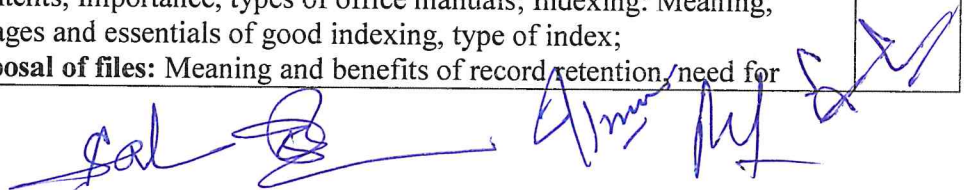


FOUR YEAR UNDERGRADUATE PROGRAM(2024-28)

Department of Commerce and Management

COURSE CURRICULUM

PART-A: Introduction			
Program: Bachelor in Business Administration (Certificate / Diploma / Degree/Honors)		Semester-V	Session: 2024-2027
1	Course Code	BBSC-03	
2	Course Title	Elective A – Management: Office Organisation and Management	
	Course Type	Discipline Specific Elective (DSE)	
4	Pre-requisite (if, any)	As per requirement	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> ➤ Learn of basic knowledge of office Organisation and Management ➤ Demonstrate skills in effective office Organisation ➤ Ability to maintain office records ➤ Ability to maintain digital record. ➤ Interpret different types of Organisation structures and responsibilities as future office managers 	
6	Credit Value	4 Credits	Credit=15 Hours-learning & Observation
7	Total Marks	Max. Marks: 100	Min Passing Marks: 40
PART-B: Content of the Course			
Total No. of Teaching-learning Periods (01 Hr. per period) – 60 Periods (60 Hours)			
Unit	Topics (Course contents)		No. of Period
I	FUNDAMENTALS OF OFFICE MANAGEMENT: Modern Office Organisation: Meaning; Steps in office organisation; Principles of Office organisation, Organisation structure types, Nature of office services: Types of services in a modern office, decentralisation and centralisation of office services, Departmentation of Office Management: Meaning, Elements and major processes of Office Management Office Manager: Functions and qualifications of Office manager.		15
II	ADMINISTRATIVE ARRANGEMENT AND FACILITIES: Office Accommodation and its Importance: Location of Office, Choice of Location: Urban vs Suburban, Factors to be Considered in Selecting the Site, Securing Office Space, Office Lay-out: Objectives of Office Lay-out, Principles of Office Lay-out, Steps in Lay-out Planning, Advantages of a Good Lay-out. Types of offices: Open Office and Private Office- advantages and disadvantages. OFFICE ENVIRONMENT: Meaning and Components of Office Environment Interior Decoration: Colour Conditioning, Floor Coverings, Furnishings, Furniture and Fixtures: Types of Furniture, Choice between Wooden and Steel Furniture, Principles Governing Selection of Furniture Lighting and Ventilation, Noise: Internal Noise, External Noise; Cleanliness, Sanitation and Health Safety and Security.		15
III	RECORDS MANAGEMENT: Importance of Records, Types of office records; Records Management: Meaning, Principles of Record Keeping, Functions of 'Records Management; Filing: Elements of Filing and Filing Functions, Objectives and Importance of Filing, Advantages of Filing, Essentials of a Good Filing System, Classification of Files, Filing Procedure or Routine. Filing Methods: Horizontal Filing -meaning, types and advantages, Vertical Filing-meaning, equipment used, Advantage and Disadvantages; Centralisation and Decentralisation of Filing- Centralised filing and Decentralised Filing; Office manual: Contents, Importance, types of office manuals; Indexing: Meaning, importance, advantages and essentials of good indexing, type of index; Retention and disposal of files: Meaning and benefits of record retention, need for		15



	disposal of files, life-cycle stages of files.	
IV	OFFICE MECHANISATION AND DATA PROCESSING: Meaning, Importance and Objectives of Office Mechanisation, Advantages and disadvantages of Office Mechanisation, Factors Determining Office Mechanisation Kinds of Office Machines: Duplicating Machines and Photocopying Machines, Accounting, tabulating and computing machines, communication machines; Introduction to Data and Information: Distinction between Data and Information, Importance of Data and Information, Classification of Data, Classification of Information, Data Lifecycle (chart), Data Collection Methods- Primary and secondary data collection methods: Data presentation Methods of Presentation of Data; Data processing using computers: Components of Computers, Input and Output Devices, Software used in Computers (names and uses only), Computer Applications in Office' Management, Advantages and Limitations of Computerisation.	15
Keywords	Office Management, Records Management, office Mechanisation.	
PART-C: Learning Resources		
Text Books, Reference Books and Others		
1. S.P Arora, Office Orga Ginn, Record Management, 10th Edition, Cengage Pvt Ltd.		
2. M.E Thakuram Rao, Office organisation and Management, Atlantic		
3. Judith Read, Mary Lea Ginn, Record Management, 10th Edition, Cengage Learning.		
Online Resources-		
https://alison.com/tag/office-management		
https://onlinecourses.swayam2.ac.in/		
PART-D: Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Marks		
Continuous Internal Assessment (CIA): 30 Marks		
End Semester Exam (ESE): 70 Marks		
Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test/Quiz-(2): 20 & 20 Assignment/Seminar- 10 Total Marks- 30	Better marks out of the two Test/ Quiz + obtained marks in Assignments shall be considered against 30 Marks
End Semester Exam (ESE):	Two section- A & B Section A: Q1. Objective-10x1=10 Mark; Q2. Short answer type-5x4=20 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit-4x10=40 Marks	

Name and Signature of Convenor & Members: (CBOS)

