

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

TIME TABLE - APRIL 2018

DIPLOMA IN MODERN OFFICE PRACTICE (1081)
(Revised Time Table wef 4.4.2018)

Date and Day	Time	Subject Code	Subjects as per the Scheme of Examination	Code No.
(M - Scheme)				
I SEMESTER				
5.4.2018 Thursday	12.00 noon – 12.30 pm	38116	Typewriting English Level – I	
19.4.2018 Thursday	2.15 pm – 5.15 pm	38112	Elements of Commerce	
20.4.2018 Friday	2.15 pm – 5.15 pm	38113	Principles of Accountancy	
21.4.2018 Saturday	2.15 pm – 5.15 pm	30011	Communication English – I *	
23.4.2018 Monday	2.15 pm – 5.15 pm	38114	Principles of Economics	
24.4.2018 Tuesday	2.15 pm – 5.15 pm	38115	Introduction to computer and Windows Theory	
II SEMESTER				
5.4.2018 Thursday	9.45 am – 9.55 am	38124	Typewriting English Pre-Junior (Batch – I)	
	11.00 am – 11.10 am	38124	Typewriting English Pre-Junior (Batch – II)	
7.4.2018 Saturday	9.30 am – 4.15 pm	38171	Elective: Shorthand –English Theory – I	
	9.30 am – 12.30 pm	38172	Banking	
10.4.2018 Tuesday	9.30 am – 12.30 pm	38122	Business Organisation	
12.4.2018 Thursday	9.30 am – 12.30 pm	38123	Financial Accounting	
17.4.2018 Tuesday	9.30 am – 12.30 pm	30021	Communication English – II *	
* Common with Diploma Course in Engineering				
(L - Scheme)				
II SEMESTER				
23.4.2018 Monday	9.30 am – 12.30 pm	28122	Business Economics	

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<i>III SEMESTER</i>				
6.4.2018 Friday	2.30 pm– 2.40 pm	38135	Typewriting English Junior Paper – I (Batch-I)	
	3.15 pm.-3.25 pm	38136	Typewriting English Junior Paper – I (Batch-II)	
7.4.2018 Saturday	2.15 am –4.15 am	38181	Shorthand English Theory – II	
	2.15 am – 5.15 pm	38182	Marketing	
18.4.2018 Wednesday	9.30 am – 12.30 pm	38131	English – I	
19.4.2018 Thursday	9.30 am – 12.30 pm	38132	Business Management	
20.4.2018 Friday	9.30 am – 12.30 pm	38133	Advanced Financial Accounting	
21.4.2018 Saturday	9.30 am – 12.30 pm	38134	Business Statistics	
<i>(L - Scheme)</i>				
<i>III SEMESTER</i>				
6.4.2018 Friday	2.30 pm– 2.40 pm	28172	Typewriting Tamil Junior Paper – I	
24.4.2018 Tuesday	9.30 am – 12.30 pm	28132	Advanced Accountancy – I	
<i>(K - Scheme)</i>				
<i>III SEMESTER</i>				
25.4.2018 Wednesday	9.30 am – 12.30 pm	18133	Business Organisation	

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<i>(M- Scheme)</i>				
<i>IV SEMESTER</i>				
6.4.2018 Friday	9.45 am – 10.30 am	38144	Typewriting English Junior Paper – II (Batch-I)	
	11.30 am – 12.15 pm	38144	Typewriting English Junior Paper – II (Batch-II)	
9.4.2018 Monday	9.45 am – 9.52 am 10.00 am – 11.00 am	38186	<u>Elective:</u> Shorthand English Junior Speed(60wpm) – Dictation Transcription of the above	
	9.30 am – 12.30 pm	38187	Advertising and Salesmanship	
11.4.2018 Wednesday	9.30 am – 12.30 pm	38141	English – II	
13.4.2018 Friday	9.30 am – 12.30 pm	38142	Partnership Accounting	
16.4.2018 Monday	9.30 am – 12.30 pm	38143	Cost Accounting	
<i>(L - Scheme)</i>				
<i>IV SEMESTER</i>				
6.4.2018 Friday	9.45pm – 10.45 pm	28176	Typewriting Tamil Junior Paper – II	
26.4.2018 Thursday	9.30 am – 12.30 pm	28143	Company Law	
<i>(K - Scheme)</i>				
<i>IV SEMESTER</i>				
30.4.2018 Monday	9.30 am – 12.30 pm	18145	<u>Elective</u> Banking – II	
<i>(J- Scheme)</i>				
<i>IV SEMESTER</i>				
27.4.2018 Thursday	9.30 am – 12.30 pm	8143	Computer in business application – I	
28.4.2018 Saturday	9.30 am – 12.30 pm	8182	<u>Elective</u> 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.
<i>(M - Scheme)</i> <i>V SEMESTER</i>				
6.4.2018 Friday	4.00 pm – 4.10 pm	38154	Typewriting English Senior Paper – I	
9.4.2018 Monday	2.30 pm – 2.37 pm 2.45 pm – 3.45 pm	38191	Elective: Shorthand English Junior (80wpm) (GTE) Dictation Transcription of the above	
	2.15 pm – 5.15 pm	38192	Auditing	
11.4.2018 Wednesday	2.15 pm – 5.15 pm	38151	Business Law	
13.4.2018 Friday	2.15 pm – 5.15 pm	38152	Corporate Accounting	
17.4.2018 Tuesday	2.15 pm – 5.15 pm	38153	Management Accounting	
<i>(L - Scheme)</i> <i>VI SEMESTER</i>				
5.4.2018 Thursday	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)	
10.4.2018 Tuesday	2.15 pm – 5.15 pm	38161	Business Communication	
12.4.2018 Thursday	2.15 pm – 5.15 pm	38162	Business Accounting	
16.4.2018 Monday	2.15 pm – 5.15 pm	38163	Income Tax (Law & Practice)	
18.4.2018 Wednesday	2.15 pm – 5.15 pm	38164	Environmental Science	
<i>(L - Scheme)</i> <i>V SEMESTER</i>				
6.4.2018 Friday	4.00 pm – 4.10 pm	28192	Typewriting Tamil Senior Paper – I	
25.4.2018 Wednesday	2.15 pm – 5.15 pm	28154	Oracle	
<i>(L - Scheme)</i> <i>VI SEMESTER</i>				
5.4.2018 Thursday	2.45 pm – 2.55 pm	28196	Typewriting Tamil Senior Paper – II	
26.4.2018 Thursday	2.15 pm – 5.15 pm	28164	Business Environmental Management	
<i>(K - Scheme)</i> <i>VI SEMESTER</i>				
27.4.2018 Friday	2.15 pm – 5.15 pm	18163	Business Law – II	
<i>V SEMESTER (G-Scheme)</i>				
28.4.2018 Saturday	2.15 pm – 5.15 pm	CPG510	Indian Economy	

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<i>VI SEMESTER (J - Scheme)</i>				
30.4.2018 Monday	2.15 pm – 5.15 pm	8161	Business Management	
2.5.2018 Wednesday <u>Part – I</u> <u>Part - II</u>	9.30 am – 9.37 am	8193	<u>Elective</u> 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	
	9.30 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			
	2.15 pm – 5.15 pm	8192	Marketing and Sales Organisation - II	