

	<b>VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT</b>	
	<b>F.Y.B.COM EXTERNAL</b>	
	<b>COURSE CODE -</b>	
	<b>OFFICE MANAGEMENT</b> (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	
<b>Unit :-1</b>	<b>MODERN OFFICE AND ITS FUNCTION</b>	<b>10</b>
	INTRODUCTION - MEANING OF OFFICE - OFFICE WORK - OFFICE ACTIVITIES - THE PURPOSE OF AN OFFICE - OFFICE FUNCTIONS - IMPORTANCE OF OFFICE - THE CHANGING OFFICE SCENE - PAPER LESS OFFICE	
<b>Unit :-2</b>	<b>OFFICE MANAGEMENT</b>	<b>10</b>
	MANAGEMENT - PRINCIPLES OF MANAGEMENT - OFFICE MANAGEMENT - ELEMENTS OF OFFICE MANAGEMENT - FUNCTIONS OF OFFICE MANAGEMENT - OFFICE MANAGER - FUNCTIONAL OFFICE MANAGEMENT - ADMINISTRATIVE OFFICE MANAGEMENT - INFORMATION MANAGEMENT - SCIENTIFIC OFFICE MANAGEMENT - SCIENTIFIC MANAGEMENT IN OFFICE	
<b>Unit :-3</b>	<b>OFFICE ADMINISTRATION</b>	<b>10</b>
	ADMINISTRATIVE OFFICE MANAGEMENT - OBJECTIVES OF ADMINISTRATIVE OFFICE MANAGEMENT - SCIENTIFIC OFFICE MANAGEMENT - SCIENTIFIC MANAGEMENT IN OFFICE.	
<b>Unit :-4</b>	<b>OFFICE ACCOMMODATION</b>	<b>10</b>
	INTRODUCTION - PRINCIPLES - LOCATION OF OFFICE - OFFICE BUILDING - OFFICE LAYOUT - PREPARING THE LAYOUT - RE- LAYOUT - OPEN AND PRIVATE OFFICE - NEW TRENDS IN OFFICE LAYOUT	
<b>Unit : 5</b>	<b>OFFICE SYSTEMS AND PROCEDURES</b>	<b>10</b>
	THE SYSTEM CONCEPT - DEFINITIONS - SYSTEMS ANALYSIS - FLOW OF WORK - ANALYSIS OF FLOW OF WORK - ROLE OF OFFICE MANAGER IN SYSTEMS AND PROCEDURES - SYSTEM ILLUSTRATED	
<b>Unit : 6</b>	<b>RECORD MANAGEMENT: RECORDS</b>	<b>20</b>
	IMPORTANCE OF RECORDS - RECORDS MANAGEMENT - FILING - ESSENTIALS OR CHARACTERISTICS OF A GOOD FILING SYSTEM - CLASSIFICATION AND ARRANGEMENT OF FILES - FILING EQUIPMENT - METHODS OF FILING - MODERN FILING DEVICES - CENTRALISED/DECENTRALISED FILING - INDEXING - TYPES OF INDEXING - SELECTION OF SUITABLE INDEXING SYSTEM - THE FILING ROUTINE - THE FILING MANUAL - RECORDS RETENTION - EVALUATING THE RECORDS MANAGEMENT PROGRAMME - MODERN TENDENCIES IN RECORDS MAKING	
<b>Unit : 7</b>	<b>OFFICE STATIONERY AND SUPPLIES</b>	<b>20</b>

	STATIONERY - IMPORTANCE OF STATIONERY - NEED TO CONTROL OFFICE STATIONERY AND SUPPLIES - HOW TO KEEP DOWN THE STATIONERY COST - PROPER AND CAREFUL SELECTION - STUDY PROCEDURES - METHOD IMPROVEMENT - WORK MEASUREMENT - MOTION STUDY THEORY - LAWS AND PRINCIPLES OF MOTION ECONOMY - ADVANTAGES OF MOTION STUDY - STEPS IN TIME AND LIMITATIONS OF TIME STUDY - TIME AND MOTION STUDY - SPECIAL CHARACTERISTICS OF OFFICE - WORK ACTIVITY OR WORK SIMPLIFICATION - STANDARDISATION - ADVANTAGES - LIMITATIONS - WORK SIMPLIFICATION	
Unit : 8	CONTROL OF OFFICE COSTS	10
	IS OFFICE WORK UNPRODUCTIVE? - COST REDUCTION OR COST SAVING - AREAS OF OFFICE ECONOMIES - METHODS OF COST REDUCTION AND COST SAVING - DEVELOPING COST CONSCIOUSNESS - ECONOMY IN PROCUREMENT AND USE CONTROL - BUDGETARY CONTROL - TYPES OF BUDGETS - OFFICE BUDGET - ORGANISATION AND METHODS - SUPERVISORY CONTROL	

**Text & References:**

**Taxt book of office management-J.C**

**Office Organization and Managemnet- S.P Arora- First Edition**

**Office Organization and Management- M.C Shukla**

**Office Management - S.P.Jian&T.NChhabra**

**Office and Administrative Management- C.L Little Field &FranuRacher**

