   ➢ To provide knowledge on limitation of record management.

5. Course outcome:

On completion of the course on Office Documentation & Record Management, student will be able to

- CO_1 = explain the importance of record.
- CO_2 = describe various types of filing and indexing.
- CO_3 = identify various documentation equipments.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
20	2	20	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
50	25	75	25	25	25	50	15	125

8.   **Detail course structure for Office Documentation and Record Management**

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Duration in hours
1.	Office equipment and machines	1.1 Introduction 1.2 Basic principles of selecting furniture, equipments 1.3 Office furniture & types 1.4 Office machines and its merits & demerits	1. Explain importance of office furniture.	4

2.	Office automation practices	2.1 Office machines & their uses computers, overhead projector, fax, Modem, cellulars, latest communication system.	1. Describe office equipments.	4
3.	Record management	3.1 Meaning and importance of records 3.2 Filing and filing equipment 3.3 Records retention	1. Explain filing and filing equipments.	4
4.	Electronic mail services	4.1 Use of password & users name 4.2 E-mail id creation 4.3 Receiving & checking of e-mails 4.4 Sending mails through e-mail 4.5 Browsing & visiting of different sites	1. Elaborate electronic mail services.	4
5.	Internet	5.1 Meaning & importance of internet 5.2 Downloading of different files. 5.3 FTP, social networking sites, search engines, 5.4 Video conferencing, e-commerce, blogs.	1. Describe importance of Internet.	4

Practical will include identification of office equipments and machines. (20 hours)

BOOKS RECOMMENDED:
1. *Office Organisation & Management* - M.C. Shukla & S.S. Gulshan
2. *Office Management* - R.S.N. Pillai & Bagavathi
3. *Office Management* - R.K. Chopra and Ankita Bhatia (Himalaya Pub. House)
4. *Communication for Business* - Shirley Taylor, Pearson Education
5. *The Complete Reference to Internet* - M.L. Young, Tata McGraw Hill

5. TABLE OF SPECIFICATIONS for Office Documentation and Record Management

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Office equipment and machines	4	20	3	3	3	6

2	Office automation practices	4	20	4	2	4	5
3	Record management	4	20	4	2	2	2
4	Electronic mail services	4	20	2	1	1	1
5	Internet	4	20	2	1	1	1
	TOTAL	**20**	**100**	**15**	**9**	**11**	**15**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Office Documentation & Record Management

Sl. No.	Topic	Objective Type				Short Answer Type					Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Office equipment and machines	1	1	1	3	0	0	2	0	2	3	2	0	0	5	10
2	Office automation practices	1	1	1	3	0	0	2	0	2	2	1	2	0	5	10
3	Record management	1	1	1	3	0	0	2	0	2	3	1	1	0	5	10
4	Electronic mail services	1	0	0	1	0	0	2	0	2	4	1	2	0	7	10
5	Internet	1	2	0	3	0	0	2	0	2	1	1	3	0	5	10
	Total	**5**	**5**	**3**	**13**	**0**	**0**	**10**	**0**	**10**	**13**	**6**	**10**	**0**	**27**	**50**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: BUSINESS STATISTICS**

2. Course Code: **MOM-505**

3. Semester: V

4. **Aim of the course:**

- ➢ To provide knowledge on statistics.
- ➢ To explain various types of sampling.
- ➢ To provide introductory knowledge on classification and tabulation of population.
- ➢ To provide knowledge on central tendency.

5. Course outcome:

On completion of the course on Business Statistics, student will be able to

- CO_1 = explain the methods of collecting samples.
- CO_2 = describe various tools to analyse data.
- CO_3 = identify theory of probability.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	33	-	-	-	-	100

