

PDEA'S
Mamasaheb Mohol College, Paud Road, Pune – 38

Commerce Department
F. Y. B. com CBCS 2019-20

Course Name: SEMESTER I, 115 (A): Organizational Skill Development- I
(2Credits, 48 lectures)

After completion of this course, the students will be able to

Course	Course Outcome
CO 115(A).1	To introduce the students to the emerging changes in the modern office environment
CO 115(A).2	To develop the conceptual , analytical , technical and managerial skills of students efficient office organization and records management
CO 115(A).3	To develop the organizational skills of students
CO 115(A).4	To develop Technical skills among the students for designing and developing effective means to manage records , consistency and efficiency of work flow in the administrative section of an organisation
CO 115(A).5	To develop employability skills among the students

Sr. No	Chapter	Course Specific Outcomes	Teaching Methodology	Reference
1	Modern Office :- Definition, Characteristics, importance and functions Office environment:- Meaning and Importance Office Location :- Meaning, Principles and factors affecting Office location Office Layout :- Meaning, Principles and factors affecting Office Layout	Students will be able to know the functions Office environment, Importance Office Location, factors affecting Office Layout	Lecture method, Problem solving sessions, Peer Learning	Modern Office Management – By Mills, Geoffrey Office Management – By Dr. R.K. Chopra , Priyanka Gauri
2	Office Organisation : Definition , Importance, Principles and Types of Organisation Office Management:- Definition , Functions Scientific Office Management :- Meaning,	Students will be able to know the Types of Organisation Functions, Scientific Office Management and Techniques of Scientific Office Management	Lecture method, Problem solving sessions, Peer Learning Use of ICT	Office Management – By Dr. R.K. Chopra , Priyanka Gauri Office Management

	Aims, Techniques of Scientific Office Management and Steps for installation of Scientific Office Management			t – By R.S.N. Pillai
3	Office Records Management -Definition, Objectives, Scope of Records Management, Significance, Principles of Records management. Digitalization of records:- Advantages and Problems of Digitalization Form Design:- Objectives, types of forms, Significance, Principles of form designing Office Manual – Definition, Contents Types ,benefits and limitations	Students will be able to know the Records Management, Digitalization of records and Problems of Digitalization Form Design and Office Manual	Lecture method, Problem solving sessions, Peer Learning	Office Management – By R.S.N. Pillai Office Management – By K.L.Maheshwari , R.K . Maheshwari
4	Office work :-Meaning and Characteristics, Flow of work :- Significance, Features of Ideal flow of work ,benefits of flow of work ,problems in smooth flow of work , suggestions for even flow of work Machines	Students will be able to know Office work and, Flow of work	Lecture method, Problem solving sessions, Peer Learning Use of ICT	Modern Office Management – By Mills, Geoffrey