

BU-COMMUNITY COLLEGE CONSULTANCY CENTRE

REVISED SYLLABUS – 2021-22
FOR
DIPLOMA IN SECRETARIAL PRACTICE



BHARATHIAR UNIVERSITY
COIMBATORE-641046

BHARATHIAR UNIVERSITY: COIMBATORE

**DIPLOMA IN SECRETARIAL PRACTICE
(Community College)**

(for the candidates admitted from the Academic year 2021-22 onwards)

Minimum qualification for admission to **Diploma Course in Secretarial Practice** is a pass in Standard X.

SCHEME OF EXAMINATIONS

S.No	Title of the Course	Credits	Maximum Marks
1	Mechanism of a Type Machine	4	100
2	Typing & Office Automation	4	100
3	Communicative Skill	4	100
4	Office Management	4	100
5	Computer Application: Practical I	4	100
6	Computer Application: Practical II	4	100
7	Computer Application: Practical III	4	100
8	Internship / Apprentice / Teaching Practice / Project	4	100
	Total	32	800

Question paper Pattern: Theory

Section A: (10 x 2=20 Marks)

Answer ALL the questions

Section B: (5 x 6 = 30 Marks)

Answer ALL the questions either (a) or (b)

Section C: (5 x 10 = 50)

Answer ALL the questions either (a) or (b)

PAPER – I
MECHANISM OF A TYPE MACHINE

Unit:1	History of Typewriter	
Scope of job opportunities; History of the Typewriter – Sizes of the carriage - Main parts of the Typewriter Cylinder, Thumb wheels, Line spacing and carriage return lever - Line spacing and adjusting lever - line space pawl. Cylinder Ratchet – Detent Roller – Paper Table - Paper Shelf - Paper Guide		
Unit:2	Different Parts and scales of Computers	
Paper release lever – Feed Rollers - Carriage release levers - type bar – kinds of type heads Fingering exercise and its words. Type bar universal Bar – Type bar cushion -- Type Guide - Type basket segment - Segment slots – segment wise Line finder - Card holders – different scales - marginal stops – Bell mechanism Line lock plate - Margin releaser tabulator - Tabular stops.		
Unit:3	Space bar and kinds of ribbons	
Setting of Tabular stops – Ribbon position Indicator -- Shift Key Shift lock - space bar – back spacer - Back space pawl Rubber feet – Kinds of ribbons - method of renewal of ribbon.		
Unit:4	Keyboard	
Arrangement of keyboard - use of eraser - main spring Draw cord – carriage tension - key tension or individual key tension carriage rack Pinion wheel - Escapement wheel & dogs -- envelope addressing – cleaning & oiling maintenance Sitting posture of a typist - correct sitting posture - position – utility of correct sitting posture methods of typing - sight method touch method		
Unit:5	Types of Margins and Paragraphing	
Different types of papers – plain paper – typing paper rice paper - butter plastic coated paper - ledger paper Margin – Top margin - Bottom margin left hand margin - left hand margin right hand margin Paragraphing -- Numbering - Styles -- classification of paper – artistic Para Spacing - line spacing - hyphen - inverted commas and brackets -- period - single line & double line spacing		
Text Book(s)		
1	Juneja.K.L, New Delhi, Typewriting and Practice, Asian Publishers	
2	Issac pitman(2003)- Pitman Shorthand Instructor & Key- Pearson Education	
3	Pradeep K. Sinha and Priti Sinha(2004)-Computer Fundamentals-BPB Publications	
Reference Books		
1	Bhagavan Associates -Speed Builders	
2	Bhagavan Associates -New Current Phrase Book	

PAPER – II
TYPING AND AUTOMATION

Unit:1	Introduction to Carbon	
Uses of carbon – copying – manifold – Kinds of carbon – insertion of carbon – removal insertion – stencil cutting – procedure – instructions for cutting – preserving – manuscript.		
Unit:2	Types of Letters	
Types of letter – personal letter – social letters – letters to editor – Applications – Format of a letter application. Types of Business letter complaint letters, acknowledgement letter, complaint adjustment letter.		
Unit:3	Consideration sheet	
Consideration sheet – pagination – footnote – post script – catchword – envelope addressing American – British style- Address on window envelope – Duplicated and printed address.		
Unit:4	Computer in Office Automation	
Computer in Office Automation: Computer Hardware, Software and OS Fundamentals of Computers, Hardware ,Introduction Operating System, Word Processing (Ms-Word), Spread Sheet (Ms Excel)		
Unit:5	Business Administration	
Introduction To Business Administration, Data Processing(Ms Access),Internet		
Text Book(s)		
1	Juneja.K.L, New Delhi, Typewriting and Practice, Asian Publishers	
2	V.Rajaraman (1985)- Fundamentals of computers - Prentice- Hall of India	
3	Alexis Leon, Mathews Leon, and Leena Leon (2013)-Introduction to Information Technology - Vijay Nicole Imprints Pvt. Ltd.	
Reference Books		
1	P. K. Sinha , Priti Sinha(2003)-Computer Fundamentals -Sixth Edition- BPB Publications	
2	Abraham Silberschatz, Greg Gagne, and Peter Baer Galvin (2008)-Operating System Concepts - Publisher: Wiley; 8 edition	

