

BOARD OF TECHNICAL EDUCATION, GOA STATE
PROGRAMME STRUCTURE- 34 MODERN OFFICE PRACTICE

Sr. No.	E/C	SUBJ. CODE	SUBJECT NAME	SUBJECT HEADS			EXAMINATION SCHEME				
				TH	PR	TW	MAX TH	MAX TEST	MAX PR	MAX TW	TOTAL
SEMESTER I											
1	C	GN101	COMM SKILLS	0	1	1	0	0	50	50	100
2	C	GN105	COMP. FUND. & APP.	0	1	1	0	0	50	50	100
3	C	MP101	ECO. FOR BUSINESS	1	0	1	75	25	0	25	125
4	C	MP102	MGT. PRACTICE & PROCESSES	1	0	1	75	25	0	25	125
5	C	MP103	MANUAL TYPEWRITING	0	1	1	0	0	50	50	100
6	C	MP104	ADMINISTRATIVE MGT - I	1	0	1	75	25	0	25	125
SEMESTER II											
1	C	GN203	ENVIRONMENTAL STUDIES	1	0	0	75	25	0	0	100
2	C	MP201	MANAGERIAL & ADM. COMM.	1	0	1	75	25	0	25	125
3	C	MP202	BASIC ACCT & FINANCE I	1	0	1	75	25	0	25	125
4	C	MP203	COMP. AIDED OFF. MGT - I	0	1	1	0	0	50	50	100
5	C	MP204	ADMINISTRATIVE MGT - II	1	0	1	75	25	0	25	125
6	C	MP205	COMPUTER TYPEWRITING	0	1	1	0	0	50	50	100
7	C	MP206	BASIC STENOGRAPHY - I	1	0	1	75	25	0	25	125
SEMESTER III											
1	C	MP301	ADV. ECONOMICS FOR BUSINESS-I	1	0	1	75	25	0	25	125
2	C	MP302	BASIC ACCOUNTING & FINANCE-II	1	0	1	75	25	0	25	125
3	C	MP303	COMPUTER AIDED OFFICE MGT.-II	0	1	1	0	0	50	50	100
4	C	MP304	BUSINESS ORGANISATION	1	0	1	75	25	0	25	125
5	C	MP305	RETAIL & SERVICE MGT.	1	0	1	75	25	0	25	125
6	C	MP306	BASIC STENOGRAPHY - II	0	1	1	0	0	50	50	100
SEMESTER IV											
1	C	MP401	ACCOUNTING INFORMATION SYSTEMS	0	1	1	0	0	50	50	100
2	C	MP402	HUMAN BEHAVIOUR IN OFFICE	1	0	1	75	25	0	25	125
3	C	MP403	ACCOUNTING	1	0	1	75	25	0	25	125
4	C	MP404	BANKING	1	0	1	75	25	0	25	125
5	C	MP405	COMPANY SECRETARIALSHIP PRACT.	1	0	1	75	25	0	25	125
6	C	MP406	MARKETING MANAGEMENT	1	0	1	75	25	0	25	125
7	C	MP407	BASIC COSTING	1	0	1	75	25	0	25	125
SEMESTER V											
1	C	CS501	ENTREPRENEURSHIP DEVELOPMENT	0	0	1	0	0	0	50	50
2	C	IT501	INDUSTRIAL TRAINING	0	1	1	0	0	30	70	GRADE
3	C	MP501	ADVANCED ACCOUNTING	1	0	1	75	25	0	25	125
4	C	MP502	TRAVEL & TOURISM MANAGEMENT	1	0	1	75	25	0	50	150
5	E1	MP511	ADVERTISING MANAGEMENT	1	0	1	75	25	0	50	150
6	E1	MP512	COOPERATIVE MANAGEMENT	1	0	1	75	25	0	50	150
ANY ONE OF E1											
SEMESTER VI											
1	C	MP601	STUDENT PROJECT	0	1	1	0	0	50	50	100
2	C	MP602	FINANCIAL MANAGEMENT	1	0	1	75	25	0	50	150
3	C	MP603	ADVANCED STENOGRAPHY	0	1	1	0	0	50	50	100
4	C	MP604	BUSINESS LAW	1	0	1	75	25	0	25	125
5	E2	MP611	HOTEL MANAGEMENT	1	0	1	75	25	0	25	125
6	E2	MP612	AUDITING	1	0	1	75	25	0	25	125
7	E2	MP613	HUMAN RESOURCE MANAGEMENT	1	0	1	75	25	0	25	125
8	E2	MP614	ADVANCED COSTING	1	0	1	75	25	0	25	125

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9	E2	MP615	ADVANCED BANKING	1	0	1	75	25	0	25	125
10	E2	MP616	INSURANCE	1	0	1	75	25	0	25	125
11	E2	MP617	SECURITIES & INVESTMENTS	1	0	1	75	25	0	25	125
12	E2	MP618	TAXATION	1	0	1	75	25	0	25	125
ANY TWO OF E2											