

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

Title of the Course: Office Management Semester I

	Programmes:
1	Bachelor of Commerce (B.Com)
2	Bachelor of Commerce (Management Studies) (BMS)

Syllabus for 2 credits

From the academic year- A.Y. 2024 - 2025

Name of the Course: Office Management

Sr. No.	Heading	Particulars
1	Description the course:	The course will provide learners with the knowledge and skills to manage general office activities such as data, files and records, payroll, space management, office communications, and facility management. The role of office management is multifaceted, encompassing various functions such as planning, organizing, coordinating, and controlling.
2	Vertical:	Vocational Skill Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: <ol style="list-style-type: none">1. To familiarize learners with the idea and key aspects of Office Management and understand modern Office Management.2. To introduce fundamentals of filing systems and master the classification Techniques for files.	
8	Course Outcomes: <ol style="list-style-type: none">1. Learners will be able to demonstrate an understanding of Office Management concepts and apply modern Office Management functions.2. Learners will be able to confirm proficiency in indexing types, design an efficient filing systems and Office Mechanization.	

	Modules
9	Module 1: Overview of Office Management and Filing (15 Hours)
	<ul style="list-style-type: none"> • Introduction: Concept of office management and Key aspects of office management. • Modern office management: Concept and Functions (Basic and Administrative) • Categories of Office: Requirement of office for achieving goals and Types of Office (Front office, Middle Office, Electronic Office, Virtual Office, Back Office). • Filing: Definition, Importance of Filing system and Characteristics of a good filing system
	Module 2: Filing Equipment and Indexing (15 Hours)
	<ul style="list-style-type: none"> • Classification of Files: Alphabetical Classification, Numerical Classification, Geographical Classification, Subject Classification and Chronological Classification. • Aspects of Indexing: Concept and Essentials of Good Indexing system and Types of Indexes. • Classification of Filing: Steps in planning the filing system and types of filing equipment. • Office Mechanization: Concept and Objectives of Office Mechanization and Types of Office Machines.

10	References: <ul style="list-style-type: none"> • R.C. Bhatia, Principles of Office Management, Lotus Press, 1st edition, 2019. • Dr. R.K. Chopra and Priyanka Gauri, Office Management, Himalaya Publishing House, 17th Edition 2022. • Dr. Kumar Mohapatra et al., Modern Office Management, Himalaya Publishing House, 2nd Edition 2019. • Dr. I.M. Sahai, Office Management, Sahitya Bhawan Publications, 1st edition 2019. 													
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%												
12	Continuous Evaluation through: <table border="1" data-bbox="397 678 1230 877" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sub-components</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>1)Assignment/Case Studies/ Presentation/ /Project</td> <td>10</td> </tr> <tr> <td>2) MCQ Based Test</td> <td>10</td> </tr> <tr> <td style="text-align: center;">Total</td> <td>20</td> </tr> </tbody> </table> <p>Note: Learner must be Present in all the two exam components of Continuous Evaluation.</p>		Sub-components	Maximum Marks	1)Assignment/Case Studies/ Presentation/ /Project	10	2) MCQ Based Test	10	Total	20				
Sub-components	Maximum Marks													
1)Assignment/Case Studies/ Presentation/ /Project	10													
2) MCQ Based Test	10													
Total	20													
13	Format of Question Paper: in final examination Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 30 Duration:1 Hour <table border="1" data-bbox="300 1161 1573 1801" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Question Number</th> <th style="width: 65%;">Particular</th> <th style="width: 20%;">Marks</th> </tr> </thead> <tbody> <tr> <td>Q-1</td> <td>Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Q-2</td> <td>Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Q-3</td> <td>Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p>Note: Any of the short notes of 5 Marks can be a case study.</p>		Question Number	Particular	Marks	Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10	Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10	Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10
Question Number	Particular	Marks												
Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10												
Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10												
Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10												

**Signatures of Team
Members**

Sr. No	Name	Signature
1.	Ms. Reshma Rajput	
2.	Ms. Shalini Clayton	
3.	Mr. Vedant Kajbaje	
4.		
5.		