

PRINCIPLES OF MANAGEMENT

CODE MO 121

L T P
3 -- 1

RATIONALE

The study of Principles of Management will be very useful for the students of this diploma course in understanding the concepts and different functions of management. It shall include the elementary knowledge of concepts of management viz. planning, staffing, directing and control. The basic knowledge of various function of management will enable the students to take effective decision for performing office duties.

CONTENTS

	L
1. Management:	18
1.1 The concept and Importance	
1.2 Meaning and Definition	
1.3 Nature and Scope	
1.4 Function of Management	
1.5 Principles of Management	
1.6 Emerging Horizons of Management	
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2.2 Nature and Importance	
2.3 Criteria of Effective Planning	
2.4 Steps in Planning	
2.5 Types of Planning	
2.6 Components:	
2.6.1 Objective	
2.6.2 Strategy	
2.6.3 Policy	
2.6.4 Procedure	
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3.2 Characteristics and Importance	
3.3 Types of Decisions	
3.4 Essentials of Sound Decision	
3.5 Principles of Decision Making	
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4.2 Importance	
4.3 Factors Affecting Organizational Structure	
4.4 Forms of Organization:	
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4.4.2 Line and Staff	
4.4.3 Functional	
4.4.4 Committee	
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5.1	Meaning	
5.2	Nature and Importance	
5.3	Principles of Direction	
6.	Co-Ordination :	15
6.1	Meaning	
6.2	Importance	
6.3	Principles of Co-ordination.	
6.4	Techniques of Co-ordination.	
7.	Communication :	12
7.1	Meaning	
7.2	Importance	
7.3	Types of Communication.	
8.	Controlling :	15
8.1	Meaning	
8.2	Process	
8.3	Techniques of Controlling.	
8.4	Criteria for Effective Control System.	

PRACTICALS

1.	Preparation of Organization Charts for Commercial and Industrial Organizations	P 15
2.	Preparation of Small Case Studies after Visiting Industries and Organization.	15

Note:- Both 01 and 02 will carry equal weightage.

REFERENCE BOOKS :

- | | | |
|----|--|--------------------|
| 1. | Principles of Management | Koontz & O'Donnell |
| 2. | Principles of Management | Mathur |
| 3. | Management Concepts & Organizational Behaviour | G.S. Sudha |
| 4. | प्रबन्ध अवधारणाएँ एवं संगठनात्मक व्यवहार | जी. एस. सुधा |

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COMPUTER PRACTICE – I

CODE MO 122

L	T	P
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RATIONALE

The course has been designed to provide an introduction to information Technology and IT Tools. The student will understand the basic IT terminology. The students will be able to understand the role of information Technology and more specifically computers, Communication technology and software in the present social and economic scenario.

The course has focus on the following:

- * Overview of information Technology.
- * Computer organization.
- * Computer Operating System and Software
- * Ms Windows, word Processing and Spreadsheet tools.
- * Multimedia and Presentation Packages.

CONTENTS

		L
1.	Basics of Information Technology:	12
1.1	Computer Systems	
1.1.1	Brief history and characteristics of a computer	
1.1.2	Block diagram of a Computer and role of each component.	
1.1.3	Components of a computer system	
1.1.3.1	CPU	
1.1.3.2	Memories	
1.1.3.3	Storage Devices I/O Devices	
1.2	Memory	
1.2.1	Primary Memory (RAM and ROM) and their role	
1.2.2	Secondary Memory and how it is different from Primary Memory.	
1.3	Storage devices	
1.3.1	Hard Disk – Zip/Bernoulli Disk, Disk Pack, Winchester Disk.	
1.3.2	Compact Disk ROM and DVD,	
1.3.3	Pen/Flash drive	
1.4	I/O Devices	
1.4.1	Keyboard,	
1.4.2	Mouse-Mechanical, Optical & Cordless.	
1.4.3	Monitor-CRT, LCD, TFT, LED.	
1.4.4	Printer-Impact, Non-Impact,	
1.4.5	Touch Screen	
1.4.6	Screen Image Projections	
1.4.7	MFD-Print, Copy, Scan.	
1.4.8	Scanner – Flat Bed, Hand Held.	
1.4.9	Web camera	
1.4.10	Microphone	
1.4.11	Speakers	
1.5	Types of software:	
1.5.1	System software's (Operating System, Device Drivers etc.)	
1.5.2	ApplicationSoftware's-Mobile Applications etc.	
1.6	Computer Networking	
1.6.1	Type of Networks: PAN, LAN, MAN And WAN	
1.6.2	Wired/Wireless communication,	

