

BACHELOR OF ARTS (VS) MODERN OFFICE MANAGEMENT

SEMESTER- III

DISCIPLINE SPECIFIC CORE COURSE - 3.1 (DSC-3.1)

Basic Phonography -II

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Basic Phonography -II (DSC-3.1)	4	3	0	1	12 th Pass	Nil

Learning Objective:

The course aims to provide advanced knowledge to students with regard to the art of taking notes quickly and accurately by applying the principles of phonography as developed by Sir Isaac Pitman. Learners would be able to take notes in shorthand and transcribe the same into English and thus carry out the office and secretarial work smoothly.

Learning Outcomes:

After completion of the course, the learners will be able to:

1. demonstrate the principles of Shorthand.
2. apply the rules of Aspirate, Upward and downward forms of Consonant 'R', 'L' & 'SH' and Compound Consonants.
3. use the basic rules of Halving and Doubling Principles.
4. interpret the distinction between half-length and double-lengths of consonants.
5. practice words and sentences of Prefixes, Suffixes, Contractions and Figures.
6. transcribe passages from Shorthand to English and vice-versa.

Unit 1: The Aspirate

(10 Hours)

Tick 'H', Dot 'H', additional rules for upward and downward forms of Consonant 'R', upward and downward forms of consonant 'L' and upward and downward forms of Consonant 'SH'. Compound Consonants: Initial 'W' and 'WH', strokes 'L' and 'R' thickened, addition of 'P' or 'B' to stroke 'M', aspirated 'W', vowel preceding 'W', stroke 'L' after 'KW', use of 'RER' and 'LER' signs, vowel after final 'R' and hooked form of 'MP.'

Unit 2: Halving Principle

(10 Hours)

Vocalizing of half-length forms, halving for 'T' or 'D', circles following half-length forms, half-length 'H', exceptions to the use of Halving Principle and position of half-length forms. Halving and thickening of Strokes 'M', 'N', 'L' and 'R'. The signs for 'RT' and 'LT', joining of strokes of unequal length, use of Halving Principle for past tense words, use of Halving Principle in Phraseography.

Unit 3: Doubling Principle**(12 Hours)**

The general rule for doubling, doubling of straight and curved strokes, strokes 'MP' and 'MB', alternative forms of 'MPR'/'MBR', Stroke 'NG', alternative forms of 'NG-KR' and 'NG-GR', doubling of Stroke 'L', circle 'S' and double-length strokes, exceptions to the use of Doubling Principle, position of double-length strokes and use of Doubling Principle in Phraseography.

Unit 4: Diphones**(13 Hours)**

Use of Diphones. Medial semi-circle, left semi-circle and right semi-circle. Prefixes: Initial Com or Con, medial Com., Accom or Accommo, Intro, Megna/magne, Trans, Self, Self-con or Self-com, 'In' before 'Str', 'Skr' and 'H', Negative words and use of Logograms in Prefixes. Suffixes and Terminations: Dot 'Ing', Ality etc., Logical/Logically, Ment, Mental-ly-ity, Ship, Fullness, Ward, Wart, Wort, Yard and compound words. Contractions: Omission of consonants such as 'N', 'R', 'Etc', 'Kt' before 'Ive' and 'K' before 'Shun' in forming Contractions. Figures: Numerals in Shorthand, round numbers and monetary units.

Practical Exercises:**The learners are required to:**

1. the principles of shorthand and undertake repeated practice of words and sentences of Aspirate, upward and downward forms of 'R', 'L' and 'SH' and Compound Consonants.
2. the rules of Halving and Doubling Principles.
3. the rules of Diphones, Medial Semi-circle, Prefixes, Suffixes, Contractions and Figures.
4. the transcription of passages from Shorthand to English and vice-versa.

