

**DEPARTMENT OF
EMPLOYMENT AND TRAINING**



**SYLLABUS FOR
INDUSTRIAL SCHOOL**

TRADE

CORPORATE SECRETARYSHIP

SYLLABUS FOR
CORPORATE SECRETARYSHIP



**UNDER CODE OF
REGULATIONS FOR INDUSTRIAL SCHOOLS**

**As Approved by
DEPARTMENT OF EMPLOYMENT
AND TRAINING,
CHEPAUK, CHENNAI - 600 005.**

..... 2005

**LIST OF COMMITTEE MEMBER FOR THE
TRADE OF**

CORPORATE SECRETARYSHIP



MEMBERS AND EXPERTS

1. Thiru. S. Subbiah, M.E.,
RJD Coimbatore Region

2. Thiru. S. Alagiri Samy, B.E.,
Assistant Director, RI Centre, Coimbatore - 29.

3. Tmt. A. Amutharani, D.E.C.E., B.C.A.
Principal/Correspondent.
Electron Institute of Management Studies
Industrial School,
Coimbatore.

4. Miss. N. Savina Devi, B.Com.,
Staff-In-Charge.
Electron Institute of Management Studies
Industrial School, Coimbatore.

COURSE DETAILS

Name of Trade : **CORPORATE SECRETARYSHIP**

Qualification : **10TH PASS / FAIL**

Age : **14-40 Years**

Duration : **1Year**

Number of Trainees : **20**

Number of Practical hours : **32 hrs. per week**

Number of Theory Hours : **12 hrs. per week**

Space Required

Workshop : **400 sq. feet**

ClassRoom : **200 sq. feet**

Power Required in KW : **3 k.w.**



PAPERS COVERED UNDER THE TRADE
CORPORATE SECRETARYSHIP

THEORY

- PAPER I - General English
PAPER II - Office Administration and
Secretarial Practice
PAPER III - Financial Accounting

PRACTICAL

- PAPER I - Typewriting
PAPER II - Computer – Microsoft office &
Computerised Accounting

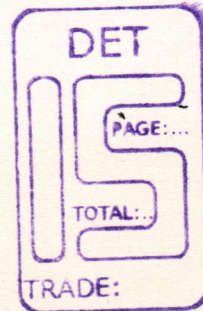
THEORY

SYLLABUS COVERED DURING THE 1ST MONTH

I. GENERAL ENGLISH

English Grammar

- ✖ Parts of Speech
- ✖ Phrases
- ✖ Clauses
- ✖ Sentences
- ✖ Syntax
- ✖ Spelling
- ✖ Tests in the above Topics



II. OFFICE ADMINISTRATION & SECRETARIAL PRACTICE

Principles of Management

- ✖ Nature & Scope of Management
- ✖ Role of the Manager
- ✖ Functions of Management
- ✖ Objectives
- ✖ Importance of Management
- ✖ Tests in the above Topics

III. FINANCIAL ACCOUNTING

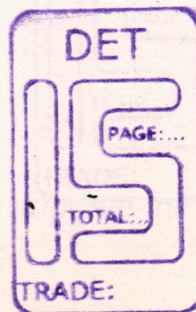
- ✖ Accounting Principles and Concepts
- ✖ Basic Accounting Procedures
- ✖ Tests in the above Topics

SYLLABUS COVERED DURING THE 2nd MONTH

I. GENERAL ENGLISH

English Vocabulary

- ✱ How to Build Vocabulary
- ✱ How to retain Usages
- ✱ Daily addition to vocabulary
- ✱ Words from other languages
- ✱ Idioms
- ✱ Phrases
- ✱ Tests in the above Topics



II. OFFICE ADMINISTRATION & SECRETARIAL PRACTICE

- ✱ Planning
- ✱ Steps in Planning
- ✱ Importance of Planning
- ✱ Need for Planning
- ✱ Decision Making
- ✱ Span of Management
- ✱ Staffing
- ✱ Training and Development
- ✱ Tests in the above Topics

III. FINANCIAL ACCOUNTING

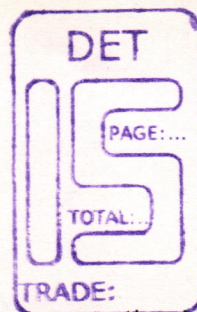
- ✱ Journal
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Ledger
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
 - ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 3rd MONTH

