

Kurukshetra University Kurukshetra
Scheme of Examination for Undergraduate subject in Office Management
 According to Curriculum Framework for Undergraduate Subjects as per NEP 2020
(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF) w.e.f. the Session 2023-2024 (in phased manner)

Semester	Course Type	Course Code	Nomenclature of Paper	Credits	Credits	Contact Hours		Internal Marks	End Term Marks	Total Marks	Duration of Exam (Hrs)
					Theory	Tutorial	T+T				
1	CC-1	B23-OMG-101	Principles of Office Management	4	3	1	4	30	70	100	3
	MDC -1	B23-OMG-102	Basics of Accounting	3	2	1	3	25	50	75	3
2	CC-2	B23- OMG-201	Fundamentals of Computer	4	3	1	4	30	70	100	3
	MDC 2	B23- OMG-202	Basics of Finance	3	2	1	3	25	50	75	3
3	CC-3	B23- OMG-301	Office Communication and Soft Skills	4	3	1	4	30	70	100	3
	MDC 3	B23- OMG-302	Office Communication	3	2	1	3	25	50	75	3
4	CC-4	B23- OMG-401	Basic Accounting for Office	4	3	1	4	30	70	100	3
5	CC-5	B23- OMG-501	Secretarial Practice	4	3	1	4	30	70	100	3
6	CC-6	B23- OMG-601	Office Automation	4	3	1	4	30	70	100	3

Session 2023-2024			
Part-A Introduction			
Subject	Office Management		
Semester	I		
Name of the Course	Principles of Office Management		
Course Code	B23-OMG-101		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC-1		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: <ol style="list-style-type: none"> 1. understand the concept and functions of office management. 2. Plan office systems and routines. 3. Manage the office records through filing, indexing, etc. 4. apprehend the practices for improving office efficiency. 		
	5*.		
	Theory	Tutorial	Total
Credits	3	1	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			
Instructions for Paper Setters			
<ol style="list-style-type: none"> 1. The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprise of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 14 marks each, having two questions from each unit. 2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question. 			
Unit	Topics	Contact Hours	
I	Office management: Concept, functions importance and Elements; Environment of office; Office Manager: role, functions and qualities; Office Organization: Meaning and principles; Relationship of office with other departments; Centralized vs decentralized office services.	14	
II	Planning office system and routine; Difference flow between office system and routine; System analysis and work flow; Office standards, manuals and rules. Office accommodation:	14	

	Selection of site; Office layout: Arrangement and adjustment, furniture, allotment of seats, chambers, cabins, etc.; Physical facilities; Office safety and security.	
III	Records management: Concept and importance; Filing: classification and arrangement of files; Indexing of files; Methods and advantages; Retention and preservation of records: policies and practices.	16
IV	Office maintenance; Managing office stationary; Office supervision and control: Need, functions and importance; Motivation, training, stress management and conflict resolution in offices: An overview.	16
V*	----	
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	30 Marks	70 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	10	
Mid Term Exam	15	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Bhatnagar S.K., Front Office Management, Frank Bros and Co. (Publishers) Ltd. • Chopra R.K., Office Management, Tata McGraw Hill • Jain J.N. and Singh P.P., Modern Office Management, Deep and Deep Publications • Pillai R.S.N., Office Management, S. Chand & Sons • Sahai I.M., Office Management, Sahitya Bhawan Publication, Agra • Swayam-NPTEL 		

* Applicable for courses having practical component.

Session 2023-2024			
Part-A Introduction			
Subject	Office Management		
Semester	I		
Name of the Course	Basics of Accounting		
Course Code	B23-OMG-102		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC / VAC	MDC-1		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. identify and record transactions in the different accounts books. 2. prepare different types of cash books. 3. prepare trial balance, bank reconciliation statement and rectification entries. 4. prepare the final accounts alongwith adjustment entries. 		
	5*.--		
	Theory	Tutorial	Total
Credits	2	1	3
Internal Assessment Marks	25	-	25
End Term Exam Marks	50	-	50
Exam Time	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			
Instructions for Paper Setters			
<ol style="list-style-type: none"> 1. The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprises of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 9 marks each, having two questions from each unit. 2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question. 			
Unit	Topics		Contact Hours
I	Accounting: Concept, need and terms of accounting, book-keeping, accounting and accountancy, accounting principles, accounting cycle; Double entry book keeping system: Recording, posting and balancing.		11

