

Veer Narmad South Gujarat University

First Year B.Com.

Semester - 2

Course Code - CE 225 G

OFFICE MANAGEMENT PAPER II

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

Unit 1 - Approach of typing

- Horizontal
- Vertical

Unit 2 : Keyboard Operation

- Need for proper type and size of tables and chairs for use by typist.
- Sitting postures

Unit 3 Materials required

- Insection and removal of paper

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

Learning the third row(upper row)

Unit 4 : 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

Shorthand

Unit 5 : Vowels, Diphthongs and Diphones

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

Unit 6 : 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.