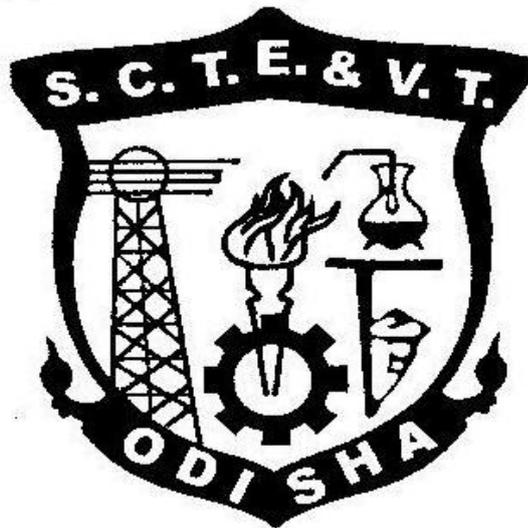


**CURRICULLUM OF 6th SEMESTER
FOR
DIPLOMA IN MODERN OFFICE MANAGEMENT
(W.E.F 2020-21 SESSION)**



**STATE COUNCIL FOR TECHNICAL EDUCATION
&
VOCATIONAL TRAINING, ODISHA, BHUBANESWAR**

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

TEACHING AND EVALUATION SCHEME FOR 6th Semester (w.e.f 2020-21)

Sl. No.	Subject	Periods/week			Evaluation Scheme			
		L	T	P	Internal Assessment/ Sessional	End Sem Exams	Exams (Hours)	Total
Theory								
Th.1	Financial Market and Services	5	-	-	20	80	3	100
Th.2	Income Tax Law & Practice	5	-	-	20	80	3	100
Th.3	Corporate Governance & Business Ethics	5	-	-	20	80	3	100
Th.4	Management Information System & E-Commerce	5	-	-	20	80	3	100
	<i>Total</i>	20	-	-	80	320	-	400
Practical								
Pr.1	Seminar & GD	-	-	3	25	50	-	75
Pr.2	Management Information System & E- Commerce	-	-	6	50	50	2	100
Pr. 3	Project Phase- II			5	50	100	3	150
Pr. 4	Life Skill			2	25			25
	Student Centred Activities (SCA)		-	3	-	-	-	-
	<i>Total</i>	-	-	19	150	200	-	350
	Grand Total	20	-	19	230	520	-	750

Abbreviations: L-Lecturer, T-Tutorial, P-Practical . Each class is of minimum 55 minutes duration

Minimum Pass Mark in each Theory subject is 35% and in each Practical subject is 50% and in Aggregate is 40%

Th 1 Financial Market and Services

Periods / week:Theory: 05
(End Exam) Totalperiods:75

Theory: 80 Marks
Mid Sem: 20Marks

Rationale: Studying financial management opens up a lot of diverse career opportunities. Some of the career options include investment banking, entrepreneurship, financial analysis, financial and managerial accounting, and strategic financial management.

Objective: To provide basic knowledge and equip students with the workings of financial markets in India.

Sl. No.	Topics	Periods
01	Introduction to Financial System	15
02	Money Market and Capital Market	15
03	Primary Market	15
04	Secondary Market	15
05	Financial Services	15
	Total	75

UNIT I Introduction to Financial System

- 1.1 Meaning, importance of Financial system
- 1.2 Function, structure of Indian Financial System
- 1.3 Players in Financial market
- 1.4 Instruments in the financial system

UNIT II Money Market and Capital Market

- 2.1 Meaning, instruments in money market
- 2.2 Capital Market: Instruments, Bill Market, FOREX Market
- 2.3 Capital Market Instruments and its features
- 2.4 ADR and GDR, Government Security types
- 2.5 Shares Vs Debentures, Regulatory authorities in capital market

UNIT III Primary Market

- 3.1 Primary Markets / New issue Market: Meaning and concept
- 3.2 Operators in NIM
- 3.3 Methods of new issues
- 3.4 NIM Vs stock Exchange

