

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT (MOM)

SEMESTER - II

Course of Study and Scheme of Examination

S. No	Board of Study	Subject Code	Subject	Periods/ Week			Scheme of Examination					Total Marks	Credit L+(T+P) /2
							Theory			Practical			
				L	T	P	ESE	CT	TA	ESE	TA		
1	Humanities	200211 (46)	Communication Skill-II	4	1	-	100	20	20	-	-	140	5
2	MOM	240212 (40)	Statistics	3	1	-	100	20	40	-	-	160	4
3	MOM	240213 (40)	Computer Aided Financial Account	3	1	-	100	20	40	-	-	160	4
4	MOM	240214 (40)	Computer Aided Office Proceedings	2	1	-	100	20	20	-	-	140	3
5	MOM	240215 (40)	Office Routine and Correspondence	2	1	-	100	20	20	-	-	140	3
6	Humanities	200224 (46)	P.P.A.	-	-	2	-	-	-	-	40	40	1
7	MOM	240225 (40)	Advance Typewriting- English	1	-	-	-	-	10	-	-	10	1
8	MOM	240222 (40)	Computer Aided Financial Account	-	-	5	-	-	-	50	20	70	3
9	MOM	240223 (40)	Computer Aided Office Proceedings	-	-	5	-	-	-	50	20	70	3
10	MOM	240224 (40)	Advance Typewriting – English (Lab)	-	-	4	-	-	-	50	20	70	2
TOTAL				15	5	16	500	100	150	150	100	1000	29

PPA : Proficiency in professional activity.

L:Lecture , **T**: Tutorial , **P**:Practical , **ESE**:End of Semester Exam, **CT**:Class Test, **TA**:Teacher's Assessment

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

SEMESTER : **II**
COURSE TITLE : **COMMUNICATION SKILLS -II**
THEORY CODE : **200211 (46)**
BRANCH / DISCIPLINE : **ALL DISCIPLINES**

Minimum number of class tests to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	No. of Hours/Periods	Marks
1	1	PASSAGES FOR COMPREHENSION	10	20
2	2	APPLIED GRAMMAR	25	25
3	3	PASSAGES IN GENERAL STUDIES	10	15
4	4	TECHNICAL WRITING	17	20
5	5	LETTER WRITING	18	20
		TOTAL	80	100

DETAILED COURSE CONTENTS:

Chapter –1 : PASSAGES FOR COMPREHENSION

- Taming the Atom
- Radar and its Uses
- A Volcano
- Precision – A Measure of Progress
- Laser

Chapter –2 : APPLIED GRAMMAR

- Basic Sentence Pattern
- Infinitives
- Narration
- Common Errors
- Modifiers
- Paragraph Writing

Chapter –3 : PASSAGES IN GENERAL STUDIES

- Salient Features of the Indian Constitution
- Structure of Government
- Functioning of an Economic System
- Production and Productivity by
- Professional Ethics

Chapter –4: TECHNICAL WRITING

- Technical Writing
 - a. A Communication Skill
 - b. Basic facts of Technical Writing
- Main Features of Technical Writing
 - a. Features of Technical Writing
 - b. Style: Literary and Technical
 - c. Mechanics of Technical Writing
- Forms of Technical Writing
 - a. Forms
 - b. Writing Definitions
 - c. Writing Technical Descriptions
 - d. Writing Technical Descriptions of Processes
 - e. Writing Instructions
- . Writing Technical Reports
 - a. Qualities of a Good Report
 - b. Forms of Reports
 - c. Types of Reports

Chapter –5 : LETTER WRITING

- Introduction
- Purposes of Letters
- Characteristics of a Letter
- Mechanics and Style
- Types of Business Letters
 - Letter of Enquiry
 - Answer to an Enquiry

INSTRUCTIONAL STRATEGIES

- Regular assignments should be given on every topics.
- Arranging expert lecture on specific topics.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Use of Audio-Visual aids.
- Group Discussions.
- Paper Presentation on different topic.

