

Semester: 3rd

Subject : TH1 Fundamentals of Office Management

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Sl No	Title of the chapter	week/month	Class Day	Topic to be covered
1	Introduction to Office	SEP/3RD WEEK	1st	1.1 Meaning of Definition of Office
2			2nd	1.1 Meaning of Definition of Office
3			3rd	1.2 Nature of Office Work
4			4th	1.2 Nature of Office Work
5		SEP/4TH WEEK	1st	1.3 Importance and Functions of Office
6			2nd	1.3 Importance and Functions of Office
7			3rd	1.4 Meaning and Definition of Office Management
8			4th	1.4 Meaning and Definition of Office Management
9			5th	1.5 Functions, Duties and Qualities of Office Manager
10		SEP/5TH WEEK	1st	1.5 Functions, Duties and Qualities of Office Manager
11			2nd	Quiz
12			3rd	2.1 Record Keeping: Objectives, Principles of Record Keeping
13		OCT/3RD WEEK	1st	2.1 Record Keeping: Objectives, Principles of Record Keeping
14			2nd	2.1 Record Keeping: Objectives, Principles of Record Keeping
15			3rd	2.1 Record Keeping: Objectives, Principles of Record Keeping
16			4th	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system

17	Record Management	OCT/4TH WEEK	5th	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system
18			1st	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system
19			2nd	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system
20			3rd	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
21			4th	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
22			5th	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
23		OCT/5TH WEEK	1st	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
24			2nd	2.4 Meaning and Definition of Organization Structure, Types of Organization Structure
25			3rd	2.4 Meaning and Definition of Organization Structure, Types of Organization Structure
26			4th	2.4 Meaning and Definition of Organization Structure, Types of Organization Structure

27		5th	2.4 Meaning and Definition of Organization Structure, Types of Organization Structure
28	NOV/1ST WEEK	1st	2.5 Advantages and Disadvantages of Different Types of Structures
29		2nd	2.5 Advantages and Disadvantages of Different Types of Structures
30		3rd	2.5 Advantages and Disadvantages of Different Types of Structures
31		4th	2.5 Advantages and Disadvantages of Different Types of Structures
32		5th	Quiz