I. GENERAL ENGLISH

Independent Correspondence

- ✱ Business Letters
 - ✱ Drafting letters by their own
 - ✱ Practicing to write more letters to improve the letter writing skills
- ✱ Personal Letters
 - ✱ Drafting letters by their own
 - ✱ Practicing to write more letters to improve the letter writing skills
- ✱ Routine Reminders
 - ✱ Drafting letters by their own
 - ✱ Practicing to write more letters to improve the letter writing skills
- ✱ Tests in the above Topics



II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

- ✱ Business Combination
- ✱ Trade Association and Chamber of Commerce
- ✱ Insurance Principles
- ✱ Forms of Business Organisation
- ✱ Sole Traders
- ✱ Partnership
- ✱ Tests in the above Topics

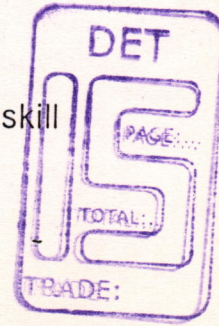
III. FINANCIAL ACCOUNTING

- ✱ Subsidiary Books
- ✱ Purchase, Sales Books
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 4th MONTH

I. GENERAL ENGLISH

- ✱ Legal Notices
 - ✱ Drafting by their own
 - ✱ Giving more practice to improve the skill
 - ✱ Follow up Letters
 - ✱ Replying the Follow up
- ✱ Bill Collection Drive
 - ✱ Drafting by their own
 - ✱ Giving more practice to improve the skill
 - ✱ Follow up Letters
 - ✱ Replying the Follow up
- ✱ Reply to Complaints
 - ✱ Drafting by their own
 - ✱ Giving more practice to improve the skill
 - ✱ Follow up Letters
 - ✱ Replying the Follow up
- ✱ Tests in the above Topics



II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

- ✱ Jointed Hindu jointed into Family Form
- ✱ Joint Stock Company
- ✱ Co-operative Organisation
- ✱ Public Utilities & Public Enterprises
- ✱ Tests in the above Topics

III. FINANCIAL ACCOUNTING

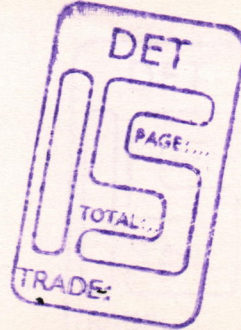
- ✱ Purchase Return Book
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Sales Return Book
 - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 5th MONTH

I. GENERAL ENGLISH

Language Skills

- ✱ Spoken Language
- ✱ Tests in the above Topics



II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

- ✱ Office Organisation
- ✱ Office 'Accommodation
- ✱ Office Environment
- ✱ Office Service
- ✱ Machines & Equipments
- ✱ Records Management
- ✱ Tests in the above Topics

III. FINANCIAL ACCOUNTING

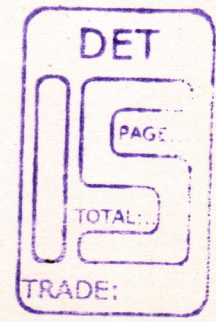
- ✱ Cash Books
 - ✱ Double Column Cash Book
 - ✱ Triple Column Cash Book
- ✱ Receipts & Payments Accounts
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 6th MONTH

I. GENERAL ENGLISH

Language Skills

- ✱ Spoken Language
- ✱ Tests in the above Topics



II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

Communications

- ✱ Inter Office Communication
- ✱ Outgoing Correspondence
- ✱ Incoming Correspondence
- ✱ Telephone Calls
- ✱ Fax Messages
- ✱ Tests in the above Topics

III. FINANCIAL ACCOUNTING

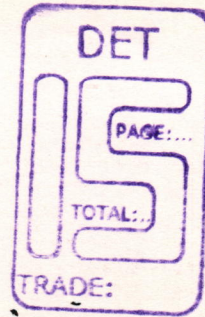
- ✱ Petty Cash Books
- ✱ Receipts & Payments Accounts
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 7th MONTH

I. GENERAL ENGLISH

Language Skills

- ✧ Spoken Language
- ✧ Tests in the above Topics



II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

Communications

- ✧ E-Mail
- ✧ Courier Services/ Speed Post
- ✧ Mailing List
- ✧ Staff Directory
- ✧ Periodical Staff Meetings
- ✧ Tests in the above Topics

