

OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

Course	Max Marks	Duration of Exam
PART I		
1.1 English	100	3
1.2 Hindi/Punjabi*/Pol.Sc. in lieu of MIL	100	3
1.3 Communication and Office Administration (Vocational)	100	3
1.4 Organisation and Management of Business (Interdisciplinary Course-Commerce)	100	3
PART II		
2.1 English	100	3
2.2a Computer Fundamentals, Software Packages and Computerized Accounting (Foundation Course)	50	2
2.2b Business Communication (Foundation Course)	50	2
2.3 Secretarial Practice and Basic Stenography (Vocational)	100	3
2.4 Financial Accounting (Interdisciplinary Course-Commerce)	100	3
PART III		
3.1 Hindi/Punjabi*/Pol. Sc. in lieu of MIL	100	3
3.2 Advanced Stenography (Vocational)	100	3
3.3 Computer Application in Office Administration (Vocational)	100	3
3.4 Legal Literacy (Interdisciplinary Course-Political)	100	3

Science)

* Depending on a minimum number of students opting for it