LIST OF TUTORIALS

- Group discussion and seminar
- Small report writing
- Translation works
- Practice of various letter writing / precise writing / essay writing

LEARNING RESOURCES

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Business Communication	Asha Kaul, Prentice Hall of India Pvt.Ltd, New Delhi
2	A Course in Technical English, Book-I	Somaiya Publication Pvt. Ltd. Bombay
3	A Course in Technical English, Book-II	Somaiya Publication Pvt. Ltd. Bombay
4	Living English Structure	W.S Allen
5	Practical English Grammar	Thomos and Martinet
6.	Essentials of English & Business Communication.	Rajendra Pal, J.S Korlahalli S.Chand & Sons, New Delhi.
7.	Grammar & Composition	P R Sarkar, Anand Marg Publication, Easter, Matropolition Calcutta
8.	How To Write Correct English	R P Sinha, Bharti Bhavan Publication, Patna
9	English Errors of Indian Students	Oxford University Publication, By TLH Smith Pearse
10	Passages in General Studies	Vikas Publication, Bhopal

(b) Others:

- VCD
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI(C.G.)**

SEMESTER : II
SUBJECT TITLE : STATISTICS
THEORY CODE : 240212 (40)
BRANCH / DISCIPLINE : MODERN OFFICE MANAGEMENT

Minimum number of class tests to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	No. of Hours/Periods	Marks
1	1	INTRODUCTION TO STATISTICS	13	20
2	2	COLLECTION OF DATA	12	20
3	3	STATISTICAL AVERAGE	13	20
4	4	METHOD OF AVERAGING DEVIATION	12	20
5	5	DIAGRAMMATIC AND GRAPHIC PRESENTATION OF DATA	14	20
		Total	64	100

DETAILED OF COURSE CONTENTS :

Chapter –1 : INTRODUCTION TO STATISTICS

- Meaning
- Definition
- Nature and Scope
- Limitation of Statistics

Chapter –2 : COLLECTION OF DATA:-

- Meaning of data
- Types of data
- Collection Methods of Primary and Secondary data
- Editing of data
- Classification and tabulation of data

Chapter –3 : STATISTICAL AVERAGE

- Mean

- Mode
- Median
- Geometric Mean

Chapter –4 : METHOD OF AVERAGING DEVIATION

- Quartile deviation or Semi Inter Quartile Range
- Mean Deviation
- Standard Deviation

Chapter –5: DIAGRAMMATIC AND GRAPHIC PRESENTATION OF DATA

- Advantage Limitation of Diagram
- General Rules for Drawing Diagrams
- Different types of bar diagram
- Pie Diagrams
- Meaning of Graphic
- Presentation of data
- Difference between diagram And Graph
- Merits and Demerits of Graphs
- General rules for plotting data on a graph paper
- False Base Line
- Presentation of Line and Bar frequency Diagrams

INSTRUCTIONAL STRATEGIES :

- Regular assignments should be given on every topics.
- Arrange expert lectures on specific topics of the subject.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Graphical and diagrammatic presentation of data.
- Problem solving, question assignment and monitoring and taking feedback.
- Design of different types of scale and measurement.

LIST OF TUTORIALS :

- Preparation of questionnaire to collect data.
- Use of calculations for solution of problems
- Use of formula /equation etc.
- Design of scale.
- Preparation of charts, graphs, diagrams to show data.

LEARNING RESOURCES :**(a) Reference Books :**

Sl.no.	Title	Author, Publisher, Edition & Year
1	Principle of Statistics	Dr.S.M Shukla, Sahitya Bhawan Agra
2	Principle of Statistics.	R.L Gupta
3	Principles of Statistics	Shukla and Sahay, Sahitya Bhawan Agra

(b) Others :

- LCD Projector
- Graph paper and drawing sheet.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Teaching aids.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI (C.G.)**

SEMESTER : II
SUBJECT TITLE : COMPUTER AIDED FINANCIAL ACCOUNTS
THEORY CODE : 240213 (40)
BRANCH / DISCIPLINE : MODERN OFFICE MANAGEMENT

Minimum number of class tests to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	No. of Hours/Periods	Marks
1	1	FINAL ACCOUNT WITHOUT ADJUSTMENT	12	20
2	2	FINAL ACCOUNT WITH ADJUSTMENTS	14	20
3	3	HIRE PURCHASE SYSTEM	12	20
4	4	BANK RECONCILIATION STATEMENT	12	20
5	5	INTRODUCTION TO TALLY	14	20
		Total	64	100

COURSE CONTENTS :

Chapter –1 : FINAL ACCOUNT WITHOUT ADJUSTMENT

- Introduction of Trading
- Profit & Loss Account & Balance Sheet
- Detail of Items taken to Trading Account & Profit & Loss Account
- Difference between Trading Account & Profit & Loss Account
- Balance Sheet- Meaning
- Objects of Making a Balance sheet
- Difference between Balance Sheet and Trial Balance and Profit & Loss profit, Assets
- Classification of Assets and Liabilities
- Classification of Liabilities
- Rules for preparation of Balance Sheet & Numerical Problems without adjustment.