Suggested Readings:

- Pitman, Sir Isaac. (1975). *Pitman Shorthand Instructor- Old Course Book*. Indian Reprint, A. H. Wheeler Publishing Co. Ltd., New Delhi
- Ajyar, K.S. (1981.) *Reporter's Phrase Book*", A.H. Wheeler Publications. (India)
- Bhatia, R.C. (2002). "Principles of Shorthand Theory", G. Lal & Co. (India)
- Hynes, James (2020). *The Practical Phraser*, A.H. Wheeler Publications. (India)
- Kuthiala, O.P. (2020). *Shorthand Made Easy*, Pitman S.S. Publications. (India)
- Pitman, Sir Isaac. (2003). *The New Phonographic Phrase Book.*", A.H. Wheeler Publications. (India)
- Pitman, Sir Issac. (2003). "*Pitman Shorthand Instructor and Key*", Pearson Education. (India)
- Thorpe, E. & Kuthiala, O.P. (2020). *You too can write 200 wpm and above*. Pitman SS Publication. (India)

Notes:

1. Suggested Readings will be updated and uploaded on college website from time to time.
2. Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.

DISCIPLINE SPECIFIC CORE COURSE - 3.2 (DSC-3.2)
Computer Applications in Business –II

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Computer Applications in Business –II (DSC-3.2)	4	1	0	3	12 th Pass	Nil

Learning Objective:

To provide the learners with the understanding about the role of computer networks, internet and database in management of information system and equip them with computational skills using spreadsheets applications.

Learning Outcomes:

After completion of the course, learners will be able to:

1. explain the different concepts related to networking, internet and communication.
2. describe the use of recent ICT developments in office/business.
3. demonstrate the use of different terms used in database management system.
4. create interactive databases using a popular software and describe its applications in a business unit/office.
5. explain and use various spreadsheet functions for making business computations.

Unit 1: Networking, Internet and Communication (3 Hours)

Networking-Concept, Networking terminologies: NIC, repeaters, hub, bridge, switch, gateways, and router. Wired vs Wireless networking, issues related with wireless networking, Wireless LAN. Peer-to-peer and client server networking architecture; Internet, intranet, and extranet; Internet Architecture; Managing the Internet; Internet Services; securing the networks from cyber threats.

Data Transmission Media, Guided Media: Twisted pair, Coaxial cable, Optical fibre. Unguided media: Microwave, Radio frequency propagation, Satellite, Transmission Modes, Transmission speed, Modulation and Switching, Circuit Switching and Packet Switching.

Various email app. and their features, setting up Email accounts, Composing Messages, Replying, Using Files and Folders, Setting Individual Emails, E-mail filtering, Creating E-mail rule, Managing Rules, Adding Contacts, Sending E-mail to group, Mail-Merge with Contacts, Setting Contact Options, Using the Calendar, Working with Appointments, creating tasks, Working with Assigned Tasks, Viewing Tasks.

Unit 2: Recent trends in computing (3 Hours)

Business collaborations: meaning, advantages and tools of business collaboration - emails, wikis, file sharing, screen sharing, web presenting, work scheduling; Cloud computing: meaning and types of cloud services: IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce: meaning, business models, Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT)

Unit 3: Introduction to Database Management System (3 Hours)

Database: Introduction to database, Difference between Traditional File System and Database Management System, Characteristics of Database, Entity Relationship Model (ER-Model); Database Model- Relational, Network and Hierarchical, Components of Database System, Concept of Keys, Fundamental Integrity Rules; ERD to Relational Mapping, Normalization of databases up to 3 Normal Forms.

Unit 4: Creating databases using DBMS software (3 Hours)

DBMS Software: Environment; Tables; Forms; Queries; Reports; Modules; Applying DBMS in managing the data records of Employees, Suppliers and Customers.

SQL and Retrieval of Information: Basic Queries in SQL.

Unit 5: Spreadsheet Applications (3 Hours)

EMI calculation and Loan repayment schedule; Ratio Analysis; Break-even analysis; What-if-analysis- Goal seek, Data table and scenario managers; Payroll statements; Graphical representation of sales, stock price and return data; Frequency distribution and simple statistical calculations; Analysing sales performance of representatives, forecasting sales, volumes and costs. etc.

Practical Exercises:

The learners are required to:

1. practical exercise from unit 4 & 5.

