

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

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

**Course Name: SEMESTER II, 125 (A): Organizational Skill Development- II**  
**(2Credits, 48 lectures)**

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

<b>Course</b>	<b>Course Outcome</b>
<b>CO 125(A).1</b>	To imbibe among the students the qualities of a good manager and develop the necessary skill sets
<b>CO 125(A).2</b>	To develop the technical skills of the students to keep up with the technological advancements and digitalization
<b>CO 125(A).3</b>	To develop the communication skills of students and introducing them to the latest tools in communication
<b>CO 125(A).4</b>	To develop writing, presentation, interpersonal skills of the students for effective formal corporate reporting.
<b>CO 125(A).5</b>	To educate the students on the recent trends in communication technology and tools of office automation

<b>Sr. No</b>	<b>Chapter</b>	<b>Course Specific Outcomes</b>	<b>Teaching Methodology</b>	<b>Reference</b>
<b>1</b>	<b>Office Manager</b> Qualities of office manager, skills of office manager - Interpersonal skills, Presentation skills, thinking and Negotiation skills ,Duties and Responsibilities of office manager Goal Setting:- Concept, Importance of goals, SMART( Specific, Measurable, Achievable, Realistic	Students will be able to know the Qualities, skills, Duties and Responsibilities of office manager and Importance of goals	Lecture method, Problem solving sessions, Peer Learning	Modern Office Management – By Mills, Geoffrey Office Management – By Dr. R.K. Chopra , Priyanka Gauri
<b>2</b>	<b>Management Reporting (Office Reports)</b> Meaning, Purpose or	Students will be able to know the Principles and preparation,	Lecture method, Problem solving sessions,	Office Management – By Dr.

	Objectives and Classification of Report, Principles of preparation of report, qualities of good report, steps in report presentation, evaluating the report , follow up of E-mail, Video Conferencing, Tele-Conferencing, Internet, Intranet , WWW, etc.,	presentation, evaluating the report and follow up of E-mail, Video Conferencing, Tele-Conferencing, Internet, Intranet , WWW, etc.,	Peer Learning Use of ICT	R.K. Chopra , Priyanka Gauri Office Management – By R.S.N. Pillai
3	<b>Work Measurement and Standardization of office work</b> Definition, Objects, Importance, steps in work measurement, techniques of work measurement - Time study and Motion study Standardization of office work:- Meaning, objects, areas of standardization, types of standards, methods of setting standards, advantages and limitations of standardization	Students will be able to know the steps in office work and techniques of work measurement and types of standards, methods of setting standards	Lecture method, Problem solving sessions, Peer Learning	Office Management – By R.S.N. Pillai Office Management – By K.L.Maheshwari , R.K . Maheshwari
4	<b>Office Automation</b> Objects of Mechanization, Advantages of Mechanization, Factors in selecting office machines, Leasing versus Purchasing Office equipment , Types of modern Office Machines	Students will be able to know Office Automation and Purchasing Office equipment , Types of modern Office Machines	Lecture method, Problem solving sessions, Peer Learning Use of ICT	Modern Office Management – By Mills, Geoffrey