

BA-Sem-1

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (MINOR)

Course Code	UA01MIOMS01	Title of the Course	Office Management
Total Credits of the Course	04	Hours per Week	04

Course Objectives	<ol style="list-style-type: none"> 1. To help the students to familiarize with the basic aspects of Management 2. To understand the Administrative work . 3. To understand the administration, skill of office work. 	
Course Content		
Unit	1.	Weight age*(%)
	Office Management And Office Manager Meaning of Office Management, Function of Office Management, Office, future of office challenges, Manager, Position of the Office Manager, Function of the Office Manager, Duties of the Office Manager .	25
Unit	2.	25
	Delegation of Authority And Department Process of Delegation, Delegation of Authority, Decentralization and Centralization of Authority modern office department	
Unit	3.	25
	Input Output and Storage Devices:Input Devices: Keyboard, Scanner, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, Touchpad), Remote Control, TouchScreen, Magnetic Strip Readers, Card Readers, Video Camera, Etc. Output Devices: Monitors (CRT, TFT, LCD, LED), Projector, Printers (Laser, InkJet, Dot Matrix, Bar Code), Plotters, Speakers. Uses of output devices stating the advantage and disadvantage of each. Memory and Mass Storage Devices: Memory, Volatile Non-Volatile. Briefintroduction of RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM, Cache Memory. Floppy Disc, HDD,SSD, CD/DVD/BD, MemorySticks/Pen Drives, Flash Memory Cards etc. Comparative Advantages anddisadvantages of using different Backing Storage Media. Importance and need ofBackup	

Unit	4.	
	Office Services : Introduction, centralization versus decentralization of office, merits and demerits of it department the problem of choice	25

Learning Methodology	Teaching Learning Methodology Theory (70%) + Practical (30%) Practical: computer Practical are based on above cited units. Two hours practical work per week per batch

Evaluation Pattern Teaching-		
Sr. No	Details of Evolution	Weight age
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	University Examination	70%
Course Outcomes : Having completed this course, the learner will be able to		
1.	Understand the fundamentals of computer •Understand computer terminologies. •Understand the functions of internal parts of computer	
2.	•Identify and understand the function of various Input Output Devices. •Understand the difference of different storage devices.	
Suggested References:		
1.	Office Management by R.K.Chopra, Himalaya Publication.	
2.	Office Organization and Management by S.P.Arora	
3.	Modern Business Org. and Management by S.A.Sherlekar	
4.	JF16HI ;\RF,G4 5M%I],Z 5 SFXG	
On line resources to be used if available as reference material		
On-line Resources		
https://resources.owllabs.com/blog/office-management		

B.A. MULTI DISCIPLINARY

SEMESTER I

Course Code	UA01MDOMS01	Title of the Course	Office Communication Part-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	1.To understand the reading, writing skill for Business letter 2.To understand the effective communication skill 3. To provide the knowledge of mechanical communication
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Course Content		
Unit	Description	Weightage(100%)
Unit:1	Communication : Importance and purpose of communication, Types of communication, process of communication, strategies for effective communication, barriers to communication.	25%
Unit:2	Reading skills, purpose, process, methodologies, description and articulation of English, speech sounds, syllables and stress, accept and voice modulation.	25
Unit:3	Business letter: Introduction, structure of business letter, essentials of good business letter, window envelope, postscript, envelope	25
Unit:4	Letter of Inquiry: The essentials of a letter of inquiry, quotation v/s offers, example of inquiry letters	25
Teaching-Assignments, Learning	Lecture, Recitation, Group discussion, Guest speaker, Debate, Seminar, Quizzes Methodology, computer practical	

Learning Methodology	Teaching Learning Methodology Theory (70%) + Practical (30%) Practical: computer Practical are based on above cited units. Two hours practical work per week per batch

Evaluation Pattern Teaching-		
Sr. No	Details of Evolution	Weight age
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	University Examination	70%
Course Outcomes : Having completed this course, the learner will be able to		
1.	Understand the fundamentals of communication •Understand effective communication	

	•Understand the reading skill
2.	•Identify verbal and vowel w •Understand the difference of different method of latter writing
Suggested References:	
1.	Office Management by R.K.Chopra, Himalaya Publication.
2	Office Organization and Management by S.P.Arora
3	Modern Business Org. and Management by S.A.Sherlekar
4	JF16HI ;\RF,G4 5M%I],Z 5 SFXG
On line resources to be used if available as reference material	
On-line Resources	
https://resources.owllabs.com/blog/office-management	

Semester –I

Course Code	UA01SEOMS01	Title of the Course	Office Practice
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<p>It helps the students to familiarize with the skill of office work</p> <p>It shows how various types of office work.</p>
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Course Content		
Unit	1.	Weightage*(%)
1.	Office Management And Office Manager Meaning of Office Management, Function of Office Management, Office, future of office challenges, Manager, Position of the Office Manager, Function of the Office Manager, Duties of the Office Manager .	50
Unit	2.	
4.	Communication : Importance and purpose of communication, Types of communication, process of communication, strategies for effective communication, barriers to communication.	50

Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Seminar, Quizzes
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%

2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	To make students understand the patterns of office work
2.	To assess the role played of Office Manager
3.	To understand duties of Manager