	1.6.3	Wi-Fi, Bluetooth,	
	1.6.4	Cloud Computing (Private / Public)	
1.7	Multimedia		
	1.7.1	Images	
	1.7.2	Audio	
	1.7.3	Video	
	1.7.4	Animation	
2.	Cyber Safety - Conceptual Only		9
	2.1	Safely browsing the web and using social networks	
	2.1.1	Identity Various Protections	
	2.1.2	Proper usage of passwords	
	2.1.3	Privacy	
	2.1.4	Confidentiality of Information	
	2.1.5	Cyber Stalking	
	2.1.6	Reporting Cybercrimes	
	2.1.7	Handling with Viruses and Malwares	
3.	Operating System :		9
	3.1	Definition of operating System	
	3.2	OS Examples	
	3.2.1	Windows	
	3.2.2	UNIX	
	3.2.3	Linux	
	3.2.4	Android	
	3.2.5	Macintosh	
	3.3	Microsoft Windows	
	3.3.1	An overview of different version of Windows.	
	3.3.2	Basic Windows Elements	
	3.3.3	File Management through Windows	
	3.3.4	Using Essential Accessories:	
		3.3.4.1 Systemstools-DiskCleanup.	
		3.3.4.2 DiskDefragmenter,	
		3.3.4.3 Entertainment	
		3.3.4.4 Games	
		3.3.4.5 Calculator	
		3.3.4.6 Notepad	
		3.3.4.7 Paint	
		3.3.4.8 Word Pad	
4.	Office Tools		
	4.1	Word Processig	10
	4.1.1	Introduction to Word Processor: Create and Save a document.	
	4.1.2	Edit and Format Text: Text styles (B,I,U), Font Types&Font Size, Text Color, Text- Alignments.	
	4.1.3	Format Paragraphs with line and/or paragraph spacing, Format Painter.	
	4.1.4	Add headers and footers, Page Numbering.	
	4.1.5	Grammar and Spell-Check utilitiesFind and Replace.	
	4.1.6	Subscript and Superscript, Insert symbols.	
	4.1.7	Insert pictures.	
	4.1.8	Add bullets and numbering, borders and shading.	
	4.1.9	Insert tables – insert/delete rows and columns, merge and split cells, text-direction, cell-alignment, table formatting and styles etc.	

- 4.1.10 Use Auto-format, track changes, Auto-text feature, review comments, Text- box, Word- Art.
- 4.1.11 Use of drawing tools, shapes and mathematical symbols etc.
- 4.1.12 Concepts of Mail Merge.
- 4.1.13 Use Print Preview, Page setting and Printing a document.
- 4.2 Spreadsheets : **10**
- 4.2.1 Concept of a worksheet and a workbook, create and save a worksheet.
- 4.2.2 Working with a spreadsheet: Enter numbers, text, date/time, and series using autofill.
- 4.2.3 Edit and format a worksheet including changing the color, size, font, using Format Painter etc.
- 4.2.4 Alignment of text, Insert and delete cells, Currency Format.
- 4.2.5 Insert Header, Footer, Picture, Shapes, Text Box, Symbols.
- 4.2.6 Adding borders and colors, rows and columns.
Enter a formula using the operators (+, -, *, /), Relative and Absolute reference to cells, Pivot table.
- Use simple Financial, Logical, Text, Date, Time, Math, Trigonometric, Statistical functions: Sum(), AVERAGE(), ROUND(), COUNT(), MODE(), MAX(), MIN(), ABS(), INT(), IF() (Without compound statements), AND(), OR(), DATE(), TIME(), NOW(), DAY(), TODAY(), SIN(), COS(), TAN(), EXP(), LOWER(), UPPER(), LEN(), TRIM(), REPLACE(), VLOOKUP().
- 4.2.7 Embed charts of various types in a worksheet: Line, Pie, Scatter, Bar, Stacked Bar and Area.
- 4.2.8
- 4.2.9 Use Print Preview, Page setting and Printing a Sheet.
- 4.3 Presentation: **10**
- 4.3.1 Concept of a Presentation and Creating, Opening and Saving Presentations.
- 4.3.2 Creating the look of your Presentation, basic elements of slides.
- 4.3.3 Working in Different Views – Normal view, Slide Sorter view, Outline view, Slides view, Slide show view.
- 4.3.4 Working with Slides, Adding and Formatting Text, Add titles, subtitles, text, background and watermarks.
- 4.3.5 Headers and Footers, Slide Numbers.
- 4.3.6 Formatting Paragraphs.
- 4.3.7 Checking Spelling and Correcting Typing Mistakes.
- 4.3.8 Making Notes Pages and Handouts.
- 4.3.9 Drawing and Working with Objects, Adding Clip Art and Other Pictures.
- 4.3.10 Insert pictures from files, Create animations, add sound effects, and rehearse timings, formatting backgrounds.
- 4.3.11 Designing Slides Shows.
- 4.3.12 Running and Controlling a Slide Show.
- 4.3.13 Use Print Preview, Page setting, Printing Presentations, and Printing Handouts.