DETAIL COURSE STRUCTURE FOR BUSINESS STATISTICS

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Duration in hours
1.	Introduction to statistics	Meaning, Scope and limitations of statistics; Collection of data : Primary and Secondary data; Schedules and questionnaires and their preparations; Census survey and sample survey, Methods of sampling : Random sampling, stratified random	1.1 Explain Scope and limitations of statistic 1.2 Elaborate how to collect data	10

		sampling and judgment sampling; Construction of frequency distribution; Diagrammatic and graphical representation of data		
2.	Analysis of data	Measures of central tendency and partition values; Measures of variation; Measures of skewness, kurtosis (meaning and basic ideas)	1.1 Explain analysis of data	10
3.	Theory of probability	Probability as a concept, the three approaches to defining probability; Addition and multiplication law of probability .	1.1 Describe theory of probability	8
4.	Sampling theory and level of significance	Concept of standard error, Estimation (Point and Interval estimation), Properties of a good estimator, Testing of Hypothesis - Null Hypothesis, Alternative Hypothesis, Types I & Type II errors, Level of Significance, Critical region, One tailed and two tailed tests	1.1 Explain sampling theory	10
5.	Statistical Quality Control	Basic concept only	1.1 Provide basic knowledge of SQC	2

BOOKS RECOMMENDED:
1. *Business Mathematics & Statistics* - R.K. Ghosh, S. Saha, New Central Book Agency (Pvt.) Ltd, Kolkata
2. *Fundamentals of Statistics* - S.C. Gupta, Sultan Chand & Sons.
3. *Business Statistics* - A.P. Verma, Asian Book (Pvt.) Ltd.
4. *Essentials Statistics for Economics and Commerce Padmalochan Hazarika* - Akansha Publishing House.
5. *Business Statistics* - I.K. Sharma, Pearson Education, New Delhi.
6. *Fundamental of Statistics* - D.N. Elahance/Veena Elahane, B.M. Aggarwal, Kitab Mahal.
7. *Elementary Statistical Methods* - Dr. S.P. Gupta, Sultan Chand & Sons, New Delhi.
8. *Statistical Methods* - P.N. Arora, Sumeet Arora and S. Arora, S. Chand & Co. Ltd. New Delhi.
9. *Statistics for Business and Economics* - R.P. Hooda –Macmillan, New Delhi.
10. *Basic Statistics* - Nagar and Das –Oxford University Press, New Delhi.

2. TABLE OF SPECIFICATIONS for Business Statistics

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Introduction to statistics	10	25	6	0	0	0
2	Analysis of data	10	25	5	0	0	0
3	Theory of probability	8	20	5	0	0	0
4	Sampling theory and level of significance	10	25	7	0	0	0
5	Statistical Quality Control	2	5	7	0	0	0
	TOTAL	**40**	**100**	**33**	**0**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application (Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Business Statistics

Sl. No.	Topic	Objective Type				Short Type	Answer			Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction to statistics	3	1	0	4	2	0	0	0	2	6	3	0	0	9	15
2	Analysis of data	4	1	0	5	2	0	0	0	2	8	0	0	0	8	15
3	Theory of probability	4	0	0	4	2	0	2	0	4	7	0	0	0	7	15
4	Sampling theory and level of significance	4	2	0	6	0	0	0	0	0	4	3	2	0	9	15
5	Statistical Quality Control	4	2	0	6	0	0	0	0	0	4	0	0	0	4	10
	Total	**19**	**6**	**0**	**25**	**6**	**0**	**2**	**0**	**8**	**29**	**6**	**2**	**0**	**37**	**70**

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: TYPEWRITING AND STENOGRAPHY PRACTICE-III**

2. Course Code: **MOM/506**

3. Semester: IV

4. **Aim of the course:**

6. To provide knowledge on typewriting and stenography
7. To explain various keys of a typewriter.
8. To introduce students with various parts of a typewriter.
9. To provide introductory knowledge on keyboard mastery.

5. Course outcome:
On completion of the course on Typewriting Practice-II, student will be able to
- CO_1 = explain the functions of typewriting.
- CO_2 = describe keyboard.
- CO_3 = identify various parts of a typewriter.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
0	2	48	50

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
0	0	0	0	125	75	200	66	200

8. Detailed Course Content:

1.1 Shorthand: Words spelt similarly but with different meaning, spelling incorrect idioms, Shorthand Dictation and reading exercises, Shorthand phrases, so as to give the students a sense of accomplishment and help higher speed building and to keep the students constantly Reminded of the importance of good practice procedure.
Special Speed building outlines.

