

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

F.Y.B.Com.

1. Subject Title : Office Management

2. Subject Objectives :

1. To prepare students for immediate employment as secretarial / office assistant.
2. To promote knowledge and skills needed to establish private venture in this area.
3. To provide the knowledge of modern office procedures and practices.
4. To develop skills required for preparing maintaining and handling of office records and informations.
5. To train the students in the skill of drafting various kinds of business and official letters and notes.
6. To develop the skill of taking dictation in shorthand and transcribing the matte on the typewriter / computer

3. Job Potential :

- (i) Self Employment :
 - Commercial /Shorthand - Typing Institute
 - Job Work
 - Free lance Stenographer / Secretary
- (ii) Wage Employment :
 - Stenographer
 - Personal / Private / Confidential Secretary or Assistant
 - Clerk - cum - typist
 - Instructor (Shorthand and typing)

4. Permissible combination of subjects including pre-requisite of admission :

- (i) All subjects available for Arts, Science and Commerce of three years Degree course with any subject combination.
- (ii) All +2 passed students except those who have studied stenography as a subject in academic or vocational stream.

5. Concept

Office Management and Secretarial Practices (English)

Paper 1	Typewriting I
Paper 2	Typewriting II
Paper 3	Shorthand I
Paper 4	Shorthand II

Practicals :

Typewriting

Shorthand

Paper 5	Office Practice I
Paper 6	Office Practice II
Paper 7	Typewriting III
Paper 8	Shorthand III

Practicals

Office Practice
Wordprocessing
Typewriting
Shorthand

Paper 9 Office Practice III

Paper 10 Stenography

Practicals

Office Practice
Stenography

Paper XI (a) on the job Training

Paper XI(b) on the job Training

Note : Academic programme and scheme of examination is given in the summary chart on semester basis.

Paper I Typewriting – I

Unit 1 : Typewriting and its Maintenance

- Typewriter - its use and importance, a standard typewriter.
- Makes and categories of typewriters.
- Essential parts of a typewriter and their use.
- Care and upkeep of a typewriter
- Ribbon changing and ribbon economy

Unit 2 : Methods of typewriting

- Touch
- Sight

Approach of typing

- Horizontal
- Vertical

Unit 3 : Keyboard Operation

- Need for proper type and size of tables and chairs for use by typist.
- Sitting postures
- Materials required
- Insection and removal of paper

Learning the second row (Home row) (guide keys and home keys)

Learning the third row(upper row)

Paper 2 :Typewriting II

Unit 1 : Keyboard Operations :

- Learning the first row (bottom row)
- Learning the fourth row (number row)
- Special signs and symbols in the keyboard and their uses.

Unit 2 : Display in typewriting

- Centering - horizontal, vertical
- Types of headings
- Margin and line spacing
- Use of punctuation marks
- Figures - Arabic and Roman
- Paragraphs - type and styles, numbering, pagination
- Styles of typing different kinds of letters.
- Arrangements of tabular statements.
- Syllabification
- Foot - Notes

Paper - 3 : Shorthand I

Unit 1 : Introduction

Origin of Shorthand with particular emphasis on Petman Shorthand, definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials.

Unit 2 : Consonants

Definition, number, forms, classes, size, thinness, thickness, directions and joining strokes.

Unit 3 : Vowels, Diphthongs and Diphones

Vowels 0 definition, number sounds, signs, places position of outlines, intervening vowels.

Introduction of upwards /downwards strokes in stenography.

Diphthongs - definition, names, signs, placed, joined diphthongs and triphones.

Diphones - Definition, signs and application.

Use of Vowels - diphthongs and diphones in plural in stenography.

Practicals

Key Board Operations

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

Speed Building

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

Teaching guidelines

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

Display Techniques

1. Centering - horizontal and vertical
2. Ensuring proper margins : line spacing
3. Typing different types of headings including spaced heading

Letter typing

1. Typing exercises of personal, official and business letters in different styles with proper display.
2. Typing of applications for jobs.
3. Addressings the envelopes.
4. Using Carbon papers for taking out Multiple copies.