

**Vidyasagar University**  
**Curriculum for**  
***Office Management and Secretarial Practice (Major)***  
**[Choice Based Credit System]**

**Semester-IV**

Course	Course Code	Name of the Subjects	Course Type/ Nature	Teaching Scheme in hour per week			Credit	Marks
				L	T	P		
<b>CC-8</b>		<b>C8T:</b> Stenography Theory	Core Course - 8	5	1	0	6	75
<b>CC-9</b>		<b>C9P:</b> Stenography Practical	Core Course - 9	0	1	5	6	75
<b>CC-10</b>		<b>C10P:</b> Personality Development	Core Course-10	0	1	5	6	75
<b>GE-4</b>		<b>TBD</b>	Generic Elective-4	4/5			6	75
				2/1				
<b>SEC-2</b>		<b>SEC2P :</b> Communicative English	Skill Enhancement Course-2	1	1	0	2	50
<b>Semester Total</b>							<b>26</b>	<b>350</b>

**L**=Lecture, **T**=Tutorial, **P**=Practical, **CC**=Core Course, **TBD** =To be decided, **SEC**: Skill Enhancement Course.

**Generic Elective (GE)** (Interdisciplinary) from other Department [Paper will be of 6 credits]. Papers are to be taken from following discipline: **Philosophy/Political Science/Bengali/English**.

**Modalities of selection of Generic Electives (GE):** A student shall have to choose **04** Generic Elective (**GE1 to GE4**) strictly from **02** subjects / disciplines of choice taking exactly **02** courses from each subjects of disciplines. Such a student shall have to study the curriculum of Generic Elective (**GE**) of a subject or discipline specified for the relevant semester.

## SEMESTER-IV

### CORE COURSE (CC)

**CC-8: Stenography Theory**

**Credits 06**

**C8T: Stenography Theory**

**Credit 06**

#### **Course Contents:**

1. Consonants
2. Vowels
3. Use of Upward and Downward stroke, Stroke 'R', Stroke, Upward 'H', Downward 'H'
4. Diphthongs
5. Grammalogues
6. Phraseography
7. Circles
8. Loops
9. Hooks
10. Large Hooks
11. Extended use of – (i) Aspirates, (ii) Upward and Downward 'R' and (iii) Upward and Downward 'L' & 'SH'
12. Compound Consonants

**CC-9: Stenography Practical (75Marks)**

**Credits 06**

**C9P: Stenography Practical**

**Credits 06**

#### **Course Contents:**

1. A question paper to be set containing:
  - i) Grammalogues
  - ii) Phraseography
  - iii) Give the outline of some special unknown words.

**2. Dictation & Transcription:**

i) Dictation of unknown or unseen passage (not from Pitman's shorthand book) for dictation containing 400 words at the speed of 80 w.p.m. strictly maintaining the theory syllabus (theory part upto Prefix & suffix).

ii) The transcription to be done in longhand in 20 minutes.

**(Practical: (Total) 65 Marks; Viva 10 Marks)**

**CC-10: Personality Development**

**Credits 06**

**C10P: Personality Development**

**Credits 06**

**Course Contents:**

**1. Group Discussion:** On any topic/issue related to office management, Business communications or any other subject of the syllabus and even to any topic on important current economic and business affairs.

**2. Developing Personality:** Practice to face Assessment Officer, Auditor, Inspector, Investigator, Public Administrator, Appropriate Authority of Service Providers, etc.

**Evaluation Procedure:** Evaluation will be done at the college jointly by the internal and external examiners.

**Skill Enhancement Course (SEC)**

**SEC-2: Communicative English**

**Credits 02**

**SEC2P: Counseling & Negotiation Management**

**Course Contents:**

**1. Reading and listening skills:**

- Comprehensive (Newspaper / Story book)
- Audio-visual clipping

## **2. Communication skills:**

- Interview and interviewing skills
- Presentation
- Business correspondence
- Group discussions

## **3. Writing skills:**

- Remedial grammar
- Notices, agenda, minutes
- CV
- Application

### **Readings:**

1. Synergy: Communication in English and Study Skills (for students of Commerce and Business Management, Board of Editors, OBS).
2. Spoken English: A Foundation Course (Part 1 & 2) – Kamalesh Sadanand & Susheela Punitha, OBS