PAPER – III
COMMUNICATIVE SKILLS

Unit:1	Kinds of Sentences and Nouns	
The Sentence - Different kinds of sentence - Assertive Sentence, Imperative Sentence, Exclamatory Sentence and Interrogative Sentence, Subject and Predicate, Nouns-- Kinds of Nouns, - Proper Nouns, Common Nouns, Collective Nouns and Abstract Nouns, Nouns - ,Gender, Nouns - Number, Pronouns, Conversation Practice		
Unit:2	Adjectives and Adverb	
The Adjective -Comparison of Adjectives, Kinds of Adjectives - Adjectives of Quality, Adjective Of Quantity, Adjective of Number, Demonstrative Adjective, Distributive adjective, Interrogative Adjective, Adverb, Different kinds of Adverbs - Adverb of time, Adverb of place, Adverb of manner, Adverb of degree, Adverb of reason, Interrogative Adverb, Conjunction, Preposition, Interjection, Conversation Practice.		
Unit:3	Active and Passive Voice	
Active & passive voice, Articles - The definite and Indefinite Articles, Reading Practice, The use of the Present and Past tense, The Future Tense, Direct and Indirect Speech, Punctuation, Transformation of Sentences - Conversion of Simple Sentence to Compound Sentence, Conversation Practice.		
Unit:4	Comprehension	
Comprehension, Paragraph Writing- Principles - Writing of Single Paragraphs, Précis Writing, Story Writing Conversation Practice, Reading Practice, Spelling Practice, Idioms, Essay Writing- Some Characteristics of the essay - Hints on Writing an Essay.		
Unit:5	Letter Writing	
Letter Writing - The Form of Letters - Classification of Letters - Social Letters, Friendly Letters, Business Letters, Letters of Application, Official Letters, Letters to News papers, Conversation Practice, Telephone Conversation, Making Calls--- Answering the Call.		
Text Book(s)		
1	Krishna Murthy .E and Nagasubramanian. M.,(1999)	
2	Improve Your Secretarial Skills. New Delhi, S. Chand & Company Ltd.,	
3	Thill, John V. & Courtland L. Bovée- Excellence in Business Communication-10th edition. Boston-Pearson (2013)	
Reference Books		
1	Sharma, R. C. & Krishna Mohan.-Business Correspondence and Report Writing-Third Edition-New Delhi-Tata McGraw-Hill Publishing company Limited (2007)	
2	Hasson, Gill-Brilliant Communication Skills- Great Britain-Pearson Education (2012)	

PAPER - IV
OFFICE MANAGEMENT

Unit:1	Introduction	
Meaning and importance of office management – functions of a modern office – office organization – meaning and principles – relationship of office with other departments.		
Unit:2	Location and Environment	
Office accommodation – lay out – location and environment – office systems, procedures, routines and methods – physical work environment – office furniture – type of furniture		
Unit:3	Work study	
Work study and work measurement – work simplification – records management – filing and indexing – filing systems and methods – filing equipment – job definition and description - job evaluation and merit rating.		
Unit:4	Communication System	
Communication system in an office – handling inward and outward mails – Communicating media – office machines – selection and usage – cyclo- styling machine, duplicating machines, franking machines – Photostat machine		
Unit:5	Office Forms	
Office forms – design and control – continuous stationary office cost control – office supervision – principles of supervision – role of supervision – methods of obtaining data and recording procedures.		
Text Book(s)		
1	Ghosh P.K. (1992) -Business Correspondence Office Management – New Delhi -Sultan Chand & Sons.	
2	Chopra R.K.(1990) - Office Management–New Delhi-Himalaya publishing House Jain.J.N (2007) Modern Office Management -New Delhi-Regal publishing.	
3	Bhatia, R.C(2019)-Principles of Office Management- Lotus Press-New Delhi	
Reference Books		
1	Balraj Duggal(2015)- Office Management and Commercial Correspondence- Kitab Mahal.	
2	R. C. Agarwal, Dr. Piyush Shalya(2015)-Office Management-Publisher: Sahitya Bhawan Publishers & Distributors Pvt. Ltd.	

PAPER V

COMPUTER APPLICATION: PRACTICAL I

Ex.No.	Practical -I
1.	Fingering exercise and word asdfgf ; lkjhj
2.	Fingering exercise and its words
3.	Fingering exercise and its words awerqfa ; oiupj
4.	Fingering exercise and its words
5.	Fingering exercise and its words azxcvf
6.	Fingering exercise and its words
7.	Test & Correction – Capitals and number – Practice
8.	Alphabets in order and reverse, Fingering and words
9.	All 4 fingering exercise and words – Practicing all exercises
10.	Small Paragraphs – Practice
11.	Standard abbreviation
12.	20 wpm
13.	25,30,35 wpm

PAPER-VI

COMPUTER APPLICATION: PRACTICAL II

Ex .no	Practical-II
1.	Speed 35wpm.
2.	Practice of Business Letters and Different styles
3.	Practice of Professional Letter
4.	Practice of Government letters -- Abstract, Official Letter, Demi official letter
5.	Practice of Statement Balance Sheet, Quotation Debit and Credit Note Invoice
6.	Revision of II paper business letter & speed 30 wpm
7.	Revision – full test & correction
8.	Typing on carbons – manuscripts invitations – use of leader dots in tabulation – duplicating – stench
9.	Uses of computer
10.	Internet

PAPER-VII

COMPUTER APPLICATION: PRACTICAL III

Ex .no	Practical-III
1.	Practice of typing Alphabets and its reverse
2.	Practice of Trail Balance
3.	Practice of Professional Letter
4.	Practice of Government letters -- Abstract, Official Letter, Demi official letter
5.	Practice of Statement Profit and Loss a/c and Balance Sheet
6.	Revision of II paper business letter & speed 30 wpm
7.	Revision – full test & correction
8.	Typing on carbons – manuscripts invitations – use of leader dots in tabulation – duplicating – stench
9.	Different Components of computer
10.	Internet