



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

SYLLABUS OF DIPLOMA IN OFFICE MANAGEMENT (DOM)

For Academic Session 2017-18

Duration: 1 Year

Total Credit: 32

Semester - I			
Sl. No.	Course Code	Course Title	Credit
01	DOM-01	Management Principles and Applications	4
02	DOM-02	Office Management	4
03	DOM-03	Information Technology for Management	6
Semester - II			
04	DOM-04	Communication and Soft Skills	4
05	DOM-05	Human Resource Management & Organisational Behaviour	4
06	DOM-06	Introduction to Accounting & Finance	6
07	DOM-07	Project/Internship carries	4

DOM-01: Management Principles and Applications **4 Credits**

Block -1: Introduction to Management (1 Credit)

Unit -1 Nature and Significance of Management
Unit -2 Managerial Skills and Roles of Managers
Unit -3 Evolution of Management Thought

Block -2: Planning and Decision-making (1 Credit)

Unit -1 Managerial Planning
Unit -2 Management by Objectives
Unit -3 Decision Making

Block -3: Principles of Organising (1 Credit)

Unit -1 Organising Principles
Unit -2 Delegation of Authority and Responsibility
Unit -3 Centralisation and Decentralisation

Block -4: Directing, Controlling & Recent Trends (1 Credit)

Unit -1 Direction: Motivation, Communication and Leadership
Unit -2 Controlling Tools and Techniques
Unit -3 Recent Trends in Management

DOM-02: Office Management **4 Credits**

Block -1: Introduction to Office Management (1 Credit)

Unit -1 Modern Office: An Overview
Unit -2 Modern Office Functions
Unit -3 Office Accommodation and Environment

Block -2: Record Maintenance, Correspondence & Mail Services (1 Credit)

Unit -1 Record Maintenance/ Management
Unit -2 Office Correspondence and Mail Services

Block -3: Office Maintenance and Stationary (1 Credit)

Unit -1 Office Machines and Equipments
Unit -2 Office Stationary and Supplies

Block -4: Office Supervision and Control (1 Credit)

Unit -1 Characteristics of Supervisor and His Role
Unit -2 Functions of Supervisor
Unit -3 Controlling Tools & Techniques of Supervision

DOM-03: Information Technology for Management **6 Credits**

Block -1: Computer Fundamentals (1 Credit)

Unit -1 Introduction to Computer
Unit -2 MS-Windows

Block -2: MS-Word (1 Credit)

Unit -1 Starting MS-Word
Unit -2 Working with Symbols and Pictures
Unit -3 Working with Tables
Unit -4 Working with Headers, Footers & other Controls
Unit -5 Working with Shortcuts

Block-3: MS-PowerPoint (1 Credit)

Unit -1 Starting MS-PowerPoint
Unit -2 Working with Texts, Boxes & Slides
Unit -3 Features of PowerPoint-1
Unit -4 Features of PowerPoint-2
Unit -5 Sharing a Presentation

Block-4: MS-Excel (1 Credit)
Unit -1 Starting with MS-Excel
Unit -2 Working with Graphics
Unit -3 Formatting a Worksheet
Unit -4 Working with Charts & other Controls

Block -5: Impact of Internet and Social Media (1 Credit)
Unit -1 Internet Applications
Unit -2 Impact of Social Media

Block -6: Management Information System (1 Credit)
Unit -1 MIS: An Overview
Unit -2 MIS Applications in Organisation
Unit -3 MIS Issues and Challenges

DOM-04: Communication and Soft Skills 4 credits

Block -1: Essentials of Communication (1 Credit)
Unit -1 Introduction to Business Communication
Unit -2 Business Communication Process

Block -2: Business Communication and Presentations (1 Credit)
Unit -1 Oral and Written Communication
Unit -2 Business Presentations

Block -3: Etiquettes and Body Language (1 Credit)
Unit -1 Introduction to Business Etiquettes
Unit -2 Classification of Business Etiquettes
Unit -3 Body Language

Block -4: Resume Writing and Interview Skills (1 Credit)
Unit -1 Preparing C.V. / Resume
Unit -2 Interview Skills and Techniques

DOM-05: Human Resources and Organisational Behaviour 4 Credits

Block -1: Human Resources and Organisational Behaviour (1 Credit)
Unit -1 Human Resource Management: Conceptual Framework
Unit -2 Understanding Individuals and Groups
Unit -3 Behaviour in Organisations

Block -2: Human Resource Functions (1 Credit)
Unit -1 Recruitment and Selection
Unit -2 Socialisation Process
Unit -3 Training and Development

Block -3: Essentials of Compensation Management (1 Credit)
Unit -1 Overview of Compensation Management
Unit -2 Compensation Management Practices in Industry
Unit -3 Statutory Provisions in Compensation Management

Block -4: Managing People and Performance (1 Credit)
Unit -1 Participative Management
Unit -2 Employee Empowerment
Unit -3 Performance Management

DOM-06: Introduction to Accounting and Finance 6 Credits

Block -1: Introduction to Finance (1 Credit)
Unit -1 Introduction to Finance
Unit -2 Basic Terminologies of Finance
Unit -3 Principles of Finance

Block -2: Introductions to Accounting

(1 Credit)

Unit -1 Sources of Finance

Unit -2 Basic Terminologies of Accounting

Unit -3 Principles of Accounting

(1 Credit)

Block -3: Financial Accounting

Unit -1 Financial Accounting & its Applications

Unit -2 Preparation of Financial Statements

Unit -3 Depreciation Methods and Techniques

Block -4: Financial Analysis

(1 Credit)

Unit -1 Financial Statements Analysis

Unit -2 Ratio Analysis and Trend Analysis

Unit -3 Comparative and Common Size Statement

Block -5: Partnership Accounting

(1 Credit)

Unit -1 Partnership: An Introduction

Unit -2 Appropriation of Profits

Unit -3 Admission of a Partner

Block -6: Company Accounts

(1 Credit)

Unit -1 Company: An Introduction

Unit -2 Issue of Shares

Unit -3 Forfeiture of Shares

DOM-07: Project carries 4 credits.