STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN OFFICE MANAGEMENT
AND COMPUTER APPLICATION
THIRD SEMESTER

Sr. No	Subject	L	T	P							Total Mark
		Hrs/Week			EVALUTION SCHEME						
					Internal Assessment		External Assessment				
					Theory	Prac.	Theory		Prac.		
					Max. Marks	Max. Marks	Max. Marks	Hrs.	Max. Marks	Hrs.	
3.1	English and Communication Skills-III	2	-	1	25	25	100	3	50	2	200
3.2	Internet + & Web designing	1	-	7	-	50	-	-	100	3	150
3.3	MICE (Meetings, Incentives, Convention, Exhibition)	5	-	-	50	-	100	3	-	-	150
3.4	Stenography (English)-I++	3	-	3	-	50	100	3	100	2	250
3.5	Financial Accounting-I	4	2	-	50	-	100	3	-	-	150
3.6	Human Resource Management	5	-	-	50	-	100	3	-	-	150
#Student Centered Activities-Ecology and Environmental Awareness Camp		-	-	2	-	25	-	-	-	-	25
Total		20	2	13	175	150	500	-	250	-	1075

\#   Student centered Activities will comprise of various co-curricular activities like games, hobby clubs, seminars declamation contests, extension lectures, field visits, NCC, NSS and cultural activities etc.

+   There will be no theory paper in this subject.

++   There will be separate theory examination in this subject.

THIRD SEMESTER

3.1 ENGLISH AND COMMUNICATION SKILL-III

Note: SYLLABUS IS COMMON WITH OTHER BRANCHES

THIRD SEMESTER

3.2 INTERNET+ & WEB DESGINING

RATIONALE
Internet technology has become an integral part of education system. The aim of this module is to enable the student to efficiently use Internet and also understand the basic Internet technology.
Module of web designing focuses upon the development of web page design and publishing of websites. Various scripting languages and markup languages should be known to develop web pages

DETAILED CONTENTS

INTERNET

Note: Relevant theory instructions should be imparted along with the practicals in each topic.
1. Introduction to Internet (8 hrs)
Internet, Growth of Internet, Owners of the Internet, Anatomy of Internet,
ARPANET and Internet history of the World Wide Web, Basic Internet
Terminology, Net etiquette. Internet Applications-commerce on the Internet,
Governance on the Internet, Impact of Internet on Society-Crime on/through the
internet
2. Internet Technology and Protocols (10 hrs)
      Internet Protocols, TCP/IP; IP Address and its format, TCP/IP based
packages SLIP, PPP
      Network and Network devices: Network Architecture, Ethernet, FDDI and
ATM
      Characteristics of Local Area Network and Wide Area Network; Topology,

Protocols and Media, Implementation, Transmission, Access method and
Technologies, special consideration for the blinds
    Addressing in Internet: DNS Domain name and their organisation,
understanding the Internet protocol address
    Client Server Concepts, their art and applications
    Getting connected, items needed to connect levels of connectivity
3. World Wide Web (6 hrs)
Evolution of WWW, Basic features, WWW Browsers, WWW servers, HTTP,
Universal Resource Locator (URL), Search Engines and their Categories,
Searching Criterion, WWW and Hypertext.
4. Browsers (6 hrs)
Basic features, Bookmarks, history, Progress indicators, Customization of
browsers, Saving and Printing web pages, Netscape Communicator, Internet
Explorer.
5. Electronic Mail (6 hrs)
    Introduction to e-mail, E-mail networks and Servers, Email protocols-SMTP,
POP3, IMAP4, MIME6.
    Structure of an Email, Email Address, Email Header, Body and Attachments.
    Email Client: Netscape Mail Clients, Outlook Express, Web based E-mail.
Email encryption-Address Book, Signature File.
6. File Transfer Protocol (6 hrs)
Introduction to FTP and Terminology, FTP Servers and Authentication, Line
Mode FTP and Common Commands, GUI Based FTP Clients, Browser Based
FTP Clients.
7. Telnet (6 hrs)
Introduction to Telnet Connection, Using Telnet with Netscape. Telnet Protocol,
Terminal Emulation, User Authentication.

LIST OF PRACTICALS
1. Browsing Internet
2. Using Search Engines
3. Creating E-mail Account and Sending E-mail using Netscape Mail Clients and
Outlook Express respectively
4. Using FTP and Telnet

WEB DESGINING

**Note: Relevant theory instructions should be imparted along with the practicals in
each topic.**
1. User and Internet Relay chat (5 hrs)
    Usenet-its components, News Groups, Searching and Subscribing New Groups,
News Servers
    Concept of Chatting and IRC, Client Software for Chat, Chat Servers, Smiley.
2. Web Publishing (15 hrs)

Overview, web hosting, Documents Interchange Standards, Components of Web Publishing, Document Management, Web Page Design Consideration and Principles, Search Engines, How to register a Web Site on search Engines, Publishing Tools.

3. HTML (15 hrs)
Document Layout, Header Elements, Section Headings, Block-oriented elements, lists, Inline elements, Visual mark-up, Hypertext links, Uniform Resource Locators (URLs), Images, Forms, Tables, and Special Characters.

4. Introduction to Interactivity Tools (17 hrs)
ASP, VB Script, Java Script,/JAVA and Front Page

5. Multimedia and Graphics (4 hrs)
VRML and Authoring Tools for Graphic Web Editors

6. Internet Management Security Concepts, (8 hrs)
Information Privacy and Copyright Issues
Overview of Internet Security; Firewalls, Internet Security Management Concept and Information Privacy and Copyright Issues.

