

FRONT OFFICE OPERATIONS (410)

Class X
(2018-19)

Total Marks: 100 (Theory – 50 + Practical - 50)

Unit No.	Unit Name	Marks
1	Communication	9
2	General Awareness	9
3	Grooming and Hygiene	8
4	Qualities of front office staff	7
5	Front office	13
6	Role of computers	4
	Total	50

Practical

Practical Work	Marks
Practical Examination	15
Written Test	10
Viva Voce	10
Project Work/Field Visit	--
Practical File/ Student Portfolio	10
Viva Voce	05
Total	50