III. FINANCIAL ACCOUNTING

- ✧ Banking Transactions
- ✧ Bank Reconciliation Statement
 - ✧ Solving various types of problem
 - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

SYLLABUS COVERED DURING THE 8th MONTH

I. GENERAL ENGLISH

Language Skills

- ✱ Effective Writing
 - ✱ Comprehension
 - ✱ Precise Writing
 - ✱ Dialogues Writing
 - ✱ Paragraph Writing
 - ✱ Essay Writing
- ✱ Tests in the above Topics



II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

Travel Management

- ✱ Train Booking
- ✱ Air Ticketing
- ✱ Hire Taxi Arrangement
- ✱ Pick-up Services
- ✱ Dropping Facility during Emergencies
- ✱ Tests in the above Topics

III. FINANCIAL ACCOUNTING

- ✱ Final Accounts
- ✱ Trading Account
- ✱ Profit & Loss Account
- ✱ Balance Sheet
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 9th MONTH**I. GENERAL ENGLISH**Language Skills

- ✱ Reporting
 - ✱ Analysing the Topics
 - ✱ Collecting information
 - ✱ Preparing the report
 - ✱ Presentation of the report
 - ✱ Letter Writing
 - ✱ Drafting letters by their own
 - ✱ Practicing to write more letters to improve the letter writing skills
- ✱ Tests in the above Topics

**II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE**Travel Management

- ✱ Maintenance of Office Cars
- ✱ Personal On Transfer
- ✱ Guest from Abroad
- ✱ Group Travel for Vacation
- ✱ Tests in the above Topics

III. FINANCIAL ACCOUNTING

- ✱ Final Accounts
- ✱ Trading Account
- ✱ Profit & Loss Account
- ✱ Balance Sheet with Adjustments
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 10th MONTH



I. GENERAL ENGLISH

Language Skills

- ✧ Letter Writing
 - ✧ Drafting letters by their own
 - ✧ Practicing to write more letters to improve the letter writing skills
- ✧ Tests in the above Topics

II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

Travel Management

- ✧ Company Secretary
- ✧ Appointment
- ✧ Legal Position
- ✧ Qualification
- ✧ Duties
- ✧ Tests in the above Topics

III. FINANCIAL ACCOUNTING

- ✧ Final Accounts
- ✧ Trading Account
- ✧ Profit & Loss Account
- ✧ Balance Sheet with Adjustments
 - ✧ Solving various types of problem
 - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

SYLLABUS COVERED DURING THE 11th MONTH**I. GENERAL ENGLISH**Language Skills

- ✱ Catalogue Preparation
- ✱ Legal Formats
- ✱ Tests in the above Topics

**II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE**

- ✱ Commencement
- ✱ Memorandum
- ✱ Articles of Association
- ✱ Prospectus
- ✱ Shares & Meeting
- ✱ Tests in the above Topics

III. FINANCIAL ACCOUNTING

- ✱ Depreciation
- ✱ Types of Calculation
 - ✱ Solving various types of problem
 - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 12th MONTH

I. GENERAL ENGLISH

- ✧ Revising the entire syllabus
- ✧ Revision Exams and
- ✧ Model Exams

II. OFFICE ADMINISTRATION AND SECRETARIAL PRACTICE

- ✧ Revising the entire syllabus
- ✧ Revision Exams and
- ✧ Model Exams

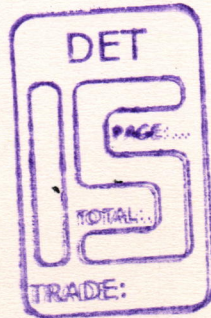
III. FINANCIAL ACCOUNTING

- ✧ Revising the entire syllabus
- ✧ Revision Exams and
- ✧ Model Exams

PRACTICAL
SYLLABUS COVERED DURING THE 1ST MONTH

TYPEWRITING

- * Fingering
- * Guide Keys



COMPUTER

- * Introduction to Computers
- * Desktop Introduction
- * Creating Shortcuts & Folders
- * Mouse Handling
- * Menus
- * Copying & Deleting Files

SYLLABUS COVERED DURING THE 2ND MONTH

TYPEWRITING

- * Fingering
- * Guide Keys

COMPUTER

- * Ms-Dos
- * Directory Listing
- * File Creation
- * Copying & Renaming Files
- * Creating and Handling the subdirectory.

