

# मार्डन आफिस मैनेजमेन्ट एंड सेक्रेटेरियल प्रैक्टिस चतुर्थ सेमेस्टर

## ENGLISH AND COMMUNICATION SKILLS -IV

L T P

3- 1 – 2=6

RATIONALE

### DETAILED CONTENTS

- |   |                |
|---|----------------|
| <b>1. Literature (Facets of Literature)</b>                               | <b>(6 hrs)</b> |
| Short Stories   |                |
| - The Between by Anton Chekhov  |                |
| - The Gift of Magi by O Henry   |                |
| - The Open Window by HH Munro (Saki)                                      |                |
| <b>2. Prose</b>   | <b>(6 hrs)</b> |
| - Advice to Young Men by William Hazlitt                                  |                |
| - The Grooming of a Boy by Abraham Lincoln                                |                |
| - The Art of Conversation by Richard Steele                               |                |
| <b>Poems</b>  | <b>(6 hrs)</b> |
| - On Growing Old by John Masefield  |                |
| - Ode to Solitude- Alexander Pope   |                |
| - The Village School Master by Oliver Goldsmith                           |                |
| <b>4. Grammar and Usage</b>   | <b>(8 hrs)</b> |
| - Changing words into different parts of speech                           |                |
| - Vocabulary, synonyms, antonyms and homonyms (based on literature texts) |                |
| - Words often misspelt (200)  |                |
| - Foreign words and phrases (50 list)                                     |                |
| - Prefix and suffix (based on literature texts)                           |                |
| <b>5. Translation of paragraphs English to Hindi</b>                      | <b>(4 hrs)</b> |
| <b>6. Composition</b>   | <b>(4 hrs)</b> |
| 6.1 Caption Writing   |                |
| 6.2 Expansion of a headline into passage                                  |                |
| 6.3 Short forms of Official and Government vocabulary.                    |                |

## **7. Official Correspondence**

**(6 hrs)**

- 7.1 Introduction
- 7.2 Noting in files
- 7.3 Official letters (All kinds)
- 7.4 Demi-official letters
- 7.5 Office Order
- 7.6 memorandum/Memo-letters
- 7.7 Notification
- 7.8 Endorsement
- 7.9 Inter- Departmental Communication

## **Skills**

**(8 hrs)**

- Phonetics: The study of pronunciation along with key to symbols which represent certain sounds
- Essential for an interview
- Leadership qualities
- Aspects of personality development

## **LIST OF PRACTICALS**

1. Introduction oneself and others
2. Mock Interviews
3. Speeches on given topics
4. Recital of poetry (mentioned in 1-4 semesters)
5. Situational conversations
6. Speaking for one-minute on the given topics
7. Listening exercises (on the pattern of TOEFL/IELTS)
8. Telephonic conversation – receiving a call, attending giving information/direction, closing a conversation
9. Reading unseen passage
10. Writing press release

**48 Hrs**

## स्टेनोग्राफी हिन्दी . 2

L T P  
- - 09=9  
RATIONALE

### DETAILED CONTENTS

#### गतिलेखन:

1. अभ्यास पुस्तिका एवं अपहृत गद्यांशों का 80/100 शब्द प्रति मिनट की गति से डिक्टेसन लिखकर उसकी कम्प्यूटर पर अनुलिपि करने के अभ्यास करना ।

80 घंटे

2. शासकीय, व्यावसायिक एवं व्यक्तिगत पत्रों की 60 शब्द प्रतिमिनट की गति से डिक्टेसन लिखकर आलेखन के अनुसार कम्प्यूटर पर शुद्धता से टंकित करना ।

40 घंटे

3— अभ्यास पुस्तिका एवं अपहृत गद्यांशों का 80/100 शब्द प्रति मिनट की गति से 5 मिनट के डिक्टेसन को लिखकर उसको सातगुना समय अर्थात् 35 मिनट में प्रतिदिन कम्प्यूटर पर अनुलिपि करने के अभ्यास करना ।

24 घंटे

कुल 144 घंटे

#### परीक्षा :

1. प्रयोगात्मक परीक्षा बोर्ड द्वारा नियुक्त परीक्षक के द्वारा कराई जाएगी । 80/100 शब्द प्रति मिनट की गति से अपठित गद्यांश का 05 मिनट का डिक्टेसन लेकर कम्प्यूटर पर शुद्धता के साथ टंकित करना । (समय—35 मिनट)
2. एक व्यवसायिक पत्र 80 शब्द प्रति मिनट की गति से डिक्टेसन लेकर कम्प्यूटर शुद्धता से टंकित करना । (समय—35 मिनट)
3. एक व्यावसायिक, एक शासकीय पत्र का डिक्टेसन 60 शब्द प्रति मिनट की गति से लेकर कम्प्यूटर पर 20 शब्द प्रति मिनट में शुद्धता से टंकित करना ।