UNIT IV Secondary Market

- 4.1 Secondary Market / Stock Exchange : Meaning,NSE,OTCEI,SHCIL
- 4.2 Functions of stock exchange, Functional members of stock exchange
- 4.3 Commission brokers, Jobbers, Authorized clerks , Arbitrageur, Security dealers,Speculators

UNIT V Financial Services

- 5.1 Meaning, Types : Fund based, Fee Based
- 5.2 Merchant Banking : Meaning, Role in capital market
- 5.3 Mutual Fund : Meaning, Types
- 5.4 Credit Rating : Meaning, objectives, benefits,
- 5.5 Credit rating agencies: CRISIL, CARE Ltd , IICRA ,rating symbols

Syllabus Coverage upto IA

- 1. Unit -1
- 2. Unit -2
- 3 Unit -3

Reference Books

Sl.No	Title of the Book	Name of the authors	Name of Publisher
1	Financial Markets and Institutions	L.M.Bhole	TMH, New Delhi
2	Financial Markets and Institutions and Financial Services	Clifford Gomez	PHI
3	Monetary Economics	B Suraj Gupta	Oxford , New Delhi

Th 2 Income Tax Law & Practice

Periods / week: Theory: 05
(End Exam) Total periods: 75

Theory: 80 Marks
Mid Sem: 20 Marks

Rationale: Taxation is the general instrument used to regulate the economy, and it serves as the national budget's main source of income, which, in turn, allows the budget to stabilise the society and develop the national economy.

Objective: To provide basic knowledge and equip students with application of principles and provisions of Income Tax Act 1961.

Sl. No.	Topics	Periods
01	Basic Concepts	15
02	Computation of income under different heads -I	15
03	Computation of income under different heads -II	15
04	Total Income and Tax Computation	15
05	Computation of Total Income of individual & firm	15
	Total	75

UNIT I Basic Concepts

- 1.1 Income, Agricultural Income, Person, Assessee, Assessment Year, Previous Year, Gross Total Income, Maximum Marginal Rate of Tax, Permanent Account Number (PAN)
- 1.2 Residential Status : Scope of total income on the basis of residential status
- 1.3 Exempted income under Section 10

UNIT II Computation of income under different heads -I

- 2.1 Salaries
- 2.2 Income from House Property

UNIT III Computation of income under different heads -II

- 3.1 Profits & Gains of business or profession
- 3.2 Capital Gains
- 3.3 Income from Other Sources

UNIT IV Total Income and Tax computation

- 4.1 Income of other persons included in Assessee's total income

- 4.2 Aggregation of Income
- 4.3 Set- off and carry forward of losses
- 4.4 Deductions from Gross Total Income
- 4.5 Rebates & Relief

UNIT V Computation of Total Income of individual and firm

- 5.1 Tax Liability of Individual and Firm
- 5.2 Preparation of return of income

Syllabus Coverage upto IA

- 1. Unit -1
- 2. Unit -2
- 3 Unit -3

Reference Books

Sl.No	Title of the Book	Name of the authors	Name of Publisher
1	Income Tax Law and Practice	Gaur & Narang	Kalyani Publisher
2	Students Guide to Income Tax	V.k.Singhania	Taxman publications
3	Indirect Taxes Law and Practice	V.S. Oaley	Taxman Publications

Th. 3 Corporate Governance & Business Ethics

Periods / week: Theory: 05
(End Exam) Total periods: 75

Theory: 80 Marks
Mid Sem: 20 Marks

Rationale: The purpose of corporate governance is to facilitate effective, entrepreneurial and prudent management that can deliver the long-term success of a company.

Objective: To orient students into the ethical orientation in various areas of management decision making.

Sl. No.	Topics	Periods
01	Ethics and Business	15
02	Ethical theories	15
03	Corporate Governance	15
04	Theories of Corporate Governance	15
05	Role Players	15
	Total	75

UNIT I Ethics and Business

- 1.1 Definition, Meaning, scope and ethics.
- 1.2 Facts and values, Moral development
- 1.3 Six stages of moral development (Kohlberg's)
- 1.4 Ethics and business, morals of business
- 1.5 Conflict between moral demands and interest and ethics in work
- 1.6 Ethical aspects in marketing, finance, HRM and ethics in Global business.
- 1.7 Factors affecting business ethics, principles of business ethics.

