

BOARD OF TECHNICAL EDUCATION , GOA STATE

PROGRAMME STRUCTURE- 34- MOP

(Subjects not offered till May 2010 are deleted and not to be offered without consent of BTE)

Sr. No	E/C	SUBJ CODE	SUBJECTNAME	TEACHING SCHEME		EXAMINATION SCHEME			
				Lect	Pract	MAX TH	MAX TEST	MAX PR	MAX TW
SEMESTER I									
1	C	1067-S	MANAGEMENT PRACT&PROC	4	-	75	25	0	25
2	C	1601-S	ENGLISH-I	4	-	75	25	0	25
3	C	1603-S	ECONOMICS FOR BUSINESS-I	4	-	75	25	0	25
4	C	2601-S	TYPEWRITING-I	-	5	0	0	100	25
5	C	2605-S	INTRODUCTION TO COMPUTERS	2	2	75	25	0	25
6	C	4603-S	ADMINISTRATIVE MANGMT-I	4	-	75	25	0	25
7	C	4609-S	MANAGERIAL&ADMN.COMM-I	5	-	75	25	0	25
SEMESTER II									
1	C	1065-S	BASIC ACCOUNTANCY & FIN.-I	5	-	75	25	0	25
2	C	1602-S	ENGLISH-II	4	-	75	25	0	25
3	C	1604-S	ECONOMICS FOR BUSINESS-II	4	-	75	25	0	25
4	C	2602-S	TYPING-II	-	5	0	0	100	25
5	C	2603-S	BASIC STENOGRAPHY-I	4	-	75	25	0	25
6	C	3607-S	COMP AIDED OFFICE MGMNT-I	4	-	0	0	100	50
7	C	4604-S	ADMINISTRATIVE MANAGMT-II	5	-	75	25	0	25
SEMESTER III									
1	C	1066-S	BASIC ACCTNG. & FINANCE-II	5	0	75	25	0	25
2	C	2604-S	BASIC STENO-II	0	5	0	0	100	25
3	C	3108-S	ENVIRONMENTAL STUDIES	3	1	75	25	0	25
4	C	3603-S	MARKETING MANAGEMENT-I	4	0	75	25	0	25
5	C	3608-S	COMP AIDED OFFICE MGMT.-II	0	4	0	0	100	50
6	C	4610-S	MNGERIAL & ADMIN. COMM.-II	5	0	75	25	0	25
7	C	4614-S	BUSINESS ORGANISATION	4	0	75	25	0	25
SEMESTER IV									
1	C	3604-S	MARKETING MANAGEMENT-II	4	0	75	25	0	25
2	C	3609-S	INFORMATION TECH FOR BUS.-I	0	4	0	0	100	50
3	C	4612-S	PRODUCTIVITY & INDUST. MGMT	4	0	75	25	0	25
4	C	4615-S	MAN MANAGEMENT IN OFFICE	4	0	75	25	0	25
5	C	4616-S	BASIC COST & MGMT ACCOUNTING	4	0	75	25	0	25
6	C	4618-S	HUMAN BEHAVIOUR IN OFFICE	5	0	75	25	0	25
7	C	5607-S	CO-OPERATIVE MANAGEMENT	4	0	75	25	0	25
SEMESTER V									
1	C	3610-S	INFORMATION TECH. FOR BUSIN-II	-	4	0	0	100	50
2	C	4606-S	SMALL BUSINESS MANAGEMENT	4	-	75	25	0	25
3	C	4611-S	PRODUCTION PLANNING & MGMT	4	-	75	25	0	25
4	C	4617-S	FINANCIAL MANAGEMENT	5	-	75	25	0	25
5	C	4619-S	STOREKEEPING MANAGEMENT	5	-	75	25	0	25
6	C	4622-S	MERCANTILE LAWS	5	-	75	25	0	25
7	C	6033-S	MOP - TRAINING	6 Weeks		0	0	100	50

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				Lect	Pract	MAX TH	MAX TEST	MAX PR	MAX TW
SEMESTER VI									
1	C	4621-S	COST & MANAGEMENT AUDIT	5	-	75	25	0	25
2	C	4623-S	LABOUR LEGISLATION	5	-	75	25	0	25
3	C	5602-S	MGMT. INFORMATION SYSTEMS	-	4	0	0	100	50
4	C	5604-S	PERSONNEL ADMINISTRATION	4	-	75	25	0	25
5	C	5610-S	TRAVEL & TOURS MGMT	4	-	75	25	0	25
6	C	5611-S	FOREIGN TRADE MANAGEMENT	4	-	75	25	0	25
7	C	5614-S	ADVERTISING MANAGEMENT	4	-	75	25	0	25