

# UNIVERSITY OF MUMBAI



## **Syllabus for the**

**Program:            B.Sc. Interdisciplinary Science**

**Course :            Office Organization and  
Management**

(Credit Based Semester and Grading System with  
effect from the academic year 2014–2015)

# **Course: Office Organization and Management**

## **Syllabus**

**For Credit Based Semester and Grading System  
To be implemented form the Academic year 2014-2015**

### **MODULE I**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>L/Week</b>
<b>USIDOM01</b>	<b>I</b>	<b>Introduction</b>	<b>3</b>	<b>1</b>
	<b>II</b>	<b>Office Systems &amp; Routines</b>		<b>1</b>
	<b>III</b>	<b>Office Accommodation &amp; Working Environment</b>		<b>1</b>

### **MODULE II**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>L/Week</b>
<b>USIDOM02</b>	<b>I</b>	<b>Record Management</b>	<b>3</b>	<b>1</b>
	<b>II</b>	<b>Office equipment and machines</b>		<b>1</b>
	<b>III</b>	<b>Office automation practices, Safety &amp; Security</b>		<b>1</b>

## SYLLABUS MODULE I

Course Code	Credits
<b>USIDOM01</b>	<b>3 Credits (45 Lectures)</b>
<b>Introduction</b> : Meaning & definition of office , nature of office Work, importance & functions of office ,meaning & Definition of office management, functions, duties & qualities of office manager	<b>15 Lectures</b>
<b>Office Systems &amp; Routines</b> : Meaning & importance of system & routines, system Vs. Routines. Organization structure :- meaning & Definition of organization structure , importance of Organization structure, types of organization Structure, advantages and disadvantages of Different types of structures.	<b>15 Lectures</b>
<b>Office Accommodation &amp; Working Environment:</b> Meaning & importance of office accommodation, Factors influencing choice of office Accommodation. Meaning and definition of working Environment, factors affecting working Environment.	<b>15 Lectures</b>

## SYLLABUS MODULE II

Course Code	Credits
<b>USIDOM02</b>	<b>3 Credits (45 Lectures)</b>
<b>Record Management</b> : Meaning, definition & scope of record management, Principles of record keeping , filing :- meaning, definition & different types of filing system. Indexing:- meaning, definition & different types of indexing .	<b>15 Lectures</b>
<b>Office equipment and machines</b> : Introduction, Basic principles of selecting furniture, equipments Office furniture & its types Office machines and its merits & demerits.	<b>15 Lectures</b>
<b>Office automation practices</b> : Office machines & their uses computers, overhead projector, fax, modem, cellular's, latest communication system <b>Safety &amp; Security</b> Meaning, importance of safety & security. Measures to ensure safety and security.	<b>15 Lectures</b>