

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

TIME TABLE – OCTOBER 2017

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

Date and Day	Time	Subject Code	Subjects as per the Scheme of Examination	Code No.
<b><i>( M - Scheme )</i></b>				
<b><i>I SEMESTER</i></b>				
7.11.2017 Tuesday	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)	
8.11.2017 Wednesday	9.30 am – 12.30 pm	30011	Communication English – I	*
9.11.2017 Thursday	9.30 am – 12.30 pm	38112	Elements of Commerce	
11.11.2017 Saturday	9.30 am – 12.30 pm	38113	Principles of Accountancy	
13.11.2017 Monday	9.30 am – 12.30 pm	38114	Principles of Economics	
15.11.2017 Wednesday	9.30 am – 12.30 pm	38115	Introduction to computer and Windows Theory	
<b><i>II SEMESTER</i></b>				
25.10.2017 Wednesday	2.30 pm – 2.40 pm	38124	Typewriting English Pre-Junior	
31.10.2017 Tuesday	2.15 pm – 5.15 pm	30021	Communication English – II	*
4.11.2017 Saturday	2.15 pm – 5.15 pm	38122	Business Organisation	
7.11.2017 Tuesday	2.15 pm – 5.15 pm	38123	Financial Accounting	
9.11.2017 Thursday	2.15 pm – 4.15 pm	38171	<b><i>Elective:</i></b> Shorthand –English Theory - I	
	2.15 pm – 5.15 pm	38172	Banking	
* Common with Diploma Course in Engineering				
<b><i>( L - Scheme )</i></b>				
<b><i>II SEMESTER</i></b>				
11.11.2017 Saturday	2.15 pm – 5.15 pm	28122	Business Economics	

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<b><i>III SEMESTER</i></b>				
25.10.2017 Wednesday	9.45 am – 9.55 am	38135	Typewriting English Junior Paper – I (Batch – I)	
	11.00 am – 11.10 am		Typewriting English Junior Paper – I (Batch – II)	
27.10.2017 Friday	9.30 am – 12.30 pm	38131	English – I	
30.10.2017 Monday	9.30 am – 12.30 pm	38132	Business Management	
1.11.2017 Wednesday	9.30 am – 12.30 pm	38133	Advanced Financial Accounting	
3.11.2017 Friday	9.30 am – 12.30 pm	38134	Business Statistics	
6.11.2017 Monday	9.30 am – 11.30 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>				
25.10.2017 Wednesday	9.45 am – 9.55 am	28172	Typewriting Tamil Junior Paper – I	
10.11.2017 Friday	9.30 am – 12.30 pm	28132	Advanced Accountancy – I	
<b><i>( K - Scheme )</i></b>				
<b><i>III SEMESTER</i></b>				
14.11.2017 Tuesday	9.30 am – 12.30 pm	18133	Business Organisation	

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Date and Day	Time	Subject Code	Subjects as per the Scheme of Examination	Code No.
<b><i>(M- Scheme ) IV SEMESTER</i></b>				
26.10.2017 Thursday	4.15 pm – 5.00 pm	38144	Typewriting English Junior Paper – II	
3.11.2017 Friday	2.15 pm – 5.15 pm	38141	English – II	
6.11.2017 Monday	2.30 pm – 2.37 pm 2.45 pm – 3.45 pm	38186	<b><u>Elective:</u></b> Shorthand English Junior Speed(60wpm) – Dictation Transcription of the above	
	2.15 pm – 5.15 pm	38187	Advertising and Salesmanship	
8.11.2017 Wednesday	2.15 pm – 5.15 pm	38142	Partnership Accounting	
10.11.2017 Friday	2.15 pm – 5.15 pm	38143	Cost Accounting	
<b><i>(L - Scheme ) IV SEMESTER</i></b>				
26.10.2017 Thursday	4.15 pm – 5.00 pm	28176	Typewriting Tamil Junior Paper – II	
13.11.2017 Monday	2.15 pm – 5.15 pm	28143	Company Law	
<b><i>(K - Scheme ) IV SEMESTER</i></b>				
15.11.2017 Wednesday	2.15 pm – 5.15 pm	18145	<b><u>Elective</u></b> Banking – II	

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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>				
26.10.2017 Thursday	9.45 am – 9.55 am	38154	Typewriting English Senior Paper – I (Batch – I)	
	11.00 am – 11.10 am		Typewriting English Senior Paper – I (Batch – II)	
28.10.2017 Saturday	9.30 am – 12.30 pm	38151	Business Law	
31.10.2017 Tuesday	9.30 am – 12.30 pm	38152	Corporate Accounting	
2.11.2017 Thursday	9.45 am – 9.52 am 10.00 am – 11.00 am	38191	<b>Elective:</b> Shorthand English Junior (80wpm) (GTE) Dictation Transcription of the above	
	9.30 am – 12.30 pm		38192	
4.11.2017 Saturday	9.30 am – 12.30 pm	38153	Management Accounting	
<b>(L - Scheme ) V SEMESTER</b>				
26.10.2017 Thursday	9.45 am – 9.55 am	28192	Typewriting Tamil Senior Paper – I	
14.11.2017 Tuesday	2.15 pm – 5.15 pm	28154	Oracle	
<b>VI SEMESTER</b>				
26.10.2017 Thursday	2.30 pm – 3.30 pm	28195	Typewriting English Senior Paper – II	
		28196	Typewriting Tamil Senior Paper – II	
27.10.2017 Friday	2.15 pm – 5.15 pm	28161	Business Communication	
28.10.2017 Saturday	2.15 pm – 5.15 pm	28162	Advanced Accountancy – IV	
30.10.2017 Monday	2.15 pm – 5.15 pm	28163	Management Accounting	
1.11.2017 Wednesday	2.15 pm – 5.15 pm	28164	Business Environmental Management	
2.11.2017 Thursday	2.30 pm – 2.37 pm 2.45 pm – 3.45 pm	28183	<b>Elective:</b> Shorthand English Junior (80wpm) Speed - Paper I – Dictation Transcription of the above	
	2.15 pm – 5.15 pm		28184	
<b>(K - Scheme ) VI SEMESTER</b>				
16.11.2017 Thursday	9.30 am – 12.30 pm	18163	Business Law – II	