Chapter –2 : FINAL ACCOUNTS WITH ADJUSTMENTS

- Outstanding and prepaid expenses

- Accrued and Un-accrued Incomes
- Depreciation Bad and doubtful debts
- Dishonor of Bills Receivable and Bills payable
- Over and under valuation of stock
- Manager's Commission, etc.
- Numerical problems with adjustments.

Chapter –3: HIRE - PURCHASE SYSTEM

- Meaning
- Characteristics
- Advantages and disadvantages
- Difference between Hire purchase and credit sales
- Accounting records in the books of Hire purchaser and Hire Vendor.
- Termination of Hire Purchase Agreement and numerical problems.

Chapter –4: BANK RECONCILIATION STATEMENT

- Introduction
- Characteristics, importance, difference between pass book and cash book balance.
- How to prepare Bank Reconciliation Statement.
- Method of preparing Bank Reconciliation Statement- Numerical Problems.

Chapter –5: INTRODUCTION TO TALLY

- Hardware and Software required to installing Tally.
- Company Information: - Select Company, Create Company
- Gateway of Tally: - Various Menus
- Accounts Information: - Groups, Ledger, Cost categories, Cost Centers, Voucher Types.
- Voucher And Invoice Entry.
- Display Reports; - Accounting Reports, Balance Sheet, Profit & Loss Account , Trial Balance, accounts Books, Cash flow ,funds Flow
- Printing Reports.

INSTRUCTIONAL STRATEGIES:

- Regular assignments should be given on every topic.
- Arrange expert lectures on specific topics.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Demonstration of various account books/ registers etc.
- Use of computer for preparation of different Accounts.

PRACTICAL

PRACTICAL CODE: 240222 (40)

No. of Hours/Periods: 80

LIST OF PRACTICAL/TUTORIALS:

- Preparation of Journal, Ledger, Final Accounts manually and by using computer.
- Accounting with computer –
 - Creation of new company
 - Creation of groups and ledger and items
 - Voucher entry in Tally software
 - Print out of different Accounts
 - List of Opening and Closing Balance
- Preparation of cashbook and amended cash book in tally software.
- Preparation of Bank Reconciliation statement from pass book and cash book.
- Preparation of various books in Tally software.

LEARNING RESOURCES:

(a) References Books:

Sl.no.	Title	Author, Publisher, Edition & Year
1.	Advanced Accounts	Dr. M.C. Shukla and T.S. Grewal, Sultan Chand Educational Publication, New Delhi-2005
2.	Advanced Accounts	Dr. R.L. Gupta
3.	Financial Accounting	Dr. S.M. Shukla and Dr. Sudhir Shukla , Sahitya Bhawan Agra-2005.
4.	Book Keeping and Accountancy	B.K. Kumawat, Kailash Badjatya, V.K. Chaudhary-2005
5.	Tally 6.3	Naman Jain & Goyal, Rajat Prakashan.-2005

(b) Others:

- LCD Projector
- OHP Transparencies
- Computer Aided Instructional Packages (Tally Software)
- Video/Audio Teaching aids.
- Cash Register

**CHHATTISGARH SWAMI VIVEKA NAND TECHNICAL
UNIVERSITY, BHILAI (C.G.)**

SEMESTER : II
SUBJECT TITLE : COMPUTER AIDED OFFICE PROCEEDINGS
THEORY CODE : 240214 (40)
BRANCH / DISCIPLINE : MODERN OFFICE MANAGEMENT

Minimum number of class tests to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	No. of Hours/Periods	Marks
1	1	CONCEPT OF WORD PROCESSING	08	20
2	2	MS WORD APPLYING ADVANCE FORMATTING TECHNIQUES	10	20
3	3	INTRODUCTION TO MS EXCEL	10	20
4	4	FORMATTING AND CALCULATIONS IN WORKSHEET	12	20
5	5	USING E-MAIL IN OFFICE	08	20
TOTAL			48	100

DETAILED COURSE CONTENTS:

