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B.A. (Vocational Studies)

B.A. (VS) Modern Office Management

Semester-IV

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SEMESTER-IV

B.A. (VS) Modern Office Management

Semester IV

DISCIPLINE SPECIFIC CORE COURSE – 4.1 (DSC-4.1)

Advanced Phonography- I

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		
Advanced Phonography- I (DSC-4.1)	4	-	-	4	12 th Pass	Knowledge of Basic Phonography

Learning Objective: The aim of this course is to advance and strengthen the knowledge of phonography rules and help in gaining speed in writing by practicing exercises and learning Grammalogues, Special Contractions and Advanced Phraseography from Pitman Shorthand Instructor. The speedy and accurate transcription of the shorthand notes is the ultimate aim of learning phonographic communication.

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

1. demonstrate the techniques of note taking and transcription.
2. create, revise and write the outlines of Grammalogues, Phrases and Special Contractions.
3. articulate, revise and write the outlines of Advanced Phrases.
4. take dictation of seen and unseen passages and transcribe the same on computers.

Unit 1:

Note taking: Techniques of Note Taking, points to be kept in mind while taking down dictation.
Transcription: Guidelines for transcription. Revision of Grammalogues, Phrases and Special Contractions (Section 1 to Section 5 of Pitman Shorthand Instructor- Old Course Book).

Unit 2:

Advanced Phraseography (Section 1 to Section 7 of Pitman Shorthand Instructor- Old Course Book)

Unit 3:

Practice of seen dictation exercises (from Exercise No. 121 to 183 of Pitman Shorthand Instructor- Old Course Book) at the speed of 80 words per minute.

Unit 4:

Practice of unseen dictation exercises from other Shorthand books and Shorthand magazines at the speed of 60 words per minute.

Practical Exercises:

The learners are required to:

1. Have someone read aloud a passage or series of phrases related to intersections, business, legal, political, or banking contexts. Take dictation by writing down what is being spoken in real-time. Focus on maintaining accuracy, speed, and proper formatting.
2. Find written materials such as articles, reports, or speeches that cover intersections, business, legal, political, or banking subjects. Read through the content and practice taking concise and organized notes.
3. Choose a short audio or video clip related to intersections, business, legal, political, or banking topics. Play the recording at a faster speed and challenge yourself to take notes quickly while maintaining comprehension and accuracy. Gradually increase the playback speed to improve your note-taking efficiency.
4. Obtain a transcription of a recorded conversation, interview, or speech related to intersections, business, legal, political, or banking subjects. Review the transcription and identify any errors, inconsistencies, or inaccuracies.

Suggested Readings:

- Kuthiala, *Pitman Shorthand Instructor- Old Course Book*. Pearson.
- Pitman, Isaac. (1975). *Pitman Shorthand Instructor- Old Course Book*, Indian Reprint, A. H. Wheeler Publishing Co. Ltd., New Delhi
- Kuthiala, O.P.(2020) *Way to High-Speed Writing*, Pitman S.S. Publications, New Delhi.
- Thorpe, Edgar E. (2020) *Principles of Modern Phraseography*, Pitman S.S. Publications, New Delhi.
- Kuthiala, O.P.(2020), *Phono Phrase Book*, Pitman S.S. Publications, New Delhi.
- Murty, Krishna N.V. (2020,). *Modern Phrase Book*, Pitman S.S. Publications, New Delhi
- Shorthand Magazines available in the market.

Notes:

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

B.A. (VS) Modern Office Management
Semester IV
DISCIPLINE SPECIFIC CORE COURSE – 4.2 (DSC-4.2)
COMPANY LAW

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		
Company Law (DSC-4.2)	4	3	1	-	12th Pass	Nil

Learning Objectives: The course aims to develop and comprehend business and its processes in accordance with the provisions of the Companies Act, 2013 while analysing case laws.