(To develop a minimum speed of 70 w.p.m.)
1.2 Type Writing: Graded Speed Building including typing different types of Government and Commercial letters.
(To develop a minimum Speed of 60 w.p.m.)

Practical line: Shorthand transcription and typing will be done in computer.

Daily speed building dictation so as to develop a minimum speed of 90 w.p.m. drilling of words, regular transcription from shorthand dictation etc.

(Vernacular & Electronic- Typewriting)

I. Speed Building including typing practice of different types of Commercial and Govt. letters.
(To acquire a typing Speed of 45 w.p.m.)

2. Typing (Vernacular)

    2.1 Key board Mastery.

    2.2 Typing of different passages, letters, notice etc.
        Speed practice:

                (Speed rate should be from 15 w.p.m. to 20 w.p.m.)

3. Typing (Electronic)

    3.1 Key board mastery

3.2 Typing different passages, articles etc.

1. Course Title**: PROFESSIONAL PRACTICE-III**

2. Course Code: **MOM/510**

3. Semester: V

4. **Aim of the course:**

To develop general confidence, ability to communicate and attitude, in addition to basic technological concepts through Industrial visits, expert lectures, seminars on technical topics and group discussion.

5. Course outcome:
On completion of the course on professional practice-III, student will be able to
- CO_1 = Acquire information from different sources.
- CO_2 = Prepare notes for given topic.
- CO_3 = Present given topic in a seminar.
- CO_4 = Interact with peers to share thoughts.
- CO_5 = Prepare a report on industrial visit, expert lecture.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
10	-	20	30

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
-	-	-	-	25	25	50	15	50

8. Detailed Course Content:

1. LECTURES BY PROFESSIONAL / INDUSTRIAL EXPERT LECTURES TO BE ORGANIZED FROM ANY TWO OF THE FOLLOWING AREAS: **(10 marks)**

Tally in Taxation.
Customer Psychology.
Prepare of one Seminar paper using PowerPoint.
Project report using Microsoft Word.

2. INFORMATION SEARCH & PREPATION OF SEMINAR PAPER: **(10 marks)**
Seminar topic shall be related to the subjects of fourth semester. Each student shall submit a report of at least 10 pages and deliver a seminar (Presentation time - 10 minutes). Information search can be done through manufacturer's catalogue, websites, magazines, books etc. and submit a report **any one** topic. Following topics are suggested:

i.   Stock Marketing.
ii.   Advertisement & Publicity of local product.
iii.   Letter to an Editor regarding local burning problem.
iv.   Utility & uses of different labour saving machines.

3. Conduct **any two** of the following activities through active participation of students and write report

(10 marks)

v.   Rally for energy conservation / tree plantation.
vi.   Survey for local social problems such as mal nutrition, unemployment, cleanliness, illiteracy etc.
vii.   Conduct aptitude, general knowledge test, IQ test
viii.   Arrange **any one** training in the following areas:
           1.   Yoga.
           2.   Use of firefighting equipment and First aid
           3.   Maintenance of Domestic appliances.

4. MODULAR COURSES: **(5 marks)**

A course module should be designed in the following areas for max. 12 hrs. Batch size - min. 10 students.

Course may be organized internally or with the help of external organizations.

    c)   Personality development.
    d)   Entrepreneurship development.

5. Working with Microsoft Excel   **(15 marks)**

    a)   Formatting: Insert and Delete Cell, Cell Addressing, Merge and Copy Cell,
    b)   Insert Row/Column, Delete Row Column, Insert Formula and Function

SYLLABUS
FOR
THREE YEAR DIPLOMA COURSE

MODERN OFFICE MANAGEMENT
SEMESTER-VI

1. Course Title**: BEHAVIORAL SCIENCE & QUALITY MANAGEMENT**

2. Course Code: **MOM/601**

3. Semester: VI

4. **Aim of the course:**

   ➢ To provide knowledge on behavioral science.
   ➢ To explain various types of quality management.
   ➢ To provide introductory knowledge on psychological foundation of human behaviour.
   ➢ To provide knowledge on motivation.