UNIT II Ethical theories

- 1.1 Ethical theories and application in business.
- 1.2 Enterprise mission, institution ethics
- 1.3 Code of ethics and its implementations
- 1.4 Important and need for business ethics in Indian context
- 1.5 Social responsibilities of business: concept and dimensions towards different groups of the society.

UNIT III Corporate Governance

- 3.1 Meaning and definition of corporate governance
- 3.2 Market model of governance
- 3.3 Issues in Corporate governance, need and importance
- 3.4 Benefits of good governance to companies

3.5 Emphasize on corporate governance

UNIT IV Theories of Corporate Governance

4.1 Different theories underlying corporate governance (Stake holders theory, Agency theory)

4.2 corporate governance mechanisms: Indian model, Japanese model, German model

4.3 Process and corporate governance (transparency, accountability and empowerment)

UNIT V Role Players

5.1 Role of board of directors and Board structure

5.2 Role of non-executive directors, role of auditors

5.3 SEBI growth of corporate governance

5.4 Role of corporate governance on India, Different committees in corporate governance in India (Kumar Mangalam Birla Committee, Cadbury Committee)

Syllabus Coverage upto IA

1. Unit -1

2. Unit -2

3 Unit -3

Reference Books

Sl.No	Title of the Book	Name of the authors	Name of Publisher
1	Ethics in Management	Sherlekar, Ethics in Management	Himalaya publishing
2	Management by Values	S.K Chakraborty	OXFORD University Press, New Delhi
3	Corporate Governance	S. Parthasarthy	Biztantra
4	Corporate Governance	Excel Books	New Delhi
5	Corporate Governance	Kesho Prasad	PHI
6	Ethical Management	Satish Modh	Macmillan

Th- 4 MIS AND E-COMMERCE

Periods / week: Theory: 05
(End Exam) Total periods: 75

Theory: 80 Marks
Mid Sem: 20 Marks

Rationale: Selling products and services online is less costly than traditional methods. That's why E-Commerce is important, because it reduces the fixed cost and variable cost and people get the products and services in low cost.

Objective: E-Commerce is the basic foundation paper for any hardcore engineer. In this subject, students will be exposed to the theoretical aspects of different functional parts of E-Commerce.

Sl. No.	Topics	Periods
01	Role of MIS in Organizations	15
02	Information System in Business	15
03	Introduction to E- Commerce and Business Models	15
04	B2B e-Commerce and EDI	15
05	E-Commerce in Technology	15
	Total	75

UNIT I Role of MIS in Organizations

- 1.1 Meaning , Definition of management Information System.
- 1.2 Information System-rule, components , types , MIS Model.
- 1.3 Information requirement at various levels of management, information processing unit.
- 1.4 MIS and data processing operating elements of information system.
- 1.5 Flow Chart , Fundamental concept of system, types of decisions and information, information system.

UNIT II Information System in Business

- 2.1 Marketing
- 2.2 Human Resources
- 2.3 Financial Management
- 2.4 Production Management
- 2.5 Importance in decision making

UNIT III Introduction to E- Commerce and Business Models

- 3.1 Introduction
- 3.2 What is E-Commerce
- 3.3 E- Business
- 3.4 Categories of E- Commerce Application

- 3.5 Global trading environment and adoption of E- Commerce
- 3.6 Comparison between traditional of E-Commerce
- 3.7 Advantages and Disadvantages
- 3.8 Introduction of Business Models of E- Commerce
- 3.9 B2C, B2B, C2C and Difference between B2C and B2B