PRACTICALS

P

The practical studies are as per theory contents.

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REFERENCE BOOKS :

- 1 Foundations of Computing P.K. Sinha and P. Sinha
BPB publication.
2. Microsoft office for Windows Pearson education.
3. Information Technology and Management Turban, Mclean & Wetherbe
John Wiley & sons.

COMMUNICATION SKILL

CODE MO 123

L T P
2 -- 2

RATIONALE

For business purposes at every level of performance, language remains the most common and important means of communication. A diploma holder who wants to join an industry or organization needs to possess adequate knowledge and skills in language, its usage and presentation. Proficiency both in written and spoken language is required to be developed among the diploma holders.

The first year syllabus aims at developing among students the basic knowledge and skills related to syntax and semantics of English Language.

CONTENTS

		L
1.	Introduction :	5
	1.1 Meaning and of Scope of Communication	
	1.2 Role of Language in Communication	
	1.3 Essentials of Good Communication	
	1.4 Barriers to Communication	
2.	Grammar :	8
	2.1. Parts of Speech: Noun; Pronoun; Adjectives (Articles); Verb; Adverb; Preposition; Conjunction; Interjection.	
	2.2 Common errors in usage of parts of speech.	
	2.3 Tenses.	
	2.4 Subject verb concord.	
	2.5 Coordination /Subordination	
3.	Sentence Building :	7
	3.1 Kinds of Sentences.	
	3.2 Idioms/Phrases and Proverbs and their usage in language.	
	3.3 Structure of Sentences (Simple, Compound, Complex, Compound-Complex). Interrogative).	
	3.4 Types of Sentence (Affirmative, Negative, and	
4.	Punctuation :	3
	4.1 Terminal Marks	
	4.2 Internal Marks	
5.	Change of Narration.	7
6.	Active and Passive Voice.	7
7.	Vocabulary Building/ Etymology	10
8.	Phonetics	3
9.	Developing writing skills	10
	9.1 Editorial writing	
	9.2 Story Writing	
	9.3 Paragraph Writing	

PRACTICAL

		P
1.	Critical analysis of given piece of Writing	12
2.	Exercises on various topics of Grammar.	12
3.	Translation of the given passages from Hindi to English. and English to Hindi.	12
4.	Paragraph Writing in approximately 150 words on topics of General Interest and Current affairs.	12
5.	Power Point Presentation on any topic based on Syllabus.	12
6.	Group Discussion.	

REFERENCE BOOKS :

1. Intermediate English Grammar
2. Practical English Grammar
3. Advanced Communicative English
(Tata Mc Graw Hill's)
4. Cambridge English Phrasal Verbs in Use
5. Cambridge Academic Vocabulary in Use
6. English Vocabulary in use (Advanced)

Raymond Murphy,
Cambridge Uni. Press
E.L.B.S
Krishna Mohan, Meenakshi
Raman
Michael McCarthy
Michael McCarthy
Michael McCarthy

* * * *

MONOM

OFFICE MANAGEMENT

CODE MO 124

L T P
3 -- 2

RATIONALE

The main objective of the course in modern office management is to make the students understand the concepts and principles of office methods and procedures and develop skills in performing office operations. This paper aims at making the students well conversant with the services provided by a modern office and enables them to perform the same using modern methods and equipment.