5. Course outcome:

On completion of the course on Behavioral Science and Quality Management, student will be able to

   • CO_1 = explain the functions of behavioral science.
   • CO_2 = describe various types of human model.
   • CO_3 = identify various motivational theories.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	33	-	-	-	-	100

Detailed course structure for Behavioral Science and Quality Management

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Duration in hours
1.	Introduction to Behavioral science	1.1 Concept and importance of organizational behavior 1.2 Nature & scope 1.3 Models of organizational behavioral	1. Explain importance and characteristics of behavioral science.	7

		1.4 Role of behavioral science		
2.	Psychological foundation of human behavior	2.1 Perception 2.2 Learning 2.3 Personality - concept & theories	1. Describe psychological foundation of human behavior	7
3.	Motivation	3.1 Definition of Motivation 3.2 Theory of Motivation 3.2.1 Marlow's Need Hierarchy Theory 3.2.2 Theory X & Theory Y 3.2.3 Theory Z	1. Explain Theory X and Theory Y.	6
4.	Total quality management	6.1 Concept 6.2 Basic components of TQM, Deming's 14 pts/ Juran's trilogy	1. Elaborate total quality management.	7
5.	ISO-9000	7.1 System, Different standard & Specification an Documentation, Service Procedure of certification	1. Explain documentation and certification under ISO-9000.	7
6.	Quality circle tools	8.1 Brain storming, Pareto Diagram, Ishikawa Diagram, Histogram Ring chart Control chart, Scatter Diagram, Flow chart, Demings P.D.C.A cycle	1. Explain different quality circle tools.	6

BOOKS RECOMMENDED:
1. *Organisational Behaviour* - P. Suvarao
2. *Organisational Behaviour* - Suja R. Nair
3. *Organisational Behaviour* - M.N. Mishra
4. *Ethics in Business Management* - R.P. Banerjee
5. *Personal Management & Industrial Relations* - Agarwal - Nair - Banerjee
6. *ISO 9000 - A Manual for TQM* - Suresh Delela
7. *Total Quality Management* - B. Senthil Arasui & J. Praveen Paul
8. *Total Quality Management* - K. Sridhar

9. TABLE OF SPECIFICATIONS for Salesmanship and Advertisement

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA

Sl. No.	Topic						
1	Introduction to Behavioral science	7	17	6	0	0	0
2	Psychological foundation of human behavior	7	17	5	0	0	0
3	Motivation	6	16	4	0	0	0
4	Total quality management	7	17	6	0	0	0
5	ISO-9000	7	17	6	0	0	0
6	Quality circle tools	6	16	3	0	0	
	TOTAL	40	100	33	0	0	0

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application (Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Office Organisation and Management

Sl. No.	Topic	Objective Type				Short Type	Answer				Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction to Behavioral science	3	1	0	4	0	0	0	0	0	8	0	0	0	8	12
2	Psychological foundation of human behavior	4	1	0	5	0	0	0	0	0	7	0	0	0	7	12
3	Motivation	4	0	0	4	0	0	0	0	0	8	0	0	0	8	12
4	Total quality management	2	2	0	4	0	0	0	0	0	8	0	0	0	8	12
5	ISO-9000	2	2	0	4	0	0	0	0	0	8	0	0	0	8	12
6	Quality circle tools	2	2	0	4	0	0	0	0	0	6	0	0	0	6	10
	Total	17	8	0	25	0	0	0	0	0	45	0	0	0	45	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: Fundamentals of Banking**

2. Course Code: **MOM/602**

3. Semester: VI

4. **Aim of the course:**

> ➢ To provide knowledge on Banking.
> ➢ To explain various types of Banking.
> ➢ To provide introductory knowledge on growth and present position of banking in India.

5. Course outcome:

On completion of the course on Behavioral Science and Quality Management, student will be able to

- CO_1 = explain the functions of difference Banks.
- CO_2 = describe various types of Banking.
- CO_3 = identify various deposited .

