

**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-OMT-101	Principles of Office Management	4	3	1	4	30	70	100	3
	MDC -1	B23- OMT -102	Basics of Accounting	3	2	1	3	25	50	75	3
2	CC-2	B23- OMT -201	Fundamentals of Computer	4	3	1	4	30	70	100	3
	MDC 2	B23- OMT-202	Basics of Finance	3	2	1	3	25	50	75	3
3	CC-3	B23- OMT-301	Office Communication and Soft Skills	4	3	1	4	30	70	100	3
	MDC 3	B23- OMT-302	Office Communication	3	2	1	3	25	50	75	3
4	CC-4	B23- OMT-401	Basic Accounting for Office	4	3	1	4	30	70	100	3
5	CC-5	B23- OMT-501	Secretarial Practice	4	3	1	4	30	70	100	3
6	CC-6	B23- OMT-601	Office Automation	4	3	1	4	30	70	100	3

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Office Management		
Semester	I		
Name of the Course	Principles of Office Management		
Course Code	B23-OMT-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"> <li>1. understand the concept and functions of office management.</li> <li>2. Plan office systems and routines.</li> <li>3. Manage the office records through filing, indexing, etc.</li> <li>4. apprehend the practices for improving office efficiency.</li> </ol>		
	5*.		
	<b>Theory</b>	<b>Tutorial</b>	<b>Total</b>
Credits	3	1	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	3 Hrs.
<b>Part-B Contents of the Course</b>			
<b>Instructions for Paper Setters</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.</li> </ol>			
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*	----	
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b>		<b>End Term Exam</b>
<ul style="list-style-type: none"> <li>➤ <b>Theory</b></li> <li>Class Participation</li> <li>Seminar/Presentation/Assignment/Quiz/Class Test etc.</li> <li>Mid Term Exam</li> </ul>		
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Bhatnagar S.K., Front Office Management, Frank Bros and Co. (Publishers) Ltd.</li> <li>• Chopra R.K., Office Management, Tata McGraw Hill</li> <li>• Jain J.N. and Singh P.P., Modern Office Management, Deep and Deep Publications</li> <li>• Pillai R.S.N., Office Management, S. Chand &amp; Sons</li> <li>• Sahai I.M., Office Management, Sahitya Bhawan Publication, Agra</li> <li>• Swayam-NPTEL</li> </ul>		

\* Applicable for courses having practical component.

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Office Management		
Semester	I		
Name of the Course	Basics of Accounting		
Course Code	B23-OMT-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"> <li>1. identify and record transactions in the different accounts books.</li> <li>2. prepare different types of cash books.</li> <li>3. prepare trial balance, bank reconciliation statement and rectification entries.</li> <li>4. prepare the final accounts alongwith adjustment entries.</li> </ol>		
	5*.--		
	<b>Theory</b>	<b>Tutorial</b>	<b>Total</b>
Credits	2	1	3
Internal Assessment Marks	25	-	25
End Term Exam Marks	50	-	50
Exam Time	3 Hrs.	-	3 Hrs.
<b>Part-B Contents of the Course</b>			
<b>Instructions for Paper Setters</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.</li> </ol>			
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
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation Seminar/Presentation/Assignment/Quiz/Class Test etc. Mid Term Exam		<b>End Term Exam</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• J.R. Monga, Basic Financial Accounting, Mayur Paperbacks, Daryaganj, New Delhi</li> <li>• P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi</li> <li>• S.A. Mccary, Mastering Financial Accounting Essentials, The Critical Nuts &amp; Bolts, John Wiley &amp; Sons Inc., New Jersey.</li> <li>• S.N. Maheshwari, Financial Accounting, Vikas Publications, New Delhi</li> </ul>		

\* Applicable for courses having practical component.

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Office Management		
Semester	II		
Name of the Course	Fundamentals of Computer		
Course Code	B23-OMT-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"> <li>1. know the use of computers in office.</li> <li>2. understand the types of software used in office.</li> <li>3. work on word processor software.</li> <li>4. use IT applications in the office management.</li> </ol>		
	5*.		
	<b>Theory</b>	<b>Tutorial</b>	<b>Total</b>
Credits	3	1	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	3 Hrs.
<b>Part-B Contents of the Course</b>			
<b>Instructions for Paper Setters</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.</li> </ol>			
<b>Unit</b>	<b>Topics</b>		<b>Contact Hours</b>
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; Inserting		16

	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*	----	
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation Seminar/Presentation/Assignment/Quiz/Class Test etc. Mid Term Exam		<b>End Term Exam</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b> <ul style="list-style-type: none"> <li>• Balagurusamy E, Fundamentals of Computer, Mc Graw Hills</li> <li>• Jain Hem Chand, Computer Application in Business, Taxmann's</li> <li>• Parameswaran R., Computer Applications in Business, S. Chand</li> <li>• Sinha P.K., Computer Fundamentals, BPB Publications</li> <li>• Srivastava Anant Kumar, Information Technology and its Application in Business, Sahitya Bhawan Publication, Agra.</li> <li>• Swayam-NPTEL</li> </ul>		

\* Applicable for courses having practical component.

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Office Management		
Semester	II		
Name of the Course	Basics of Finance		
Course Code	B23-OMT-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. understand essential elements in modern finance.</li> <li>2. have an overview of the basics of Indian financial system.</li> <li>3. gain knowledge about the basics of corporate finance.</li> <li>4. understand the financial statements and to compute basic financial ratios.</li> </ol>		
Credits	<b>Theory</b>	<b>Tutorial</b>	<b>Total</b>
	02	01	03
Internal Assessment Marks	25	-	25
End Term Exam Marks	50	-	50
Exam Time	3 Hrs.	-	3 Hrs.
<b>Part-B Contents of the Course</b>			
<b>Instructions for Paper Setters</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.</li> </ol>			
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
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b>		<b>End Term Exam</b>
<ul style="list-style-type: none"> <li>➤ <b>Theory</b></li> <li>Class Participation</li> <li>Seminar/Presentation/Assignment/Quiz/Class Test etc.</li> <li>Mid Term Exam</li> </ul>		
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Erik Banks, Finance: The Basics, Routledge.</li> <li>• M.Y. Khan, Indian Financial System, McGraw Hill</li> <li>• Pamela Peterson Drake, Frank J. Fabozzi: The Basics of Finance An Introduction to Financial Markets, Business Finance, and Portfolio Management, Wiley.</li> <li>• S.N. Maheshwari, Elements of Financial Management, Sultan Chand &amp; Sons.</li> <li>• Sharma &amp; Gupta, Financial Management, Kalyani Publishers.</li> </ul>		