

SYLLABUS FOR

F.Y.B.COM

OFFICE MANAGEMENT

TO BE IMPLEMENTED FROM 2014 -2015.

(SEMESTER-1)

TOPICS:-

- 1. MODERN OFFICE AND ITS FUNCTION:** INTRODUCTION – MEANING OF OFFICE – OFFICE WORK – OFFICE ACTIVITIES – THE PURPOSE OF AN OFFICE – OFFICE FUNCTIONS – IMPORTANCE OF OFFICE – THE CHANGING OFFICE SCENE – PAPER LESS OFFICE
- 2. OFFICE MANAGEMENT:** MANAGEMENT – PRINCIPLES OF MANAGEMENT – OFFICE MANAGEMENT – ELEMENTS OF OFFICE MANAGEMENT – FUNCTIONS OF OFFICE MANAGEMENT – OFFICE MANAGER – FUNCTIONAL OFFICE MANAGEMENT – ADMINISTRATIVE OFFICE MANAGEMENT – INFORMATION MANAGEMENT – SCIENTIFIC OFFICE MANAGEMENT – SCIENTIFIC MANAGEMENT IN OFFICE
- 3. OFFICE ADMINISTRATION:** ADMINISTRATIVE OFFICE MANAGEMENT – OBJECTIVES OF ADMINISTRATIVE OFFICE MANAGEMENT – SCIENTIFIC OFFICE MANAGEMENT – SCIENTIFIC MANAGEMENT IN OFFICE.
- 4. OFFICE ACCOMMODATION:** INTRODUCTION – PRINCIPLES – LOCATION OF OFFICE – OFFICE BUILDING – OFFICE LAYOUT – PREPARING THE LAYOUT – RE-LAYOUT – OPEN AND PRIVATE OFFICE - NEW TRENDS IN OFFICE LAYOUT.

SEMISTER-2

- 1. OFFICE SYSTEMS AND PROCEDURES:** THE SYSTEM CONCEPT – DEFINITIONS – SYSTEMS ANALYSIS – FLOW OF WORK – ANALYSIS OF FLOW OF WORK – ROLE OF OFFICE MANAGER IN SYSTEMS AND PROCEDURES –SYSTEM ILLUSTRATED
- 2. RECORD MANAGEMENT: RECORDS:** IMPORTANCE OF RECORDS – RECORDS MANAGEMENT – FILING – ESSENTIALS OR CHARACTERISTICS OF A GOOD FILING SYSTEM – CLASSIFICATION AND ARRANGEMENT OF FILES – FILING EQUIPMENT

– METHODS OF FILING – MODERN FILING DEVICES – CENTRALISED v. DECENTRALISED FILING – INDEXING – TYPES OF INDEXING – SELECTION OF SUITABLE INDEXING SYSTEM – THE FILING ROUTINE – THE FILING MANUAL – RECORDS RETENTION – EVALUATING THE RECORDS MANAGEMENT PROGRAMME – MODERN TENDENCIES IN RECORDS MAKING

3. **OFFICE STATIONERY AND SUPPLIES:** STATIONERY – IMPORTANCE OF STATIONERY – NEED TO CONTROL OFFICE STATIONERY AND SUPPLIES – HOW TO KEEP DOWN THE STATIONERY COST – PROPER AND CAREFUL SELECTION – STUDY PROCEDURES – METHOD IMPROVEMENT – WORK MEASUREMENT – MOTION STUDY THEORY – LAWS AND PRINCIPLES OF MOTION ECONOMY – ADVANTAGES OF MOTION STUDY – STEPS IN TIME AND LIMITATIONS OF TIME STUDY – TIME AND MOTION STUDY – SPECIAL CHARACTERISTICS OF OFFICE – WORK ACTIVITY OR WORK SIMPLIFICATION – STANDARDISATION – ADVANTAGES – LIMITATIONS – WORK SIMPLIFICATION
4. **CONTROL OF OFFICE COSTS:** IS OFFICE WORK UNPRODUCTIVE? – COST REDUCTION OR COST SAVING – AREAS OF OFFICE ECONOMIES – METHODS OF COST REDUCTION AND COST SAVING – DEVELOPING COST CONSCIOUSNESS – ECONOMY IN PROCUREMENT AND USE CONTROL – BUDGETARY CONTROL – TYPES OF BUDGETS – OFFICE BUDGET – ORGANISATION AND METHODS – SUPERVISORY CONTROL