

North Maharashtra University, Jalgaon

Faculty of Commerce and Management

F.Y.Bcom (W.E.F.: June – 2014)

Elective Paper No.6: (a): MODERN OFFICE MANAGEMENT

(CORE COMPETENCE SUBJECT)

SEMESTER PATTERN

SEMESTER - I

Total Lecturers: 48

Total Marks: 100 (Internal Continuous Assessment: 40 Marks + External Theory Exam: 60 Marks)

Objectives –

1. To understand the Concept of Modern Office Management.
 2. To acquire Operational Skills of Modern Office Management.
 3. To develop the Interest in Modern Methods and Procedures of Modern Office Management.
 4. To know the Office Functions.
 5. To understand Office Location and Environment in Modern context.
 6. To acquire the Basic Knowledge of Office Appliances and Machines.
 7. To understand Modern Office System.
 8. To acquire knowledge of Office Meetings and Proceedings.
-

1. Modern Office

Lectures:

10

- 1.1 Office : Meaning and Definition
- 1.2 Objectives & Importance
- 1.3 Office Work
- 1.4 Functions
- 1.5 Changing Office View: Past, Present & Future
- 1.6 Paperless Office

2. Office Management

Lectures:

10

- 2.1 Concept and Definition
- 2.2 Nature and Scope
- 2.3 Elements and Functions
- 2.4 Office Manager: Functions, Duties and Responsibilities

2.5 Challenges before Modern Office Manager

2.6 Effective Management Techniques

3. Office Location

Lectures:

8

3.1 Meaning and Importance

3.2 Selection of Office Location

3.3 Objectives and Principles

3.4 Advantages and Disadvantages of Urban Office Location

3.5 Office Layout: Advantages and Principles

3.6 Recent Trends in Office Layout

4. Office Environment

Lectures:

8

4.1 Meaning and Concept

4.2 Factors of Good Office Environment

4.3 Importance of Office Environment

4.4 Office Safety and Remedies

5. Modern Office Systems

Lectures:

6

5.1 Meaning and Characteristics

5.2 Importance of Modern Office System

5.3 Designing Office System

5.4 Advantages & Limitation of Office System

5.5 Recent Trends in Office System

6. Office Routine

Lectures:

6

6.1 Meaning and Importance

6.2 Objectives and Characteristics

6.3 Flow of Work: Meaning, Significances and Difficulties

6.4 Planning and Scheduling of Office Work

6.5 Measurement of Office Work: Meaning, Needs, Advantages and Difficulties.

North Maharashtra University, Jalgaon
Faculty of Commerce and Management
F.Y.Bcom (W.E.F.: June – 2014)
Elective Paper No.6: (a): MODERN OFFICE MANAGEMENT
(CORE COMPETENCE SUBJECT)
SEMESTER PATTERN
SEMESTER - II

Total Lecturers: 48

Total Marks: 100 (Internal Continuous Assessment: 40 Marks + External Theory Exam: 60 Marks)

1. Modern Office Appliances & Machines

Lectures:

12

- 1.1 Need & Importance of Office Appliances and Machines
- 1.2 Selection of Office Appliances and Machines
- 1.3 Office Appliances And Machines - Computers, Laptop, Printers, Xerox, Fax, Scanner, Telephone Facility.
- 1.4 Thump Machine: Meaning & Utility
- 1.5 Office Utility: Internet, Wi-Fi, Video Conferencing, CCTV Camera

2. Office Services

Lectures:

10

- 2.1 Meaning, Types & Advantages
- 2.2. Mail Service
- 2.3 Management of Mailing Services
- 2.4 Inward & Outward Mail
- 2.5 Modern Mailing Services: Speed Post, Messenger, Courier, Fax, Email & SMS

3. Record Management

Lectures:

8

- 3.1 Meaning and Definition
- 3.2 Importance of Record

- 3.3 Principles & Process
- 3.4 Characteristics of Record Management
- 3.5 Record Keeping Resources
- 3.6 Role of Paperless Office in Modern Age

4. Office Employees Relations

Lectures:

6

- 4.1 Introduction
- 4.2 Human Relations in Office
- 4.3 Necessity of Employees Relations
- 4.4 Morale & Productivity
- 4.5 Staff Welfare: Health & Safety Arrangements Grievances

5. Office Meetings

Lectures:

6

- 5.1 Meaning
- 5.2 Purpose and Types
- 5.3 Meeting Documents
- 5.4 Factors of Successful Meeting

6. Office Manuals

Lectures:

6

- 6.1 Meaning
- 6.2 Needs & Sources of Office Manuals
- 6.3 Types of Office Manuals
- 6.4 Advantages of Office Manuals

Book Recommended

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
10. Office Organization and Management-Arora. S.P. Vikas Publishing House Pvt. Ltd. New Delhi.
11. Office Organization and Management- N.Kumar & R.Mittal, Anmol Publication Pvt.Ltd. New Delhi
12. Fundamental of Office Management- J.P.Mahajan, Pitamber Publishing Co. New Delhi.
13. Office Management-Dr. A H Lokhandwala & V.K.Behere, Nirali Prakashan, Pune.
14. Principles of Office Management-R.C.Bhatia, Lotus Press, New Delhi