Tolani College of Commerce (Autonomous)

तोलानी वाणिज्य महाविद्यालय (स्वायत्त)

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

Knowledge is Supreme

150-151, SHER-E-PUNJAB SOCIETY,
GURU GOBIND SINGH ROAD,
ANDHERI (EAST), MUMBAI-400 093.

Tel.   : (022) 6153 5455
Fax   : (022) 6153 5456
E-mail : tcc@tolani.edu
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Name of the Department/ Programme	Department of Bachelor of Management Studies					
	1) Bachelor of Management Studies / 2) B.Com. in Accounting and Finance / 3) B.Com. in Banking and Insurance / 4) B.Com. in Financial Markets / 5) Bachelor of Business Administration (Logistics)					
Name of the Course	Vocational Skill Courses (VSC): Office Management					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr.No.	Objectives
LOC1	To equip the learners to be familiar with modern office management.
LOC2	To train the learners in maintaining and running the office independently and effectively.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Learners will be able to provide competent and effective office management
CO2	Learners will be able to support in the administrative services

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Module. No	Details	No. of Lectures
1	**Office Management**	10
	Office Management: Definition, Functions of Modern Office: Basic and administrative functions, Importance of Offices **Types of Office:** Front office, The Middle Office, Electronic Office, Virtual Office, Back Office.	
2	**FILING, CLASSIFICATIO OF FILES & INDEXING**	10
	FILING: Definition, Objectives, Functions of filing system, Advantages of filing system, Characteristics of a good filing system, Modern methods of filing. **CLASSIFICATION OF FILES:** Alphabetical Classification, Numerical Classification, Geographical Classification, Subject Classification and Chronological Classification. **INDEXING:** Purpose Of Indexing, Essentials Of A Good Indexing System. Types Of Indexes: Ordinary Page Index, Bound book index, Loose leaf index, Vowel index, Vertical Card Index, Visible Card Index, Strip Index, Wheel or Rotary Index.	
3	**Filing Equipment, Office Automation and Office Mechanization**	10
	FILING EQUIPMENT: Purpose of selecting filing equipment, Factors affecting the selection of filing equipment, Requirements of good filing equipment, Types of filing equipment's: Physical filing equipment, digital filing equipment. Steps in installing or planning the filing system. **Office Automation** **Office Mechanization:** Meaning Objectives of office mechanisation Advantages of office mechanization Limitations of mechanization in office Factors to be considered for selecting equipment	

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Reference Books

- Office organization and Management- By S.P.Arora.
- Office Management- By Prasanta K. Ghosh
- Office Management – By Kathiresan & Dr.Radha
- Modern Office Management Principles and Techniques- J.N. Jain, P.P. Singh, S.K. Bhatia

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)
Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1)Assignment/Case Studies/ Presentation/Book Review/Project	10	a) A learner must be present for each of the sub-components. b) The subtotal of all the 2 sub-components must be minimum 08 marks
2) MCQ Based Test	10	
Total	20	

Table 1B: Scheme of Semester End Examination (SEE) Evaluation

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration:1 Hour

Question Number	Particular	Marks
Q-1	Attempt any TWO of the following:(Module 01) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10
Q-2	Attempt any TWO of the following: (Module 02) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10
Q-3	Attempt any TWO of the following: (Module 03) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10