

Sem I

**B. A.(Honour) Part-I Ist semester  
OFFICE MANAGEMENT AND SECRETARIAL PRACTICE  
TYPEWRITING-I  
CODE: BA110**

Max. Marks: 100  
Time: 3 Hours  
Pass Marks: 35%  
Theory: 4-Practical-2  
Periods per week: 6

External: Theory- 50  
          Practical- 20  
Internal: Theory- 20  
          Practical- 10  
          Credit: 3+1

**Instruction for Paper Setter/ Examiners  
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 8 marks; total weight of the section shall be 16 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 8 marks; total weight, of the section shall be 16 marks.

**SECTION-C**

Section C will be compulsory with 9 short-answer type question 02 each, which will cover the entire syllabus.

**UNIT-I**

Introduction Computer functions and classification, Overview of Software and Hardware, Input and output devices,  
Methods of typing: Touch Method, Sight Method  
Keyboard operations: horizontal & vertical operations, learning of first row (bottom row), second row (Home row)(guide keys and keys), learning the third row (upper row), use of Punctuation signs

**UNIT-II**

Paragraphing: styles of paragraphs  
Styles of Typing Letters: Business Letters, Official Letters: official letters, Demi official letters, Office Memorandum, U.O.Note, Office Order, Notification, Endorsement, Private or Personal Letters, addressing envelopes. Correspondence Business Officials

Figures, syllabification & Footnotes  
Arrangement of Tabular Statements

*Seema Rani Singh*  
*Shashi*  
*Moukesh Keshav*  
*Darsh*  
*Shashi*

**PRACTICAL**  
Max. Marks: 20

Theory: 10, Practical: 10

**KEY BOARD OPERATIONS**

1. Practising Second row, third row, first row and fourth row.
2. Practising words, sentences, paragraphs and passages.
3. Use of Shift Keys and other non-character keys.
4. Typewriting special symbols of the key Board and Punctuation marks.

**SPEED BUNIDING**

1. Different kinds of drills for typing.
2. Graded Speed Test leading to accurate speed of about 30 w.p.m.
3. Typing of passages each containing 300 words in the ten minutes.

**TEACHING GUIDELINES**

Alternative hand words, balanced handwords, same letters in different words, drills of commonwords. drills of alphabetical sentences and words division drills.

1. Centering - Horizontal and Vertical
2. Ensuring proper margining: line spacing
3. Typing of different types of Headings including spaced heading.

**LETTER TYPING**

- 1 Typing exercises of personal, official and business letters in different style with proper display.
2. Typing of applications for jobs
3. Addressing the envelopes

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**B. A.(Honour) Part-I IInd semester**  
**OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**  
**TYPEWRITING-II**  
**CODE: BA210**

**Max. Marks: 100**  
**Time: 3 Hours**  
**Pass Marks: 35%**  
**Theory: 4-Practical-2**  
**Periods per week: 6**

**External: Theory-50**  
**Practical-20**  
**Internal: Theory-20**  
**Practical-10**  
**Credit: 3+1**

**Instruction for Paper Setter/ Examiners**  
**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 8 marks, total weight of the section shall be 16 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 8 marks, total weight of the section shall be 16 marks.

**SECTION-C**

Section C will be compulsory with 9 short-answer type question 02 each, which will cover the entire syllabus.

**UNIT-I**

**MS WORD**

**Working with Documents-**Opening & Saving files, Editing text documents, Insert, Delete, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Page setup and style Converting files to different formats, Sending files to others. Using Tool bars, Ruler, Using Icons, using help.

**Formatting Documents-** Font styles, Font selection- style, size, color etc, Type face Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbers

**Settings:** Header & footer, Setting Footnotes & end notes; Inserting manual page break, Column break and line break. Creating sections and frames.

**Creation of Table:** With index, page number, author name, date and time etc., Creating Master Documents, Web page. Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula. Drawing- Inserting Clipart, Pictures/Files etc.

Seema Rani     Dnyes  
 Shashila  
 Anurag     Dany  
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## UNIT-II

### MS POWER POINT

**Introduction to presentation**-Opening new presentation, Different presentation templates, setting backgrounds, selecting presentation layouts.

**Creating a presentation** - Setting Presentation style, Adding text to the Presentation. Formatting a Presentation-Adding style, Color, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout.

**Adding Graphics to the Presentation**- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using drawing tools.

**Adding Effects to the Presentation**- Setting Animation & transition effect. Printing Handouts, Generating Standalone Presentation viewer.

**PRACTICAL**  
Max. Marks: 20

**Theory: 10, Practical: 10**

### LETTER TYPING PRACTICE

- 1 Typing exercises of personal, official and business letters in different style with proper display.
2. Typing of applications for jobs
3. Addressing the envelopes

### INSTRUCTIONS FOR THE PRACTICAL EXAMINATION

The students would be required to solve any one problem out of two set by the examiner based on the package covered in the syllabus.

Seema Rani Dyle

Sheshu

Neeraj  
Kapoor

Daisy

Abhi