

Semester- V DSE B : Public Office Administration

Block – I - Introduction to the Public Office Administration

Unit-1: Nature Scope and Importance of Office

Unit-2: Differences between Public Office and Private Offices

Block – II – Office Organisation and Environment

Unit -3: Principles of Office Organisation

Unit-4: Office Environment

Block –III: Office Accommodation and Lay out

Unit-5: Office Accommodation

Unit-6: Office Layout

Block – IV: Office Communication and Records Management

Unit-7: Office Communication, Correspondence and Filing

Unit-8: Records Management

Unit-9: Office Reports

Unit-10: Forms Management

Block – V: Office Machinery and Services

Unit-11: Office Machines and Equipment

Unit-12: Office Automation

Unit-13: Office Services