

WHAT DO THE O & SP OPTIONAL PAPERS OF B.A DEGREE OFFER TO A STUDENT?

Due to the many queries regarding the above optional and non availability of direct information about the same, kindly refer to the following material in order to decide whether to take up the optional papers of Office Practice and Management and Secretarial Practice (O & SP) that are offered by St. Agnes College (Autonomous) for a degree programme.

1. **Office Practice and Management:** This paper is offered by the Secretarial Practice Dept., under which you learn basic accounts in all the three years (from simple accounts of sole traders to those of partnership firms up to accounts of companies), HR, Office procedures, EDP, Correspondence skills, Corporate Governance. In addition you can take up Cost Accounting and FM as electives in the final year (if it is possible to offer them). It is a theory paper, i.e., without lab work. Students who have taken up this paper have been able to get jobs as Accounts Assistants and Office Clerks without much difficulty. Our students have also pursued higher studies in MBA, MSW, CA and they can take up all commerce related higher studies, except M.Com., as basics of all commerce topics are taught under this optional.
2. **Secretarial Practice:** This is a 100% job oriented practical paper in which the students are taught how to be an efficient Office Secretary/a Personal Secretary/an Executive Secretary. It is common knowledge that the demand for Office secretaries is very great in the job market and the salary paid is also far higher compared to those who come out of their degree courses with other subjects of BA, or BSc, or BCom. In this paper students are taught the theoretical concepts needed to be an efficient secretary, i.e., Soft Skills, Secretarial procedures, Language skills and letter drafting, Company Secretarial Practice (in order to give them the possible avenue of pursuing CS after their degree), Enterprise Resource Planning (with special reference to SAP), Personal Financial Planning, Innovative Banking and Travel and Tourism. This is a practical paper which has the following computer based lab topics: Mastery of Keyboard in phases, MS Word, MS Excel, Page Maker, MS Power Point, Web designing and ERP Tally.

These papers can be taken up with Economics/History/Psychology as the third optional which enhance the scope for higher studies. Thus a student will be eligible to pursue higher studies as well as have very good scope for employment on completion of the three year degree programme.