MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester)
Session – 2026-27

Name of the Teacher/s: Mrs. Meenakshi Vashist
Department: Office Management & Secretarial Practice
Class: B.A. I
Subject: OFFICE MANAGEMENT AND METHODS

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	23rd July, 2026	31st July, 2026	**Introduction of Office and Office Management :** Meaning, Importance and Functions of Modern Office; Centralization and Decentralization of Office Services - advantages and disadvantages;	Lecture Method, PPTs, Group Discussion & Online sources
2	1st August, 2026	30th August, 2026	The Changing Office Scene-The Concept of Paperless, Automated and Virtual Office, Introduction, Functions and Elements of Office Management; Functions of Office Manager, Essential Qualification, Experience and Supervisory Skills required for Office Manager. **Office Layout** : Introduction and Objectives of Layout, Principles of Office Layout	Lecture Method, PPTs, Group Discussion & Online sources
Departmental meeting was conducted on 27th August, 2025 regarding Syllabi for the MSTs				

3	1st Sept, 2026	30th Sept, 2026	Factors to be considered in Physical Layout; Concept, Advantages and Drawbacks of Open and Private Offices, New Trends in Office Layout **Office Automation** : Meaning, advantages and disadvantages of Mechanization, Factors in selection of Office Machines; Modern Office machines (Their Uses & Operations) : Computer and its Peripherals like Scanner and Printers (Laser, Inkjet, Impact), Plotter, Multimedia Devices (Digital Camera, Projector), Photocopier, Spiral Binding	Lecture Method, PPTs, Group Discussion & Online sources
4	1st Oct, 2026	Nov, 2026	Machine, Lamination System, Telephone, Intercom, Facsimile machine, PBX, EPABX, Internet. **Office Forms**: Introduction, Importance and Advantages of Office Forms, Types of Forms, Principles of Form Designing, Computerization of Office Forms (with special reference to e-Forms) Office Stationery: Methods of Purchasing Stationery, Purchase Procedure, Control on Consumption of Office Stationery. Management of Stationery in Stock Register.	Lecture Method, PPTs, Group Discussion & Online sources

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Even Semester)
Session – 2026-27

Name of the Teacher/s: Mrs. Meenakshi Vashist
Department: Office Management & Secretarial Practice
Class: B.A. I
Subject: TYPOGRAPHYANDCOMPUTERAPPLICATION-I

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	January, 2027	31st January, 2027	Introduction to Information Technology : Computer System, Characteristics of Computer, Capabilities and limitations of Computers, Generations of computers, Types of Computers; Components of Computer System, Block Diagram of Computer, Input and Output Devices; Memory : Primary Storage and Secondary Storage; Types of Computer Software : System, Application and Utility Software ; Operating Systems : Types and Functions	Lecture Method, PPTs, Group Discussion & Online sources
2	1st February, 2027	28th February, 2027	Sitting Posture - Chair & Table Height Guideline & Placement of Monitor & Keyboard; Methods of Keyboard Operation - Sight Method & Touch Method, Meaning and uses of Touch Method; The student is required to achieve proficiency in e-typewriting with touch method of typewriting	Lecture Method, PPTs, Group Discussion & Online sources

			Method of speed calculation; The minimum accurate speed to be attained is 30 words per minute;	
3	1st March, 2027	31st March, 2027	Word Processing: Meaning, Need, Uses and Advantages of Word Processing; Starting Word: MS-Word interface, opening a blank document, hiding and showing toolbars, templates. Working in Word: selecting text, editing text, finding and replacing text, formatting text, checking and correcting spellings, Justification and Alignment, Bullets and Numbering, Tabs, Paragraph formatting, Indent, Page Formatting, Header and Footer & Word Count; Working with a Document: Page Setup of a document, viewing a document, switching between documents, saving a document, print preview, printing a document;	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
4	1st April, 2027		Finishing Touch to a document: Inserting date and time, Special effects such as Bold, Scripts, etc., Inserting a Picture, Inserting Scanned and Digital Camera Images, Creating & Using Auto Text Entries, Adding Tables to the Documents, Adding New Row in a Table, Drawing Tables Freehand, Adding Borders (to Table as well as Page); Using Mail Merge	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester)
Session – 2026-27

Name of the Teacher/s : Mrs. Meenakshi Vashist
Department : Office Management & Secretarial Practice
Class : B.A. II
Subject : OFFICE & BUSINESS CORRESPONDENCE

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	24th July, 2026	31st July, 2026	**Communication:** Meaning, Importance and Process of Communication; Objectives of Effective Communication; Forms of Communication - Oral, Written, visual and Audio-Visual; Types of Communication (Personal, Business and Official); Barriers to Communication, Overcoming the Barriers	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
2	1st August, 2026	30th August, 2026	**Report Writing:** Types, Characteristics, Importance, Elements, Structure, Process of Writing, Order of Writing, The Final Draft	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training