नोट: 10 मिनट का टाइपिंग टेस्ट 30 शब्द प्रति मिनट की गति से अनिवार्य है जो बोर्ड द्वारा निर्धारित है ।

# **STENOGRAPHY (ENGLISH) – II**

## **PRACTICAL**

**L T P**  
**- - 09=09**  
**RATIONALE**

### **Practical Assignments from various Newspapers, Magazines etc.**

- Practice of using Medial semi circle, figures, advanced phraseography, contractions and intersections. 40hrs

- Dictation from seen passages of 5 minutes duration and their transcription on the computer in 35 minutes.. 20hrs

-Practice of . Special phrases such as business, political, legal, banking, insurance, shipping, railways etc. 20 hrs

- Dictation from various magazines, news paper of 5 minutes duration and their transcription on the computer in 35 minutes. 40hrs

- Dictation from seen and unseen official letter, business letters for 5 minutes duration and their transcription on the computer. 10 hrs

**-speed Test with 80/100 word per minutes and their transcription on computer in 35 minutes. 14 hrs**

**144 HOURS**

# OFFICE MACHINERY AND EQUIPMENT

L T P  
5 - -

## DETAILED CONTENTS

- 1. Need and Importance of Office Machines (10hrs)**
  - 1.1 Meaning, advantages and their scope
  - 1.2 Selection of appropriate machines for an office
  
- 2. Traditional Machines (10 hrs)**
  - 2.3 Calculators, Fax Machine, Photocopier, Computer with scanner and printer
  
- 3. Modern Office Machines (12hrs)**
  - 3.2 Copy printer
  - 3.4 Copy printer with interface
  - 3.5 Franking machine
  - 3.6 Binding machine
  - 3.7 Lamination machine
  - 3.8 Cheque writing machine
  
- 4. Modern Communication Systems (12 hrs)**
  - 4.1 Telephone with memory, caller ID, directory and conference equipment
  - 4.2 Telephone answering machine
  - 4.3 Cordless telephone and hand free sets
  - 4.7 E-mail
  - 4.8 Internet
  - 4.9 Mobile phone
  
- 5 Modern Information Storing Systems and Equipment (12hrs}**
  - 5.1 Compact disk (CD) workable on computer
  - 5.2 Scanner
  - 5.3 Bar code system
  - 5.4 Incoming/out going inventory register
  - 5.5 Pen Drives
  
- 6. Modern Accounting Equipment (12hrs)**
  - 6.1 Electronic calculator
  - 6.2 Electronic billing machine
  - 6.3 Electronic cash register
  - 6.4 Electronic weighting machine
  - 6.5 Electronic ledger system
  6. 7 currence counting machine

**7. Modern Office Security Systems and Equipment**

**(12 hrs)**

7.1 CCTV

7.2 Time/attendance machine

7.3 Visitor counting machine

7-4 ATM

7-5 Credit card

7-6 Cheque deposit machine

7-7 Passbook entry machine.

7-8 vaccume cleaner machine.

**80 Hrs**

# TALLY ACCOUNTING

L T P  
2 - 4=6

## DETAILED CONTENTS

<b>1. Fundamentals of Accounting and Tally</b>	<b>5 Hrs</b>
i. Meaning and importance	
ii. Double Entry System, meaning, features and importance	
<b>2. Official Accounting</b>	<b>5 Hrs</b>
i. Creating pay-roll masters	
ii. Processing pay-roll in tally	
iii. Accounting for employer P.F. and G.P.F. contributions	
<b>3. Tally E-text Filling</b>	<b>6Hrs</b>
i. Accounting for Income Tax	
ii. Payment of Income Tax through E-filing	
iii. Payment of professional Tax through E-filing	
<b>4. Trade Taxes</b>	<b>6Hrs</b>
i. Voucher Entry and generation of reports	
ii. Value Added Tax (V.A.T.)	
iii. Central Sales Tax (C.S.T.)	
iv. Tax deducted at source (T.D.S.)	
v. Services Tax	
<b>5. Financial Statements Prepared</b>	<b>5Hrs</b>
i. Trading Account	
ii. Profit and Loss Account	
iii. Balance Sheet	
<b>6. Audit Report</b>	<b>5Hrs</b>
	<b>32 Hrs</b>