UNIT IV B2B e-Commerce and EDI

- 4.1 Introduction Need for B2B EDI EDI Standards
- 4.2 Data Standards used in EDI, Cost of EDI
- 4.3 Paperless transaction
- 4.4 Reasons for slow acceptability
- 4.5 Electronic fund Transfer
- 4.6 Reason for slow acceptability
- 4.7 Electronic fund Transfer
- 4.8 E-Commerce Application in manufacturing and wholesale, retail and service sector

UNIT V E-Commerce in Technology

- 5.1 Introduction
- 5.2 Cryptography
- 5.3 Digital signature, Digital Envelop, Digital Certificate
- 5.4 Electronic payment System; Introduction, Electronic Payment Mechanism
- 5.5 Types of payment System. Risk associated with Electronic Payment
- 5.6 Risk Management Option, Payment Gateway
- 5.7 Issues of Electronic payment Technology
- 5.8 Recommendation, Internet Banking and Security Requirement
- 5.9 Biometrics

Syllabus Coverage up to IA

- 1. Unit -1**
- 2. Unit -2**
- 3 Unit -3**

Reference Books

Sl.No	Title of the Book	Name of the authors	Name of Publisher
1	E-commerce and Mobile Commerce Technology	U.S Pandey and S SUkla	S. Chand
2	E-commerce	Bhushan Dewan	S. Chand and Company Ltd
3	E-Commerce	Bhaskar	TMH
4	Concepts of e-commerce	A.K Pandey	Katson

PR 1. SEMINAR

Theory	03 Periods per week	Sessional	25 Marks
Total Periods	45	End Sem Exam	50 Marks
Examination	2hours	Total Marks	75 Marks

The students shall present seminar on different topics on Economy, Finance, Politics and General issues in the entire class. There shall not be any grouping of students. The students shall present the seminar topic to the whole class/section. All other students should be allowed and encouraged to put questions to the presenter student, who shall answer the questions. A student has to present seminar on at least 3 topics in a semester. He / she has to submit seminar report for each topic separately, to the teacher concerned, which shall be preserved for verification by the authorities. The students should be encouraged to refer to the magazines, journals, e-materials etc. for preparing for seminar topic. Attendance of all students other than the presentators should be ensured, so that seminar shall be more participative and knowledge of students shall improve by listening to many topics presented.

Pr 2 MIS and E- Commerce

Periods / week: Practical: 06
Total periods: 90

Total: 50 Marks (Sessional)
End Sem Exam:100 Marks

Rationale: Students learn how businesses use information to improve the company's operations. Students also learn how to manage various information systems so that they best serve the needs of managers, staff and customers.

Objective: To understand the applications of MIS in organizations.

Sl. No.	Topics	Periods
01	Introduction to FOXPRO	20
02	Understanding and Editing the Data	20
03	Retrieving and Editing the Data	20
04	Managing Databases	15
05	Working with Reports	15
	Total	90

Unit I Introduction to FOXPRO

- 1.1 Introduction, special features of FoxPro
- 1.2 Starting FoxPro, Terminologies used in FoxPro
- 1.3 File/table-Record-Fields, Conventions used naming fiends, Data types

Unit 2 Understanding and Editing the Data

- 2.1 Introduction, opening a Table/Database records in a table
- 2.2 Close a file
- 2.3 Modifying data-Edit-Browse

Unit 3 Retrieving and Editing the Data

- 3.1 Introduction, List, Display, Record pointer
- 3.2 Moving the record pointer – Goto -Skip,
- 3.3 Modifying data-Edit-Browse

Unit 4 Managing Databases

- 4.1 Introduction, Sorting
- 4.2 Indexing, for record within the database-Locate-Find-Seek

Unit 5 Working with Reports

- 5.1 Introduction, creating a report format

5.2 Generating a report

5.3 Previewing the Report-Grouping of data-Subtotals-Grand total

Pr 3 Project Phase- II

Name of the Course: Diploma in Modern Office Management			
Course code:		Semester	6 th
Total Period:	75	Examination	3 hrs
Lab. periods:	5 P / week	Sessional	50
Maximum marks:	150	End Sem Examination	100

RATIONALE

Students 'Project Work aims at developing innovative skills in the students whereby they apply the knowledge and skills gained through the course covered in many subjects and Labs, by undertaking a project. The prime emphasis of the project work is to understand and apply the basic knowledge of the principles of Office Management and practices in real life situations, so as to participate and manage a large Office Management projects, in future. Entire Project spreads over 5th and 6th Semester. Part of the Project covered in 5th Semester was named as *Project Phase-I* and balance portion to be covered in 6th Semester shall be named as *Project Phase-II*.

