

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

**TIME TABLE – OCTOBER 2014**

***DIPLOMA IN MODERN OFFICE PRACTICE (1081)***

| Date and Day  | Time               | Subject Code | Subjects as per the Scheme of Examination   | Code No. |
|---|--------------------|--------------|---|----------|
| <i>( L - Scheme )</i>   |                    |              |   |          |
| <b><i>I SEMESTER</i></b>  |                    |              |   |          |
| 31.10.2014<br>Friday  | 9.30 am – 12.30 pm | 28112        | Principles of Economics                     |          |
| 5.11.2014<br>Wednesday  | 9.30 am – 12.30 pm | 28113        | Elements of Commerce                        |          |
| 8.11.2014<br>Saturday   | 9.30 am – 12.30 pm | 28114        | Financial Accounting – I                    |          |
| 10.11.2014<br>Monday  | 9.30 am – 12.30 pm | 28115        | Basics of Computer and C Programming        |          |
| 11.11.2014<br>Tuesday   | 9.30 am – 12.30 pm | 20011        | Communication English – I                   | *        |
| * Common with I Sem Diploma Course in Engineering (L-scheme)      |                    |              |   |          |
| <b><i>II SEMESTER</i></b>   |                    |              |   |          |
| 28.10.2014<br>Tuesday   | 2.15 pm – 5.15 pm  | 28122        | Business Economics                          |          |
| 31.10.2014<br>Friday  | 2.15 pm – 5.15 pm  | 28123        | Business Organisation and Office Management |          |
| 5.11.2014<br>Wednesday  | 2.15 pm – 5.15 pm  | 28124        | Financial Accounting – II                   |          |
| 8.11.2014<br>Saturday   | 2.15 pm – 5.15 pm  | 28125        | Modern Banking – I                          |          |
| 11.11.2014<br>Tuesday   | 2.15 pm – 5.15 pm  | 20021        | Communication English – II                  | **       |
| ** Common with II Sem Diploma Course in Engineering ( L - scheme) |                    |              |   |          |

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| <b><i>III SEMESTER (L – Scheme)</i></b> |                     |              |   |          |
| 24.10.2014<br>Friday                    | 9.45 am – 9.55 am   | 28171        | Typewriting English Junior Paper - I (Batch – I)  |          |
|   |                     | 28172        | Typewriting Tamil Junior Paper - I (Batch – I)    |          |
|   | 11.00 am – 11.10 am | 28173        | Typewriting English Junior Paper - I (Batch – II) |          |
|   |                     | 28174        | Typewriting Tamil Junior Paper - I (Batch – II)   |          |
| 27.10.2014<br>Monday                    | 9.30 am – 12.30 pm  | 28131        | English – I                                       |          |
| 29.10.2014<br>Wednesday                 | 9.30 am – 12.30 pm  | 28132        | Advanced Accountancy – I                          |          |
| 1.11.2014<br>Saturday                   | 9.30 am – 12.30 pm  | 28133        | Business Statistics                               |          |
| 6.11.2014<br>Thursday                   | 9.30 am – 12.30 pm  | 28134        | Business Law                                      |          |
| <b><i>III SEMESTER (K – Scheme)</i></b> |                     |              |   |          |
| 12.11.2014<br>Wednesday                 | 2.15 pm – 5.15 pm   | 18133        | Business Organisation                             |          |

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| <b><i>IV SEMESTER ( L - Scheme )</i></b> |                    |              |  |          |
| 24.10.2014<br>Friday                     | 2.30 pm – 3.15 pm  | 28175        | Typewriting English Junior Paper-II (Batch – I)            |          |
|  |                    | 28176        | Typewriting Tamil Junior Paper-II (Batch – I)              |          |
| 29.10.2014<br>Wednesday                  | 2.15 pm – 5.15 pm  | 28141        | English – II   |          |
| 1.11.2014<br>Saturday                    | 2.15 pm – 5.15 pm  | 28142        | Advanced Accountancy – II                                  |          |
| 6.11.2014<br>Thursday                    | 2.15 pm – 5.15 pm  | 28143        | Company Law  |          |
| 10.11.2014<br>Monday                     | 2.15 pm – 4.15 pm  | 28181        | <b><u>Elective:</u></b><br>Elements of Shorthand – English |          |
|  | 2.15 pm – 5.15 pm  | 28182        | Marketing – I  |          |
| <b><i>IV SEMESTER ( K - Scheme )</i></b> |                    |              |  |          |
| 12.11.2014<br>Wednesday                  | 9.30 am – 12.30 pm | 18143        | Visual Basic   |          |
| 13.11.2014<br>Thursday                   | 9.30 am – 12.30 pm | 18145        | <b><u>Elective</u></b><br>Banking – II                     |          |

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| <b><i>V SEMESTER ( L - Scheme )</i></b>  |                     |              |  |          |
| 25.10.2014<br>Saturday                   | 9.45 am – 9.55 am   | 28191        | Typewriting English Senior Paper - I (Batch – I)   |          |
|  |                     | 28192        | Type writing Tamil Senior Paper - I (Batch – I)  |          |
|  | 11.00 am – 11.10 am | 28193        | Typewriting English Senior Paper - I (Batch – II)  |          |
|  |                     | 28194        | Type writing Tamil Senior Paper - I (Batch – II)   |          |
| 28.10.2014<br>Tuesday                    | 9.30 am – 12.30 pm  | 28151        | Auditing   |          |
| 30.10.2014<br>Thursday                   | 9.30 am – 12.30 pm  | 28152        | Advanced Accountancy – III   |          |
| 3.11.2014<br>Monday                      | 9.30 am – 12.30 pm  | 28153        | Cost Accounting  |          |
| 7.11.2014<br>Friday                      | 9.30 am – 12.30 pm  | 28154        | Oracle   |          |
| <b><i>VI SEMESTER ( L - Scheme )</i></b> |                     |              |  |          |
| 24.10.2014<br>Friday                     | 4.15 pm – 5.15 pm   | 28195        | Typewriting English Senior Paper-II (Batch - I)  |          |
|  |                     | 28196        | Typewriting Tamil Senior Paper-II (Batch - I)  |          |
| 25.10.2014<br>Saturday                   | 2.15 pm – 5.15 pm   | 28161        | Business Communication   |          |
| 27.10.2014<br>Monday                     | 2.15 pm – 5.15 pm   | 28162        | Advanced Accountancy – IV  |          |
| 30.10.2014<br>Thursday                   | 2.15 pm – 5.15 pm   | 28163        | Management Accounting  |          |
| 3.11.2014<br>Monday                      | 2.15 pm – 5.15 pm   | 28164        | Business Environmental Management  |          |
| 7.11.2014<br>Friday                      | 2.15 pm – 5.15 pm   | 28167        | <b>Elective:</b><br>Shorthand English Junior (80wpm) Speed - Paper I<br>Transcription of the above |          |
|  | 2.15 pm – 5.15 pm   | 28168        | Marketing-II   |          |
| <b><i>VI SEMESTER ( K - Scheme )</i></b> |                     |              |  |          |
| 13.11.2014<br>Thursday                   | 2.15 pm – 5.15 pm   | 18163        | Business Law – II  |          |