**BCOM SEM – 3 BUSINESS MANAGEMENT (OFFICE MANAGEMENT)**

**SYLLABUS**

**EFFECTIVE FROM JUNE -2020**

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| **UNIT** | **CONTENT** |
| **1** | **INTRODUCTION TO OFFICE AND OFFICE MANAGEMENT:** Introduction - Meaning of Office and Office Management - Official Activities and Office Functions - Primary- Administrative and Management Functions - Aims-Objectives and Importance of Office Management - Office Organization - Office Manager – Qualifications and Qualities - Authorities-Powers and Duties-Role of the Office Manager |
| **2** | **FILING AND INDEXING:** - Introduction-Meaning and Purposes of Filing - Importance and Essentials of good Filing - Centralized Vs. Decentralized Filing Arrangements - System of Classification and Sorting - Methods of filing - Filing Equipment – Weeding of old records - Meaning and Need for Indexing - Various types of Indexing - Importance and Essentials of good Indexing |
| **3** | **MODERN OFFICE EQUIPMENT AND OFFICE AUTOMATION:**  - Introduction-Meaning and importance of office automation - Objectives of office mechanization Advantages and Disadvantages - Factors determining office mechanization - Kind of office machines: -  Personal computers  Photocopier  Fax  Telephone  Mobile  Tele Answering Machine  Detecting machines  Close Circuit TV  Audio Visual Aids |
| **4** | **MODERN BANKING:**  Introduction- Need and Importance of banking facilities - Types of accounts - Types of accounts holders - Passbook and Cheque books and Other forms used in Banks - Brief concepts of DD, Banker’s Cheque, Promissory notes and bills, Franking - Banking Transactions:  RTGS  NEFT  IMPES  UPI  USDD - ATM and Money transfer - Mobile Banking |