OBJECTIVES

After undergoing the Project Work, the student will be able to:

- Implement the theoretical and practical knowledge and skills gained through various subjects/courses into an application suitable for a real practical working environment, preferably in an industrial environment.
- Develop software packages or applications and implement these for the actual needs of the community/industry.
- Identify and contrast gap between the technological knowledge acquired through curriculum and the actual industrial need and to compensate it by acquiring additional knowledge as required.
- Carry out cooperative learning through synchronous guided discussions within the class in key areas, asynchronous document sharing and discussions, as well as prepare collaborative edition of the final project report.
- To achieve real life experience in Project design.
- To develop the skill of writing Project Report

Project Phase-I and Phase-II

The Project work duration covers 2 semesters (5th and 6th sem). The Grouping of students, selection of Project, assignment of Project Guide to the Group was done in the beginning of 5th semester under Project Phase-I. The students were allowed to study literature, any existing system and then define the Problem/objective of the Project. Preliminary work and Design of the system also have to be complete in Phase-I. Development may also begin in this phase. Project Milestones are to be set so that progress can be tracked.

In Phase-II Development, Testing, Documentation and Implementation have to be completed. Project Report has to be prepared and complete in Phase-II. All Project reports should be organized uniformly in proper order, irrespective of group. Teacher Guides can make suitable alteration in the components of Task and schedule.

At the end of Project Phase-II in 6th semester there shall be one presentation by each group on whole Project work undertaken by them.

A suggestive criterion for assessing student performance by the external (preferably person from industry) and internal (teacher) examiner is given in table below:

Sl. No.	Performance Criteria
1.	Selection of project assignment
2.	Planning and execution of considerations
3.	Quality of performance
4.	Providing solution of the problems or production of final product
5.	Sense of responsibility
6.	Self expression/communication/ Presentation skills
7.	Interpersonal skills/human relations
8.	Report writing skills
9	Viva voce

The teachers are free to evolve other criteria of assessment, depending upon the type of project work.

It is proposed that the institute may organize an annual exhibition of the project work done by the students and invite leading Industrial organizations to such an exhibition.

The Project Report need to be prepared as per standard format and following is the indicative format. The Teacher Guide may make minor alteration keeping the sense intact.

Organization of Project Report

1. Cover page:

It should contain the following (in order)

- (i) Title of the Project
- (ii) -Submitted in partial fulfillment of the requirements for the Diploma in
<Branch Name>||
- (iii) By Name of the Student(s)
- (iv) Logo of the Institution

- (v) Branch Name/Depart Name and Institution Name with Address
- (vi) Academic Year

2. 1st Inner page Certificate: It should contain the following

-This is to certify that the work in this Project Report entitled <Project Title> by <Name of student(s)> has been carried out under my supervision in partial fulfillment of the requirements for the Diploma in <Branch Name>|| during session <session > in <Branch/Department Name> of <Institute name> and this work is the original work of the above student(s).Seal and signature of the Supervisor/Guide with date

3. 2nd Inner Page -- Acknowledgement by the Student(s)

4. Contents.

5. Chapter wise arrangement of Reports

6. Last Chapter: Conclusion It should contain

- (i) Conclusion
- (ii) Limitations
- (iii) Scope for further Improvement

7. References

Pr-3 LIFE SKILL

(Common to All Branches)

Practical	2 Periods/ week	Sessional	25 Marks
Total Periods	30 Periods	Total Marks	25 Marks

Objective: After completion of this course the student will be able to:

