

Veer Narmad South Gujarat University

First Year B.Com.

Semester - 1

Course Code - CE 125 G

OFFICE MANAGEMENT PAPER I

1. 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 information.
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 matter on the typewriter / computer

Unit 1 : Typewriting and its Maintenance

- Typewriter - its use and importance, a standard typewriter.
- Makes and categories of typewriters.

Unit 2 - Essential parts of a typewriter and their use.

- Care and upkeep of a typewriter
- Ribbon changing and ribbon economy

Unit 3 : Methods of typewriting

- Touch
- Sight

Unit 4 : Keyboard Operations :

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

Unit 5 : Shorthand

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

Unit 6 : Consonants

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

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.