**SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE**

**(AUTONOMOUS) COIMBATORE – 641 020**

**For candidate admitted from academic year 2013-14 onwards**

**Under New Choice Based Credit System (CBCS)**

**Programme : B.Com Co-operation Subject Code :** 13UCO4NME2

**Course Title : NME: II Semester : IV**

**Credits : 2 Hours / Week : 2**

**Year : Second Year**

**OFFICE MANAGEMENT**

**Learning Objectives:**

* To get corporate knowledge about Office Management and Automation

**Unit - I**

**Office Management:** Meaning, Functions, Office Organisation, Role of Manager in Office, Planning and Scheduling of Office Work.

**Unit- II**

**Record Management**:Meaning, Needs, Principles, Filing Objectives, Characteristics of Good Filing System, Centralised and Decentralised Filing, Filing and Indexing, Office Correspondence Handling, Mail System: E-line Service, On-Line. Cost control, Budgetary Control- Business Information System.

**Unit - III**

**Office Maintenance Management**: Cost of Methods, Cost Control, Office and Management Budgetary Control. Maintenance Management: Office Work, Work Simplification, Store Management, Housekeeping and Waste Management. Forms Management and Control: Types of Forms and Design, Principles and Control Office Stationary and Supplies, Types of Stationary and Continuous Stationary Purchases.

**Books Recommended:**

1. Leffingwell and Robinson - Text books of Office management
2. P.K Ghose - Office Management
3. R. K. Chopra - Office organisation and Management
4. V. Rajaraman - Fundamentals of Computers