

VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE, (AUTONOMOUS)**(Affiliated to Directorate of Technical Education, Chennai)****VIRUDHUNAGAR - 626001.****CURRICULUM AND SCHEME OF EXAMINATION***DEPARTMENT OF MODERN OFFICE PRACTICE**FIRST YEAR – I TERM – N1 SCHEME*

Column No.	Course Code	Course Name	Hours per week			Credits	Duration of Exam in Hrs.	Examination Marks			Minimum Marks for Pass
			Theory	Practical	Others			Internal	External	Total	
1	N1BE 101	*Communication English - I	5	-	-	4	3	25	75	100	40
2	N1MP 102	Elements of Commerce	5	-	-	4	3	25	75	100	40
3	N1MP 104	Principles of Accountancy	5	-	-	4	3	25	75	100	40
4	N1MP 101	Principles of Economics	5	-	-	4	3	25	75	100	40
5	N1MP 203	Introduction to Computers and Windows Theory	5	-	-	4	3	25	75	100	40
6	N1MP 312	Typewriting English –Level -I	4	-	-	2	30 Mts.	25	75	100	45
7	N1MP 301	Office Automation Lab - I	-	6	-	3	3	25	75	100	50
		TOTAL	29	6	-	25		175	525	700	-

I Term Duration 15 Weeks

* Common with other I Year Engineering Programme

CURRICULUM AND SCHEME OF EXAMINATION

DEPARTMENT OF MODERN OFFICE PRACTICE

FIRST YEAR – II TERM – N1 SCHEME

Column No.	Course Code	Course Name	Hours per week			Credits	Duration of Exam in Hrs.	Examination Marks			Minimum Marks for Pass
			Theory	Practical	Others			Internal	External	Total	
1	N1BE 109	*Communication English - II	5	-	-	4	3	25	75	100	40
2	N1MP 103	Business Organisation	4	-	-	4	3	25	75	100	40
3	N1MP 105	Financial Accounting	5	-	-	4	3	25	75	100	40
4	N1MP 313	Type Writing - English – GTE Pre Junior	5	-	-	2	10 Mts	25	75	100	45
5	N1MP 302	Office Automation Lab - II	-	7	-	3	3	25	75	100	50
6	N1MP 303	Commercial Practice Lab - I	-	4	-	3	3	25	75	100	50
7	N1MP 401	ELECTIVE: Shorthand English – Theory I	5	-	-	4	2	25	75	100	45
	N1MP 403	ELECTIVE: Banking					3	25	75	100	40
		TOTAL	24	11	-	24	-	175	525	700	-

II Term Duration 15Weeks

* Common with other I Year Engineering Programme

CURRICULUM AND SCHEME OF EXAMINATION

DEPARTMENT OF MODERN OFFICE PRACTICE

II YEAR – III TERM –N1 SCHEME

Column No.	Course Code	Course Name	Hours per week			Credits	Duration of Exam in Hrs.	Examination Marks			Minimum Marks for Pass
			Theory	Practical	Others			Internal	External	Total	
1	N1MP 201	English – I	4	-	-	4	3	25	75	100	40
2	N1MP 209	Business Management	5	-	-	5	3	25	75	100	40
3	N1MP 311	Advanced Financial Accounting	5	-	-	5	3	25	75	100	40
4	N1MP 204	Business Statistics	5	-	-	5	3	25	75	100	40
5	N1MP 314	Typewriting – English – GTE Junior – Paper I#	5	-	-	4	10 Mts	25	75	100	45
6	N1MP 402	ELECTIVE: Elements of Shorthand - English – Theory II #	5	-	-	5	2	25	75	100	45
	N1MP 406	ELECTIVE: Marketing					3				40
7	N1MP 304	Desktop Publishing Practical	1	5	-	3	3	25	75	100	50
		TOTAL	30	5	-	31	-	175	525	700	-

