

BASSPEP133

SECRETARIAL PRACTICE
I B.A. – ISEMESTER
OPEN ELECTIVE-1
PAPER I: SECRETARIALFUNCTIONS

Teaching Hours per week: 3 Hours

Credit: 03
Max. Marks: 100
(SEE-60 + I.A.-40)

UNIT – I SECRETARY

- 1.1 Secretary – Definition and Role
- 1.2 Qualities and Qualifications of a Secretary
- 1.3 Types of Secretaries and their duties
 - 1.3.1 Private Secretary
 - 1.3.2 Secretary of an Association
 - 1.3.3 Secretary of a Co-operative Society
 - 1.3.4 Secretary of a Government Department
 - 1.3.5 Company Secretary

UNIT II – FRONT OFFICE MANAGEMENT AND TRAVEL ARRANGEMENT

- 2.1 Front Office Management and attributes of Front Office Personnel
- 2.2 Business Travel
- 2.3 Modes of Transport and Travel Agencies
- 2.4 Air/Train Tickets Reservations, Booking Accommodation
- 2.5 Online Railway/Airline booking
- 2.6 Preparing Travel Itinerary
- 2.7 Documents required for International Travel

UNIT – III MS WORD BASICS

- 3.1 Parts of MS Word screen
- 3.2 File operations: Creating, Saving, Opening and Closing file
- 3.3 Font Formatting: Font Style, Font Size, Font color, Word Art
- 3.4 Paragraph Formatting: Indentation, Alignment, Line Spacing
- 3.5 Inserting Bullets and Numbers
- 3.6 Borders, Page Border and Shading
- 3.7 Inserting pictures, Text wrap
- 3.8 Find and Replace
- 3.9 Printing options, Page setup, Print Preview

BOOKS FOR REFERENCE:

1. Chopra R.K. – Office Management – Himalaya Publishing House
 2. Raman B.S. – Office Management and Communication
 3. M C Kuchhal, Secretarial Practice, 18th Edition, Vikas Publication House Pvt.Ltd.
 4. Saxena Sanjay, A first course in Computers, Vikas Publishing House Pvt.Ltd.
 5. Norton, Peter, Introduction to Computers, Tata McGraw Hill, New Delhi
Rapidex Computer course - Pustak Mahal Publications
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