



Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Commerce

Course Type: SEC-I

Course Title: Office Management

Course Code: 101MAE1601

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

- LO 1. To familiarize students with the concept and application of Modern Office.
- LO 2. To make students acquainted with the concept of Paperless Office.
- LO 3. To familiarize students with the concept of Automated and Virtual Office.
- LO 4. To motivate the students to apply Modern Office Management Techniques.

Course Outcomes:

- CO 1. Understand the concept of Modern Office Management.
- CO 2. Understand and apply the Automated office and Paperless office concept.
- CO 3. Apply the gained knowledge to design Virtual Office and e-office management.

Unit No.	Title of Unit & Contents	Hrs.
I	Introduction to Modern Office Management	10
	<ul style="list-style-type: none">1. Introduction to Modern Office2. Meaning of Modern Office3. Modern Office Work4. Factors contributing to the growth of office work	
	Unit Outcomes: UO 1. Identify components of office management. UO 2. Describe different forms of organizations.	
II	Functions of Modern Office	11
	<ul style="list-style-type: none">1. Activities of Modern Office2. Purpose of Modern Office3. Modern Office Functions4. Office System and Routine	
	Unit Outcome: UO 1. Apply good techniques and activities of Modern Office. UO 2. Discuss the role of Modern Office.	
III	Paperless Modern Office	09
	<ul style="list-style-type: none">1. Paperless Office2. Problems of Paperless Office3. Tips for Paperless Office	

Unit No.	Title of Unit & Contents	Hrs.
	4. Working towards Paperless Office 5. Automated and Virtual Office	
	Unit Outcomes: UO 1. Identify the importance of Paperless Office. UO 2. Apply Automated and Virtual Office.	

Learning Resources:

1. "Office Management: Principles and Practice" by Jyoti Bakshi, published by Himalaya Publishing House in 2006.
2. "Modern Office Management and Commercial Correspondence" by Alok Kumar Rai, published by Laxmi Publications in 2017.
3. "Modern Office Management" by M. N. Arora, published by S. Chand Publishing in 2012.
4. Office Management, R. K. Chopra and Priyanka Gauri, Himalaya Publishing House, Mumbai.
5. Office Management: Principles and Practice" by S. N. Maheshwari, published by Vikas Publishing House in 2019.
6. <https://www.ijrdo.org/>
7. <https://onlinelibrary.wiley.com/journal/14682370>.
8. https://sist.sathyabama.ac.in/sist_coursematerial/uploads/SBAA1407.pdf