Minimum for Pass 30 marks out of 75

CURRICULUM AND SCHEME OF EXAMINATION

DEPARTMENT OF MODERN OFFICE PRACTICE

II YEAR – IV TERM – N1 SCHEME

Column No.	Course Code	Course Name	Hours per week			Credits	Duration of Exam in Hrs.	Examination Marks			Minimum Marks for Pass
			Theory	Practical	Others			Internal	External	Total	
1	N1MP 202	English – II	4	-	-	4	3	25	75	100	40
2	N1MP 318	Partnership Accounting	6	-	-	5	3	25	75	100	40
3	N1MP 106	Goods and Services Tax	5	-	-	4	3	25	75	100	40
4	N1MP 315	Typewriting – English – GTE Junior – Paper II #	5	-	-	4	45 Mts	25	75	100	45
5	N1MP 404	ELECTIVE: Shorthand – English – Junior – Speed (60 WPM) #	5	-	-	4	Dict. 7 Mts. Trans 1 Hr.	25	75	100	45
	N1MP 407	ELECTIVE: Entrepreneurship Development					3				40
	N1MP408	ELECTIVE: Advertising and Salesmanship									
6	N1MP 305	Commercial Practice Practical -II	-	4	-	3	3	25	75	100	50
7	N1MP 306	Oracle Practical	1	5	-	3	3	25	75	100	50
		Total	26	9	-	27	-	175	525	700	-

Minimum for Pass 30 marks out of 75

CURRICULUM AND SCHEME OF EXAMINATION

DEPARTMENT OF MODERN OFFICE PRACTICE

III YEAR – V TERM – N1 SCHEME

Column No.	Course Code	Course Name	Hours per week			Credits	Duration of Exam in Hrs.	Examination Marks			Minimum Marks for Pass
			Theory	Practical	Others			Internal	External	Total	
1.	N1MP 210	Business Law	5	-	-	5	3	25	75	100	40
2	N1MP 319	Corporate Accounting	5	-	-	5	3	25	75	100	40
3.	N1MP 207	Management Accounting	5	-	-	5	3	25	75	100	40
4	N1MP 316	Typewriting – English – GTE Senior – Paper I #	5	-	-	4	10 Mts	25	75	100	45
5	N1MP 405	ELECTIVE: Shorthand – English – GTE Junior – Speed (80WPM) #	5	-	-	4	Dict. 7 Mts. Trans 1 Hr.	25	75	100	45
	N1MP 409	ELECTIVE: Auditing					3				40
6	N1MP 307	Computerised Accounting Practical	1	5	-	3	3	25	75	100	50
7	N1MP 308	Life and Employability skills Practical	-	4	-	2	3	25	75	100	50
		Total	26	9	-	28	-	175	525	700	-

Minimum for Pass 30 marks out of 75

CURRICULUM AND SCHEME OF EXAMINATION

DEPARTMENT OF MODERN OFFICE PRACTICE

III YEAR – VI TERM – N1 SCHEME

Column No.	Course Code	Course Name	Hours per week			Credits	Duration of Exam in Hrs.	Examination Marks			Minimum Marks for Pass
			Theory	Practical	Others			Internal	External	Total	
1	N1MP 208	Business Communication	5	-	-	5	3	25	75	100	40
2	N1MP 320	Business Accounting	6	-	-	5	3	25	75	100	40
3	N1MP 206	Income Tax (Law & Practice)	6	-	-	5	3	25	75	100	40
4	N1MP 205	Cost Accounting	5	-	-	5	3	25	75	100	40
5	N1MP 317	Typewriting – English – GTE Senior – Paper II #	5	-	-	4	1 Hr.	25	75	100	45
6	N1MP 309	Office Machineries and Equipments Practical	-	4	-	2	3	25	75	100	50
7	N1MP 310	Project Work & Seminar	-	4	-	4	3	25	75	100	50
		Total	27	8	-	30	-	175	525	700	-

Minimum for Pass 30 marks out of 75