

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Faculty of Commerce
Department of Accounts and Applied Statistics
B.Com. Third Year (Sem. V and VI)
Office Management (w.e.f. June 2018)

No. of periods per week: 04

Course Code: U-SEC-O

Marks: 75

Credits: 03

Learning Objectives:

1. To familiarize students with the Concept and Application of Modern Office.
 2. To make students acquainted with the concept of Paperless Office
 3. To familiarize students with the concept of Automated and Virtual Office.
 4. To motivate the students to apply Modern Office Management Techniques.
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Course Outcomes: After completion of this course Students will be able to-

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

(12 Lectures)

- 1.1 Introduction to Modern Office
- 1.2 Meaning of Modern Office
- 1.3 Modern Office Work
- 1.4 Factors Contributing to the Growth of Office Work

Unit II: Functions of Modern Office

(13 Lectures)

- 2.1 Activities of Modern Office
- 2.2 Purpose of an Modern Office
- 2.3 Modern Office Functions
- 2.4 Office System and Routine

Unit III: Changing Modern Office Scene

(12 Lectures)

- 3.1 Importance of Office
- 3.2 The Changing Scene of Office
- 3.3 Office Today
- 3.4 Office of the Future

Unit IV: Paperless Modern Office

(13 Lectures)

- 4.1 Paperless Office
- 4.2 Problems of Paperless Office
- 4.3 Tips for Paperless Office
- 4.4 Working towards Paperless Office
- 4.5 Automated and Virtual Office

Reference book:

- 1.1 R. K. Chopra and Priyanka Gauri, Office Management, Himalaya Publishing House, Mumbai.