पाठ्यक्रम
कक्षा – ग्यारहवीं
विषय O.S.S. English Theory

मास	पुस्तक का नाम	विषय–वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
अप्रैल		Meaning, Importance, Function of an office, Meaning 2 Importance of shorthand. Meaning of Stenography Meaning Importance and use of computer.	4 3 3	2	 25
मई		Principle department of modern office Origin of Shorthand Qualities of a stenographer Characteristics of Computer and method of typing.	2 4 4	2	 24
जून	ग्रीष्माकालीन अवकाश 1 जून से 30 जून तक				
जुलाई		Meaning and Importance of mail. List of Consonant, Thickness, Thinness, direction. Types of Computer and its generation.	2 6 4	3	
अगस्त		Types of mail-Inward and out ward. Classification of consonant External parts of computer as input Devices.	2 4 4	3	
सितम्बर		Mail Room equipment joining strokes Parts of computers as C.P.U., Printer, U.P.S.	2 1 3	2	 36
अक्तूबर		Meaning, Importance Characteristics of filing Meaning of shorthand, vowel & No of vowels used in English shorthand Internal structure of computer as input devices.	3 3 2	4	
नवम्बर		Method of filing, Meaning & types of Indexing Kinds of vowel as long & short vowel Computer output devices	2 2 2 2	6	
दिसम्बर		Meaning & features of good letter Sign of Shorthand vowels as	2 2		

		Dot & Dash		4	
		Press of C.P.U.	2		36
शीतकालीन अवकाश 22 दिसम्बर से 31 दिसम्बर					
जनवरी		Types of personal letter. Intervening	4		
		Vowel, Start of Computer by using	2	2	
		Window operating system	2		
फरवरी		Official & Complaint Letter	6		
		Grammalogues & Punctuation marks used in Eng. shorthand.	2	2	
		Different Icons Displayed on the screen, use of my computer, my document recycle bin etc.	4		24

कक्षा ग्यारहवीं (Practical)
विषय O.S.S. English

मास	पुस्तक का नाम	विषय–वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
अप्रैल		Visit of an office and study about it out Look, Furniture, Files, sitting posture and stationary Items use of computer.			8
मई		-do-			
जून	ग्रीष्माकालीन अवकाश 1 जून से 30 जून तक				
जुलाई		Practice of consonant as their size, direction thickness, thinness etc use of computer and practice IInd, IIIrd, Ist Roul of Keyboard.			8
अगस्त		use of shift key and typing special signs and symbols etc.			8
सितम्बर		-do-			8
अक्टूबर		Practice vowels & consonants use of different filing methods in an office.			8
नवम्बर		use of different parts of computer.			8
दिसम्बर		-do-			8
शीतकालीन अवकाश 22 दिसम्बर से 31 दिसम्बर					
जनवरी		use of Intervening vowels & Practice use of computers by window operating system Practice to write different types of letters. Practice of Grammalogues in shorthand.			8
फरवरी		--do--			8

<div align="center">Class- XI</div>
<div align="center">OSS(English)</div>

1. Meaning, Importance, function of an office, meaning and importance of mail, Types of mail –Inward, Outward mail, Mail ram equipment, Meaning of filing, Importance and Characteristics of filing, method of filing, meaning of indexing and types. Features of good letter, Types of Personal letter & complaint letter.   25

2. Importance of Short-hand, origin of short-hand, qualities of good stenographer, List of Consonant, Thickness, Thiner, direction. Joining, strokes. No of vowels used in English short-hand & kind of vowels, sign of short-hand vowels as Dot & Dash, Intervening Vowes, Grammalogues and Punctuation used in English Short-hand.   20

3. Use of Computer, Characteristics of computer parts of computer as – key board, mouse, monitor, C.P.U., Printer, U.P.S., Input and Output device of Computer. Start of computer, Window, operating system and icons use in computer, my documents recycle bin etc.   15