

PROGRAMME STRUCTURE
FOR
DIPLOMA PROGRAMME IN
MODERN OFFICE PRACTICE
UNDER RATIONALISED SEMESTER SYSTEM
(IMPLEMENTED FROM ACADEMIC YEAR 2020-2021)



GOVERNMENT OF GOA
BOARD OF TECHNICAL EDUCATION, GOA STATE

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Directorate of Technical Education, Goa State

DEPARTMENT OF MODERN OFFICE PRACTICE

Programme Structure

Sem.		Subjects	L	T	P	Hrs	TH	TM	PR	TW	TOTAL
FIRST	GC101	Comm. Skills	0	0	2	2	0	0	25	25	50
	MO101	Eco. for Business	5	0	0	5	75	25	0	25	125
	MO102	Principles of Management	4	0	0	4	75	25	0	25	125
	MO103	Computer Applications and Typewriting I	0	0	5	5	0	0	50	25	75
	MO104	Administrative Mgt.-I	4	0	0	4	75	25	0	25	125
			13	0	7	20	225	75	75	125	500
SECOND	MO201	Managerial &Administrative Comm.	4	0	0	4	75	25	0	25	125
	MO202	Acc& Finance-I	5	1	0	6	75	25	0	25	125
	MO203	Comp. Aided Off. Mgt-I	0	0	4	4	0	0	25	25	50
	MO204	Administrative Mgt-II	4	0	0	4	75	25	0	25	125
	MO205	Computer Applications and Typewriting II	0	0	4	4	0	0	50	25	75
	MO206	Fundamentals of Stenography- I	0	0	4	4	0	0	50	50	100
	GC203	Environmental Studies	4	0	0	4	75	25	0	0	100
			17	1	12	30	300	100	125	175	700
THIRD	MO301	Advanced Economics for Business -I	4	0	0	4	75	25	0	25	125
	MO302	Accounting & Finance-II	4	1	0	5	75	25	0	25	125
	MO303	Computer Aided Office Mgt.-II	0	0	4	4	0	0	25	25	50
	MO304	Business Organisation	4	0	0	4	75	25	0	25	125
	MO305	Retail & Service Mgt.	4	0	0	4	75	25	0	25	125
	MO306	Fundamentals of Stenography- II	0	0	4	4	0	0	50	25	75
	MO307	Company Secretarialship Practice	4	0	0	4	75	25	0	25	125
			20	01	8	29	375	125	75	175	750
FOURTH	MO401	Accounting Information Systems	0	0	4	4	0	0	50	25	75
	MO402	Human Behaviour in office	5	0	0	5	75	25	0	25	125
	MO403	Financial Accounting	5	1	0	6	75	25	0	25	125
	MO404	Banking	4	0	0	4	75	25	0	25	125
	MO405	Stenography	0	0	2	2	0	0	25	25	50
	MO406	Marketing Management	4	0	0	4	75	25	0	25	125
	MO407	Cost Accounting	4	0	0	4	75	25	0	25	125
			22	1	6	29	375	125	75	175	750
FIFTH	TR501	MOP Training	4	0	0	4	0	0	30	70	Grade
	CC501	Entrepreneurship Development	0	0	2	2	0	0	0	25	25
	MO501	Advanced Accounting	4	1	0	5	75	25	0	25	125
	MO502	Travel and Tourism Management	4	0	0	4	75	25	0	25	125
	MO503	Advertising Management	4	0	0	4	75	25	0	25	125
			16	1	2	19	225	75	30	170	400
SIXTH	MO601	MOP Project	0	0	5	5	0	0	50	100	150

Directorate of Technical Education, Goa State

	MO602	Financial Management	5	1	0	6	75	25	0	25	125
	MO603	Advanced Stenography	0	0	4	4	0	0	25	25	50
	MO604	Human Resource Management	5	0	0	5	75	25	0	0	100
		Elective I	5	0	0	5	75	25	0	50	150
		Elective II	5	0	0	5	75	25	0	50	150
			20	1	9	30	300	100	75	250	725