

Dr. AGAM
10/11/18

Name of the Faculty		MEERA NAWAL (Theory)
Discipline		Office Management and Computer Application
Semester		2nd Sem.
Subject		Office Management
Lesson Plan Duration		15 Weeks (from January, 2018 to April, 2018)
Work Load(Lecture/Practical) per week (in Hours)		Lecture-03, Practical---2
Week	Theory	
	Lecture Day	Topic (including assignment/Test)
1st	1st	Office filling : Meaning, Essentials, Importance
	2nd	Office filling : Meaning, Essentials, Importance
	3rd	Office filling : Meaning, Essentials, Importance
	4th	Practice of filling and indexing
	5th	Practice of filling and indexing
2nd	1st	Classification of filling
	2nd	Classification of filling
	3rd	Traditional and modern filling methods & Equipments
	4th	Handling of mails
	5th	Handling of mails
3rd	1st	Traditional and modern filling methods & Equipments
	2nd	Traditional and modern filling methods & Equipments
	3rd	Indedxing: Meaning, Importance & Methods
	4th	Indedxing: Meaning, Importance & Methods
	5th	Indedxing: Meaning, Importance & Methods
4th	1st	Arranging files Alphabetically, numerically
	2nd	Arranging files subjectwise and Geographically
	3rd	Meaning & significance of office record
	4th	Meaning & significance of office record
	5th	Meaning & significance of office record
5th	1st	Types of office records & Importrance
	2nd	Types of office records & Importrance
	3rd	Needs of effective records
	4th	Assignment/problem taking
	5th	Test
6th	1st	preparation of hand book of all equipments and material
	2nd	preparation of hand book of all equipments and material
	3rd	Computerbase indexing and recording
	4th	Computerbase indexing and recording
	5th	Meaning & significance of office forms
7th	1st	Helping the librarian in preparing cards for books
	2nd	Helping the librarian in preparing cards for books
	3rd	Meaning & significance of office forms
	4th	Types of forms
	5th	Types of forms
8th	1st	Forms designing
	2nd	Forms designing
	3rd	Office Stationery: Meaning
	4th	Appointment Diary
	5th	Appointment Diary

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9th	1st	Office Stationery: Meaning
	2nd	Office Stationery: Types
	3rd	Office Stationery: Types
	4th	preparation of peon book
	5th	preparation of parcels
10th	1st	Office Stationery: Types
	2nd	Assignment/problem taking
	3rd	Assignment/problem taking
	4th	Folding machines, use of stamps franking machine
	5th	Folding machines, use of stamps franking machine
11th	1st	Test
	2nd	Effective use and control of Stationery
	3rd	Effective use and control of Stationery
	4th	Assembling Papers, Punching, use of Tags & Binding Machine
	5th	Assembling Papers, Punching, use of Tags & Binding Machine
12th	1st	Effective use and control of Stationery
	2nd	Assignment/problem taking
	3rd	Assignment/problem taking
	4th	Displaying given information on strip index and card index
	5th	Displaying given information on strip index and card index
13th	1st	Professional ethics of office personnel: Introduction
	2nd	Professional ethics of office personnel: Introduction
	3rd	Principles of ethics
	4th	Principles of ethics
	5th	Ethical decisions
14th	1st	Ethical decisions
	2nd	Ethical issues
	3rd	Ethical issues
	4th	Codes of ethics: Merits and Demerits
	5th	Codes of ethics: Merits and Demerits
15th	1st	Unethical practices
	2nd	Unethical practices
	3rd	Assignment/problem taking
	4th	Assignment/problem taking
	5th	Test

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	2nd	Office Stationery: Types
	3rd	Office Stationery: Types
	4th	preparation of peon book
	5th	preparation of parcels
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