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	0	42

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
70	30	100	33	-	-	-	-	100

8. Detailed course structure

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Duration in hours
1.	Introduction	1.1 Concept of Banking 1.2 Place of banking system in modern economy	1.Explain Banking and there functions	6
2.	Types of banking	2.1 Different types of Banks 2.2 Definition of commercial Bank 2.3 Functions of Commercial Bank	1.Describe Different types of Banks	6
3.	Types of deposit in bank	3.1 Current Account 3.2 Saving bank Accounts 3.3 Fixed deposit	1.Explain types of deposit.	6

		Accounts 3.4 Operating and closing of various types of Deposit Accounts		
4.	Growth and present position of banking in India	4.1 Reserve Bank of India & its function 4.2 Regional Rural Bank- Development Bank, Indigenous bankers 4.3 Co-Operative credit Institutes	1.Explain functions of RBI, RRB, etc	10
5.	Cheques	5.1 Dating & crossing & endorsement of cheques 5.2 Traveller's cheques, collection & payment of cheques	1.Describe various Cheques	6
6.	Regulation and control of bank in india	6.1 Employment of bank funds 6.2 Repo Rate, Cash Reserve Ratio, etc 6.3 Impact of Demonetarisation	1.Explain Impact of Demonetarisati-on on Indian Economy	6

BOOKS RECOMMENDED:

1. Commercial Bank Management- Jagroop Singh, Kalyani Publishers.
2. Principles of Banking- Indian Institute of Banking , Macmillan.
3. Basics of Banking, Indian Institute of Banking, Taxmann.
4. Banking Theory and Practice- K C Sekhar and L. Sehar, Vikas Publishing House
5. Principles of Banking Management- Neelam C.Gulati, Excel Books.

9. TABLE OF SPECIFICATIONS:

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Introduction	6	15	6	0	0	0
2	Types of banking	6	15	5	0	0	0
3	Types of deposit in bank	6	15	4	0	0	0
4	Growth and present position of	10	25	6	0	0	0

SI. No.	Topic					
	banking in India					
5	Cheques	6	15	6	0	0	0
6	Regulation and control of bank in india	6	15	3	0	0	
	TOTAL	**40**	**100**	**33**	**0**	**0**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application (Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b}\times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Fundamentals of Banking

SI. No.	Topic	Objective Type				Short Type	Answer				Essay Type					Grand Total
		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Introduction	3	1	0	4	0	0	0	0	0	8	0	0	0	8	12
2	Types of banking	4	1	0	5	0	0	0	0	0	7	0	0	0	7	12
3	Types of deposit in bank	4	0	0	4	0	0	0	0	0	8	0	0	0	8	12
4	Growth and present position of banking in India	2	2	0	4	0	0	0	0	0	8	0	0	0	8	12
5	Cheques	2	2	0	4	0	0	0	0	0	8	0	0	0	8	12
6	Regulation and control of bank in india	2	2	0	4	0	0	0	0	0	6	0	0	0	6	10
	Total	17	8	0	25	0	0	0	0	0	45	0	0	0	45	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: MULTIMEDIA COMMUNICATION & OFFICE EQUIPMENT**

2. Course Code: **MOM-603**

3. Semester: VI

4. **Aim of the course:**

  ➢ To provide knowledge on Multi-Media Communication.
  ➢ To explain various types of office Equipment..
  ➢ To provide introductory knowledge on Photography.

5. Course outcome:

On completion of the course on Multi-Media Communication student will be able to

  • CO_1 = Explain the functions of Communications Process.
  • CO_2 = Describe various types of Communications.
  • CO_3 = List different types of cameras and its accessories.
  • CO_4 = Apply the principles of composition to produce quality pictures.
  • CO_5 =Identify different transaction for preparation of final account.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
40	2	20	62

7. Examination Scheme:

Theory				Practical				Total
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination/VIVA	Sessional	Total	Pass Marks	Total Marks
70	30	100	33	25	25	50	15	150

8. Detailed course structure:

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Duration in hours
1.	Communication	1.1 Definition & Types of communication, communication model, coding, style of communication, Medium of communication	1.Explain different types of Communications.	6

