

Office Administration - (PRACTICALS) STD XII Total Marks 100

FIRST TERM (Marks 50)

<u>Unit</u>	<u>Topics</u>	<u>Practicals</u>	<u>Marks</u>	<u>Months</u>
I	Computer Typing in English	(Advanced Typing Skills) Lesson 1 & 2	5	June and
	Devnagri Typing	Lesson 16 , 17, 18, 19	8	
II	Computer Typing in English	(Advanced Typing Skills) Lesson 3, 4 & 5	5	August
	Devnagri Typing	Lesson 20 , 21	4	
III	Computer Typing in English	(Advanced Typing Skills) Lesson 3 6 & 7 (Speed @ 25 w.p.m.)	5	Sept
IV	Devnagri Typing	Lesson 22, 23	4	Oct
	Typing Sales Letter			
	a. Sales Promotion Letter		3	
	b. Follow up letter		3	
	C. After Sales letter (Feedback)		3	
	Files		5	
	Viva		5	
	Total		50	
	Instructions:			
	1. File is to be maintained by each student for practicals			
	2. Printouts of computer typing in English and Devnagri should be duly filed			
	3. At least 2 practicals of each in Sales Letter should be taken and duly filed			
	4. Following records should be maintained.			
	i. Attendance Register for practicals			
	ii. Register showing marks of continuous evaluation unit wise.			

SECOND TERM (MARKS 50)

<u>Unit</u>	<u>Topics</u>	<u>Practicals</u>	<u>Marks</u>	<u>Months</u>
V	Computer Typing in English	(Typing Speed @ 30, 35 & 40 w.p.m.)	4	Nov
	Devnagri Typing	Lesson 22, 23, 24	6	
	Preparing Vouchers :		2	
	1. Expenditure incurred in plumbing. 2. Expenditure incurred in Electricity 3. Expenditure incurred in Travelling and Coolie etc. (any two)			
VII	Computer Typing in English (A)	(Typing Speed @ 45, 50 & 55 w.p.m.)	4	Dec
	Devnagri Typing	Lesson 25, 26, 27	6	
	Dummy interview :		3	
	for the post of Cashier/Accountant/Clerk (any one)			
	Drafting of R.T.I. Letter (as per the RTI Act 2005)		4	
VII	Computer Typing in English	(Typing Speed @ 60 w.p.m.)	2	

Devnagri Typing Lesson 28, 29, 30
 Lodging Consumer Complaints with consumer Forum at
 District Level (any one letter)

6 Jan

3

Files

5

Viva

5

Total

50

Instructions:

1. File is to be maintained by each student for practicals
2. Printouts of computer typing in English and Devnagri should be duly filed
3. At least 2 practicals of each should be taken and duly filed
4. Following records should be maintained.
 - i. Attendance Register for practicals
 - ii. Register showing marks of continuous evaluation unit wise.

Note: After completion of English Computer Typing and Devnagri Typing successfully the student should be given the speed certificate by the institution.
 (For English Computer Typing the minimum is 40 w.p.m.)