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

1. analyse the regulatory aspects and the broader procedural aspects involved in different types of companies covering the Companies Act, 2013 and Rules.
2. prepare the basic legal documents required for formation of a company.
3. analyse the process and prepare the documents required for raising capital for the company.
4. analyse the managerial composition of companies and examine the process of company meetings.
5. develop a plan for winding up and the insolvency resolution of a company, considering the interests of the creditors and the company's assets.

Unit 1: Introduction

9 hours

Meaning and characteristics of a company; Lifting of corporate veil; Overview of administration of Company Law; Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.

Unit 2: Formation and Incorporation documents

9 hours

Formation of company, promoters, their legal position and pre-incorporation contracts; Online registration of a company. Memorandum of Association and its alteration, Articles of Association and its alteration, Doctrine of constructive notice, Doctrine of ultra vires and indoor management.

Unit 3: Share Capital

9 hours

Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; Book building. Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of

shares, buyback, split of shares and provisions regarding buyback; Transfer and transmission of shares; Demat system.

Unit 4: Management and Meetings

9 hours

Directors: Legal position, Disqualifications, Director Identification Number (DIN); Classification of directors, Additional, Alternate and Casual directors, Women directors, Independent director, small shareholder's director; Appointment, Removal of directors; Powers and Duties; Key managerial personnel (KMP); Board Meetings; Shareholders' meetings: AGM and EGM. Convening and conduct of meetings: Requisites of a valid meeting; Resolutions (Virtual meetings); Postal ballot; e-voting.

Unit 5: Dividends, Audit and Winding up

9 hours

Provisions relating to payment of Dividend. Company Audit: auditor's qualification and disqualifications, Auditor's appointment, rotation and removal, Secretarial Audit. Winding Up: Concept and Modes of Winding Up; Provisions of winding up under Insolvency and Bankruptcy Code 2016.

Practical Exercises: The learners are required to:

1. identify the type of company based on information available on NSE/BSE website and then analyse the regulatory and procedural aspects covering the Companies Act, 2013.
2. fill dummy SPICE+ form for incorporation of a company.
3. write about the timeline and details of the book building process of an actual IPO/FPO.
4. identify the actual composition of the Board of Directors and examine the minutes of AGM/EGM of listed companies.
5. develop a plan for winding up and the insolvency resolution process of a company, considering the interests of the creditors and the company's assets.

Suggested Readings:

- Dagar, I., & Agnihotri, A. (2023). *Company Law*. S. Chand New Delhi.
- Jagota, R. (2021). *Corporate Laws*. Taxman Pvt Ltd New Delhi.
- Kapoor, N. D. (2022). *Corporate Laws*. Sultan Chand New Delhi.
- Kaur, H. (2022). *Company Law*. Kitab Mahal New Delhi
- Kuchhal, M. C., & Kuchhal, A. (2013). *Company Law*. Mahavir Publications New Delhi.
- Kumar, A. (2021). *Corporate Laws*. Taxman Pvt. Ltd New Delhi.
- Maheshwari, S. N., & Maheshwari, S. K. (2019). *Company Law*. Himalaya Publishing House Pvt. Ltd New Delhi.
- Ramaiya, A. (2020). *A Guide to Companies Act: LexisNexis*.

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B.A. (VS) Modern Office Management
Semester IV
DISCIPLINE SPECIFIC CORE COURSE – 4.3 (DSC-4.3) –:
OFFICE AUTOMATION
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		
Office Automation (DSC-4.3)	4	3	1	-	12th Pass	Nil

Learning Objective: The objective of this course is to impart knowledge to students for learning and understanding the evolving technologies and the transition to a paperless workplace. It elucidates the various approaches to automation that can be used in modern offices.

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

1. efficiently manage modern offices with paperless environment
2. facilitate smooth communication using appropriate technological tools
3. handle e-documents in e-offices
4. implement online workflows and settlements
5. apply the functions and applications of ERP in the workplace.

