

SYLLABUS
F.Y.B.Com with effect from June
Elective Subject – Modern Office Management

Teaching Scheme
 Theory – 4 Periods Per week

Examination Scheme
 Theory – 80 Marks (3Hrs)

Objectives –

- To understand the concept of modern office management
- To acquire operational skills of modern office management.
- To know the office managerial functions
- To develop the interest in modern methods and procedures of modern office management.
- To acquire the basic knowledge of office appliances and machines.
- To have a sufficient knowledge about appropriate office stationery.
- To know the safety measures and organization of the safety efforts. Actuate all employees by promoting a feelings and safety among them.
- To know the importance of unionization and current status.
- To know the role of public relation officer.

Theory

Chapter No.	Contents	Periods
1	Modern Office and Management Meaning, Objectives, Importance functions of modern office. Office Management – Concepts and Definition, Nature & Scope, Elements, Functions. Changing Office view – Past, Present & Future. Modern Office Manager - Meaning, Functions, Rights, Duties and Responsibilities and their role.	12
2	Office Accommodation, Lay-out and Environment : Meaning, Objectives, Importance and Principles office location & Lay-out. New Trends in office layout in modern office management context. Environment – Meaning, importance, factors of good environment, office lighting, ventilation & temperature, sanitation, interior decoration, Noise & cleanliness in the office.	12
3	Modern Office Systems and Routines Office system – Meaning, objectives and principles, Designing office system, advantages of office system. Office Routine – Meaning, Characteristics and Importance. Flow of work – Meaning, Significances and difficulties. Planning and scheduling of office work. Measurement of office work – Meaning, Needs, advantages and difficulties.	12
4	Office Services Centralization and decentralization off office service – Meaning, Advantages & Disadvantages. Mail Service – Management of mail. Inward & Outward mail routines, Equipments for mailing department & modern mailing services – courier, email, Fax.	16

Chapter No.	Contents	Periods
	<p>Management of Record – Meaning & importance, Principles and process.</p> <p>Filing – Meaning, importance & advantages – essentials of good filing system, classification of files.</p> <p>Management of office stationery – Need of control of stationery, principles of stationery control, storing & issuing stationery.</p>	
5	<p>Modern office appliances & machines</p> <p>Objectives, advantages & importance of Office Appliances and Machines, Types of Office Appliances and Machines i.e. Computers, Printers Laptop, Wi fi System, Internet facility, Fax, Scanner, video conferencing, Telephone facility, Office furniture, Principles governing selection of office furniture. Choice of office machines and equipments</p>	12
6	<p>Office Personnel Relations & Welfare</p> <p>Human relations in the office, management – employee communications, methods of communications, morale & productivity, staff welfare, health & safety arrangements, grievances.</p>	10
7	<p>Office Manuals & Reports</p> <p>Introduction, need, sources, types, advantages of manuals. Introduction, functions, classification of reports, basic Principles of writing reports, specimen of report.</p>	10
8	<p>Public Relations</p> <p>Definitions, Nature & scope of public relation. Objectives & importance of public relation. Public relation department - functions. Types of public relations. Role of public relation officer in the modern context.</p>	12

Question Paper Format

Question No.	Types of Question	Chapter No.	Marks
1	Essay Type Questions	L Or 8	16
2	Essay Type Questions	2 Or 7	16
3	Essay Type Questions	3 Or 6	16
4	Essay Type Questions	4 Or 5	16
5	Short Notes	All chapters	16

Book Recommended -

1. Office Management - Lefingwell & Robinson
2. Office Organization and Management - R. K. Chopda, Himalaya Publishing House, Bombay
3. Office Organization and Management - Reddy & Apponnaiah, Himalaya Publishing House, Bombay
4. Office Management - P. K. Ghosh, Sultan Chand and Son's, New Delhi.
5. Office Organization and Management - C. B. Gupta, Sultan Chand and Son's, New Delhi.
6. Modern Office Management - I. M. Sahai, Kitab Mahal, Allahabad.
7. Office Management & Secretarial Practice - Sing S P & Sing B. 1987, Gyan Publishing House, Delhi.
8. Office Organization and Management - Arora, S. P. 1990, Vikas Publishing house Pvt. Ltd, New Delhi.
9. Office organization and management – N.Kumar & R. Mittal. Anmol Publication Pvt. Ltd., New Delhi, Ansari Road New Delhi – 110002
10. Fundamental of office management – J. P. Mahajan, Pitamber Publishing Co. New Delhi.
11. Office Management – Dr A H Lokhandwala & V. K. Behere, Nirali Prakashan, Pune.