

# VIDYASAGAR UNIVERSITY



## OFFICE MANAGEMENT & SECRETARIAL PRATICE (MAJOR)

**Under Graduate Syllabus**  
(3 Tier Examination Pattern)  
w.e.f. 2014-2015

**REVISED**

**Vidyasagar University**  
Midnapore 721 102  
West Bengal

## Under Graduate Syllabus

# OFFICE MANAGEMENT & SECRETARIAL PRACTICE

<b>Part-I Vocational Group I</b>			
	<b>Half-I</b>	<b>Half-II</b>	
<b>Paper-I:</b>	Secretarial Practice	Office Practice	(50+50) = 100 Marks
<b>Paper-II:</b>	Book-keeping	Fundamentals of Accounting	(50+50) = 100 Marks
<b>TOTAL</b>			<b>200 Marks</b>
<b>Part-II Vocational Group II</b>			
<b>Paper-III</b>	Stenography Theory	Stenography Practical - including viva 5 Marks	(50+50) = 100 Marks
<b>Paper-IV</b>	Fundamentals of Computer	Computerized Typing (Practical) – including viva 5 Marks	(50+50) = 100 Marks
<b>Paper-V</b>	Personality Development – Practical	Communicative English – Practical	(50+50) = 100 Marks
<b>TOTAL</b>			<b>300 Marks</b>
<b>Part-III Vocational Group III</b>			
<b>Paper-VI</b>	Computer Application (Practical) – including viva 10 Marks		100 Marks
<b>Paper-VII</b>	Office Practice (Practical) – including viva 5 Marks		50 Marks
<b>Paper-VIII</b>	Stenography Practical – including viva 10 Marks		100 Marks
<b>Paper-IX</b>	E-Commerce (Practical) – including viva 5 Marks		50 Marks
<b>TOTAL</b>			<b>300 Marks</b>

**PART-I**  
**Vocational Group-I**  
**Paper – I : Secretarial Practice & Office Practice (100 Marks)**  
**Half I: Secretarial Practice (50 Marks)**

**1. Secretarial Functions**

Definition & importance of Secretary  
Types or different classes of Secretaries  
Private Secretary  
Company Secretary  
Secretary of Panchayat Samity

**2. Secretary's Office Organization**

Definition, Importance & Functions of Office  
Organization Charts & Manuals  
Departmentation: Definition, purpose, bases, different departments in an office

**3. Office Accommodation and Environment**

Meaning & importance of Office Accommodation  
Factors or Guiding Principles in selection of Office Accommodation  
Principles of Office Layout  
Steps for Planning Office Layout  
Office furniture & fixtures  
Working Condition & environment  
Office Stationary

**4. Meeting**

Definition & Classification of meeting

Requisites of a valid meeting

Preparation for meeting:

- a) Notice
- b) Agenda
- c) Quorum

Chairman – Qualification, Powers & Duties

Motion, Resolutions

Ascertaining the sense of the meeting

Minutes & proceedings

### **Half II: Office Practice (50 Marks)**

1. **Office Correspondence:** Meaning, types, centralized & decentralized correspondence system – their advantages & disadvantages, Handling of Inward & Outward mail, Typist's or Stenographic Pool.
2. **Maintenance of Records:** Filing – its importance & functions, principles of good filing system, classification of filing, methods of filing.  
Indexing – meaning, methods and their advantages & disadvantages.
3. **Some Important Postal Information:** Money order, Postal Order, VPP, Book Post, Certificate of Posting, Post Box & Post Bag, Speed Post, Registration, E-mail.
4. **Some important Secretarial Functions:**
  - a. Using the telephone: How to answer the telephone, Rules for the efficient use of the telephone.
  - b. Sending out telegrams: Preparing telegram, Telegram forms and structure, counting or words in telegrams.

- c. Handing of visitors: Types of visitors, How to handle visitors, structure of visitors slip.
  - d. Travel Arrangements: Itineraries, preparation of itinerary, the duties of Secretary to his executive on return from business tour, preparation of T.A. bill.
5. **Office Machines & Labour Saving Devices:** Meaning, objectives and advantages of mechanization, Types of office machines.

