

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
BOARD OF EXAMINATIONS, CHENNAI 600 025**

**TIME TABLE - OCTOBER / NOVEMBER 2011**

***DIPLOMA IN MODERN OFFICE PRACTICE (L - SCHEME)***

Date and Day	Time	Subjects as per the Scheme of Examination
<b><i>I SEMESTER</i></b>		
11.11.2011 Friday	9.30 am – 12.30 pm	Communication English – I *
12.11.2011 Saturday	9.30 am – 12.30 pm	Principles of Economics
14.11.2011 Monday	9.30 am – 12.30 pm	Elements of Commerce
15.11.2011 Tuesday	9.30 am – 12.30 pm	Financial Accounting – I
16.11.2011 Wednesday	9.30 am – 12.30 pm	Basics of Computer and C Programming

\* Common with I Sem Diploma Course in Engineering (L-scheme)

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**TIME TABLE – OCTOBER / NOVEMBER 2011**

***DIPLOMA IN MODERN OFFICE PRACTICE (K-SCHEME)  
SEMESTER PATTERN (2007 - 2008 Onwards)***

Date and Day	Time	Subjects as per the Scheme of Examination
<b>II SEMESTER</b>		
3.11.2011 Thursday	2.15 pm – 5.15 pm	Communication English – II **
4.11.2011 Friday	2.15 pm – 5.15 pm	Business Economics
5.11.2011 Saturday	2.15 pm – 5.15 pm	Commerce – II
8.11.2011 Tuesday	2.15 pm – 5.15 pm	<b>Elective</b> Banking – I
	2.15 pm – 4.15 pm	Elements of Shorthand - English
	2.15 pm – 4.15 pm	Elements of Shorthand – Tamil
9.11.2011 Wednesday	2.15 pm – 5.15 pm	Financial Accounting – II

\*\* Common with II Sem Diploma Course in Engineering (K-scheme)

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**TIME TABLE – OCTOBER / NOVEMBER 2011**

***DIPLOMA IN MODERN OFFICE PRACTICE [ K - SCHEME ]***

Date and Day	Time	Subjects as per the Scheme of Examination
<b><i>III SEMESTER</i></b>		
28.10.2011 Friday	9.30 am – 9.40 am	Typewriting English Junior Paper-I (Batch – I)
		Typewriting Tamil Junior Paper-I (Batch – I)
	10.00 am – 10.45 am	Typewriting English Junior Paper-II (Batch – I)
		Typewriting Tamil Junior Paper-II (Batch – I)
	2.15 pm – 2.25 pm	Typewriting English Junior Paper-I (Batch – II)
		Typewriting Tamil Junior Paper-I (Batch – II)
2.30 pm – 3.15 pm	Typewriting English Junior Paper-II (Batch – II)	
	Typewriting Tamil Junior Paper-II (Batch – II)	
31.10.2011 Monday	9.30 am – 12.30 pm	English - I
2.11.2011 Wednesday	9.30 am – 12.30 pm	Business Statistics
4.11.2011 Friday	9.30 am – 12.30 pm	Business Organisation
8.11.2011 Tuesday	9.30 am – 12.30 pm	Advanced Accountancy - I

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**TIME TABLE – OCTOBER / NOVEMBER 2011**

***DIPLOMA IN MODERN OFFICE PRACTICE***

Date and Day	Time	Subjects as per the Scheme of Examination
<b><i>IV SEMESTER ( K -Scheme )</i></b>		
12.11.2011 Saturday	2.15 pm – 5.15 pm	English – II
14.11.2011 Monday	2.15 pm – 5.15 pm	Business Law – I
15.11.2011 Tuesday	2.15 pm – 5.15 pm	Visual Basic
16.11.2011 Wednesday	2.15 pm – 5.15 pm	Advanced Accountancy – II
17.11.2011 Thursday	2.15 pm – 2.22 pm	<b><u>Elective</u></b> (a) Shorthand English Junior (80 wpm)
	2.30 pm – 3.30 pm	Transcription of the above
	2.15 pm – 5.15 pm	(b) Banking - II
<b><i>IV SEMESTER ( J -Scheme )</i></b>		
9.11.2011 Wednesday	9.30 am – 12.30 pm	Computers in Business Applications Theory – I
10.11.2011 Thursday	9.30 am – 12.30 pm	<b><u>Elective</u></b> Marketing and Sales Organisation - I
	9.30 am – 9.37 am	Elements of Tamil Shorthand-Junior (70 wpm)
	10.00 am – 11.15 am	Transcription of the above

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Date and Day	Time	Subjects as per the Scheme of Examination
<b><i>V SEMESTER</i></b>		
29.10.2011 Saturday	9.30 am – 9.40 am	Typewriting English Senior Paper-I (Batch – I)
		Typewriting Tamil Senior Paper-I (Batch – I)
	10.00 am – 11.00 am	Typewriting English Senior Paper-II (Batch – I)
		Typewriting Tamil Senior Paper-II (Batch – I)
	2.15 pm – 2.25 pm	Typewriting English Senior Paper-I (Batch – II)
		Typewriting Tamil Senior Paper-I (Batch – II)
2.30 pm – 3.30 pm	Typewriting English Senior Paper-II (Batch – II)	
	Typewriting Tamil Senior Paper-II (Batch – II)	
1.11.2011 Tuesday	9.30 am – 12.30 pm	Business Communication
3.11.2011 Thursday	9.30 am – 12.30 pm	RDBMS & E – Commerce
5.11.2011 Saturday	9.30 am – 12.30 pm	Advanced Accountancy – III

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***DIPLOMA IN MODERN OFFICE PRACTICE***

Date and Day	Time	Subjects as per the Scheme of Examination
<b><i>VI SEMESTER ( K-SCHEME)</i></b>		
31.10.2011 Monday	2.15 pm – 5.15 pm	Auditing
1.11.2011 Tuesday	2.15 pm – 5.15 pm	Business & Environmental Management
2.11.2011 Wednesday	2.15 pm – 5.15 pm	Business Law - II
10.11.2011 Thursday	2.15 pm – 5.15 pm	Advanced Accountancy – IV
11.11.2011 Friday	2.15 pm – 5.15 pm	Cost Accounting
<b><i>VI SEMESTER (J-SCHEME)</i></b>		
17.11.2011 Thursday	9.30 am – 12.30 pm	Business Management
18.11.2011 Friday	9.30 am – 9.37 am	<b><u>Elective</u></b> Shorthand English Intermediate Paper-I (100 wpm) Dictation
	9.45 am – 11.00 am	Transcription of the above
	9.30 am – 9.37 am	Shorthand Tamil Senior Paper-I Dictation
	9.45 am – 11.15 am	Transcription of the above
	2.15 pm – 2.19 pm	Shorthand English Intermediate Paper-II Dictation (100 wpm)
	2.30 pm – 4.15 pm	Shorthand English Intermediate Paper-II Elaboration & Theory
	2.15 pm – 2.20 pm 2.25 pm – 2.29 pm	Shorthand Tamil Senior Paper-II Dictation (90 wpm)
	2.45 pm – 5.00 pm	Condensation & Elaboration
<u>Part – I</u> <u>Part - II</u>	2.15 pm – 5.15 pm	Marketing and Sales Organisation - II