

Paper 2 office management syllabus standard XI

1.Managing Office Work

Consideration of Management -Objectives -Types of objectives -Office managerial functions. Planning -organising -actuating- controlling office management and the basic resources. – Definition of office management -common approaches in applying the management process - Scientific Office Management Systems and Procedures - Office Management - Artistic office management - conventional office management-office management activities -The challenge of office Management- The office management.

2 Planning and Its Application to Office Forms

The meaning of planning - set office objectives, - analyse the present situation, - Forecast the Environment - Determine alternative, Select the Alternative - Gaining acceptance of selected plan - LR and SR planning Common types of office plans Planning office forms -functional consideration - physical - considerations.

3.Office Appliances and Machines

Importance- Selection of right machines -selection Factors - Advantages & Disadvantages of office machines- Types of office machines -Typewriter -Duplicating Machine -Accounting calculators -Imprinting Machine (Impression Stamps, Addressing Machine) Punched card Machines, Franking Machine.

4. Office Environment

Environment factors -Decoration -Noise -Lighting -Ventilation -Temperature - sanitation -Safety Precautions.

5. Office Location and Layout

Factors for Location of an office -Meaning of office. Layout-Principles underlying a good layout- objectives of office layout.