

Sem IV

(B. A./B.COM.-III)

## VOCATIONAL SUBJECTS

### STREAM I : OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Bom 353

BCOU351HT 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

#### 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 9 marks; total weight of the section shall be 18 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 9 marks; total weight of the section shall be 18 marks.

##### SECTION-C

It will consist of 10 very short answer questions from entire syllabus. Students are required to attempt 8 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 24 marks

##### UNIT - I

Office Stationery : Types of papers and envelopes, control of consumption of papers, ink typewriting ribbons, carbon papers, pins, clips, erasers etc. issue there of stock and stock record Duplication Methods and Photocopying.

Meeting : Notice, Agenda, Physical facilities, quorum, providing secretarial assistance.

Using Information: Working Knowledge of making use of information from different sources-Telephone Directory, Post Office Guide, Railway Time-Table Teleprinter, Telex, Facsimile telegraphy.

Making travel arrangement : preparing tour programme, railway and air reservation booking Hotel accommodation, filling of form for Tour advance, preparing T.A.Bills.

##### UNIT - II

Manuscripts : Proof Corrections-sings and their meaning. Process of typing manuscripts. Corrections of drafts.

Tabulations: Definition and importance, part of tabulation, procedure for typing tabulation, Typing of booknotes, Typing of Balance-Sheet.

Seema Rani  
Shashi

R. S. Arora

Shashi

Shashi



Syllabification of Combination : Rules for division of words line ends, exceptions, formation of special sing with combination of characters.

Shorthand : Advanced Phraseography, Phraseology related to business, banking, insurance and administration. Special list of word Arrangement of Materials on typewriter desk to facilitate transcription. Checking and proof-reading transcription.

Course Outcome: After the completion of this course the students will understand about office stationary, meeting, making travel arrangement, manuscript, tabulation and shorthand.

PRACTICALS: 20 Marks (10 for typing practical and 10 for Shorthand Practical)

### MANUSCRIPTS

Typewriting of Manuscripts (Typed).

Typewriting of Manuscripts (Hand-written).

Practice on carrying out corrections of drafts.

Typewriting of tabulations: Balance Sheet, Invoices, foot notes.

### SYLLABIFICATION AND COMBINATION

Typewriting exercises- Breaking of words at line ends, breaking of words with syllabification rules, Typewriting of characters not existing on key boards.

### CORRESPONDENCE

Typewriting un-arranged, misspelt and wrongly typed letters by observing the rules of display.

Typewriting of business, official letters.

### SHORTHAND

1. Taking information from other documents in completion of shorthand notes.
2. Office style dictation with amendments.
3. Submitting transcribed materials for signature.
4. Marketing and filling of shorthand notices after completion of transcription.

### RECOMMENDED DRILLS

- Throughout the course there should be a constant emphasis on:
- Fluency in shorthand. Special care should be taken on exposing students to variety of pronunciation.
  - Formation of well constructed shorthand outlines with the help of facility drills.
    - Auto-mobilization of grammaloges and phrases.
    - Daily practice in taking dictations starting at slow speed.
    - Practice in transcribing the long hand.
  - Dictation each day should be on practice material to increase the speed and on new matter to improve competence. It should be for timing of 1,3,5,7 and 10 minutes.

### INSTRUCTIONS FOR TYPING PRACTICAL

There will be type test for 5 minutes followed by oral viva voce.

### INSTRUCTIONS FOR SHORTHAND PRACTICAL

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

*Seema Bani*  
*Shen*  
*R. S. Ang*  
*Daisy*  
*Shen*  
*Shen*