CONTENTS

		L
1.	Modern Office:	10
	1.1 Meaning of office	
	1.2 functions of office	
	1.3 importance of office	
	1.4 Different types of services provided by office.	
	1.5 Centralization and Decentralization of office services	
	1.6 Challenges of Office in future	
2.	Office Management:	8
	2.1 Meaning of Office management.	
	2.2 Functions of Office management	
	2.3 Duties & Functions of Office Manager	
	2.4 Position of Office Manager	
3.	Office System & Procedure:	10
	3.1 Meaning of Office system.	
	3.2 Characteristics of a Sound Office System	
	3.3 Importance of a Good Office System	
	3.4 Office Routine or Procedure & methods	
	3.5 Systems Integration	
4.	Office Accommodation, Layout & Environment:	20
	4.1 Meaning & Importance of Office Accommodation	
	4.2 Urban & Sub-Urban Location	
	4.3 Factors affecting office location.	
	4.4 Office layout	
	4.4.1 - Meaning	
	4.4.2 - Importance	
	4.4.3 - Objective	
	4.4.4 – Principle.	
	4.5 Office Environment - Importance	
	4.6 Office Environment Factors	
	4.6.1 Lighting	
	4.6.2 Interior Decoration	
	4.6.3 Ventilation	
	4.6.4 Temperature and Humidity	
	4.6.5 Cleanliness	
	4.6.6 Noise & Dust control	
	4.6.7 Safety & Security	
5.	Forms Management:	10
	5.1 Form Management:	
	5.1.1 Meaning of Forms	
	5.1.2 Types of Forms	
	5.1.3 Advantages of office forms	
	5.1.4 Form Designing (Importance, Principles, factor affecting designing of forms)	
	5.1.5 Process of Form control	
6.	Filing & Indexing:	10
	6.1 Filing	
	6.1.1 Meaning	
	6.1.2 Importance	
	6.1.3 Essentials of a good filing system	

- 6.1.4 Methods –
 Card Board File, Pigeon-hole Filling, Box Filling, Flat Filling- Flat files, Lever Arch file, Vertical filling
- 6.2 Indexing
- 6.2.1 Meaning
- 6.2.2 Methods-
 Ordinary Page Index, Visible Card Index, Strip Index, Wheel Index

- 7. Important Office Documents and Terminology 10**
- 7.1 Invoice
- 7.2 Organization Chart
- 7.3 Shares
- 7.4 Mutual Fund
- 7.5 NEFT

- 8. Store and Store Keeping of Stationery & Suppliers: 12**
- 8.1 Function and Duties of Store Dept.
- 8.2 Methods of Storing
- 8.3 Types of Records Maintained by Store Keeper
- 8.4 Stock taking or verification

PRACTICAL

- P**
1. The practical studies are as per theory contents **48**
2. Practice in preparing tour programs & T.A. bills **12**

REFERENCE BOOKS:

- | | |
|-------------------------------------|----------------|
| 1. Modern Office Management | Dr. I.M.Sahai, |
| 2. Office Methods and Practices | R.K. Chopra |
| 3. Office Organization & Management | S.P. Arora |
| | * * * * * |

HANDLING OF OFFICE EQUIPMENTS

CODE MO 125

L T P
2 -- 1

RATIONALE

The basic thrust of the course is to generate efficiency, effectiveness and excellence in the work and performance of office to achieve optimum productivity in the office operations. An emphasis is laid in this course to inculcate practice amongst the students to use “Time & Labour Saving” Devices as well as different system and procedures and to keep them abreast with the latest and modern techniques and machines.

