

कक्षा बारहवीं Theory
विषय O.S.S. English

मास	पुस्तक का नाम	विषय वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड
अप्रैल		Meaning, Importance and use of office stationary. Consonants and vowels used in English Shorthand. Use of computer accessories as-Paintbrush and calculator.	2 4 4	1 1 1
मई		Use of stock register. Use of upward and down-word form of R and H. Computer accessories-Note Pad.	2 2 4	1 1 1
जून	ग्रीष्मकालीन अवकाश 1 जून से 30 जून तक			
जुलाई		Meaning and importance of meeting. Use of Diphthongs in short-hand.	4 4 4	1 1 1
अगस्त		Short Note on Notice, Agenda, Quorum. Meaning and Importance of Phraseography. Computer accessories- Entertainment, communication.	4 4 4	1 1 1
सितम्बर		Qualifies of a good Phrase Computer accessories-M.S	2 2 2	1 1
अक्तूबर		Short-Note on- Telephone Directory, Railway Time Table, Post office guide book use of circle S and Z in Short hand	2 4 4	5
नवम्बर		Short-Note on- C.C.T.V, use of stroke S and Z in Short-hand. Option of file and Edit Menu of M.S. word and Use of Insert Menu in M.S. Word.	2 4 4	5
दिसम्बर		Meaning and function of Secretary/P.A./Stenographer large-circle SS,SZ,SW, used in short-hand. Practice of circle and stroke S and Z.	2 2 24	2 12
जनवरी		Quality & Qualification of a Secretary/P.A./Stenographer use of format menu in M.S. ward. Insert Table, Check spelling	2 4 4	2
फरवरी		Revision Hard spot and Preparation of exam		
मार्च		Exam		

कक्षा बारहवीं Practical
विषय O.S.S. English

मास	पुस्तक का नाम	विषय वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
अप्रैल		Prepare of Stock register Practice of Words in short-hand by using vowels Practice Computer accessories as:- Paintbrush Calculator, Note Pad.			08
मई		Computer accessories – Calender, Wordpad and Entertainment.			-8
जून	ग्रीष्मकालीन अवकाश 1 जून से 30 जून तक				
जुलाई		Conduct a meeting to make a group of two or more students use of Diphthongs & make differents words.			10
अगस्त		Computer Accessories, Communication, System tools M.S. DOS			10
सितम्बर		Practice the list of Phrases in English short-hand.			04
अक्तूबर		Make a Telephone Directory. Practice of circle S and Z Create a document and use file menu commands Make a Railway Time-Table			8
नवम्बर		Practice of Circle and Stroke S and Z use Edit Menu Commands on the Created document and use insert Menu command on the document. Visit a place Where any C.C.T.V is installed.			8
दिसम्बर		Practice of Circle and Stroke S and Z Practice of large circle SW, SS, SZ used in English short hand. Practice of Secretarial Duties.			8
जनवरी		Practice of Loop ST & STR in shorthand. use the table insertion, check spelling and mail merge. use Format menu commands on the document			8
फरवरी		Revision			
मार्च		Exam			