

**MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS)  
JABALPUR (M.P)**

CLASS	B.COM
YEAR	I YEAR
SUBJECT	Office Management and Stenography
TITLE OF THE PAPER	Basics of Computer
COMPULSORY/OPTIONAL	OPTIONAL PAPER
MAX. MARKS 50(40+10)	MAX. MARKS 50(40+10)

UNIT I- Introduction of computer, history, generation, advantages, limitations, application, types of computer.

UNIT II- Computer memory, main components of computer, hardware and software, computer languages.

UNIT III- Introduction to Windows XP, parts of Windows- desktop, icons, taskbar, changing screen saver and background.

UNIT IV- Paper Types, size and uses of different types of paper, Word pad-meaning, features, create document, open, print, save, edit. Care and upkeep of computer.

UNIT V- Methods of counting of computer speed. Figures- Arabic and Roman, meaning of foot notes, paragraph setting, alignment setting, numbering, line display- vertical and horizontal, border types.

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UNIT I- Shorthand- History, importance, writing techniques and materials, types of shorthand.

Consonants- Definition, number, sizes form, classes, thinness, thickness, direction and joining strokes.

Vowels- Definition, number sign, places, positions of outlines, intervening vowels. Introduction of upward and downward strokes in stenography.

UNIT II- Phraseography- Definition of phrase, how a phrase is written, qualities of a good phraseogram, list simple phrase.

Grammalogue- Definition of grammalogue and logogram, list of grammalogue and logogram, importance of grammalogue in stenography, simple contraction.

UNIT III- Diphthongs- Definition, name, signs, place, joined diphthongs and triphones, Use of plural in stenography, punctuation marks in stenography, noun and pronoun. List of pronouns and noun words.

UNIT IV- Circle- types, principles, uses, sizes, direction in phraseography,

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attachment with strength and curve strokes, exception to the use of the circle and rules of aspirate H.

UNIT V- Loops- types, principles of its uses, sizes, direction, application in phraseography, attachment with straight and curved strokes, exception of the use of the loops.

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**Office Management**

Unit-1	Management: Concept, Nature and Importance, Office: Meaning, Function, Importance, Centralization Vs Decentralization of Office Services, Office Organization, principles, Department of modern office.
Unit-2	Mailing Department-Meaning, works, Centralization Vs Decentralization of mailing services, machines and equipment of mailing department. Handling of mail- 1. Inward mail-receiving, sorting, opening, recording, marking

	<p>and distributing of mail.</p> <p>2.Outward mail-Drafting, Typing, preparation of envelopes, sorting, scaling, weighting, stamping of outward mail, entering in letter sent book or peon book, meaning of parcel service.</p>
Unit-3	<p>Meaning, Importance, Types of Letters, Types and Parts of the Official Letter, Business Letter Parts and Types, Semi Official Letter.</p>
Unit-4	<p>Filing- Meaning, Importance, Types, essential element of a good filing system, Centralization Vs Decentralization Filing System, Filing equipments. Indexing: Meaning , Importance, Types, Essentials, Elements of a good Indexing system , Indexing Equipments.</p>
Unit-5	<p>Modern Office Machine- A Study of various types of commonly used appliances and machines – Duplicator, accounting machine, calculator, addressing machines, coin sorter, time recorder, dieta machine, cheque protector, cash register ,fax machine, scanner.</p>

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Title of The Paper	Stenography with Computers	
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Stenography with Computers

Unit-1	Special rules for hook R and L vowels, Qualities of stenographer, Halving and Doubling principles. Halving general principles and their exception, doubling general principles and their exception, use of doubling principles in phraseography.
Unit-2	Prefixes, Suffixes- Meaning and Uses, List of prefixes and suffixes, its application in phraseography, Valuable tips for Stenography, Initially short form for P,B,J,W,V writing of figures in shorthand, logogram with phraseography.
Unit-3	Computer Virus- Meaning, Types, Input Output device, My Documents, recycle bin, Personal Computer : Meaning ,

	Classification.
Unit-4	MS Word – Introduction, features, menu, files, edit, view, insert, format, tools, help.
Unit-5	Correspondence- types, methods of different types of letter typing, extended use of certain consonant, intersections rules and examples , list of intersection words compound consonant medial semi circle, list of compound consonants.
Suggested readings	1- Pragya computer course, Gourav Shama 2- Hindi Shorthand Rishi Lal Agrawal 3- Pitman English – Shorthand Pitman