CONTENTS

		L
1.	Office Mechanisation	5
	1.1 Meaning, objective	
	1.2 Advantages and disadvantages	
	1.3 Selection of appropriate machines for an office.	
2.	Office Machines-I (Uses and their Operations) :	15
	2.1 Duplicator	
	2.2 Photocopier	
	2.3 Telephone answering machine	
	2.4 Banking calculator	
	2.5 Security Alarm	
	2.6 Fire Extinguisher	
	2.7 Paper Shredder	
	2.8 Electronic Calculator	
3.	Office Machines-II :	15
	3.1 Mailing Equipment	
	3.1.1 Paper folding machine	
	3.1.2 Paper insertion machine	
	3.1.3 Envelope opening machine	
	3.1.4 Envelope sealing machine	
	3.1.5 Addressing Machine	
	3.1.6 Franking machine	
	3.2 Binding Machine	
	3.3 Lamination	
	3.4 Computer, printer and scanner	
	3.5 Web camera	
4.	Office Machines-III :	15
	4.1 ATM	
	4.2 Electronic Billing Machine	
	4.3 Currency Counter	
	4.4 Electronic Weighing Machine	
	4.5 Fake note detector	
	4.6 Coin Sorter	
	4.7 CCTV	
	4.8 Fax	
	4.9 Biometric time attendance machine	
5	Purchase Procedure	10
	5.1 Purchase procedure (Centre and state government for acquisition of machine	
	5.2 Techniques of purchasing through	
	5.2.1 Spot purchasing	
	5.2.2 Tender	
	5.2.3 Purchasing through Gem Portal	

PRACTICALS

The students will be required to perform practical operations of the machines

P
60**REFERENCE BOOKS :**

- | | |
|--|----------------------|
| 1. Secretarial Duties | John Harrison |
| 2. Office Management | Ghosh & Agarwal |
| 3. Office Management &
Secretarial Practice | Y.P.Singh & B. Singh |
| 4. Office Management | R.C. Agarwal |

MANAGEMENT INFORMATION SYSTEM

CODE MO 126

L T P
3 -- 1

RATIONALE

Management Information System has become a very important tool for real time information processing and presentation, necessary ingredients of decision making. Students need to be aware of components of an MIS for different categories of industries as well as different departments of an organization.

CONTENTS

	L
1. Introduction :	12
1.1 MIS concept	
1.2 Definition	
1.3 Role & Impact of MIS Process of management	
1.4 Organization structure	
2. Basics of Management Information System :	24
2.1 Decision Making	
2.2 Information concepts	
2.3 System concepts	
2.4 Handling system complexity	
2.5 System development model.	
3. Development of Management Information System :	26
3.1 Requirements of MIS	
3.2 Implementation of MIS	
3.3 Choice of information Technology for Management Information System.	
4. Applications of Management Information System :	28
4.1 Application in manufacturing sector and services sector	
4.2 Uses for personnel management, Financial management, Production Management, Material Management, Marketing Management, Application in Service Sector.	

PRACTICAL

1. The practical studies are as per theory contents

P
30

REFERENCE BOOKS :

1. Management Information System Jawadekar.
2. Management Information System Lucos.
3. Management Information System Andersen.

TYPING IN HINDI

CODE MO 127

L T P
-- -- 4**RATIONALE**

इस कोर्स का मुख्य उद्देश्य विद्यार्थियों को कम्प्यूटर से और उसके विभिन्न उपकरणों से अवगत कराना है।