II	Cash Book: Single and two columnar, petty cash book (including problems), overview of other subsidiary books.	11
III	Trial Balance: Concept, preparation, suspense a/c, locating errors and its rectification; Bank reconciliation statement: Need, preparation (problems of favourable and unfavourable balance).	11
IV	Preparation of final accounts: Manufacturing account, trading account, profit and loss account, balance sheets, adjustment entries.	12
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	25 Marks	50 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	7	
Mid Term Exam	13	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • J.R. Monga, Basic Financial Accounting, Mayur Paperbacks, Daryaganj, New Delhi • P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi • S.A. Mccary, Mastering Financial Accounting Essentials, The Critical Nuts & Bolts, John Wiley & Sons Inc., New Jersey. • S.N. Maheshwari, Financial Accounting, Vikas Publications, New Delhi 		

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Session 2023-2024			
Part-A Introduction			
Subject	Office Management		
Semester	II		
Name of the Course	Fundamentals of Computer		
Course Code	B23-OMG-201		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC-2		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. know the use of computers in office. 2. understand the types of software used in office. 3. work on word processor software. 4. use IT applications in the office management. 		
	5*.		
	Theory	Tutorial	Total
Credits	3	1	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			
Instructions for Paper Setters			
<ol style="list-style-type: none"> 1. The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprise of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 14 marks each, having two questions from each unit. 2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question. 			
Unit	Topics	Contact Hours	
I	Computer application in office: Need and importance; Components of computers: Software and Hardware: Input and output devices used in offices.	14	
II	Software: Concept and types: Operating System – role, functions and types; Other systems software; Application software: Word processor, spread sheet, presentation and database management.	14	
III	Word Processor: Concept and functions; MS Word; Creation editing and saving of documents; Formatting of text, tables in documents; Spelling and grammar check;	16	

	Inserting images and graph in documents; Page layout and margins; Printing of documents. An overview of Libre office and Open office.	
IV	MS Power point: Overview and applications; IT applications in office: communication – email, file transfer, EDI; Online reporting; Cloud based storage of records.	16
V*	----	
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	30 Marks	70 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	10	
Mid Term Exam	15	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Balagurusamy E, Fundamentals of Computer, Mc Graw Hills • Jain Hem Chand, Computer Application in Business, Taxmann's • Parameswaran R., Computer Applications in Business, S. Chand • Sinha P.K., Computer Fundamentals, BPB Publications • Srivastava Anant Kumar, Information Technology and its Application in Business, Sahitya Bhawan Publication, Agra. • Swayam-NPTEL 		

* Applicable for courses having practical component.

Session 2023-2024			
Part-A Introduction			
Subject	Office Management		
Semester	II		
Name of the Course	Basics of Finance		
Course Code	B23-OMG-202		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MDC-2		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: <ol style="list-style-type: none"> 1. understand essential elements in modern finance. 2. have an overview of the basics of Indian financial system. 3. gain knowledge about the basics of corporate finance. 4. understand the financial statements and to compute basic financial ratios. 		
Credits	Theory	Tutorial	Total
	02	01	03
Internal Assessment Marks	25	-	25
End Term Exam Marks	50	-	50
Exam Time	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			
Instructions for Paper Setters			
<ol style="list-style-type: none"> 1. The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprises of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 9 marks each, having two questions from each unit. 2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question. 			
Unit	Topics		Contact Hours
I	Finance: Origin, characteristics, types and principles; Basic finance and accounting terms; relationship of finance with economics and accounting.		12
II	Financial system: Financial instruments, financial markets, regulators, intermediaries and services; Banking System: Types, functions, regulation; NBFCs.		11
III	Corporate finance: Meaning, objectives, functions, decisions, limitations and approaches; Sources of finance; Time value of money; Simple and compound interest.		11

IV	Basics of financial statements, analysis of financial statements; Computing basic financial ratios.	11
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	25 Marks	50 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	7	
Mid Term Exam	13	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Erik Banks, Finance: The Basics, Routledge. • M.Y. Khan, Indian Financial System, McGraw Hill • Pamela Peterson Drake, Frank J. Fabozzi: The Basics of Finance An Introduction to Financial Markets, Business Finance, and Portfolio Management, Wiley. • S.N. Maheshwari, Elements of Financial Management, Sultan Chand & Sons. • Sharma & Gupta, Financial Management, Kalyani Publishers. 		