

# **Revised syllabus (2019 Pattern) B.Com. Degree course (CBCS) Syllabus for**

## **First Year B.Com Semester – I**

### **Subject Name: - Organizational Skills Development- I**

### **Subject Code: - 115(A)- I**

#### **Objectives of the course**

1. To introduce the students to the emerging changes in the modern office environment
2. To develop the conceptual , analytical , technical and managerial skills of students efficient office organization and records management
3. To develop the organizational skills of students
4. To develop Technical skills among the students for designing and developing effective means to manage records , consistency and efficiency of work flow in the administrative section of an organisation
5. To develop employability skills among the students

#### **Depth of the program – Fundamental Knowledge**

<b>Unit No.</b>	<b>Unit Title</b>	<b>Contents</b>	<b>Purpose Skills to be developed</b>
<b>1</b>	Concept of Modern Office	<ol style="list-style-type: none"><li>a. Modern Office :- Definition, Characteristics, importance and functions</li><li>b. Office environment:- Meaning and Importance</li><li>c. Office Location :-Meaning, Principles and factors affecting Office location</li><li>d. Office Layout :- Meaning, Principles and factors affecting Office Layout</li></ol>	<ol style="list-style-type: none"><li>1. Conceptual Clarity on the meaning of a modern office</li><li>2. Developing understanding on the internal and external factors of an office environment</li><li>3. Developing analytical and technical skills to contribute towards planning office location and layout</li></ol>
<b>2</b>	Office Organisation and Management	<ol style="list-style-type: none"><li>a. Office Organisation : Definition, Importance, Principles and Types of Organisation</li><li>b. Office Management:- Definition, Functions</li><li>c. Scientific Office Management :- Meaning, Aims, Techniques of Scientific Office Management and Steps for installation of Scientific Office Management</li></ol>	<ol style="list-style-type: none"><li>1. Conceptual clarity on the meaning of Scientific office management</li><li>2. Development of understanding in various techniques for scientific management</li></ol>

<b>3</b>	Office Records Management	<ul style="list-style-type: none"> <li>a. Office Records Management -Definition, Objectives, Scope of Records Management, Significance, Principles of Records management.</li> <li>b. Digitalization of records:- Advantages and Problems of Digitalization</li> <li>c. Form Design:- Objectives, types of forms, Significance, Principles of form designing</li> <li>d. Office Manual - Definition, Contents Types , benefits and limitations</li> </ul>	<ul style="list-style-type: none"> <li>1. Introduction to concept of digitalization of records</li> <li>2. Technical skills and critical analysis skills for designing of various office documents for effective records creation and maintenance</li> </ul>
<b>4</b>	Office work	Office work :-Meaning and Characteristics, Flow of work :- Significance, Features of Ideal flow of work ,benefits of flow of work ,problems in smooth flow of work , suggestions for even flow of work	1. Analytical skills for process improvement in office work.

\*\*\*\*\*