			E-mail : Opening accounts; Creating, Reading, Printing, Deleting, Replying, Forwarding e-mail with or without attachment	
3	1st Sept, 2026	30th Sept, 2026	**Correspondence:** Styles– Intended Style, Block Style, Semi-Block Style; Manuscript : Meaning/Definition, Proof Correction Signs/Symbols, Procedure of preparing a fair copy of the Manuscript **Official Correspondence:** Official letters, Demi-Official Letters, Office Orders, Memorandum/Memo Letters, Notification, Endorsement, Inter-departmental Communication	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
4	1st Oct, 2026	Nov, 2026	**Business Correspondence:** Meaning, Importance, Qualities of Good Business Correspondence, Structure and Layout of Business Letters and Types of Business Letters: Letter of Enquiry and Reply, Inviting Quotations, Sending Quotations, Placing Order, Confirmation Letter, Modification and Non-Acceptance of Orders, Letters of Complaints and Adjustments, Circular Letters	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Even Semester)
Session – 2026-27

Name of the Teacher/s : Mrs. Meenakshi Vashist
Department : Office Management & Secretarial Practice
Class : B.A. II
Subject : TYPOGRAPHY AND COMPUTER APPLICATION-II

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	January, 2027	31st January, 2027	**Spreadsheet:** Worksheet overview, Working with Row, Column, and Cells; Creating, Opening, Editing, Saving, Closing, Formatting and Printing Worksheets; Managing Worksheets; Formula,	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
2	1st February, 2027	28th February, 2027	Cell Referencing, Functions: Mathematical, Statistical, String and Date and Time Functions; AutoSum Function and Speeding up Data Entry with Fill Tool **Macros:** Creating Macros, Recording macros Running Macros, Assigning shortcuts to Macros**;** Charts: Creating chart, adding Tiles, Legends etc to charts, Printing Charts; Freeze Panes, Sorting and Filtering	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
3	1st March, 2027	31st March, 2027	**Microsoft PowerPoint:** Features of Microsoft PowerPoint, Creating New Presentation, Slides, Inserting Text, Adding Graphics, Inserting Multimedia, Tables, Symbols, Hyperlinks and saving and opening an Presentation; Transition and	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training

			Animation Effects, Presentation View and Printing Presentation Slides	
4	1st April, 2027		**Internet :** Introduction, Host and Terminals, Types of Internet Connections, Uses of Internet, Search Engines and their Types, Browsing Information from the Web using popular Internet Search Engines; Networking : Need, Advantages, Disadvantages and Types of Computer Network; Computer Virus: Working of Viruses, Types of Viruses, Virus Detection, Prevention and Cure, antivirus Packages	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester)
Session – 2026-27

Name of the Teacher/s : Mrs. Meenakshi Vashist
Department : Office Management & Secretarial Practice
Class : B.A. III
Subject : SECRETARIAL PRACTICE & BASIC PHONOGRAPHY-I

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	24th July, 2026	31st July, 2026	**Secretary & Meetings:** Meaning of Secretary, Types/Kinds of Secretaries, importance of Secretary, qualifications and qualities of Secretary, duties of Secretary, changing profile of the Secretary; Meaning and purpose of meetings, types of meetings, Preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings, duties of Secretary before, during and after a meeting, additional terms used in meetings	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
2	1st August, 2026	30th August, 2026	**Phonography:** Meaning and importance; Consonants : Definition, their classification, arrangement and directions of consonantal strokes, joining of strokes; Vowels : Long & Short Vowels, Vowel Places, Following and Preceding Vowels, Intermediate Vowels, Alternative Signs for R & H; Diphthongs : Definition and Places, Triphones, Abbreviated W	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training

3	1st Sept, 2026	30th Sept, 2026	**Mail Management:**Meaning and Importance of Mail, Inward and Outward Mail Procedure, Centralization and Decentralization of Mail System, Dispatch of Official Documents using Postal, Courier and Internet Services (with special reference to e-Mail)	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
4	1st Oct, 2026	Nov, 2026	**Mail Management:**Meaning and Importance of Mail, Inward and Outward Mail Procedure, Centralization and Decentralization of Mail System, Dispatch of Official Documents using Postal, Courier and Internet Services (with special reference to e-Mail)	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Even Semester)
Session – 2026-27

Name of the Teacher/s : Mrs. Meenakshi Vashist
Department : Office Management & Secretarial Practice
Class : B.A. III
Subject : SECRETARIAL PRACTICE & BASIC PHONOGRAPHY-II

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	January, 2027	31st January, 2027	**Appointments and Travel Arrangements:** Scheduling appointments, duties of Secretary before, during and after appointment. Preparation of itinerary, role and selection of travel agency, reservations	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
2	1st February, 2027	28th February, 2027	**Extended Use of Certain Consonants:** The Aspirate, Tick and Dot Form of 'H', Downward and Upward 'R', Upward 'Sh', Compound Consonants, Medial Semi-circles Halving and Doubling Principle : General Principles and Their Exceptions, Use of Halving and Doubling Principles in Phraseography	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
3	1st March, 2027	31st March, 2027	**Record Management:** Principles and Objectives of Record Management; Filing: Meaning, Importance of Filing, Essentials of a Good Filing System, Classification and Arrangement of Files, Methods of Filing; Advantages and Disadvantages of Centralized and Decentralized Filing System; Indexing: Meaning, Need and Types of Indexing used in Business Organizations	Lecture Method, PPTs, Group Discussion, Online sources & Practical Training
4	1st April, 2027		**Prefixes and Suffixes :** Definition, Use of Different Prefixes and Suffixes Contractions: Simple & Special	Lecture Method, PPTs, Group

			Contractions, Figures	Discussion, Online sources & Practical Training