Chapter –1: CONCEPT OF WORD PROCESSING

- *What is word processing*
- *Different software for word processing*
- *Creating word document*
- *Text selection (with mouse and with keyboard)*
- *Saving documents*
- *Closing documents,*
- *Printing documents*
- *Cursor control*
- *Editing documents*
- *Page setup*
- *Preview and Printing a documents and Spell checking*
- *Using of menu and tools box*
- *Finding text*
- *Bulleting with different alignment*
- *Fonts types and size using of subscript and superscript*
- *Word Art.*

Chapter-2: M.S. WORD- APPLYING ADVANCE FORMATTING TECHNIQUES

- Formatting pages
- Insert a page number
- Auto formatting
- Insert Comments
- Construction of Tables, Merge and split Cell
- Mathematical and statically functions.
- Adding borders and shading, Headers and footers, Adjusting Margins
- Using Main Merge, Mail Merge levels for labels and envelops,
- Graphics using templates and wizards
- Embedding and linking objects in file,

Chapter -3:INTRODUCTION TO MICRO-SOFT EXCEL

- Meaning of worksheet
- Meaning of Column, Row and Cell
- Hardware and Software required to install MS Excel
- Data entry Cells, Entry of Text, Moving, Deleting, Copying, Editing data in a worksheet
- Selecting data range, Cell addresser, Cell Pointer
- Parts of Excel Screen Title Bar, Menu Bar, Standard Toolbar, formatting Toolbar, formula bar,
- Column Heading, Row Heading, scrollbar.
- Printing of worksheet, Print preview, Insert and deleting a cell change cell height and weight.

Chapter-4: FORMATTING & CALCULATIONS IN WORKSHEET

- Using of Different Menu

- File Menu
- Edit Menu
- View Menu
- Insert Menu
- Format Menu
- Tools Menu
- Data Menu
- Window Menu.

Chapter –5 : USING E-MAIL IN OFFICE

- Concept of E-Mail, Basic of Sending File through E-Mail, Receiving and Printing e-mail,
- POP and Web based e-mail
- Attachment, Downloading.
- Address book, Mailing List
- Create an e-mail account, Mail etiquette
- E-mail clients and their configuration, Outlook Express, Messengers, Voice chatting.

INSTRUCTIONAL STRATEGIES:

- Regular assignments should be given on every topic.
- Arrange expert lectures on specific topics.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Demonstration of working with various menus, MS Clip Art, Word Art, OLE effect with the help of LCD Projector.
- Demonstration of 2D and 3D graphs in spread sheet with the help of LCD Projector.

PRACTICAL

PRACTICAL CODE : 240223 (40)

No. of Hours/Periods: 80

LIST OF PRACTICAL/TUTORIALS :

- Practice on Computer for Word processing
- Preparation of documents i.e, Letters, Passage etc. in MS WORD and Practice to take printout.
- Copy of a file from Hard disk to Floppy disk and vice versa using DOS & Windows.
- Preparation of salary Register using MS Excel.
- Preparation of various worksheets a decided by the subject teacher using MS Excel.
- Configuring Modem.
- Configuring Internet Connection.
- Using Internet Surfing and Chatting
- Using Search Engines
- Send E-mail with attachments,

LEARNING RESOURCES:

(a) Reference Books:

Sl.no.	Title	Author, Publisher, Edition & Year
1.	A to Z Office	Hemant Goyal, Ravi Pocket book-2005.
2.	A to Z Microsoft Word 2002	Hemant Goyal, Ravi Pocket book-2005.
3.	A to Z Microsoft Excel 2002	Hemant Goyal, Ravi Pocket book-2005.
4.	Rajat Internet course with Networking	J. Suranjana, J Vasu, Rajat Publication-2005.
5.	Rajat MS Window	J. Suranjana, J Vasu, Rajat Publication-2005.

(b) Others:

- LCD Projector.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio teaching aids.
- Complete Computer Unite.

