

**(B. A./B.COM.-II)**  
**VOCATIONAL SUBJECTS**

**STREAM I: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**

**BCOU2308T: OFFICE PRACTICE**

Max Marks : 100  
Time : 3 Hours  
Pass Marks : 35%  
Theory: 4 + Practical 2

External Assessment : 60  
Internal Assessment : 20  
Practical 20  
Periods per week 6  
Credits: 5

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

Section C will be compulsory with 10 short-answer type questions of 02 marks each, which will cover the entire syllabus.

**UNIT - I**

Office – Meaning, functions, importance, concept of office organisation; Centralisation Vs decentralisation of office correspondence, typing and duplicating, filing, mailing, general office. Filing: Meaning and importance, essentials of a good filing system, centralised Vs decentralised filing system, methods of filing, filing-equipment.

A study of various types of commonly used appliances and machines - Duplicator, accounting mechanism calculator, addressing machine, punch card machine, franking machine, weighing and folding machine, sealing machine, dactypone, cheque protector, cash register, coin sorter, time recorder and such other machines.

Modern office Machines: Photocopier, Computer, Word processor, Scanner - their operation and uses in the office set up. Introduction to computer - importance, history and types of computers, computer hardware and software, computer operation.

Word Processor - Concept of Word processing, creating and editing documents, taking print out, DO's and Don'ts in detail from application point of view. Scanner - Introduction to Scanner, its importance and use in offices.

**UNIT - II**

Meaning and importance of mail, centralisation of mail, handling of work - its advantages, mail room equipment, sorting table and racks, letter openers, time and date stamps, postal franking machine, addressing machine, mailing scales, post office guide.

Handling Mail: Inward Mail - Receiving, sorting, opening, recording, marking distributing. Outward Mail - Folding of letters, preparation of envelopes, sorting sealing, weighing, stamping, entering in letter sent book or peon book. Despatching rail parcel service, Air mail service, courier service.

Essentials of a good letter, drafting of business letter: enquiry, quotation, order advice, making payment, trade reference complaints, and circular letters, follow up letters, official letters, and demi officials.

Assisting Visitors: Office etiquette, effective use of languages, preparation of appointment schedules and maintaining visitor's diary, furnishing desired information, instructing co-workers.

*Rajiv R.*

**Practicals :****Office Practice**

## 1. Filing Indexing

Practice in filing and indexing Alphabetical numerically, arranging files subjection, searching a particular file, transforming of fold files for future references, weeding out of records, developing card indexing system for the college library.

## 2. Drafting of the following (on the basis of actual information)

- Application for a job
- Interview letter
- Appointment letter
- Letter of enquiry
- Letter of order
- Office notes
- Office order
- Issue of tenders

## 3. Recording of inward/outward mail.

**Course Outcome:** This course will prepare the students to understand the office related work and its management. This knowledge will help them in efficiently managing their office work.

*Rajiv*

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**VOCATIONAL SUBJECTS**

**PAPER BCOU2309T ON THE JOB TRAINING**

Max Marks: 50

Pass Marks: 35%

Credit: 3

The students who appear in B.Com. Part-I examination for vocational subject will take up 'On the job training' in summer vacations after the B. Com-I examination is over. They will prepare a Project Report based on their summer training. The evaluation and marks of this 'On the job training' are included in B.Com-II. Similarly B. Com.-II students after B.Com-II examination will take second 'On the job training' and prepare a Project report will be done in B.Com.-III. The following instructions are to be followed for the selection of organization (where summer training is to be taken) and for the preparation of project report:

(1) The summer training extended upto 4-6 weeks can be had in any of the following organizations.

- (a) Banks/Financial Institutions
- (b) Offices of Centre/State/Local Government
- (c) Insurance Companies
- (d) Public Limited Companies
- (e) Stock Exchange
- (f) Chartered Accountants and Advocates dealing in Tax matters (For Tax related Add-on and Vocation Courses only).

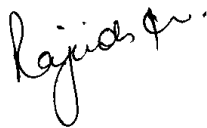
Note: Sole proprietor organizations and partnership firms are not permitted for summer training.