PRACTICAL

- | | P |
|---|-----------|
| 1- कम्प्यूटर का परिचय:- | 10 |
| 1.1 रकम्प्यूटर की-बोर्ड के मुख्य कार्यकारी भाग | |
| 1.2 प्रयोगात्मक प्रशिक्षण | |
| 1.3 टाइप करने के तरीके | |
| 1.4 टंकण सम्बन्धी अनुदेश | |
| 1.5 गति अभ्यास टंकित करना | |
| 1.6 पाठ सारांश। | |
| 2. टाइप करने की तैयारी : | 4 |
| 2.1 हाशिए छोड़ना या लगाना | |
| 2.2 बाएँ और दाएँ हाशिया | |
| 2.3 कागज का आकार | |
| 2.4 उपरी हाशिया | |
| 2.5 निचला हाशिया | |
| 2.6 पंक्ति अन्तरक | |
| 2.7 पाठ सारांश | |
| 3. टाइप करने की विधियाँ : | 4 |
| 3.1 दृश्य विधि, स्पर्श विधि एवं उसकी विशेषताएँ | |
| 3.2 कुंजी पटल पर उंगलियों का विभाजन | |
| 3.3 विशिष्ट पद्धति, अन्य पद्धति | |
| 3.4 कुंजी पटल संचालन विधि – उर्ध्वमुखी एवं समतल विधि | |
| 3.5 कुंजी पटल कुशलता, टंकण लय अस्तर | |
| 3.6 वर्तमान कुंजी पटल की कमियाँ | |
| 3.7 पाठ सारांश | |
| 4. कुंजी पटल संचालन : | 10 |
| 4.1 आधार पंक्ति का अभ्यास | |
| 4.2 शिफ्ट कुंजियों का अभ्यास | |
| 4.3 तृतीय पंक्ति का संचालन एवं अभ्यास | |
| 4.4 प्रथम पंक्ति का संचालन एवं अभ्यास | |
| 4.5 चौथी पंक्ति या अंकों का संचालन व अभ्यास | |
| 4.6 पाठ सारांश | |
| 5. टंकण कुंजी वाक्य एवं गति बढ़ाना : | 4 |
| 5.1 कुंजी पटल में अनुपलब्ध चिन्हों को टाइप करने की विधि | |
| 5.2 पाठ सारांश | |
| 6. गति गणना और अशुद्धियों का अंकन : | 8 |
| 6.1 गति गणना, निवल गति या शुद्ध गति, सकल गति, | |
| 6.2 कुंजी प्रहारों की गणना | |
| 6.3 अशुद्धियों को आंकना | |
| 6.4 अंक पद्धति | |

- 6.5 टंकण गति गणना का विशिष्ट सूत्र
- 6.6 अंक पद्धति का विशिष्ट सूत्र
- 6.7 पाठ सारांश।
- 7. सुन्दर टाइप करने के नियम :** **10**
- 7.1 व्याकरणिक चिन्हों का प्रयोग, पूर्ण विराम, प्रश्नवाचक, विस्मयादिबोधक, अल्प-विराम, अर्द्ध-विराम, विसर्ग या कॉलन, कोटेशन मार्क या उद्धरण चिन्ह, योजक व हाइफन/विभाजक, कोष्ठक
- 7.2 व्याकरणिक चिन्हों के पूर्व और पश्चात् दिये जाने वाले स्पेश
- 7.3 शब्द-विभाजन नियम
- 7.4 पाद-टिप्पणियाँ टाइप करना
- 7.5 परिच्छेद बनाना – इंडेन्टेड या हाशिया छोड़, ब्लॉक या सिमांकित, हैंगिंग या ढालू परिच्छेद
- 7.6 पाठ सारांश ।
- 8. पैराग्राफ टाइपिंग** **15**
- 8.1 टंकण गति अभ्यास परिक्षा तैयारी हेतु।
- 9. पत्र टंकण** **20**
- 9.1 विभिन्न प्रकार के पत्र
- 9.2 पत्र शीर्षक का आकार
- 9.3 पत्र शीर्षकों पर हाशिए छोड़ना
- 9.4 व्यक्तिगत पत्र टाइप करने की विधि
- 10. व्यवसायिक , सरकारी एवं अर्द्धसरकारी पत्र व्यवहार** **15**
- 10.1 पत्र के भाग, टाइप करने के निर्देश,
- 10.2 संदर्भ, नाम, प्रेशक, पाने वाला, स्थान का नाम व तारिख
- 10.3 विशय भीर्शक, अभिवादन, पत्र की सामग्री
- 10.4 धन्यवाद ज्ञापन, अधिकारी का पद और नाम, संलग्नक
- 10.5 टाइपिस्ट का नाम-संकेत, भासकीय पत्रों के नमूने।
- 11. सारिणी टंकण** **10**
- 11.1 विभिन्न सारिणियाँ टंकण करना।
- 11.2 सारणीयन का लेखा जोखा करना।
- 11.3 सारणी टाइप करने का अभ्यास।
- 12. पाण्डुलिपि** **15**
- 12.1 पाण्डुलिपि शुद्धिकरण
- 12.2 पाण्डुलिपि व उसके महत्व।
- 12.3 आमतौर पर इस्तेमाल किए जानेवाले पाण्डुलिपि संकेत।
- 12.4 प्रूफ सुधार में सावधानियाँ।
- 12.5 शोधित सामग्री टाइप करने के अभ्यास।

