

## F.Y.B.Com 115A Organizational Skills Development

Unit No.	Unit Title	Contents
1	Concept of Modern Office	<ul 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> </ul>
2	Office Organisation and Management	<ul 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> </ul>
3	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 &amp; limitations</li> </ul>
4	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
5	Office Manager	<ul style="list-style-type: none"> <li>a. Qualities of office manager, skills of office manager – Interpersonal skills, Presentation skills, thinking and Negotiation skills, Duties and Responsibilities of office manager</li> <li>b. Goal Setting:-Concept, Importance of goals, SMART (Specific, Measurable, Achievable, Realistic and Time Bound)</li> <li>c. Time Management:-Meaning, Techniques, Principles and Significance</li> </ul>

6	Management Reporting (Office Reports)	<p>a. Meaning, Purpose or Objectives and Classification of Report, Principles of preparation of report, qualities of good report, steps in report presentation, evaluating the report, follow-up of reports</p> <p>b. Office Communication:-Meaning, Significance, Barriers and Recent trends in Communication such as E-mail, Video Conferencing, Tele-Conferencing, Internet, Intranet, WWW, etc.,</p>
7	Work Measurement and standardization of office work	<p>a. Definition, Objects, Importance, steps in work measurement, techniques of work measurement - Time study and Motion study</p> <p>b. Standardization of office work:-Meaning, objects, areas of standardization, types of standards, methods of setting standards, advantages and limitations of standardization</p>
8	Office Automation	Objects of Mechanization, Advantages of Mechanization, Factors in selecting office machines, Leasing versus Purchasing Office equipment, Types of modern Office Machines

### Reference Books:

1. Modern Office Management – By Mills, Geoffrey
2. Office Management – By Dr. R.K. Chopra, Priyanka Gauri
3. Office Management – By R.S.N. Pillai
4. Office Management – By K.L. Maheshwari, R.K . Maheshwari
5. Modern Office Management: Principles and Techniques – By J.N. Jian, P.P. Singh