GOM S6 02
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OFFICE MANAGEMENT

SEMESTER - VI

BLOCK - 2

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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OFFICE MANAGEMENT
Block 2
DETAILED SYLLABUS

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UNIT 11: Office Automation **152-164**

Uses and abuses of Labour saving appliances and Various types of commonly used appliances

UNIT 12: Correspondence **165-175**

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BLOCK INTRODUCTION:

This is the second block of the course 'Office Management". The Block is divided into 7 units and is primarily a learner oriented Self Learning Material, as it satisfies the requirements of the learners in the filed of office management.

This block comprises of the following seven units:

The ninth unit introduces us to Concept and Meaning of Filing, Objectives and Importance of Filing, Classification and Arrangement of Papers for Filing, Methods of Filing, Centralized and Decentralized Filing System, Indexing

The tenth unit gives us a broad idea on the concepts of Concept and meaning of office stationery, Types of office stationery, Control of office stationary and supplies, Standardization of Office supplies, Purchasing Office Stationaries and Supplies,storage and Office Manager and Stationary control

The eleventh unit gives us an idea on the Uses and abuses of Labour saving appliances and Various types of commonly used appliances

The twelvlth unit will help us in knowing Concept of Importance of Correspondence in Business and Government Offices, Essentials of Good Business and Official Correspondence, Routine of Handling Mail and Various forms of Correspondence

The thirteenth unit gives us a broad idea on Meaning of Meeting, Types of Meeting, Secretarial practices relating to holding of Meetings, Minutes Writing, Types of Minutes and Drafting or writing of Minutes

The forteenth unit will help us in understanding the Concept of Human Resource Management(HRM),functions of HRM, Role of HR Executve, The Employment Function, Recruitment and Selection, Job Evaluation, Training and Motivation

The fifteenth unit gives us an idea on Report Writing,Process of Writing a Report, types of Report, Project Report Writing,Criteria of a Good Project, Advantages of a Good Project, Disadvantages of Project Method,Format of a Project Report,precis Writing

The Block is devided into seven units:

UNIT 9: Filing and Indexing

UNIT 10: Office Stationery

UNIT 11: Office Automation

UNIT 12: Correspondence

UNIT 13: Company Meeting

UNIT 14: HRM for Office Management

UNIT 15: Management Reporting.