2.	Uses of different office equipments	2.1 Uses of Dictaphone, Lamination machine. Xerox machine, Cash Register machine, Folder machine, Binding machine, punching, Fax machine, etc 2.2 Intercom system, different user functions of' intercom system, function and operation of a cordless telephone	1. Describe uses of different office equipments	4
3.	A.V. System	3.1 Print-media-Non Print media types and their application 3.2 Description, function and use of PA system. 3.3 Description, function use and operation of Tape recorder, Tape - deck,	1) State different types of printing and non printing equipments function and its use. 2) Describe the function and use of PA system, tape recorder and tape deck.	6
4.	Photography - equipment & its techniques	4.1 Cameras, Lenses, Filters, Flash, Accessories 4.2 Depth of Field, Time Lapse Photography, Exposure, Lighting, Composition, Image Manipulation, Digital Printing	1) State different type of cameras and its accessories. 2) State camera lenses and filters. 3) Describe lighting and composition techniques to produce quality pictures.	6
5.	Video film equipment	5.1 Description with block diagram picture transmission 5.2 Description, function and use of Video camera 5.3 Description and use of VTR	1) Describe TV transmitter and receiver. 2) State different blocks of tv transmitter. 3) Describe AM & FM modulation. 4) Describe video camera and its functions.	6
6.	Antenna	6.1 Description of Antenna. 6.2 Different types of transmitting and receiving antenna and its use. 6.3 Indoor, outdoor antenna and Dish antenna	1) Describe different types of Antenna function and its use.	12
7.	Visual Media	7.1 Slide, transparency, slide-projector, LCD	6	6

		projector, OHP - functions operations and use of equipment	1) Describe function and use of slide, transparency, LCD projector, OHP and slide projector.	

BOOKS RECOMMENDED:
1. *The Q&A Guide to Photo Techniques* - Lee Frost
2. *The Digital Photographer's Guide to Exposure* - Peter Cope
3. *Multimedia Communication Systems* - K.R. Rao, Zoran S. Bojkovic & Milovanovic
4. *Modern Concept of Communication System* - B.M.K. Prasad

9. TABLE OF SPECIFICATIONS for Multimedia Communication & Office Equipment

Sl. No.	Topic (a)	Time allotted in hours (b)	Percentage Weightage (c)	Knowledge	Comprehension	Application	HA
1	Communication	6	14	7	0	0	0
2	Uses of different office equipments	8	19	5	0	0	0
3	A.V. System	8	19	3	2	2	0
4	Photography - equipment & its techniques	5	12	3	2	2	0
5	Video film equipment	5	12	4	2	3	0
6	Antenna	10	24	5	3	4	0
7	Visual Media						
	TOTAL	**42**	**100**	**27**	**9**	**11**	**0**

K=Knowledge, C=Comprehension, A=Application, HA=Higher Than Application(Analysis, Synthesis, Evaluation), $C=\frac{b}{\sum b} \times 100$

10. **Distribution of Marks:**

Detailed Table of Specifications for Multimedia Communication & Office Equipment

Sl. No.	Topic	Objective Type	Short Answer Type	Essay Type	Grand Total

		K	C	A	T	K	C	A	HA	T	K	C	A	HA	T	
1	Communication	3	1	0	4	2	0	0	0	2	6	0	0	0	6	12
2	Uses of different office equipments	4	1	0	5	0	0	0	0	0	5	0	0	0	5	10
3	A.V. System	2	1	1	4	2	0	2	0	4		0	0	0	0	8
4	Photography - equipment & its techniques	2	1	1	4	0	0	0	0	0	4	0	2	0	6	10
5	Video film equipment	0	1	1	2	2	0	2	0	4	6	0	0	0	6	12
6	Antenna	1	1	2	4	0	0	0	0	0	8	0	0	0	8	12
7	Visual Media	1	0	1	2	2	2	0	0	4	0	0	0	0	0	6
	Total	13	6	6	25	8	2	4	0	14	29	0	2	0	31	70

K=Knowledge C=Comprehension A=Application HA=Higher Than Application T=Total

1. Course Title**: WEB TECHNOLOGIES**

2. Course Code: **MOM-604**

3. Semester: VI

4. **Aim of the course:**

   ➢ To understand Internet and its basic technologies
   ➢ Able to use and understand URL, WWW**,** ISP, Web Server, Web Browser, Search Engine
   ➢ Understand Internet protocols – OSI Reference Model, TCP/IP, FTP, HTTP
   ➢ Learn to create a static web page – a HTML file