Unit I: Introduction

5 hours

Meaning, importance of office automation, objectives and use of office automation tools – desktop/personal computers, printers, scanner, photocopier, mobile phones, CCTV Camera, biometric attendance machines and other digital tools. Emerging trends and challenges in office automation

Unit II: Online Communication Tools

10 hours

Importance of online communication, Online Communication Systems: Internet, e-mail, video conferencing, VoIP, IVRS, Team Collaboration, Skype, Microsoft Teams, Google Teams, Zoom, Facebook, TinyLetter, Drop Box, Flowdock, Chat Services: Google Chat, ChatGPT, Go to Meeting, ProofHub etc.

Unit III: E-Office

10 hours

Meaning and Nature of e-Office, Benefits of e-Office, Features of e-Office, Collaborative Working e-office, working etiquettes and ethical practices. Legal and ethical considerations associated with using office automation tools. Ensuring compliance with legal and ethical standards in office automation. Introduction to Key Management Services: Online Tour Approval and settlement of Claims. Online leave Applications, Online Leave Approvals, Joining Reports, Leave History, Leave in Credit and Workload of office staff.

Unit IV: E-File Management**10 hours**

Online Diary of Letters, File Processing, Dashboard view with Alerts, Enhanced Scope Based Search, MIS Reports for Monitoring and Analysis, Multilingual support, Added Data security with DSC and e-Sign. Interdepartmental File Movements, Records Management System, Citizen Interface, concept of Public Financial Management System (PFMS).

Unit V: Enterprise Resource Planning (ERP)**10 hours**

Meaning, benefits, and limitations of ERP; components of ERP; Evolution of ERP; Various Modules of ERP; softwares, applications of ERP; ERP and Business – value creation, ERP implementation life cycle, recent trends

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

1. Use different devices such as computers, mobiles, printers, etc, for data input, processing or output. Now design a workflow using office automation tools. For example, create a scenario where you receive a document via email, save it to your computer, edit it using a word processor, print a copy, and then scan it back into digital format for archiving.
2. Compose and send professional emails to peers or instructors, focusing on clarity, conciseness, and appropriate tone and respond to simulated email scenarios, demonstrating effective communication skills in various professional contexts.
3. Form small groups and assign a collaborative document creation task. For example, create a proposal, report, or presentation using online collaborative tools like Google Docs or Microsoft SharePoint.
4. Simulate virtual meetings using video conferencing tools and demonstrate proper meeting etiquette, such as joining on time, muting/unmuting audio, using video appropriately, and utilizing virtual meeting features like screen sharing and chat.
5. Analyze a real-world case study of an organization that implemented an ERP system. Explore the challenges faced, the objectives achieved, and the overall impact on the organization's operations and processes.
Identify the components of the ERP system implemented, such as modules for finance, human resources, supply chain management, or customer relationship management.

Suggestive Readings:

- Ahmed, P. Rizwan. (2016). *Office Automation*, Margham Publications
- Blokdyk, Garardus. (2020) *Office Automation A Complete Guide*, 5STARCOOKS
- Curran, S., & Mitchell, H. (1982). “*Office Automation: An Essential Management Strategy*”. The Macmillan Press Ltd
- Deepalakshmi, R., (2019). *Computer Fundamentals and Office Automation*. Charulatha Publications Private Limited
- Kuthiala. (2020). Pitman Shorthand Instructor- Old Course Book
- Department of Education, Government of Kerala. (2016). “*Computerised Office Management*”. Kerala: State Council of Educational Research and Training (SCERT).

- Gupta, Swati. (2020) *Office Automation System*, LAP LAMBERT Academic Publishing
- IDC Technologies. (2012). “*Industrial Automation*”. The IDC Engineers & bookboon.com
- Kumar, Archana. (2019). “*Computer Basics with Office Automation*”. I. K. International Publishing House Pvt. Ltd.
- Li, P., (2019). “*New Trends in Industrial Automation*”. IntechOpen.
<https://doi.org/10.5772/intechopen.75341>

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