### **References:**

1. An outline of Secretarial Practice – J.P. Bose, New Central Book Agency
2. Secretarial Practice and Office Procedure – Jayanta Mitra and Tarun Kanti Ghosh, TEEDEE Publications
3. A New Handbook of Secretarial Practice and Office Procedure – Ghosh & Ghosh
4. Secretarial Practice – K.C. Garg & V. Gupta, Kalyani Publishers.
5. Modern Office Practices – N. Malhotra & A. Kapoor, Kalyani Publishers.

## **Paper-II: Book-keeping and Fundamental of Accounting (100 Marks)**

### **Half-I : Book-keeping (50 Marks)**

1. Basic terminologies in Accounting: assets, liabilities, capital, income, expense, profit, loss, purchase, sales, stock, debtors, creditors, capital expenditure, revenue expenditure
2. Accounting equation: Concept

3. Golden rule of accounts in double entry system: real accounts, nominal accounts and personal accounts
4. Books of original entry: Journal, Cash Book, Petty Cash Book and Day Book
5. Ledger accounts and ledger posting
6. Trial balance and suspense accounts

### **Half-II: Fundamentals of Accounting (50 Marks)**

1. Bank Reconciliation Statement
2. Final Accounts of Trading concern: Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet
3. Final Accounts of Non-Trading Concern: Receipts and Payments Account, Income and Expenditure Account, Balance Sheet

### **References:**

- Gupta, S. C., Grewal, T. S. and Shukla, M.C.; Advanced Accounts, S Chand & Co Ltd., New Delhi
- Jain, S. P. and Narang, K. L., Financial Accounting, Kalyani Publishers, Delhi
- Paul, S. K., Financial Accounting, New Central Book Agency (P) Ltd., Delhi
- Gupta, R. L., and Radhaswami, M., Financial Accounting, Sultan Chand & Sons, New Delhi

## **PART-II**

### **Paper-III Stenography Theory and Stenography Practical (100 Marks)**

#### **Half-I : Stenography Theory (FM - 50 Marks)**

1. Consonants
2. Vowels
3. Use of Upward and Downward stroke, Stroke 'R', Stroke Upward 'H', Downward 'H'
4. Diphthongs
5. Grammalogues
6. Phraseography
7. Circles
8. Loops
9. Hooks
10. Large Hooks
11. Extended use of – (i) Aspirates, (ii) Upward and Downward 'R' and (iii) Upward and Downward 'L' & 'SH'
12. Compound Consonants

#### **Half-II : Stenography Practical (FM – 50 Marks)**

1. A question paper to be set containing:
  - i) Grammalogues
  - ii) Phraseography
  - iii) Give the outline of some special unknown words.

## 2. Dictation & Transcription:

- i) Dictation of unknown or unseen passage (not from Pitman's shorthand book) for dictation containing 400 words at the speed of 80 w.p.m. strictly maintaining the theory syllabus (theory part upto Prefix & suffix).
- ii) The transcription to be done in longhand in 20 minutes.

### **Distribution of Marks:**

• Passage dictation	20 Marks
• Letter dictation	10 Marks
• Grammalogues	5 Marks
• Phraseography	5 Marks
• Distinct outlines and special shorthand words	5 Marks

**Practical (Total)**

**45 Marks**

**Viva**

**5 Marks**

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**50 Marks**

## **Paper-IV Fundamentals of Computer and Computerized Typing (Practical) (100 Marks)**

### **Half-I : Fundamentals of Computer (FM – 50 Marks)**

1. Fundamental of Computer and its application, Computer types and computer generations, Input/output device, memories, C.P.U., Binary arithmetic, Logic circuits using gates.

