

**पाठ्यक्रम**  
कक्षा बारहवीं Theory  
विषय O.S.S. English (2022-23)

| 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 and Select accessories as- Paintbrush and calculator     | 2<br>4<br>4      | 1<br>1<br>1      |
| मई                                               |               | use of stock register use of upward and down-word form of R and H Computer accessories-Note Pad.                                                                          | 2<br>2<br>4      | 1<br>1<br>1      |
| <b>जून ग्रीष्मकालीन अवकाश 1 जून से 30 जून तक</b> |               |                                                                                                                                                                           |                  |                  |
| जुलाई                                            |               | Meaning and importance of meeting use of Dipthongs in short-hand computer accessories-Calender word pad.                                                                  | 4<br>4<br>4      | 1<br>1<br>1      |
| अगस्त                                            |               | Short Note on Notice, Agenda, Quorum. Meaning and Importance of Phraseography. Computer accessories- Entertainment, communication.                                        | 4<br>4<br>4      | 1<br>1<br>1      |
| सितम्बर                                          |               | Short note on Proxy, Qualifies of a good Pharse Computer accessories-M.S, DOS, System tools.                                                                              | 2<br>2<br>2      | 1<br>1           |
| अक्तूबर                                          |               | Short-Note on- Telephone Directory, Railway Time Table, Post office guide book use of circle S and Z in Short hand M.S. word start and create any document, save in file. | 2<br>4<br>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<br>4<br>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<br>2<br>24     | 2<br>12          |
| <b>शीतकालीन अवकाश 22 दिसम्बर से 31 दिसम्बर</b>   |               |                                                                                                                                                                           |                  |                  |
| जनवरी                                            |               | Quality & Qualification of a Secretary/P.A./Stenographer ST and STR Loop use in short-                                                                                    | 2<br>4           | 2                |

|       |  |                                                                                                             |   |  |
|-------|--|-------------------------------------------------------------------------------------------------------------|---|--|
|       |  | hand<br>use of format menu in M.S.<br>ward. Insert Table, Check<br>spelling<br>Use of mail merge in MS word | 4 |  |
| फरवरी |  | Revision<br>Hard spot and Preparation of<br>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<br>Practice of Words in short-hand by using vowels<br>Practice Computer accessories as:- Paintbrush Calculator, Note Pad.                                   |                  |                  | 08                |
| मई                                               |               | Computer accessories – Calender, Wordpad and Entertainment.                                                                                                                           |                  |                  | -8                |
| <b>जून ग्रीष्मकालीन अवकाश 1 जून से 30 जून तक</b> |               |                                                                                                                                                                                       |                  |                  |                   |
| जुलाई                                            |               | Conduct a meeting to make a group of two or more students use of Dipthongs & 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.<br>Practice of circle S and Z<br>Create a document and use file menu commands<br>Make a Railway Time-Table                                                |                  |                  | 8                 |
| नवम्बर                                           |               | Practice of Circle and Stroke S and Z<br>use Edit Menu Commands on the Created document and use insert Menu command on the document.<br>Visit a place Where any C.C.T.V is installed. |                  |                  | 8                 |
| दिसम्बर                                          |               | Practice of Circle and Stroke S and Z<br>Practice of large circle SW, SS, SZ used in English short hand.<br>Practice of Secretarial Duties.                                           |                  |                  | 8                 |
| <b>शीतकालीन अवकाश 22 दिसम्बर से 31 दिसम्बर</b>   |               |                                                                                                                                                                                       |                  |                  |                   |
| जनवरी                                            |               | Practice of Loop ST & STR in shorthand.<br>use the table insertion, check spelling and mail merge.<br>use Format menu commands on the document                                        |                  |                  | 8                 |
| फरवरी                                            |               | Revision                                                                                                                                                                              |                  |                  |                   |
| मार्च                                            |               | Exam                                                                                                                                                                                  |                  |                  |                   |