

**STATE MODEL SYLLABUS FOR UNDER  
GRADUATE  
COURSE IN  
ABILITY/SKILL ENHANCEMENT  
(+3 Arts, Science & Commerce Examination)**

**SEC- 3/4**

**UNDER  
CHOICE BASED CREDIT SYSTEM**

**SEC Option- I (For SEC- 3/4)**  
**MODERN OFFICE MANAGEMENT**

**Full marks – 100**  
**Mid Term-20**  
**End Term-80**

**Unit- I: Office**

What is a Business Enterprise? What is an Office? Who are Office Staff? What are the most Common Forms of Business Organization? What are the Advantages of Office Work? What are the Categories of Office Career and Job Classifications under Each Category? What are the Specific Skill Requirements for Office Jobs? Duties and Responsibilities of Office Staff

**Unit-II: Records Management**

Objectives of Record Keeping; What is Filing? What are the Different Kinds of Filing System? Steps in Filing; Indexing; Selecting the Appropriate Filing System; How to handle Incoming & Outgoing Mails

**Unit –III: Document/Report Writing**

Key points to write a document: The 5w-h plan for writing; Steps in writing workplace documents; Important things to remember when editing seven layout mistakes to avoid; Quick tips for report Writing; Basics of Meetings

**Unit-IV: Supervisory Skills**

What are the Skills of the Supervisor and How to Acquire Them? Functions of Supervisor

**Communication**

Meaning; Process; Communicating Tools; Types, Barriers

**Leadership & Motivation**

Meaning and Concept; Importance of Leadership; Qualities of a Leader; Relationship & Differences Leadership and Motivation; Organizational Leadership; Leadership Ethics - Traits of an Ethical Leader; Leadership Styles - Important Leadership Styles- Situational Leadership – Emotional Intelligence of Leader; Which Leadership Style to Follow? Influence of Situational Leadership Styles on Subordinate Development;

References:–

1. Office Management  
By Ankita Bhatia  
Dr. R. K. Chopra
2. Office Management  
By Dr. P. Rizwan Ahmed
3. Office Management  
By R S N Pillai

SEC-3 (5th Sem)

**SEC OPTION II (For SEC-3/4)**

**Leadership and Personality Development** LPD

Full Mark:-100 (Mid Sem:-20 End Sem.:80) Credit Point-04 Credit Hour-40

**Unit I: Leadership:** Definition and meaning, Importance, Leadership and Management, Leader vs Manager, Essential qualities of an effective leader

**Unit II: Theories of Leadership:** Trait theory, Behavioral theories, Contingency theory

**Unit III: Types of Leaders, Leadership styles:** Traditional, Transactional, Transformational, Inspirational and servant leadership and Emerging issues in leadership: Emotional Intelligence and leadership, Trust as a factor, Gender and Leadership

**Unit IV: Personality:** Concept and Definition, Determinants of personality, Personality traits, Personality characteristics in organizations: Self evaluation, Locus of control, Self-efficacy, Self-esteem, Self-monitoring: Positive and negative Impact. Organizational Context of Leadership and Personality, Contemporary Business Leaders.

**Book Reference:**

1. Organisational Behaviour , M.Parikh and R.Gupta , TataMcGraw Hill Education Private Limited
2. Organisational Behavior, D. Nelson, J.C Quick and P. Khandelwal, Cengage Publication.

~~SEC-3~~ (5th Sem)  
SEC OPTION III (For SEC-3/4)

**FINANCIAL LITERACY AND BANKING**

Full Marks – 100  
(Mid Sem-20 + End Sem-80)  
Credit Points - 4

**Objectives-** To make the students aware of the benefits of financial planning

**Unit: I – Basics of Savings and Investment:** Why are investing and savings important? Savings Vs Investment, Power of Compounding, What should be the investment objectives? Risk and Return, Inflation effects on Investment, Investor's Age and Assets Allocation. **Tax saving Schemes-** Government Schemes-National Saving Certificates, Public Provident Fund, Post Office Schemes, Equity Linked Savings Schemes, Retirement Benefits Schemes- NPS (New Pension System)

**Unit:-II- Banking Activities:** Deposits and Types of Deposits-Saving Bank Accounts, Fixed Deposit Accounts, Recurring Deposit Account, Special Term Deposit Schemes, Loans and Types of loan advanced by Banks and Other secondary functions of Bank. Banking structure in India and Role of Reserve Bank of India

**Unit: III- Financial Markets:** Capital Market Vs Money Market, Securities and its types, i.e., Equity, Debentures or Bonds, IPOs and FPOs, Mutual Funds, Types of Mutual Funds, Brokers, sub-brokers, Process for becoming a capital market investor

**Unit:IV- Protection Related products:** Insurance Policies, Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Understanding of Ponzi Schemes

**Output:** It will make a more responsible individual with a disciplined approach to money and helps people from overspending and inculcates a habit of savings and investments.

**Books for References:**

1. Investment Planning by SEBI
2. Indian financial System, by T. R. Jain and R. L .Sharma, VK Global Publisher
3. Money and Banking by T. R. Jain and R. K. Kaundal, VK Global Publisher

SEC - A (6th Sem)

## SEC OPTION IV(For SEC-3/4)

### DATA ANALYSIS AND COMPUTER APPLICATION DACC

Course Description: The purpose of this course is to introduce basic computer skills to students at UG level in non technical subjects. After completion of this course, the students are expected to acquire some basic knowledge about computers and to develop some basic skills in using computers for data storage, compilation, analysis and presentation.

#### Unit-I- Introduction to Computer Basics:

Introduction to computer and Basic data types Introduction to computer- Characteristics and Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Memory, concepts of Hardware and Software, Classifications of computers; Representation of data/Information concepts of data processing, Basic data types, Storage of data/Information as files, operating system and The User Interface (windows, Linux), Windows Setting- Control Panels, Accessories (windows)

#### Unit- II- Word Processing:

Basic Word Processing Introduction to Word Processing, Opening Word Processing Package, Opening and closing documents, Using a Document/Help Wizard, Text Creation and Manipulation, Formatting the Text, Handling Multiple Documents, Table Manipulation, Printing, saving documents in different formats. Basic Presentations Basics- Difference between presentation and document, Using Power Point, Creation of Presentation, Preparation of Slides, Selection of type of Slides, Importing text from word documents, Providing aesthetics- Slide Designs, Slide Manipulation and Slide Show, Presentation of the Slides

#### Unit- III- Spread Sheet and Data Analysis:

Spreadsheets and Basic Data Analysis Spread Sheet, Elements of Electronics Spread Sheet, Application/usage of Electronic Spread Sheet, Manipulation of cells, Formulas and functions; Spread

sheets for Small accountings maintaining invoices/budgets, basic practical data analysis works (Maintaining daily and monthly sales reports)

#### **Unit- IV- Internet:**

Basic Computer Communication and Internet Basic of Computer networks- LAN and WAN, Internet, Service on Internet; WWW and Web Browsers, Web Browsing software, Surfing the Internet, Chatting on Internet, Email-Basic of electronic mail, Using Emails, Document handling in Email.

#### **Reading List:**

1. C.S. French "Data Processing and Information Technology", BPB Publications 1998
2. P.K Sinha, Computer Fundamentals, BPB Publications, 1992
3. Guy Hart-Davis "The ABCs of Microsoft Office 97 Professional edition", BPB Publications, 1998
4. Karl Schwartz, "Microsoft Windows 98 Training Guide", 1998