5. Course outcome:

On the completion of the course, students will be able to:

   CO_1= Explain the Internet and Web Technology in terms of URL, WWW, ISP, Web Server, Web Browser, Search Engine.
   CO_2 = Design static web page.
   CO_3 = Explain about all internet protocols

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
20	2	30	52

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination / Viva	Sessional	Total	Pass Marks	
50	25	75	25	50	25	75	25	150

Intellectual Skills:

   • Students will be able to design static web pages using HTML for different projects.

Motor Skills:

   • Handle computer, hardware, software and internet swiftly

8. Detailed Course Structure.

Chapter / Unit no.	Chapter Title	Content / area of focus	ILO	Duration in hours

1.	**Introduction to Internet**	Internet History, Basic internet technology, WWW, URL, ISP, Web Server, Hypertext, Hyperlink, Web Browser and Search Engine	1.Explain internet history, Internet terminologies 2.Define various used in Internet	10
2.	**Internet Technology and Protocols**	Types of network | Network Topologies: Bus, Ring, Star. Mesh, Tree, Hybrid | Networking devices: NIC, Bridge, Switch, Router, Gateway | Protocols: OSI reference model, TCP/IP, FTP, HTTP, Telnet | Internet Addressing – DNS	1.Explain different types of networks 2.Understand different network topologies 3.Define different network protocols 4.Create and design an web page	10

PRACTICAL (50 Marks)

Chapter / Unit no.	Chapter Title	Content / area of focus	Duration in hours	Marks allotted
1.	**Electronic Mail**	1.1 Introduction to E-Mail 1.2 E-Mail Network and Server 1.3 E-Mail Protocols: SMTP, POP3, IMAP4 1.4 Structure of E-Mail: E-Mail Address, E-Mail Header, Body, Attachment 1.5 E-Mail Client: Netscap, Outlook, Gmail	12	20
2.	**Static Web Page Design using HTML**	2.1 Introduction to HTML: Basics of HTML, HTML Tags, HTML editor 2.2 Document Structure Tags: <HTML>, <Head>, <Body>,<Title> 2.3 Formatting Tags: <B>, <U>, <I>, <S>, <SUB>, <SUP>, <FONT>, <BASEFONT>, <HR>, , <Hn>, <CENTER>, <DIV> 2.4 List Tags: <OL>,<LI>,<UL>,<MENU>,<DI	18	30

		R>,<DL>,<DT>, <DD> 2.5 Hyperlink and image Tags: <A>, <IMG>, <MAP>, <AREA> 2.6 Table Tags: <TABLE>, <THEAD>, <TBODY>, <CAPTION>, <TFOOT>, <COLGROUP>, <COL>, <TR>, <TH>, <TD> 2.7 Frame Tags: <FRAMESET>, <FRAME> 2.8 Form Tags: <FORM>, <INPUT>		

BOOKS RECOMMENDED:

1. *The Internet Book* - by D. Comer - Prentice Hall of India Publication.
2. *Web Enabled Commercial Application Development using HTML, JavaScript, DHTML and PHP* - Ivan Bayross – BPB Publication.
4. *Web Technology and Design* - C. Xevier – New Age International Publication.
5. *Computer Networks* - A. S. Tanenbaum - Prentice Hall of India Publication.

Table of specification for theory

Sub: Web Technologies (MOM-604)

5th Semester

SL. No.	Topic (a)	Time allotted in hours (b)	Percentage of weight (c)	K	C	A	HA
1.	Introduction to Internet	15	50%	√		√	
2.	Internet Technology and protocols	15	50%	√	√		
	Total	∑b=30					

K=Knowledge A=Application C=ComprehensionHA=Higher than Application (Analysis, Synthesis, Evaluation) c = b/∑b * 100%

Detailed Table of Specification of Theory

Sub: Web Technologies (MOM-604)

