

BA-Sem-1

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (MINOR)

Course Code	UA1MIOMS01	Title of the Course	Office Management
Total Credits of the Course	<b>04</b>	Hours per Week	<b>04</b>

Course Objectives	<ol style="list-style-type: none"> <li>1. To help the students to familiarize with the basic aspects of Management</li> <li>2. To understand the Administrative work .</li> <li>3. To understand the administration, skill of office work.</li> </ol>
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Course Content		
Unit	1.	Weight age*(%)
	<p><b>Office Management And Office Manager</b>                      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 .</p>	25
Unit	2.	25
	<p><b>Delegation of Authority And Department</b>                      Process of Delegation, Delegation of Authority, Decentralization and Centralization of Authority modern office department</p>	
Unit	3.	25
	<p><b>Input Output and Storage Devices:</b>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</p>	

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

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

<b>Evaluation Pattern Teaching-</b>		
<b>Sr. No</b>	<b>Details of Evolution</b>	<b>Weight age</b>
<b>1</b>	Internal Written / Practical Examination (As per CBCS R.6.8.3)	<b>15%</b>
<b>2</b>	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	<b>15%</b>
<b>3</b>	University Examination	<b>70%</b>
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.	JFI6HI ;\RF,G4 5M%I],Z 5 SFXG	
On line resources to be used if available as reference material		
On-line Resources		
<a href="https://resources.owllabs.com/blog/office-management">https://resources.owllabs.com/blog/office-management</a>		

## B.A. MULTI DISCIPLINARY

### SEMESTER I

<b>Course Code</b>	UA1MDOMS01	<b>Title of the Course</b>	<b>Office Communication Part-I</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per Week</b>	<b>04</b>

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

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

<b>Evaluation Pattern Teaching-</b>		
<b>Sr. No</b>	<b>Details of Evolution</b>	<b>Weight age</b>
<b>1</b>	Internal Written / Practical Examination (As per CBCS R.6.8.3)	<b>15%</b>
<b>2</b>	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	<b>15%</b>
<b>3</b>	University Examination	<b>70%</b>
<b>Course Outcomes : Having completed this course, the learner will be able to</b>		
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	
<a href="https://resources.owllabs.com/blog/office-management">https://resources.owllabs.com/blog/office-management</a>	

### Semester –I

Course Code	UA1SEOMS01	Title of the Course	<b>Office Practice</b>
Total Credits of the Course	<b>02</b>	Hours per Week	<b>02</b>

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.	<b>Office Management And Office Manager</b> 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.	<b>Communication :</b> 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