Suggestive Readings:

- Silberschatz, A., Korth, H. & Sudarshan, S. (2009)“. *Database system concepts*”. McGraw Hill International. (6th ed).
- Balagurusamy, E. (2009). “*Fundamentals of Computers*”, Mc Graw Hill Publications, New Delhi. (1st ed.)
- Elmasari & Navathe (2018). “*Fundamentals of Database System*”. Pearson Education. (7th ed.)
- Goel, A. (2010). “*Computer Fundamentals*”. Pearson, Delhi. (5th ed.).
- Jain, H. C. & Tiwari, H. N. (2022). “*Computer Applications in Business*”. Taxmann, Delhi. (Latest ed.)
- Thareja, R. (2020). “*Fundamentals of Computers*” Oxford University Press. Delhi. (2nd ed.)

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DISCIPLINE SPECIFIC CORE COURSE - 3.3 (DSC-3.3)
Business Laws

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Business Laws (DSC-3.3)	4	3	1	0	12th Pass	Nil

Learning Objectives:

To impart basic knowledge of the important business laws relevant for the inception and conduct of general and business activities with relevant case laws.

Learning outcomes:

After completion of this course, the learners will be able to

1. apply the basic aspects of contracts vis-à-vis agreements and subsequently enter into valid business propositions.
2. describe various modes of discharge of contract and remedies available in case of breach.
3. compare and contrast between different type of special contracts.
4. examine the rights and obligations under the Sale of Goods Act.
5. explain the procedure related to Issue of digital signature.
6. demonstrate skills to form and manage entrepreneurial ventures as LLP.

Unit 1: The Indian Contract Act, 1872 (9 Hours)

Contract – meaning, characteristics and kinds; Essentials of a valid contract, offer and acceptance, consideration, contractual capacity, free consent, the legality of objects; Void agreements; Quasi-contracts. Modes of discharge of contract

Unit 2: Remedies for Breach and Special Contracts (9 Hours)

Breach of contract; Remedies for breach of contract, Contracts of Indemnity and Guarantee; Contracts of Bailment and Pledge; Contract of Agency.

Unit 3: The Sale of Goods Act, 1930 (9 Hours)

Contract of sale; Meaning and the difference between a sale and agreement to sell; Conditions and Warranties; Transfer of ownership in goods including sale by non, owners; Performance of the Contract of Sale; Unpaid seller – meaning and rights of an unpaid seller against the goods.

Unit 4: The Information Technology Act, 2000 (9 Hours)

Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement, and dispatch of electronic records. Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.

Unit 5: The Limited Liability Partnership Act, 2008

(9 Hours)

Salient Features and Nature of LLP; Small LLP; Difference between LLP and Partnership, LLP and Company; LLP Agreement; Incorporation Document; Incorporation by registration; Registered office of LLP and change therein; Change and Rectification of the name of LLP; Partners and Designated Partners: Partners and their Relations; Extent and limitation of liability of LLP and partners; Whistleblowing; Conversion into LLP.

Practical Exercises:

The learners are required to:

7. identify components of valid contracts present in the rent agreement/ sale deed/appointment letters used or seen in day-to-day life.
8. identify and enumerate types of damages in case of breach of contract under different real, life situations.
9. prepare a list of gratuitous and non, gratuitous bailment contracts entered in daily life.
10. analyse some case studies where 'caveat emptor' is applicable.
11. explore the procedure for issue of digital signature.
12. examine RUN form and FiLLip webform from notification on MCA portal and enlist the mandatory fields for LLP.

Suggested readings:

- Bhushan, B., Kapoor, N. D., Abbi, R., & Kapoor, R. (2020). *Elements of Business Laws*. Sultan Chand.
- Dagar, I., & Agnihotri, A. (2020). *Business Laws*. Sage Textbook.
- Jagota, R. (2021). *Business Laws*. MKM Publishers Scholar Tech Press.
- Kuchhal, M. C., & Kuchhal, V. (2023). *Business Laws*. Vikas Publishing House.
- Maheshwari, S. N., & Maheshwari, S. K. (2017). *A Manual of Business Laws*. Himalaya Publishing House Pvt. Ltd.
- Sharma, J. P., & Kanojia, S. (2018). *Business Laws*. Bharat Law House Pvt. Ltd.
- Singh, A. (2008). *The Principles of Mercantile Law*. Eastern Book Company.
- Sulphery, M. M., & Basheer, A. (2014). *Laws for Business* (5th ed.). PHI Learning.
- Tulsian, P. C. (2000). *Business Law*. Tata McGraw Hill.

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