- Develop team spirit i.e. concept of working in team
- Apply problem solving skills for a given situation
- Use effective presentation techniques
- Apply task management techniques for given projects
- Enhance leadership traits
- Resolve conflict by appropriate method
- Survive self in today's competitive world
- Face interview without fear

DETAIL CONTENTS:

1. SOCIALSKILL

- Society, Social Structure, Develop Sympathy and Empathy SWOT Analysis – Concept, How to make use of SWOT analysis.
- Inter personal Relation: Sources of conflict, Resolution of conflict , Ways to enhance interpersonal relation

2. PROBLEMSOLVING

Steps of Problem solving:

- Identify and clarify the problem,
- Information gathering related to problem,
- Evaluate the evidence,
- Consider alternative solutions and their implications,
- Choose and implement the best alternative,
- Review
- Problem solving techniques:

1) Trial and error, 2) Brain storming, 3) Lateral (Out of Box) thinking

3. PRESENTATIONSKILL

- Body language , Dress like the audience
- Posture, Gestures, Eye contact and facial expression.
- STAGE FRIGHT, Voice and language – Volume, Pitch, Inflection, Speed, Pause Pronunciation, Articulation, Language, Practice of speech.
- Use of AV aids such as Laptop with LCD projector, white board etc.

4. GROUP DISCUSSION AND INTERVIEW TECHNIQUES

- Group Discussion : Introduction to group discussion, Ways to carry out group discussion
- Parameters— Contact, body language, analytical and logical thinking, decision making
- Interview Technique: Dress, Posture, Gestures, facial expression, Approach Tips for handling common questions.

5. WORKING IN TEAM

- Understand and work within the dynamics of a group.
- Tips to work effectively in teams, Establish good rapport, interest with others and work effectively with them to meet common objectives.
- Tips to provide and accept feedback in a constructive and considerate way , Leadership in teams, Handling frustrations in group.

6. TASK MANAGEMENT

- Introduction, Task identification, Task planning , organizing and execution, Closing the task

PRACTICAL

List of Assignment: *(Any Five to be performed including Mock Interview)*

1. SWO Analysis:-

Analyze yourself with respect to your strength and weaknesses, opportunities and threats. Following points will be useful for doing SWOT.

- a) Your past experiences,
- b) Achievements,
- c) Failures,
- d) Feedback from other sets.

2. Solve the True life problem assigned by the Teacher.

3. Working in a Team

Form a group of 5-10 students and do a work for social cause e.g. tree plantation, blood donation, environment protection, camps on awareness like importance of cleanliness in slum area, social activities like giving cloths to poor etc.(One activity per group where Team work shall be exhibited)

4. Mock Interview

5. Discuss a topic in a group and prepare minutes of discussion.

6. Deliver a seminar for 5 minutes using presentation aids on the topic given by your teacher.

7. Task Management

Decide any task to be completed in a stipulated time with the help of teacher. Write a report considering various steps in task management (with Break up into sub tasks and their interdependencies and Time)

Note: -1. Please note that these are the suggested assignments on given contents/topic. These assignments are the guide lines to the subject teachers. However the subject teachers are free to design any assignment relevant to the topic.

Note: -2. The following Topics may be considered for Seminar/GD in addition to other Topics at the discretion of the Teacher.

(Comparison with developed countries, Occupational Safety, Health Hazard, Accident & Safety, First-Aid, Traffic Rules, Global Warming, Pollution, Environment, Labour Welfare Legislation, Labour Welfare Acts, Child Labour Issues, Gender Sensitisation ,Harassment of Women at Workplace)

METHODOLOGY:

The Teacher is to explain the concepts prescribed in the contents of the syllabus and then assign different Exercises under Practical to the students to perform.

Books Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of the Publisher
01	E.H. Mc Grath , S.J	Basic Managerial Skills for All	PHI
02	Lowe and Phil	Creativity and problem solving	Kogan Page (I) P Ltd
03	Adair, J	Decision making & Problem Solving	Orient Longman
04	Bishop , Sue	Develop Your Assertiveness	Kogan Page India
05	Allen Pease	Body Language	Sudha Publications Pvt. Ltd.

