

Pratap College, Amalner
(NAAC Reaccredited 'A+' Grade Autonomous college)
FACULTY OF COMMERCE & MANAGEMENT

F. Y. B.Com – w.e.f. AY 2019-20

SEMESTER: I

Paper: 106 a- Elective –Modern Office Management

60 + 40 Pattern: External Marks 60 +Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 60

A) Title of Paper	Office: Meaning, Definition and Features, Elements of Office Management, Organization of Record department, Selection of Office Layout: Objectives and Principles
B) Course Objectives	<ul style="list-style-type: none"> • To understand the concept of office management. • To acquire operational skills of office management. • To develop the interest in methods and procedures of office management. • To know the secretarial procedure. • To understand office layout and environment in modern context. • To acquire the basic knowledge of office appliances and machines. • To understand office system. • To acquire knowledge of office meetings and proceedings
C) Level of Knowledge expected	Introductory knowledge of Office Management
D) Medium of Instructions	English and Marathi
E) Instructions as to study and examinations	<p>a) This subject shall be studied in both English and Marathi medium.</p> <p>b) The question paper shall be set in English and Marathi the students shall answer the paper in English and Marathi medium.</p>
F) Course contents	6 Chapter
G) Course outcomes	This course clears the student proper concept of office management and related skills.
H) Teaching Methodology	Personalized learning, direct instruction and assignment method.

.Topics	No of lectures
Unit I - Modern Office 1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future	10
Unit II - Office Management 2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques	10
Unit III - Office Record Management 3.1 Meaning, Definition, Need, Objective of Office Record 3.2 Organization of Record department 3.3 Classification & Indexing of Records & Files 3.4 Principles – Retention & Disposition of Record 3.5 Paperless Office – Concept, Utility & Feasibility.	10
Unit IV - Office Layout 4.1 Meaning, Definition and Importance 4.2 Selection of Office Layout: Objectives and Principles 4.3 Office Layout: Component, Advantages and Disadvantages	10
Unit V – Office System and Procedure 5.1 Office System: Meaning and Objective of system & Procedure 5.2 Flow of Work: Objective, Difficulties in ideal work flow 5.3 Measures to improve the flow of Work 5.4. Planning and Scheduling of Office Work	10
Unit VI - Office Environment 6.1 Meaning, Definition and Nature 6.2 Factors of good office environment 6.3 Importance of office environment 6.4 Office safety and Remedies	10

Reference Books

1. Office Management - Lefingwell & Robinson
2. Office Organization & Management - R. K. Chopda, & Ankita Chopda, Himalaya Publishing House, Bombay
3. Office Management S P Arora Vikas Publishing New Delhi
4. Office Organization and Management- Reddy & Apponnaiah, Himalaya Publishing House, Bombay
5. Office Management-P.K. Ghosh, Sultan Chand And Son's, New Delhi.
6. Office Organization and Management-C.B.Gupta, Sultan Chand And Son's New Delhi.
7. Office Management - I. M. Sahai, Kitab Mahal, Allahabad.
8. Office Management & Secretarial Practice- Sing S P & Sing B. Gyan Publishing House, New Delhi.
9. Office Management - V Balachandran and V Chandrasekaran, Tata Mc Graw Hill, New Delhi

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SEMESTER: II

Paper: 206 a- Elective –Modern Office Management

60 + 40 Pattern: External Marks 60 +Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 60

A) Title of Paper	Modern Office Management - Office Organization Office Services
B) Course Objectives	<ul style="list-style-type: none">• To understand the concept of office management.• To acquire operational skills of office management.• To develop the interest in methods and procedures of office management.• To know the secretarial procedure.• To understand office layout and environment in modern context.• To acquire the basic knowledge of office appliances and machines.• To understand office system. 8. To acquire knowledge of office meetings and proceedings
C) Level of Knowledge expected	Introductory knowledge of Office Management
D) Medium of Instructions	English and Marathi
E) Instructions as to study and examinations	c) This subject shall be studied in both English and Marathi medium. d) The question paper shall be set in English and Marathi the students shall answer the paper in English and Marathi medium.
F) Course contents	6 Chapter
G) Course outcomes	This course clears the student proper concept of office management and related skills.
H) Teaching Methodology	Personalized learning, direct instruction and assignment method.

.Topics	No of lectures
Unit I - Office Organization 1.1 Office Managers: Role, Function, Duties and Responsibilities, Position and Status of Office Manager 1.2 Office Employees: Types, Qualities, Recruitment, Training 1.3 Office Enquiries – Procedure – Reparation of Confidential Report 1.4 Public Relation Function in office	10
Unit II - Office Services 2.1 Meaning, Types & Advantages 2.2. Office Services 2.3 Office Forms – Objectives, Advantages, Types of Forms, Control and Standardization of Form 2.4. Modern Mail Services: Mailing Department, Courier Service, Speed Post, Fax, Tag, Email: Need, Importance, Difficulties.	10
Unit III -Office Stationery and Supplies 3.1 Need & Importance of Stationery 3.2 Essentials of good System of Regulating Stationery Purchases 3.3 Standardization – Issue of Stationery 3.4 Regulating Stationery Consumption	10
Unit IV - Office Automation 4.1 Need, Importance, Scope of Office Automation 4.2 Different Types of Office Appliances and machines used in office 4.3 Computerization of Office activities: LAN, WAN, Video Conferencing 4.4 Maintenance of Records: Pay Roll, Accounting Inventory Statement Preparation of Financial Report, Leave accounting & Attendance	10
Unit V - Secretarial Procedure 5.1 Role of Secretary – Duties and Various activities 5.2 Qualities, Qualification of Secretary 5.3 Secretarial Correspondence, Types of Correspondence 5.4 Principles of effective correspondence	10
Unit VI - Office Meeting 6.1 Meaning, Definition, Importance 6.2 Purposes and Types of Meetings 6.3 Meeting, Essentials of Valid meeting & drafting notices, Agenda & Minutes 6.4 Factors of Successful meeting.	10

Reference Books

1. Office Organization and Management-Arora. S.P. Vikas Publishing House Pvt. Ltd. New Delhi.
2. Office Organization and Management- N.Kumar & R.Mittal, Anmol Publication Pvt.Ltd. New Delhi
3. Fundamental of Office Management- J.P.Mahajan, Pitamber Publishing Co. New Delhi.
4. Office Management-Dr. A H Lokhandwala & V.K.Behere, Nirali Prakashan, Pune.
5. Principles of Office Management-R.C.Bhatia, Lotus Press, New Delhi.
6. Office Methods- M.L. Basu 7. Office Automation- G.R. Terry 8. Office Management & Control- G. R. Terry 9. A Text Book of Office Management- Willian & Robinson