



Maharaja Education Trust ®
MIT First Grade College

(Affiliated to University of Mysore)
Industrial Suburb, Manandavadi Road, Mysuru -570008

PG Department of COMMERCE
Certificate Course on Office Management

SYLLABUS

Duration: One month- 30 Hrs

Workload: 30 Hrs. (Theory 24 Hrs. + Practical 06 Hrs.)

Objective of the Course:

To develop personality of the students so as to be results-oriented and committed individuals enabling the use of administrative, time-management, professional communication and problem solving skills to achieve organizational growth.

Unit-1:

Introduction –Introduction of Modern Office, Meaning of Office, Importance of Office, Functions of Office, Office Management, Functions of Office Management.

Unit-2:

Principles of Management- Office Manager- authorities and responsibilities of an Office Manager, Qualities of Office Manager, status of office manager in total organization. Office Administration-Meaning and Objectives of Administration, Centralization vs. decentralization of office services.

Unit-3:

Layout & Office Accommodation-Location of Office-Office Layout
Office Environment-Types of Lighting Systems-Ventilation-Functions-Sanitary Requirements

Unit-4: Documentation- Meaning of Documentation, Objectives of documentation, Records-Importance of Records, Maintenance of Records Management-Filing and Indexing - Office Forms and Essentials of Good Filing System-Methods of Filing. Retention and weeding out of papers

Unit-5: Office Correspondence –Communication and Various means of communication, their uses, merits and demerits, Report Writing-Types of Reports-Specimen of Reports-Precise Writing

References:

1. Office Management -S.P.Arora
2. Office Management –R.K.Chopra

Skill Development Activities:

1. Preparing a Specimen Report
2. Model Making of an Office Layout
3. Classification of Records /Files
4. Special Lecture by an Office Manager
5. Visit to a Modern Office

PRINCIPAL
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