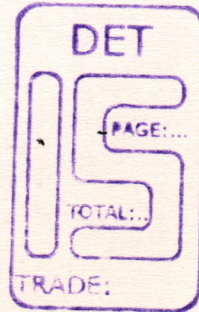
SYLLABUS COVERED DURING THE 3RD MONTH

TYPEWRITING

- ✘ Fingering
- ✘ Guide Keys

COMPUTER

- ✘ Ms-Word
- ✘ Letter typesetting
- ✘ Saving
- ✘ Formatting of Text
- ✘ Printing
- ✘ Handling of Tables

SYLLABUS COVERED DURING THE 4TH MONTH

TYPEWRITING

- ✘ Speed Typing
- ✘ Accuracy Typing of Passages

COMPUTER

- ✘ Mail merge
- ✘ Labels & Envelopes
- ✘ Word Art
- ✘ Clip Art
- ✘ Header & Footer.

SYLLABUS COVERED DURING THE 5TH MONTH

TYPEWRITING

- ✧ Speed Typing
- ✧ Accuracy Typing of Passages



COMPUTER

- ✧ Ms-Excel - Creating a Workbook
- ✧ Handling of Tables
- ✧ Formatting Cells
- ✧ Formulae
- ✧ Copying & Editing
- ✧ Creating a Chart
- ✧ Saving a Worksheet & Printing.

SYLLABUS COVERED DURING THE 6TH MONTH

TYPEWRITING

- ✧ Speed Typing
- ✧ Accuracy Typing of Passages

COMPUTER

- ✧ Ms-Powerpoint
- ✧ Creating and Saving presentation
- ✧ Viewing Presentation
- ✧ Slide View
- ✧ Outline View
- ✧ Notes Page View
- ✧ Slide Sorter View
- ✧ Formatting Presentation
- ✧ Inserting Clip Art
- ✧ Presentation with Animation.

SYLLABUS COVERED DURING THE 7TH MONTH

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TYPEWRITING

- ✱ Tabulation
- ✱ Invoice Typing
- ✱ Document Typing
- ✱ Typing of Letters



COMPUTER

- ✱ Ms-Access
- ✱ Introduction to Database
- ✱ Creating Databases
- ✱ Editing & Viewing Database
- ✱ Working with Queries
- ✱ Creating Forms
 - ✱ Forms Wizard
- ✱ Creating Reports
 - ✱ Report Wizard

SYLLABUS COVERED DURING THE 8TH MONTH

TYPEWRITING

- ✱ Tabulation
- ✱ Invoice Typing
- ✱ Document Typing
- ✱ Typing of Letters

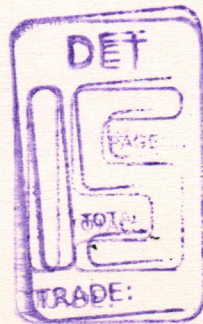
COMPUTERISED ACCOUNTING

- ✱ Company Creation
- ✱ Ledger Creation
- ✱ Grouping

SYLLABUS COVERED DURING THE 9TH MONTH

TYPEWRITING

- ✱ Tabulation
- ✱ Invoice Typing
- ✱ Document Typing
- ✱ Typing of Letters



COMPUTERISED ACCOUNTING

- ✱ Voucher Entry
- ✱ Sales Entries
- ✱ Purchase Entries
- ✱ Bank Book Keeping
- ✱ Payment Entries
- ✱ Receipt Entries

SYLLABUS COVERED DURING THE 10TH MONTH

TYPEWRITING

- ✱ Manuscript Reading
- ✱ Carbon Copying
- ✱ Various types of carbons their sizes and uses
- ✱ Machine capacity for number of copies
- ✱ Procedure for carbon copying

COMPUTERISED ACCOUNTING

- ✱ Journal Entries
- ✱ Credit Notes
- ✱ Debit Notes
- ✱ Viewing
- ✱ Editing

45

SYLLABUS COVERED DURING THE 11TH MONTH

TYPEWRITING

- ✱ Xerox Operation
- ✱ Taking Multiple Copies
- ✱ Enlarge or Reduce of Copies
- ✱ Handling the Xerox Machine
- ✱ Correcting the Paper Jam
- ✱ Removing the Waste Toner
- ✱ Refilling the Toner