LIST OF PRACTICALS
1. Creating Web Pages using HTML
2. Creating Web Page using Front Page
3. Using VB Script for interactive Web Page design
4. Using Java Script for interactive Web Page Design

THIRD SEMESTER

3.3 MICE (Meetings, Incentives, Convention & Exhibition)

Module Rationale

This module will give students the knowledge of aspects related to organising meetings, incentive tours, conferences and events.

Detailed Contents

- Understanding MICE
- Planning meetings, conferences, events
- Organizing meetings, conferences, events
- Venue Selection for MICE
- Vendor Selection for various fringe activities
- How to manage MICE department/organization

Suggested Instructional Methodology

- Theory classes

Recommended Books

- Ghosh, Tourism & Travel Management
- Macluod, Tourism globalisation & cultural change
- Fyall, Experts of tourism marketing
- Hinch, Experts of tourism developments
- Tourism recreation & climate change (CD)
- Dallen, Shopping tourism retailing & Leisure
- Ritchie, Managing educational tourism (CD)
- Riley, Tourism employment analysis & planning (CD)
- Rayan, Recreational tourism demand & impact
- Hall, Nature based tourism in peripheral areas development or disaster
- Butler, Tourism development issues for a vulnerable industries
- Halls, Tourism mobility & 2nd home
  Fredline, Progressing Tourism Research

THIRD SEMESTER

3.4 STENOGRAPHY (ENGLISH)-I

RATIONALE

The performance of the personnel working in modern offices depends, to a large extent, on the proficiency with which they can take dictation. Many of the confidential matters have to be written in shorthand before final communication is sent to different quarters/parties. It is necessary that students acquire an accurate and good speed of shorthand so that they are able to perform in the modern offices effectively. Through a series of courses on stenography these skills can be imparted to the students. Hence the introduction of the subject in the curriculum of Modern Office Practice.

DETAILED CONTENTS

1. Introduction
2. Importance of shorthand
3. Emphasis on phonetic system in Pitman Shorthand.
4. Correct sitting position, holding of pencil and note book and their quality
5. Consonants
- Straight
- Curves
- Others
6. Joining of uneven strokes
7. Vowel signs-Vowel indication
- First place
- Second place
- Third place
8. Alternative forms of `R' (upward and downward)
9. Diphthongs and Consonant `H'
10. Grammalogues and Phrases
11. Circle `S' and `Z'
- Large circle of `SW' `SS' and `SZ'
- ST and STR loops
- Initial Hooks to straight strokes and curves.

SPECIAL NOTES

1. All students should be divided into two groups. Each group should comprise of maximum 15-20 students.
2. Assignments will be based on Pitman shorthand instructor and key by Sir Issac Pitman upto exercise 4 including Reversionary `A'

ATTAINMENT OF SPEED
At the end of semester the students should be able to take down dictation at a minimum speed of 30 words per minute.

ASSIGNMENT
1. Practicing sitting posture including the position of note-book and holding of pen/pencil.
2. Practice of consonants with special attention to their formation, length, angle, size, direction, thickness, etc. joining of strokes.
3. Repeated practice of using vowels and exercises from the text books.
4. Practice of using grammalogues, punctuation marks, phrases, diphthongs, triphones
5. Class work-Reading and dictation along with transcription regularly
6. Home work-Reading and copying work (everyday throughout the year)
7. Practice of using circles and loops.

BOOK PRESCRIBED
1. Pitman Shorthand Instructor and Key by sir Issac Pitman.

THIRD SEMESTER

3.5 FINANCIAL ACCOUNTING – I

RATIONALE
Diploma holders working in offices as Office Assistants or Private Secretaries has to deal with financial and banking transactions of the institute/industry/company/ organization. This subject will provide sufficient knowledge and skill to the students related to accounting procedure.

DETAILED CONTENT
Note: Tutorial Classes may be organized along with theoretical instructions.
1. Bank Reconciliation Statement (10 hrs)
2. Depreciation (18 hrs)
- Meaning and Definition
- Necessity for Depreciation
- Methods of Depreciation
- Straight Line Method
- Written Down Value Method.
3. Final Accounts (36 hrs)
- Trading Account
- Profit and Cost account
- Balance Sheet (with adjustments)
4. Errors and their Rectification (14 hrs)
5. Accounts from Incomplete Records (20 hrs)
6. Accounts of Non-Profit Organization (30 hrs)
6.1 Receipt and Payment A/C.
6.2 Income and Expenditure A/C.
6.3 Balance Sheet.

Assignment: (Tutorial exercises on following should be taken up)
1. Bank Reconciliation Statement
2. Depreciation: Straight Line Method, Written Down Value Method
3. Final Accounts and Adjustments
4. Errors and their Rectification
5. Statement of Affairs, Accounting from Incomplete Records
6. Non-Profit Organizations

THIRD SEMESTER

3.6 HUMAN RESORCE MANAGEMENT

DETAIL CONTENTS
- Human Resource Management
- Role of Human Resources
- Acquisitions of HR Planning, job analysis, Recruitment and selection, induction, placement, promotion and transfer
- Development of Human Resources
  Training, career planning, performance appraisal, organization development
- Motivation of Human Resources
  Job design, leadership, communication, counseling appraisal
- Maintenance of HR
- Corporate Governance
- Group Behavior
  Meaning and importance of group, types of groups, inter and intra group conflicts and resolving conflicts, group dynamics.
- Stress Management
  Meaning of stress, causes of stress, removing/overcoming stress.