

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

TIME TABLE – OCTOBER 2018

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

*(Revised)*

Date and Day	Time	Subject Code	Subjects as per the Scheme of Examination	Code No.
<b>( M - Scheme )</b>				
<b>I SEMESTER</b>				
10.11.2018 Saturday	9.45 am – 10.15 am	38116	Typewriting English Level – I Batch I	
	11.00 am – 11.30 am		Typewriting English Level – I Batch II	
12.11.2018 Monday	9.30 am – 12.30 pm	38112	Elements of Commerce	
13.11.2018 Tuesday	9.30 am – 12.30 pm	30011	Communication English – I *	
14.11.2018 Wednesday	9.30 am – 12.30 pm	38113	Principles of Accountancy	
15.11.2018 Thursday	9.30 am – 12.30 pm	38114	Principles of Economics	
16.11.2018 Friday	9.30 am – 12.30 pm	38115	Introduction to computer and Windows Theory	
<b>II SEMESTER</b>				
31.10.2018 Wednesday	2.30 pm – 2.40 pm	38124	Typewriting English Pre-Junior (Batch – I)	
2.11.2018 Friday	2.15 pm – 5.15 pm	30021	Communication English – II *	
8.11.2018 Thursday	2.15 pm – 4.15 pm	38171	<b>Elective:</b> Shorthand –English Theory – I	
	2.15 pm – 5.15 pm	38172	Banking	
10.11.2018 Saturday	2.15 pm – 5.15 pm	38122	Business Organisation	
12.11.2018 Monday	2.15 pm – 5.15 pm	38123	Financial Accounting	
* Common with Diploma Course in Engineering				
<b>( L - Scheme )</b>				
<b>II SEMESTER</b>				
17.11.2018 Saturday	9.30 am – 12.30 pm	28122	Business Economics	

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<b><i>III SEMESTER</i></b>				
25.10.2018 Thursday	9.45 am – 9.55 am	38135	Typewriting English Junior Paper – I (Batch-I)	
	11.00 am – 11.10 am	38136	Typewriting English Junior Paper – I (Batch-II)	
27.10.2018 Saturday	9.30 am – 12.30 pm	38131	English – I	
31.10.2018 Wednesday	9.30 am – 12.30 pm	38132	Business Management	
2.11.2018 Friday	9.30 am – 12.30 pm	38133	Advanced Financial Accounting	
8.11.2018 Thursday	9.30 am – 12.30 pm	38134	Business Statistics	
9.11.2018 Friday	9.45 am – 11.45 am	38181	Shorthand English Theory – II	
	9.30 am – 12.30 pm	38182	Marketing	
<b><i>( L - Scheme )</i></b>				
<b><i>III SEMESTER</i></b>				
25.10.2018 Thursday	9.45 am – 9.55 am	28172	Typewriting Tamil Junior Paper – I	
7.11.2018 Wednesday	2.15 am – 5.15 pm	28132	Advanced Accountancy – I	
<b><i>( K - Scheme )</i></b>				
<b><i>III SEMESTER</i></b>				
7.11.2018 Wednesday	9.30 am – 12.30 pm	18133	Business Organisation	

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<i>(M- Scheme )</i> <b>IV SEMESTER</b>				
26.10.2018 Friday	2.30 pm – 3.15 pm	38144	Typewriting English Junior Paper – II (Batch-I)	
	4.00 pm –4.45 pm	38144	Typewriting English Junior Paper – II (Batch-II)	
27.10.2018 Saturday	2.30 pm – 2.37 pm 2.45 pm – 3.45 pm	38186	<b>Elective:</b> Shorthand English Junior Speed(60wpm) – Dictation Transcription of the above	
	2.15 pm – 5.15 pm	38187	Advertising and Salesmanship	
29.10.2018 Monday	2.15 pm – 5.15 pm	38141	English – II	
1.11.2018 Thursday	2.15 pm – 5.15 pm	38142	Partnership Accounting	
3.11.2018 Saturday	2.15 pm – 5.15 pm	38143	Cost Accounting	
<i>( L - Scheme )</i> <b>IV SEMESTER</b>				
26.10.2018 Friday	2.30 pm – 3.15 pm	28176	Typewriting Tamil Junior Paper – II	
17.11.2018 Saturday	2.15 pm – 5.15 pm	28143	Company Law	
<i>( K - Scheme )</i> <b>IV SEMESTER</b>				
19.11.2018 Monday	2.15 pm – 5.15 pm	18145	<b>Elective</b> Banking – II	
<i>( J- Scheme )</i> <b>IV SEMESTER</b>				
19.11.2018 Monday	9.30 am – 12.30 pm	8143	Computer in business application – I	
20.11.2018 Tuesday	9.30 am – 12.30 pm	8182	<b>Elective</b> Marketing and sales organisation – I	
	9.45 am – 9.52 pm 10.00 am – 11.15 am	8184	Elements of Tamil shorthand Junior(70wpm) Transcription of the above	

