



KHAIRA COLLEGE, KHAIRA, BALASORE

Add – on Course

OFFICE MANAGEMENT

Courses of Studies:

1. **Modern Office: What is an Office?**

Functions and importance of an Office for Business. Relation of Office with other Departments

2. **Office Management:**

Process of Office Management. Office Manager – Authority, Duties and Responsibilities of an Office Manager.

3. **Office Records:**

Record keeping and filing, filing methods and Equipments, Relative merits and demerits of different types of filing. Indexing – Types, Records and Retentions.

4. **Modern office equipments:**

Use of computers and laptops, Xerox Machines, Internet etc.

Learning Outcomes:

Due to this course curriculum the students will be benefited in the following ways:

- It will help the students to use the technology of maintaining proper records in the office.
- It will help the students to know about the different functions of an office manager.
- It will help the students in developing their communication skills while performing different activities in the office as well as in day to day life.
- It will help the student in developing the leadership skill of the students.
- It will help the students in developing their talent in the performance of different official duties if engaged in the office.
- The students can get an idea about the use of computer and laptop, g-mail, website etc.

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Course coordinator

11/10/22
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13/10/22
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