

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

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

MODULE II

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

SYLLABUS MODULE I

Course Code	Credits
USIDOM01	3 Credits (45 Lectures)
Introduction : Meaning & definition of office , nature of office Work, importance & functions of office ,meaning & Definition of office management, functions, duties & qualities of office manager	15 Lectures
Office Systems & Routines : 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.	15 Lectures
Office Accommodation & Working Environment: Meaning & importance of office accommodation, Factors influencing choice of office Accommodation. Meaning and definition of working Environment, factors affecting working Environment.	15 Lectures

SYLLABUS MODULE II

Course Code	Credits
USIDOM02	3 Credits (45 Lectures)
Record Management : 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 .	15 Lectures
Office equipment and machines : Introduction, Basic principles of selecting furniture, equipments Office furniture & its types Office machines and its merits & demerits.	15 Lectures
Office automation practices : Office machines & their uses computers, overhead projector, fax, modem, cellular's, latest communication system Safety & Security Meaning, importance of safety & security. Measures to ensure safety and security.	15 Lectures