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Date and Day	Time	Subject Code	Subjects as per the Scheme of Examination	Code No.
<b>(M - Scheme ) V SEMESTER</b>				
25.10.2018 Thursday	2.30 pm – 2.40 pm	38154	Typewriting English Senior Paper – I Batch I	
	4.00 pm – 4.10 pm		Typewriting English Senior Paper – I Batch II	
26.10.2018 Friday	9.45 am – 9.52 am 10.00 am – 11.00 pm	38191	<b>Elective:</b> Shorthand English Junior (80wpm) (GTE) Dictation Transcription of the above	
	9.30 am – 12.30 pm	38192	Auditing	
29.10.2018 Monday	9.30 am – 12.30 pm	38151	Business Law	
1.11.2018 Thursday	9.30 am – 12.30 pm	38152	Corporate Accounting	
3.11.2018 Saturday	9.30 am – 12.30 pm	38153	Management Accounting	
<b>VI SEMESTER</b>				
9.11.2018 Friday	2.15 pm – 3.15 pm	38195	Typewriting English Senior Paper – II (Batch -I)	
	4.00 pm – 5.00 pm	38196	Typewriting English Senior Paper – II (Batch -II)	
13.11.2018 Tuesday	2.15 pm – 5.15 pm	38161	Business Communication	
14.11.2018 Wednesday	2.15 pm – 5.15 pm	38162	Business Accounting	
15.11.2018 Thursday	2.15 pm – 5.15 pm	38163	Income Tax (Law & Practice)	
16.11.2018 Friday	2.15 pm – 5.15 pm	38164	Environmental Science	
<b>(L - Scheme ) V SEMESTER</b>				
25.10.2018 Thursday	2.30 pm – 2.40 pm	28192	Typewriting Tamil Senior Paper – I	
20.11.2018 Tuesday	2.15 pm – 5.15 pm	28154	Oracle	
<b>(L - Scheme ) VI SEMESTER</b>				
9.11.2018 Friday	2.15 pm – 3.15 pm	28196	Typewriting Tamil Senior Paper – II	
22.11.2018 Thursday	2.15 pm – 5.15 pm	28164	Business Environmental Management	
<b>(K - Scheme ) VI SEMESTER</b>				
22.11.2018 Thursday	9.30 am – 12.30 pm	18163	Business Law – II	
<b>V SEMESTER (G-Scheme )</b>				
5.11.2018 Monday	9.30 am – 12.30 pm	CPG510	Indian Economy	

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<b><i>VI SEMESTER ( J - Scheme )</i></b>				
5.11.2018 Monday	2.15 pm – 5.15 pm	8161	Business Management	
30.10.2018 Tuesday	9.30 am – 9.37 am	8193	<b>Elective</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	8194	Shorthand Tamil Senior Paper-I Dictation	
	9.45 am – 11.15 am		Transcription of the above	
	2.15 am – 2.19 pm	8195	Shorthand English Intermediate Paper-II Dictation (100 wpm)	
	2.30 pm – 4.15 pm	8196	Shorthand English Intermediate Paper-II Elaboration & Theory	
	2.15 am – 2.20 pm	8197	Shorthand Tamil Senior Paper-II Dictation (90 wpm)	
	2.25 pm – 2.29 pm			
2.45 pm – 5.00 pm	Condensation & Elaboration			
9.30 am – 12.30 pm	8192	Marketing and Sales Organisation - II		