

SARDAR PATEL UNIVERSITY
B.A. (Office Management & Secretarial Practice)
Semester -2
UA02GOMS21 Office Management Part-II
(Effect from June, 2018)

	EXT	INT
<u>Theory</u>	70	30

Unit:1 Office Organization :

Definition, characteristics of origination, importance of origination, formal and informal origination, types of origination, authority and responsibility

Unit:2 Office environment :

Introduction, component of office environment, interior decoration, colors, conditioning, floor, covering, furnishings furniture and fixtures, type of furniture, selection of furniture, ventilation, noise, cleanliness sanitation, health.

Unit:3 Office machines and equipment:

Introduction, objective of mechanization, the criteria for selection types of office machine, advantages and disadvantages of mechanization.

Unit:4 Office cost reduction and cost saving:

Meaning importance of cost reduction, cost saving in office, type of wasteful expenditure, office cost reduction, program me of cost saving and cost reduction, methods and techniques of cost saving.

Reference Books:

1. Office Organization and Management by S.P.Arora
2. Modern Business Orgination, BY S.A.Sharelkar Himalaya Publication
3. વાણિજ્ય સંચાલન, પોપ્યુલર પ્રકાશન

SARDAR PATEL UNIVERSITY
B.A. (Office Management & Secretarial Practice)
Semester -2
UA02GOMS22 Office Communication Part-II
(Effect from June, 2018)

	EXT	INT
Theory	50	20
Practical	20	10
Total	70	30

Unit:1 Office correspondence and Mail services:

Introduction, production of correspondence, form letter, mail services, resignation of mailing department, arrangement with the post office, courier services, handling incoming mail, out going mail, peon book, electronic correspondence.

Unit:2 Ms Word :

Basic feature, toolbar and meaning, creating, editing, saving and word document, mail merge

Unit:3 Office Correspondence and Mail:

Office correspondence, centralizing correspondence, decentralized correspondence, mailing service, incoming mail, outgoing mail.

Unit:4 Order and their Repliers:

Order, order form, execution of orders, defective order, delay in execution, inability to execute orders, substitutes and counter offers.

Practical:

Preparing enquires letter, replies letter, quotation and offer letter

Preparing assignment note for varies business letters.

Reference Book:

1. Office Management by R.K.Chopra, Himalaya Publication.
2. Office Organizational and Management by S.P.Arora
3. Personal Computer and Dos Packages by R.P.Soni, Tata Communication
4. Modern Business Organization, S.A.Sherlekar by Sultanchand & Sons.
5. Office Management and Secretarial Practice by Gyan Publishing House, Delhi
6. वाणिज्य संवाहन, पोप्युलर प्रकाशन