- (2) The topic of study should be directly related to the vocational stream in which the student is studying.
- (3) Not more than 2 to 3 students should be permitted in one organization. The students getting training in the same organization should have different topics for their study.
- (4) Students shall work under the guidance of an official from the concerned organization during the period of training.
- (5) The training report should include:
  - (a) Certificate from the organization on letter pad or under the seal of the organization. The certificate should specify the name of the candidate, father's name, date of commencement of training and period of training.
  - (b) Objective, Scope and Methodology of the study.
  - (c) The finding of the study and suggestions made by the candidate, which would be based upon the work done by the candidate during training.

**EVALUATION:**

After completion of summer training students will be required to prepare a summer training report and all the Project Reports will be submitted through the Principal of the concerned College to the University (Practical Branch) for evaluation upto December 31st, failing which students will be placed in compartment.

The evaluation of Project Reports shall be done by experts from panel of examiners approved by the Board of Under-Graduate studies in Commerce from time to time. The Controller of Examinations will ensure the above given instructions have been followed by the students and evaluation of reports is carried on as per these instructions.



**(B.A./B.COM.-II)**  
**VOCATIONAL SUBJECTS**

**STREAM I: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**

**BCOU2408T: Typing and Shorthand-III**

Max Marks : 100  
Time : 3 Hours  
Pass Marks : 35%  
Theory: 4 + Practical 2

External Assessment : 60  
Internal Assessment : 20  
Practical 20  
Periods per week 6  
Credit: 5

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

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**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

Section C will be compulsory with 10 short-answer type questions of 02 marks each, which will cover the entire syllabus.

**UNIT – I**

Carbon Manifolding: Carbon papers and their kinds, carrying out corrections on carbon copies: use of eraser, erasing shield, white correcting fluid etc. squeezing and spreading, carbon economy.

Stencil Cutting and Duplicating: Techniques of stencil cutting, correction of errors on stencil papers- use of correction fluid, graft methods and use of guncoated paper method, Signature and lining on stencil paper with the help of stylus pen and backing sheet.

Duplicator: Kinds of duplicators, taking out copies of duplicators, Duplicating ink.

Electric and Electronic Typewriters: Importance and use of electric typewriters,

Advantages of electric typewriter. Salient features of electronic typewriters.

Correspondence : Business Official

**UNIT - II**

Shorthand:

Extended use of certain Consonant : The Aspirate, Tick and dot 'H' Downward and upward 'R' upward 'sh'. Compound Consonants, Medical semi-circles:

Halving: General principles and their exception, use of halving principles in phraseography: Doubling : General principles and their exception use of doubling principles in phraseography.

Prefixes and Suffixes : Meaning and uses. List of prefixes and suffixes; Contractions: General rules and list of contradictions.

Intersection: Meaning and uses, list of intersection, writing of figures in shorthand; Notes taking techniques and transcription on typewriter.

**PRACTICAL (TYPING)**

There will be typing test for 5 minutes followed by oral viva-voce. Carbon mainfolding.

Taking out copies with the help of Carbon papers Carrying out corrections on carbon copies, carrying out corrections and squeezing and spreading methods, correction of drafts.

Stencil Cutting and Duplicating

Carrying out correction on Stencil papers with different methods of Cyclostyling.

Electric and Electronic Typewriters

Practice on above typewriters.

Correspondence

Typewriting of Business Letters.



Typewriting of Official Letters

**PRACTICAL (SHORTHAND)**

Note: There will be dictation of 5 minutes and the candidate shall be required to type in 25 minutes.

Practising the use of halving and doubling principles, prefixes, from text book.

Repeated practice of contraction and intersection.

Taking dictation of passage for five minutes at a speed of 60 W.P.H. and transcription of the same on typewriter.

Taking dictation from type-recorder

Taking dictation from different voices

Recording class lectures in Shorthand.

Course Outcome: After the completion of this course, the students will be well versed with rules and technicalities of typing and related concepts. By learning shorthand they will be able to carry on office work efficiently.

*Liquid*