2. Basic concept of operating system
3. Basic concepts about network: Definition, Advantages of computer network, Different types of networks (Local Area, World Area, Metropolitan Area, Global Area)
4. Knowledge about computer viruses: Definition, Activities of virus, symptoms of a virus attack, Prevention of virus attack
5. E-Commerce: Meaning and concept; E-Commerce and E-Business, Need for E-Commerce, E-Banking, Debit and Credit Card, Smart Card

### **Half-II : Computerized Typing (Practical) - FM - 50 Marks**

1. Knowledge of computerized typing
2. Tabulation work

#### **Distribution of Marks for Typing (Practical)**

• Speed test	15 Marks
• Letter typing	10 Marks
• Tabulation work	10 Marks
• Passage containing errors	10 Marks

**Practical (Total)**

**45Marks**

**Viva**

**5 Marks**

**50 Marks**

## **Paper V Personality Development (Practical) and Communicative English (Practical) (100 Marks)**

### **Half-I : Personality Development (Practical) - 50 Marks**

1. **Group Discussion:** On any topic/issue related to office management, Business communications or any other subject of the syllabus and even to any topic on important current economic and business affairs.
2. **Developing Personality:** Practice to face Assessment Officer, Auditor, Inspector, Investigator, Public Administrator, Appropriate Authority of Service Providers, etc.

**Evaluation Procedure:** Evaluation will be done at the college jointly by the internal and external examiners.

### **Half-II : Communicative English (Practical) - 50 Marks**

1. **Reading and listening skills:**
  - Comprehensive (Newspaper / Story book)
  - Audio-visual clipping
2. **Communication skills:**
  - Interview and interviewing skills
  - Presentation
  - Business correspondence
  - Group discussions
3. **Writing skills:**
  - Remedial grammar
  - Notices, agenda, minutes
  - CV

- Application

### **References:**

1. Synergy: Communication in English and Study Skills (for students of Commerce and Business Management, Board of Editors, OBS.
2. Spoken English: A Foundation Course (Part 1 & 2) – Kamalesh Sadanand & Susheela Punitha, OBS.

## **PART-III**

### **Paper-VI : Computer Application (Practical) (100 Marks)**

1. MS Office – Word, Excel, Power Point and Access
2. Fox-Pro
3. Tally
4. Pay-Roll

### **Distribution of Marks:**

Practical	: 90 Marks
Viva	: 10 Marks
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	<b>100 Marks</b>

## **Paper-VII : Office Practice (Practical) (50 Marks)**

1. Filing and Indexing
  - i) Arrangement of files according to its classification
  - ii) Searching for a particular file to keep the document
  - iii) Developing card indexing
2. Drafting of Letter
  - i) Application for a job
  - ii) Appointment letter
  - iii) Letter of enquiry, quotation, order
  - iv) Insurance letter
  - v) Issue of office circular, memo, order
3. Recording & Maintaining
  - i) Inward & outward mail registers

### **Distribution of Marks:**

Practical	: 45 Marks
Viva	: 5 Marks
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	<b>: 50 Marks</b>

## **Paper-VIII : Stenography Practical (100 Marks)**

### **1. A question paper to be set containing:**

- i) Grammalogues
- ii) Advanced Phraseography
- iii) Special Contractions.
- iv) Essential Vowels.
- v) Outlines of some Cities and Towns.
- vi) Intersections.
- vii) Suffix and Prefixes

### **2. Dictation & Transcription**

- i) Dictation of unknown or unseen passage (not from Pitman's shorthand book) for dictation containing 600 words at the speed of 100 w.p.m. strictly maintaining the theory syllabus (theory part upto Prefix & suffix).
- ii) Dictation of unknown or unseen passage (not from Pitman's shorthand book) for dictation containing 400 words at the speed of 80 w.p.m. strictly maintaining the theory syllabus (theory part upto Prefix & suffix).
- iii) The transcription to be done in longhand in 30 minutes for both dictations.

### **Distribution of Marks:**

- |                                |          |
|--------------------------------|----------|
| • Passage dictation 100 w.p.m. | 25 Marks |
| • Passage dictation 80 w.p.m.  | 30 Marks |
| • Grammalogues                 | 05 Marks |
| • Advanced Phraseography       | 05 Marks |
| • Special Contractions         | 05 Marks |
| • Outlines of Cities & Towns   | 05 Marks |

• Intersections	05 Marks
• Suffix & Prefixes	05 Marks
• Essential Vowels	05 Marks
<b>Viva</b>	<b>10 Marks</b>
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	<b>100 Marks</b>

**Paper-IX : E-Commerce (Practical) (50 Marks)**

1. Internet banking
2. Creating e-mail ID, E-mail access and forward
3. HTML

**Distribution of Marks:**

Practical : 45 Marks

Viva : 5 Marks

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**50 Marks**