

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

T.Y.B. Com

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Paper 9 Office Practice – III

Unit 1 : Type of papers and envelopes, control of consumption of papers, ink typewriting ribbons, carbon papers, pins clips, erases etc. issue there of, stock and stock record.

Unit 2 : Duplication Methods
Photocopying

Unit 3 : Meeting Notice, Agenda Physical facilities, quorum, providing secretarial assistance.

Unit 4 : Using Information :
Working knowledge of making use of information from different sources
Telephone Directory, Post Office Guide, Railway Time Table, Teleprinter, Telex, Facemile telegraphy.

Unit 5 : Making Travel arrangement : Preparing tour programme railway and air reservation, booking Hotel accommodation filling of forum for tour advance, preparing T.A. Bills.

Practicals :

1. Practice on operating following machines :

Duplicator	6hrs.
Photocopies	6hrs.
Word Processor	20hrs.
Scanner	8hrs.
2. Working in the office.
 - Maintenance of Register.
 - Preparation of notice, agenda, resolutions.
3. Telephone handling

Paper V

A Typing STENOGRAPHY

Unit 1 : Manuscripts : Proof corrections - signs and their meaning, process of typing manuscripts, corrections of drafts.

Unit 2 : Tabulations

Definition and importance, part of tabulation, procedure for typing tabulation, typing of book notes, typing of balance sheet.

Unit 3 : Syllabification of Combination :

Rules for division of words at line ends, exceptions, formation of special sign with combination of characters.

Unit 4 : Correspondence :

Typing with proper display

Typing of business letters

Typing of Official letters

B. Shorthand

Unit 1 : Advanced phraseography, Phraseology related to business, making insurance and administration.

Unit 2 : Special list of words.

Unit 3 : Arrangement of Materials on typewriter - desk to facilitate transcription.

Unit 4 : Checking and proof reading transcription.

Practicals

Typing Manuscripts

Typewriting of Manuscripts (Typed)

Typewriting of Manuscripts (Hand - written)

Paper - VI

Paper XI (a) & XI(B) - on - the - job - training

Probably work-sites where on-the-job-training may be organized

- Government Departments Offices
- Business / Commercial Organisation
- Industrial Establishments
- Hospitals
- Educational - Institution
- Railway, Airlines and other transport undertakings
- Banking and Insurance Organisation
- Parliament and state Assemblies
- Job-work Centres.

This is a tentative list. Principal may be given the complete freedom to select any organization. However, while selecting the institution care should be taken to select such institution who show willingness to accept the trainees and have the scope for providing variety of experience in office Practice and stenography area.

Suggested Department / section for on-the-job training at the end of first year.

Department / Section	No. of Weeks
1. Reception / inward and outward mail	1
2. Office establishment / filling / office equipment and production	1
3. Stenography work and typing with various executives and sections	1
4. Sales, Advertising and Publicity, Stores and Accounts	1
	4 weeks

Suggested Department / Section for on-the-job training at the end of SECOND Year.

Tabulations

Typewriting of tabulations, balance-sheet, Invoices, Foot note

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 up-arranged, misspelt and wrongly typed letter by observing the rules of display.
Typewriting of business, official letter.

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 expose to students to variety of pronunciations.
- Formation of well construction shorthand outlines with the help of faculty drills.
- Auto-mobilisation of grammalogues and phrases.
- Daily practice in taking dictation 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 timings of 1,3,5,7 and 10 minutes.

SUGGESTED READING MATERIALS

(a) SHORTHAND

	Title	Publisher
1.	Pitman shorthand Instructor	: A.H. Wheeler & Company
2.	New course in Pitman shorthand	: A.H. Wheeler & Company
3.	Pitman	: A.H. Wheeler & Company
4.	Pitman Shorthand Dictionary	: A.H. Wheeler & Company
5.	Pitman Shorthand Reading and Dictation Exercises	: Pitman Shorthand School New Delhi
6.	Pitman Shorthand Reading and Dictation Exercises	: Pitman Shorthand School New Delhi
7.	A Commentary on Pitman Shorthand by James WM Tyler	

Note : Detailed Catalogues of books on the subjects can be ordered from :

1. A. H. wheeler & company, Dr. D. H. Road, Fort, Bombay
2. Pitman Shorthand School, New Delhi
3. Sir Issac Pitman & Sons, Parker Street, London.

(b) Type Writing

1.	Manual of typist and stenographers by Dr. Phabhakar Raizada	: Sterling Publishers, Delhi
2.	Methods & Techniques of typewriting Instruction by Dr. Phabhakar Raizada	: Sterling Publishers, Delhi
3.	Teacher's Guide in Typewriting	NCERT Publication
4.	Typewriting complete course by H.A.Mehta	: Mehta Publishing Corporation, Basant Mahal, Wadala (East) Bombay : 400 037
5.	Typewriting office Practice set by H.A.Mehta	Mehta Publishing Corporation, Basant Mahal Wadala(East) Bombay-400 037
6.	Business letter typing sets by H. A. Metha	Mehta Publishing Corporation, Basant Mahal Wadala(East) Bombay-400 037
7.	Typewriting by Md.Khan Dictation Exercises	: Chhittoor Publication House, Chittoor, A.P.

	Department / Section	No. of Weeks
1	Private Secretaries of various executives in different departments of the organization.	1
2	Office establishment / Company / Secretary / Share Department	1
3	Accounts department / Time office / Reception	1
4	Typing pool / Advertising / Publicity	1 4 weeks

Note : The purpose of the job training is to expose the student to the world of work and provide professional experience in real situation. The student shall have to maintain a diary and submit a detailed report of his activities which shall be certified by a responsible officer