



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE

VALUE ADDED COURSE – SYLLABUS

17VCMOM– OFFICE MANAGEMENT SYSTEMS

Course Objective: To enable the students to understand about business management and marketing in particular, use online business concepts and plan about online marketing, execute the plan and evaluate it.

PAPER -1 OFFICE MANAGEMENT AND FILING

UNIT I	Office systems	4
Office system-Procedure and reports – Principles of office system-Planning of office systems and its procedures flow of work – Office charts and manuals.		
UNIT II	Human Resource for Office	4
Recruitment - Selection and training of office staff- Office supervision - Duties and responsibilities of supervisory staff - Financial and non financial incentives to subordinates.		
UNIT III	Administration of Office	4
Administration-Arrangement and facilities - Nature of office work - Office accommodation.		
UNIT IV	Office Environment	4
Factors relating to selection of office location - Layout and its Principles - Working conditions of office - Environment of office.		
UNIT V	Record Management	4
Office equipment - Filing – Essentials of good filing- Types of filing- Indexing Types.		
Total Hours		20 Hours



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
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17VCMOM– OFFICE MANAGEMENT SYSTEMS

Course Objective: The main objectives of this course are to introduce the students to the basic concept of banking as a financial intermediation service and bank as a financial institution.

PAPER -2 OFFICE SYSTEMS AND PRACTICE

UNIT I	Office layout	4
Preparation of office layout		
UNIT II	Office planning	4
Preparation of models for office planning		
UNIT III	Types of organizational chart	4
Preparation of chart about Organizational structure.-Types of organizational Chart-Preparation of chart & model to show staff layout for any one organization.		
UNIT IV	Office reports	4
Preparation of various office forms-Preparation of various office reports-Preparation of different types of files		
UNIT V	Types of interviews	4
Interviews-Types of Interview – Expectations of the Interviewer-Do's and Dont's in Interview.		
Total Hours		20 Hours

Reference Books:

1. Office Organisation and Managements – Arora S.P, Vani educations books
2. Office Management – Chandra Mahesh, Gupta P.N, Verma and Agarwa
3. Fundamentals of Office Management - Mahajan S.P .

OUTCOME: Upon successful completion of the Course, the students will be able to:

Know the office administration practices followed in an organization.

Manage records, filing practices and they can execute the duties of an office administrator.

Prepare the layout of good office.

Gain knowledge on various power centres in an organization.



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