**CHHATTISGARH SWAMI VIVEKA NAND TECHNICAL
UNIVERSITY, BHILAI (C.G.)**

SEMESTER : II

SUBJECT TITLE : OFFICE ROUTINE & CORRESPONDENCE

THEORY CODE : 240215 (40)

BRANCH / DISCIPLINE : MODERN OFFICE MANAGEMENT

Minimum number of class to be conducted: 2

DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	No. Hours/Periods	Marks
1	1	BUSSINESS CORRESPONDENCE	10	20
2	2	CIRCULAR LETTERS	08	20
3	3	TRADE ENQUIRIES	10	20
4	4	COMPLAINT LETTER	10	20
5	5	ADMINISTRATIVE CORRESPONDENCE	10	20
		Total	48	100

DETAILED COURSE CONTENTS :

Chapter –1 : BUSSINESS CORRESPONDENCE

- Meaning,
- Importance and Function,
- Essentials of a good business letter.
- Part or structure of a good business letter.
- HANDLING OF MAIL:- Inward and Outward and various books and registers used in mailing section.
- Importance and utility of Note Sheet, Drafting of Note Sheet.

Chapter –2 : CIRCULAR LETTERS

- Letter of application for employment
- Drafting of advertisement for vacancy.
- Letter regarding reference and recommendation and status enquires.

Chapter –3 : TRADE ENQUIRIES

- Letters recording Inquires offers
- Quotation orders letters of confirmation and execution of order
- Letters of refusal and cancellation of order

- Letter regarding Agency
- Correspondence with Banks
- Insurance Companies and Post-Office.

Chapter –4 : COMPLAINT LETTER

- Letter regarding complaint and adjustment.
- Collection letter (dunning letters)
- Circular letters and follow up letters & Telegrams.

Chapter –5 :ADMINISTRATIVE CORRESPONDENCE

- *Notification*
- *Resolution*
- *Communiqués*
- *Ordinances*
- *Memorandum*
- *Tenders D.O. letters*
- *Memo*
- *Circular*
- *Endorsement*
- *Reminder.*

INSTRUCTIONAL STRATEGIES:

- Regular assignments should be given on every topic.
- Arrange expert lectures on specific topic.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Demonstration of various forms of good Business & Official Letters, Trade Letter & Correspondence.
- Preparation of different types of letters and their formats.

LIST OF TUTORIALS :

- Prepare the different type official and business letters through manual and computer
- Entries of incoming and outgoing mail register.
- Use of Fax, Postal Franking & Letter weighing Machine to fulfill the correspondence
- Entries in the stamp record register.
- Entries in the dak-book.
- E-mail sending and receiving.

LEARNING RESOURCES :

(a) Reference Books:

Sl.no.	Title	Author, Publisher, Edition & Year
1.	Business Communication	Dr. Agrawal and Mishra , Sahitya Bhawan Publication ,Agra-2005
2.	Business Correspondence and Report Writing	R.C. Sharma and Krishna Mohan, TMH Publication company Ltd. New Delhi-2005
3.	Modern Office Management	Dr. I.M. Sahaya, Shatiya Bhawan Publication -2005
4.	Business Correspondence	Dr. Rajendra Bhutda, Hindi Granth Acemedy -2005
5.	Office Management and Correspondence	Dr. S.C. Sexena, Satihya Bhawan Publication-2005
6.	Business Correspondence	Doctor & Doctor
7.	Commercial Correspondence	Nagamiya & Behl

(b) Others :

- LCD Projector.
- OHP Transparencies
- Video/Audio Teaching aids.
- Collection of different types of Letters.
- Incoming & Outgoing Register.
- Franking machine.
- Letter weighing machine.
- Different filing cabinet.
- Complete Computer unit.
- Fax Machine.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

SEMESTER : **II**
SUBJECT TITLE : **PROFICIENCY IN PROFESSIONAL
ACTIVITY (PPA)**
CODE : **200224 (46)**
BRANCH/DISCIPLINE : **ALL DISCIPLINES**

DISTRIBUTION OF MARKS AND HOURS:

Chapter No.	Chapter Name	No. of Hours/ Periods	Marks
1	Presentation Skills	8	9
2	Learning To Learn Skills	3	5
3	Study Skills	3	5
4	Information Search	5	5
5	Time Management	3	5
6	Personality	5	5
7	Personal Grooming	5	6
TOTAL		32	40

In this particular subject though it has been classified as practical, it maybe essential to take up certain theory classes and assignments this may include expert lectures, group discussion, plenary session etc.

DETAILED COURSE CONTENTS:

Chapter – 1 : **PRESENTATION SKILLS** :

Oral Presentation :

- Need of effective oral presentation.
- Characteristics of good oral presentation.
- Ways of Oral Presentation (Seminar, Viva-voce, Interview, Group Discussion, Lecturing, Power Point etc.)
- Gestures/Mannerism during oral presentation Media, methods used for effective oral presentation.
- Assessment of oral presentation.