परीक्षा योजना :

1. टंकण :

- 1.1 25 शब्द प्रति मिनट की गति से पैराग्राफ टंकित करना।
(10 मिनट)
- 1.2 कम से कम 150 शब्द का एक व्यावसायिक/ सरकारी पत्र/अर्द्धसरकारी/व्यक्तिगत पत्र टंकित करना। (6 मिनट)
- 1.3 साधारण सारणीयन। (25 मिनट)
- 1.4 पाण्डुलिपि टंकित करना।(10 मिनट)

संदर्भित पुस्तकें :

1. हिन्दी टाइपराइटिंग दू आर. सी भाटिया
2. टंकण गति अभ्यास. ओंकार नाथ

MMOMM

TYPING IN ENGLISH

CODE MO 128

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RATIONALE

Typewriting: The objective of this course is to introduce the students with the typewriting machine, its parts, maintenance etc. After the completion of this course the students should not only be conversant with typewriting but also achieve certain comfort level with the machine.

PRACTICAL

		P
1.	Introduction to Computer typing: -	8
	1.1 Main Functioning keys of Computer Keyboard	
	1.2 Creating & saving of file	
	1.3 Methods of typing; Sight & Touch methods	
	1.4 Keyboard Skills	
	1.5 Division of keys between fingers	
	1.6 Vertical and Horizontal Approach Typing Rhythm.	
2.	Character Level Formatting: -	8
	2.1 Font-Bold, Italic, Underline, Style, Size	
	2.2 Cell Alignment	
	2.3 Text Direction	
	2.4 Auto Fit	
	2.5 Change Case	
	2.6 Borders	
3.	Paragraph Typing and Formatting: -	20
	3.1 Alignment: Left, Centre, Right, Justify	
	3.2 Line Spacing	
	3.3 Numbering	
	3.4 Bullets	
	3.5 Increasing Indent	
	3.6 Decreasing Indent	
	3.7 Setting margins	
4.	Preparation for Typing: -	4
	4.1 Equipments	
	4.2 Table & Chair	
	4.3 Sitting Posture	
	4.4 Setting margins (Top, Bottom, Left, and Right)	
5.	Practical Typing: -	8
	5.1 Practicing Home Row; Upper Row; Bottom And Number Rows;	
	5.2 Learning keyboard operation.	
6.	Shift Key Operation: -	2
	6.1 Shift Keys	
	6.2 Spacebar;	
	6.3 Tab Setting and Change of tab setting	
	6.4 Back Spacer.	
7.	Calculating Speed and Counting of Errors: -	2
	7.1 Gross & Net Speed	
	7.2 Use of word count	
8.	Practicing Special Symbols/Signs: -	2

8.1	Typing symbols not available in the key board;	
8.2	Spacing between punctuation signs etc.	
9.	Capitalizing; Syllabification; Paragraphing & Numbering: -	3
9.1	Indented, Blocked & Hanging Paragraphs	
9.2	Use of figures and Roman numbers etc.	
10.	Display in Typing: -	3
10.1	Centering on all sides	
10.2	Borders & Tail pie pieces;	
11.	Letter Typing:-	20
11.1	Letter Writing	
11.2	Typing of various kinds of Govt. Letters	
11.3	Typing of various kinds of Business Letters	
12.	Table Typing:	20
12.1	Tables Typing	
12.2	Practicing of various kinds of tables.	
13.	Proofs and Manuscripts: -	20
13.1	Proof Reading Symbols	
13.2	Typing of Corrected Manuscripts	

Practical Examination Scheme:**Typing:**

- 1.1 Typing Speed Test@ 25 WPM for 10 Minutes.
- 1.2 Typing of Business / Govt. Letters not less than 150 words in 6 minutes.
- 1.3 Typing of Simple tabulation contains 150 words in 25 minutes.
- 1.4 Correct typing of a manuscript (correction drafts by using proof correction sign)

REFERENCE BOOKS:

- | | |
|------------------------------------|---------------|
| 1. Typing Test Guide | Dr. G.D. Bist |
| 2. Typewriting (Theory & Practice) | R.C. Bhatia |
| 3. Speedography | Dr. G.D. Bist |