5th Semester

Sl. No.	Topic (a)	Objective Type					Short Answer Type					Essay Type					GT
		K	C	A	HA	T	K	C	A	HA	T	K	C	A	HA	T	
1.	**Intro. Internet**	4		3		7	3				3	8		7		15	25
2.	Internet Technologies and protocols	6	2			8	3				3	8	6			14	25

K=Knowledge A=Application C=Comprehensive HA=Higher than Application T=Total

TYPEWRITING & STENOGRAPHY PRACTICE-IV

1. Course Title**: TYPEWRITING AND STENOGRAPHY PRACTICE-IV**

2. Course Code: **MOM/605**

3. Semester: VI

4. **Aim of the course:**

      10. To provide knowledge on typewriting and stenography

      11. To explain various keys of a typewriter.

      12. To introduce students with various parts of a typewriter.

      13. To provide introductory knowledge on keyboard mastery.

5. Course outcome:

On completion of the course on Typewriting Practice-IV, student will be able to

- CO_1 = explain the importance and functions of shorthand strokes.
- CO_2 = mastery on keyboard.
- CO_3 = mastery various parts of a typewriter.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
0	2	48	50

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
0	0	0	0	125	75	200	66	200

COURSE STRUCTURE

1. **Shorthand practice**: Dictation of paragraphs from different books, news papers, magazines etc. & their transcription.

       (Daily speed building dictation so as to develop a minimum speed 100 w.p.m)

Typing will be done on computers

<div align="center">

VERNACULAR TYPEWRITING

</div>

1. Vernacular Type:

2. Type of various passages and letters etc. for accuracy and speed practice.

(Speed should be above 25 w. p.m.)

Practice will be done both in manual and computer typing.

1. Course Title**: PROFESSIONAL PRACTICE-IV**

2. Course Code: **MOM/610**

3. Semester: VI

4. **Aim of the course:**

To develop general confidence, ability to communicate and attitude, in addition to basic technological concepts through Industrial visits, expert lectures, seminars on technical topics and group discussion.

5. Course outcome:
On completion of the course on professional practice-IV, student will be able to
- CO_1 = Acquire information from different sources.
- CO_2 = Prepare notes for given topic.
- CO_3 = Present given topic in a seminar.
- CO_4 = Interact with peers to share thoughts.
- CO_5 = Prepare a report on industrial visit, expert lecture.

6. Teaching Scheme (in hours)

Lecture	Tutorial/Class Test	Practical	Total
10	-	20	30

7. Examination Scheme:

Theory				Practical				Total Marks
Examination Full Marks	Sessional Full Marks	Total Marks	Pass Marks	Examination	Sessional	Total	Pass Marks	
-	-	-	-	25	25	50	15	50

8. Detailed Course Content:

1. SHORTHAND PRACTICE WITH MINIMUM 120 W.P.M SPEED **(10 marks)**

2. INDIVIDUAL ASSIGNMENTS: **(10 marks)**

Any two from the list suggested

- e) Collection of samples of different office equipments.
- f) Preparing models of Office Layout.
- g) Preparing Bar Graph, Line Graph, XY Graph, Pie Chart in Microsoft Excel
- h) Preparing Tender or Quotation using Microsoft Word.

3. GROUP ASSIGNMENTS: **(10 marks)**

      i.   Prepare of one Seminar paper using PowerPoint.
      ii.   Project report using Microsoft Word.

4. PROJECT WORK: **(20 marks)**

Each student will be required to undertake a visit to an organisation assigned to her and submit a project report highlighting her own experience and observations in the structure on areas prescribed. The report in typed shaped along with a certificate from the head of the concerned organisation specifying that she had visited the organization during the period for the purpose, should be submitted by the student.

The structure of the report & prescribed area are outlined below:-
1. Introduction
2. Methodology
3. Nature & objectives of study
4. Idea about the organisation where studies made
5. Observations

Prescribed areas :-
1. Organisation structure
2. Details of the office establishment
3. Procedure dealing with receipt and disposal of letters
4. System of filing and record management
5. Internal and external communication system
6. Office environment and working condition
7. Purchase and issue of materials from store
8. Internal audit system
9. Office equipment
10. Any other special feature

--x--