

OFFICE MANAGEMENT

Semester – 5th

FE – 5

OM (507)

Credit – 2 + 0 = 2

Objectives :-

- 1) To acquire knowledge regarding need for office.
- 2) To obtain information regarding various function and managerial goal and duties of responsibilities of staff.

Unit – 1 Definition of office.

- Latest office appliances.
- Office manuals – definition, characteristics, types.
- Methods of preparing office manuals.
- Merit and demerits of office manuals.

Unit – 2 Company Secretary.

- Types of secretary.
- Definition, qualities of company secretary.
- Status of company secretary and responsibilities.
- Handling of meeting.

Unit – 3 Office Stationary.

- Introduction.
- Types of office stationary.
 - o Purchasing of office stationary
 - o Methods.
- Control of office stationary consumption.
- Office registers and account keeping.

Unit – 4 Office behaviour.

- Importance of human behaviour in office.
- Behaviour with out siders.
- Behaviour of superiors.
- Behaviour with colleagues.
- Behaviour subordinates.
- Meral support of office staff.
- Motivation and incentives of office staff.
- Filing and indexing.