

<b>Annexure No.</b>	<b>55 G</b>
<b>SCAA Dated</b>	<b>29.02.2008</b>

**BHARATHIAR UNIVERSITY : COIMBATORE – 641 046**  
**DIPLOMA IN SECRETARIAL PRACTICE (DSP) -Regular**  
**(with Effect from 2007-08 Batch onwards)**

**Eligibility for admission:**

Candidates for admission to the Diploma course shall be required to have passed the Higher Secondary examinations (Academic or Vocational) conducted by the Government of Tamilnadu or any other examination accepted as equivalent thereto by the syndicate.

**Duration of the course:**

The course shall extend over a period of six months comprising of one semester.

Medium of instruction and examinations:

The medium of instruction and examinations shall be in English.

**Passing minimum:**

- a) A candidate shall be declared to have passed in a paper if he or she obtains not less than 40% of marks in that paper.
- b) A candidate failing to secure the minimum marks prescribed shall be required to reappear for the examination in that paper and obtain not less than the minimum marks required for passing the paper.

**Classification of successful candidates**

- a) Successful candidates passing the examinations by securing not less than 60% of total marks in all subjects shall be declared to have passed in First class.
- b) Successful candidates passing the examinations by securing not less than 50% of total marks in all subjects shall be declared to have passed in second class
- c) All other successful candidates shall be declared to have passed the examinations in Third class.

**SCHEME OF EXAMINATION**

<b><u>TITLE OF THE PAPER</u></b>	<b><u>EXAM DURATION</u></b>	<b><u>TOTAL MARKS</u></b>
<b>1. Office Management</b>	<b>3 hours</b>	<b>100 marks</b>
<b>2. Business Communication</b>	<b>3 hours</b>	<b>100 marks</b>
<b>3. Secretarial Practice</b>	<b>3 hours</b>	<b>100 marks</b>
<b>4. Computer Applications in Corporate Office</b>	<b>3 hours</b>	<b>100 marks</b>
<b>Total</b>		<b>400 marks</b>

**PAPER – I**

**OFFICE MANAGEMENT**

UNIT – I

Meaning and importance of office management – functions of a modern office – office organization – meaning and principles – relationship of office with other departments

UNIT – II

Office accommodation – lay out – location and environment – office systems, procedures, routines and methods – physical work environment – office furniture – type of furniture

UNIT – III

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 – IV

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 – V

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.

**REFERENCE BOOKS:**

P.K. Ghosh	Office Management
R.K. Chopra	Office Management
John and Lens	Modern Office Management

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**PAPER – II**

**BUSINESS COMMUNICATION**

UNIT –I

Analysis and synthesis of Business letters - Basic principles in drafting – appearance and lay out – letter style

UNIT – II

Various types of business letters – letter of enquiry- quotation – orders – cancellation – execution – circulars – status enquiry – collection letters

UNIT – III : Application for a situation

UNIT – IV : Banking correspondence

UNIT – V : Drafting of business reports - speech writing

**REFERENCE BOOKS:**

Ramesh and Pattanchetty Effective Business English & correspondence  
Rajendrapaul and Korlakalli Essentials of Business Communication

**PAPER – III**

**SECRETARIAL PRACTICE**

UNIT – I

Company Secretary : Definition of a Company Secretary – Appointment, Legal position, Duties, Rights and Powers of a Company Secretary.

UNIT – II

Secretarial Duties relating to formation, incorporation of a company, Capital Subscription and Commencement of Business.

UNIT – III :

Secretarial Duties relating to the following.

Memorandum of Association – Contents, Alteration, The doctrine of ultravires, effects of ultra virus transactions, Articles of Association – Regulation, Contents, Doctrine of Indoor Management.

UNIT – IV :

Secretarial Duties relating to issue of prospectus and Alteration of Share Capital.

UNIT –V :

Secretarial duties relating to issue of share certificates, share warrants, transfer and transmission of shares.

**REFERENCE BOOKS:**

1. A Text of Company Secretarial Practice – P.K.Ghosh
  2. Company Secretarial Practice – R.P.Singh, V.K.Belra & N.K.Kalra
  3. A Manual of Secretarial Practice – B.N.Tandon
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**PAPER – IV**

**COMPUTER APPLICATIONS IN CORPORATE OFFICES**

UNIT – I

Introduction to computer – Generation of computers - classification of computers – hardware and software – introduction to windows 98 – working within a window – tool bars, menu & dialog boxes – working with drivers, folders & files.

UNIT – II

Ms word – creating a new document – editing – working with margins , pages and line spaces – adding headers , footers and page numbering - printing documents – faxing & E- mailing documents – adding graphics to documents

UNIT – III

Ms excel – creating a new workbook – entering data into the worksheets – editing worksheets – adding cell borders and shading – working with ranges - managing and printing workbook – simple calculations – copying formula – creating charts

UNIT – IV

Ms – Access – creating a new database – creating and editing tables – entering and editing data in table – creating relationships between tables – creating and modifying a form – sorting , filtering and indexing data – creating a query – creating and customizing a report.

UNIT – V

Power point - creating a new presentation – working with slides in different views – printing presentations – inserting, deleting and copying slides – rearranging slides – adding and modifying slide text – adding graphics to slide.

**REFERENCE BOOKS:**

Joyce Cox, Polly Urban      Quick Course in Microsoft Office, Galgotia Publications Pvt Ltd., 1996

R.K.Taxali                      PC Software for Windows made Simple, Tata Mc Graw Hill Publications Pvt Ltd., 1998.

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