Written Presentation :

- Need of written presentation.
- Characteristics of written presentation.

- Ways of written presentation (Report writing, manual, handout, notes etc.).
- Grammar, Punctuation, referencing paragraphing during written presentation.

Chapter – 2 : LEARNING TO LEARN SKILLS :

- Need of Learning to Learn Skills.
- Type of Learning Skills (Learning face to face, Individualized learning, Distance learning, Self-learning).
- Developing Learning to Learn Skills.

Chapter - 3 : STUDY SKILLS :

- Methods of Good Study Habits
- Note Taking
- Developing Reading Skills

Chapter – 4 : INFORMATION SEARCH :

- Objectives of information search.
- Ways of information search (Internet surfing, Library search, Abstracts, Journals, books etc.)
- Assimilation and presentation of information.

Chapter – 5 : TIME MANAGEMENT :

- Principles of Time Management.
- Time Management matrix.
- Criteria governing Time Management.
- Possible time waster

Chapter- 6 : PERSONALITY :

- Concept and meaning of personality
- Characteristics of good personality
- Factors influencing personality
- Types of personality.
- .Need for desirable personality for success
- Qualities of complete personality.

Chapter - 7 PERSONAL GROOMING:

- Posture and Health.
- Types of posture.
- Importance of posture.
- Factors affecting good health-diet, exercise personal cleanliness, sleep and rest.

- Use of cosmetics.
- Dress Code
- Physical Fitness and Inner Strength

INSTRUCTIONAL STRATEGIES:

- Lecture Method.
- Industrial visits.
- Expert Lecture.
- Demonstration
- Assignments-Individual and Group
- Group Discussions
- Presentation

LIST OF PRACTICALS

- Seminar Presentation on Specific topic for fixed time duration
- Information Collection on a particular topic followed by presentation in specified time duration.
- Visit to multinational outlet for observing personality traits of officials and preparing detailed report
- Demonstration exercise by personality experts
- Guest lectures by well known personality

LEARNING RESOURCES:

(a) Reference Books

Sl. No.	Title	Author, Publisher, Edition & Year
1	How to achieve success and happiness	Sultan Chand and Sons, New Delhi
2	How to develop effective personality	Dr Mittal and Agarwal CS
3	The Art of Public Speaking	Stephen E Lucas
4	Public Speaking and Influencing Business	Dale Carnegie

(b) Others:

- Video Programs.
- Learning Packages.
- Computer with internet facilities
- Television
- Charts.

**CHHATTISGARH SWAMI VIVEKA NAND TECHNICAL
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SEMESTER : II

SUBJECT TITLE : ADVANCE TYPEWRITING-ENGLISH

THEORY CODE : 240225 (40)

PRACTICAL CODE : 240224 (40)

BRANCH / DISCIPLINE : MODERN OFFICE MANAGEMENT

NO. OF THEORY PERIODS/HOURS : 16

NO. OF PRACTICAL PERIODS/HOURS : 64

COURSE CONTENTS:

Chapter –1: Speed Test

- There will be one question: - A passage of about 600 words (required 30 words per minute) passage should contain the running matter only.

INSTRUCTIONAL STRATEGIES:

- The teacher should do demonstration of typing methodology.
- Speed typing of letter/other documents etc.
- Regular assignments should be given on every topic.
- Assessment of term work of conduction of minimum two progressive tests during the session.
- Method of marking: - One mark should be deducted for each two mistakes. Mistakes will be include – omission, spellings, punctuation mark, overwriting, etc.

LIST OF PRACTICAL/TUTORIALS :

- Demonstration of typing methodology.
- Preparation of letter /other documents typing etc.
- Speed typing of passage.
- Speed typing of Commercial or business letters.
- Speed typing of Official and Demo-Official letters.

LEARNING RESOURCES:

(a) Reference Books:

Sl.no.	Title	Author, Publisher, Edition & Year
1.	Upkar's High speed English Typewriting	Omkarnath Verma Agra-2005
2.	Pitman Type writing Volume I & II	Pitman, Wheeler Publication Delhi-2005.
3.	Commercial Typewriting	Walmslay
4.	A text book of Touch Typewriting	Nagraja Rao –RSM Murty, Mysore-2005

(b) Others:

- OHP transparencies
- Video/Audio Teaching aids.
- Lab manuals available.
- Typewriting Machine.
- Computer Machine
