

OFFICE ADMINISTRATION – (PRACTICALS) STD XI total Marks 100

First Term 50 marks

| <u>Unit</u> | <u>Topics</u> | <u>Practicals</u> | <u>Marks</u> | <u>Month</u> |
|-------------|----------------------------|--|--------------|--------------|
| I | Computer Typing in English | a. Finger Typing (Lesson 1) | 3 | June/July |
| II | Office Administration | Maintaining of Inward/ Outward Mail Register | 2 2 | July |
| III | Devnagiri Typing | Unit 1 and 2 (Characters, Words Sentences) | 4 | August |
| | Computer Typing in English | Finger Typing/Words (Lesson 2) | 5 | August |
| IV | Office Correspondence | Drafting of : Interview Call Letter Letter of Appointment For the post of LDC/UDC | 2 2 | September |
| | Devnagiri Typing | Unit 3, 4 and 5 | 6 | September |
| | Computer Typing in English | Lesson 3 | 3 | September |
| V | Devnagiri Typing | Unit 6, 7 and 8 | 6 | October |
| | Computer Typing in English | Lesson 4 | 5 | October |
| | Files/Viva (5 + 5) | | 10 | |
| | | Total | 50 Marks | |

Instructions:

1. File is to be maintained by each student for practicals.
2. Printouts of Computer Typing in English and Devnagiri Typing should be duly filed.
3. At least two practicals of each in Office Administration and Office Correspondence should be taken and duly filed.
4. Following records should be maintained:
 - a. Attendance Register for practicals.
 - b. Register showing marks of continuous evaluation Unit-Wise.

SECOND TERM - 50 MARKS

| Unit | Topics | Practicals | Marks | Month |
|------|-----------------------------|---|-------|---------|
| VI | Devnagiri Typing | Unit 9, and 10 | 4 | Nov/Dec |
| | Computer Typing in English | Lesson 5 | 5 | |
| VII | Office Forms and Stationery | a. Pay Bill | 3 | Nov/Dec |
| | | b. Stock Register | 2 | |
| VIII | Devnagiri Typing | Unit 11, 12, 13, 14 and 15 | 10 | Jan/Feb |
| | Computer Typing in English | Lesson 6 and 7 | 5 | Jan/Feb |
| IX | Meetings | a. Drafting and Typing of Notices and Agenda | 4 | Jan/Feb |
| | | b. Writing the Minutes | 2 | |
| | | Typing of: | | |
| | | a. Interview Call Letter | 3 | |
| | | b. Appointment Letter for the post of LDC/UDC | 2 | |
| | Viva/Files (5+5) | | 10 | |
| | | Total | 50 | |

Instructions:

1. File is to be maintained by each student for practicals.
2. Printouts of Computer Typing in English and Devnagiri Typing should be duly filed.
3. At least two practicals of each in Office Administration and Office Correspondence should be taken and duly filed.
4. Following records should be maintained:
 - c. Attendance Register for practicals.
 - d. Register showing marks of continuous evaluation Unit-Wise.

NOTE: Instructional material in Devnagiri Typing is duly attached along with the Syllabus.

