

VIRUDHUNAGARS.VELLAICHAMYNADARPOLYTECHNICCOLLEGE(AUTONOMOUS)
(Affiliated to Directorate of Technical Education, Chennai-25)
 VIRUDHUNAGAR-626001

DEPARTMENT OF MODERN OFFICE PRACTICE

SEMESTER-I

CURRICULAM OUTLINE

S. No	Course Category	Course Type	Course Code	Course Name	L – T – P	Period	Credit	End Exam
1	Humanities and Social Science	Theory	0231110	Tamil Marabu	2 – 0 – 0	30	2	Theory
2	Program Core	Theory	5231210	Elements of commerce	4 – 0 – 0	60	4	Theory
3	Program Core	Theory	5231310	Principles of Accountancy	4 – 0 – 0	60	4	Theory
4	Skill-Typing	Practicum	5231440	Typewriting English Level-I	1 – 0 – 2	45	2	Practical
5	Humanities and Social Science	Practicum	0231540	Communicative English I	1 – 0 – 2	45	2	Practical
6	Program Core	Practical	5231720	Office Automation Practical-I	0 – 0 – 4	60	2	Practical
7	Program Core	Practicum	5231640	Practical Accounting -I	1 – 0 – 2	45	2	Practical
8	Open Elective	Advanced Skill Certification	5231870	Basic English for Employability	0 – 0 – 4	60	2	NA
9	Humanities and Social Science	Integrated Learning Experience	5231980	Growth Lab	–	15	0	–
10	Audit Course	Integrated Learning Experience	5231981	Induction Program-I	–	40	0	–
11	Audit Course	Integrated Learning Experience	5231982	Club Activity / Community Initiatives	–	30	0	–
12	Audit Course	Integrated Learning Experience	5231983	Shop Floor Immersion	–	8	0	–
13	Audit Course	Integrated Learning Experience	5231984	Student-Led Initiative	–	22	0	–
14	Audit Course	Integrated Learning Experience	5231986	Health and Wellness	–	30	0	–
TOTAL						550	20	

Note: Test & Revisions – 75 Periods; Library – 15 Periods

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SEMESTER-II

CURRICULAM OUTLINE

S. No	Course Category	Course Type	Course Code	Course Name	L – T – P	Period	Credit	End Exam
1	Humanities and Social Science	Theory	0232110	Tamils and Technology	2 – 0 – 0	30	2	Theory
2	Program Core	Theory	5232210	Business Organisation	3– 0 – 0	45	3	Theory
3	Program Core	Theory	5232310	Financial Accounting	3– 0 – 0	45	3	Theory
4	Program Core	Practicum	5232440	Typewriting GTE English Pre-Junior	1 – 0 – 2	45	2	Practical
5	Program Core	Practicum	5232540	Commercial Practices Practical -I	1 – 0 – 2	45	2	Practical
6	Basic science	Practical	5232620	Office Automation Practical – II	0 – 0 – 4	60	2	Practical
7	Program Core	Practicum	5232740	Practical Accounting II	1– 0 – 2	45	2	Practical
8	Humanities and Social Science	Practicum	0232840	Communicative English – II	1– 0 – 2	45	2	Practical
9	Open Elective	Advanced Skill Certification	5232970	Advance Skill Certification – II	1– 0 – 2	45	2	NA
10	Humanities and Social Science	Integrated Learning Experience	5232080	Growth Lab	–	30	0	–
11	Audit Course	Integrated Learning Experience	5232082	Club Activity / Community Initiatives	–	30	0	–
12	Audit Course	Integrated Learning Experience	5232083	Shop Floor Immersion	–	08	0	–
13	Audit Course	Integrated Learning Experience	5232084	Student-Led Initiative	–	24	0	–
14	Audit Course	Integrated Learning Experience	5232085	Emerging Technology seminar	–	08	0	–
15	Audit Course	Integrated Learning Experience	5232086	Health and Wellness	–	30	0	–
TOTAL						535	20	

Note: Test & Revisions–90 Periods; Library–15 Periods