

U.G. Courses in Arts Choice Base Credit System

**Subject: Office Management & Secretarial Practice
Nalini – Arvind And T.V.Patel Arts College
Syllabus – Year 2011-12**

Second Year B.A. Course in Office Management & Secretarial Practice(Allied)

Semester-III

		Name of Paper	Paper Code
Allied	Paper-V	Secretarial Practice Part-I	OMSP-105
	Paper-VI	Office Practice Part-I	OMSP-106

Semester-IV

		Name of Paper	Paper Code
Allied	Paper-VII	Secretarial Practice Part-II	OMSP-107
	Paper-VIII	Office Practice Part-II	OMSP-108

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Choice Base Credit System

Second Year B.A. Course in Office Management & Secretarial Practice

Office Management And Secretarial Practice

Allied Subject

Semester-III

Paper-V

Secretarial Practice-part-I

Ext Int

Theory 70 30

Unit:1 Forms of Business Organization:

sole trader, meaning, advantages and disadvantages, partnership firm, meaning, advantages and disadvantages, Company form of organization, definition, importance, characteristics, kinds of companies.

Unit:2 Computer Components:

Introduction, importance, input & output devices, computer software and hardware ,importance of internet and use of e-mail, advantages and disadvantages of computerization of office.

Unit-3 Personnel Management:

Introduction, definition, objective of personnel management, function of personnel management, establishing the personnel department, the employment function, job evaluation and merit rating of staff method of training placement, placement promotion and transfers.

Unit-4 Company Meeting:

Introduction, meaning, types of meeting, notice, agenda, quorum, proxy, Resolution, voting, minutes

Reference Books:

- 1 Office Management by R.K.Chopra, Himalaya Publication
- 2 Office Organisation and Management and Management by S.P.Arora,
- 3 Personal Computers and Dos Packages by R.P.Soni, Tata Publication
- 4 Modern Business Origination and Management, by Y.K.Bhushan ,
Sultanchand & Sons
- ५ वाणिज्य संयालन, पोप्युलर प्रकाशन
- ६ धंधाक्रीय वित व्यवस्था, अतुल प्रकाशन
- ७ सेक्रेटेरियल प्रेकटीस, सी.जमनादास

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Second Year B.A. Course in Office Management & Secretarial Practice

Office Management And Secretarial Practice

Allied Subject

Semester-III

Paper-VI

Office Practice-part-I

	Ext	Int
Theory	50	20
Prac	20	10
Total	70	30
Duration of Exam	2hr	1.5.hr

- Unit-1 Office Supervision**
Meaning, function of Supervision, role of supervisor, qualities of effective supervision, leadership, style of supervision, motivation style, power style, knowledge and skill of the supervisors, women supervisor.
- Unit-2 Introduction to Word processing (Ms-Word)**
Creating a document and concept all toolbars, copy, paste, put and all editing commands and file commands, table creating, spell checking and grammatical Errors, mail merge.
- Unit-3 Introduction of spreadsheet software (Ms-Excel and Power Point)**
Building a worksheet, entering formulas, naming cells, coping, windows, printing worksheets, selection of commands, indication cell ranges entering, usefulness and advantages of power point, file new, open, save file print, edit option, slide show etc.
- Unit-4 Office Cost Reduction and Cost Saving**
Meaning, importance of Cost reduction and cost saving in office, types of wasteful Expenditure, office cost reduction, programme of cost saving and cost reduction, areas of opportunity for office economics, organization for cost reduction, methods of techniques of cost saving
- Practical:**
Preparing Business latter & salary statement in word & Excel
Preparing various meeting notice, agenda

Reference Books:

- 1 Office Management by R.K.Chopra, Himalaya Publication
- 2 Office Organisation and Management and Management by S.P.Arora,
- 3 Modern Business Organiation & Management by S.A.Serlekar, Himalaya Publicaton
- 4 Modern Business Origination and Management, by Y.K.Bhushan , Sultanchand & Sons
- ५ वाणिज्य संयादन, पोप्युलर प्रकाशन

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Choice Base Credit System

Second Year B.A. Course in Office Management & Secretarial Practice

Office Management And Secretarial Practice

Allied Subject

Semester-IV

Paper-VII

Secretarial Practice-part-II

Ext Int

Theory 70 30

Unit-1 Company Secretary

Introduction, meaning, importance, qualities and qualification of company secretary, function and duties of company secretary.

Unit-2 Personnel Management

Introduction, definition, objective of personnel management, function of personnel management, establishing the personnel department, the employment function, job evaluation and merit rating of staff, method of training placement, promotion and transfer.

Unit-3 Business Reports

Introduction, function of reports, classification of reports, kinds of reports, classification of reports, kinds of reports, principles of preparation of reports, qualities of good report, steps in report preparation, timeless in reporting.

Unit-4 Office environment

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

Reference Books:

- 5 Office Management by R.K.Chopra, Himalaya Publication
- 6 Office Organisation and Management and Management by S.P.Arora,
- 7 Personal Computers and Dos Packages by R.P.Soni, Tata Publication
- 8 Modern Business Origination and Management, by Y.K.Bhushan ,
Sultanchand & Sons
- ૫ વાણિજ્ય સંચાલન, પોપ્યુલર પ્રકાશન
- ૬ ધંધાકીય વિત વ્યવસ્થા, અતુલ પ્રકાશન
- ૭ સેક્રેટરિયલ પ્રેક્ટીસ, સી.જમનાદાસ

Sardar Patel University

Choice Base Credit System

Second Year B.A. Course in Office Management & Secretarial Practice

Office Management And Secretarial Practice

Allied Subject

Semester-IV

Paper-VIII

Office Practice-part-II

	Ext	Int
Theory	50	20
Prac	20	10
Total	70	30
Duration of Exam	2hr	1.5.hr

Unit:1 Standardization, standards and work measurement:

Standardization, different areas of standardization, advantages of standardization, steps in standardization, work measurement and standards, important of work measurement, methods of work measurement and setting standards.

Unit:2 Statistical Data:

Introduction, need for statistical data in the office, phase of data, collection, limitations of statistical data, source of data, primary source, secondary source method of collecting data, presentation of data, diagrams, information charts, graphs of graphic presentation.

Unit:3 Office statements & registers:

Financial statement, annual returns, inward mail, outward mail, peon book, member register, debenture register, minutes, purchase note, sales note, cash book, employee register, leave register

Unit:4 Office system and procedures:

Meaning of systems, difference between systems, procedures and methods, advantages and limitations of office systems, flow of work, problems in the flow of work, use of flow chart.

Practical:

Preparing various meeting resolution, minutes,

Preparing purchase note, sales note, peon book, inward and outward register

Preparing pie chart, two-three dimension chart for data presentation

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