COMPUTERISED ACCOUNTING

- ✱ Final Accounts
- ✱ Cash Book
- ✱ Bank Book
- ✱ Day Book
- ✱ Sales Register
- ✱ Purchase Register
- ✱ All A/c Summaries
- ✱ Sales Tax Reports
- ✱ Trial Balance
- ✱ Profit & Loss A/c
- ✱ Balance Sheet
- ✱ Continuing the A/c to the next year

SYLLABUS COVERED DURING THE 12th MONTH

TYPEWRITING

- ✱ Revising the entire syllabus
- ✱ Revision Exams and
- ✱ Model Exams



COMPUTER

- ✱ Revising the entire syllabus
- ✱ Revision Exams and
- ✱ Model Exams

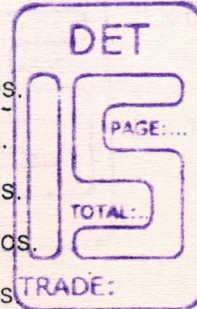
COMPUTERISED ACCOUNTING

- ✱ Revising the entire syllabus
- ✱ Revision Exams and
- ✱ Model Exams

LIST OF TOOLS & EQUIPMENTS

TRADE NAME : ~~STENOGRAPHY~~ & CORPORATE SECRETARYSHIP

Computer Pentium III and All Necessary Accessories	-	6 Nos.
132 Column Dot Matrix Printer	-	1 No.
Computer Table	-	6 Nos.
Computer Chairs	-	12 Nos.
Class Room Desk	-	7 Nos.
Class Room Bench	-	7 Nos.
Stabilizers/UPS (5 KVA)	-	1 No.
Typewriting Machines	-	10
Typewriting Table & Stool	-	10 Sets
Office Table & Chairs	-	1 Set
Black Board	-	1
Ceiling Fan	-	4 Nos.
Book Shelf (Cupboard)	-	1 No.
Copy Holder	-	10 Nos.
Stop Clock & Whistles	-	2 Sets
Stationaries and Ribbon	-	Reqd. Qty
Xerox Machine	-	1 No.



SOFTWARE

- Ms-Dos
- Ms-Windows
- Ms-Office
- Computerised Accounting Pack
(Tally or any equivalent Pack)

MARK SCHEDULE

BLUE PRINT

THEORY

Office Administration and Secretarial Practice

Part – A Answer any 5 Questions. (5/7)

5 x 8 = 40

General English

Part – B Answer any 2 Questions. (2/4)

2 x 10 = 20

1. Essay Writing
2. Letter Writing
3. Comprehension
4. Precise Writing



Financial Accounting

Part – C Answer any 2 Questions. (2/3)

2 x 20 = 40

PRACTICAL

Part – A : Computer

50 Marks

1. Ms-Word - Single Page Formatting
2. Ms-Excel - Table Creation & Charts
3. Ms-Powerpoint - Slide Creation with Animation
4. Ms-Access - Database Creation, Forms & Queries

Part – B : Computerised Accounting

50 Marks

5. Ledger Creation
6. Voucher Entry
7. Final Reports

Part – C : Typewriting

100 Marks

7. Paragraphs (50 Marks)
8. Letters (25 Marks)
9. Statements (25 Marks)

Note: Total marks obtained out of 200 should be halved to make out of 100.

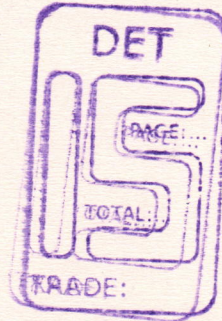
Theory Minimum Pass Mark : 40/100

Practical Minimum Pass Mark : 60/100

ACHIEVEMENT

Since the Trainees are given training under the topics

1. General English
2. Office Administration and Secretarial Practice
3. Financial Accounting
4. Typewriting
5. Computer



The candidate should be able to

- ★ Work as a Typist.
- ★ Work as a Computer Operator.
- ★ Work as a Xerox Operator.
- ★ Work as an Office Assistant.
- ★ Work as an office In-charge to undertake any type of official Works requirement.
- ★ Maintain Accounts in Office Manually.
- ★ Maintain Accounts of an office in Computer.
- ★ Work as Ticket Booking person in any Travels.
- ★ Work as a secretary to a Boss under any concern.