Name of the Teacher:\_\_\_Rajeev Chander Sharma\_\_\_\_\_\_\_\_ Class:\_\_\_B A 1st Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lesson Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **Introduction: Meaning, functions and importance of Office Management.** |  |
|  | **01-31 Aug 2017** | **Office Management and Organization. Principles of Office Management and Organization. Principal departments of modern office. Centralization and decentralization of office services.** | **Open question answers. Feedback and 1st Assignment.** |
|  | **01-30 Sept 2017** | **Office Manager: Qualifications and qualities of Office Manager. The status of office manager in total organization. The authorities and responsibilities of an office manager. Office Accommodation.** | **Open question answers and feedback & 2nd Assignment** |
|  | **01-31 Oct 2017** | **Selection of site. Office Layout. Environment and Working Conditions. Office Communication: Various means of communication—their use, merits and limitations.** | **Open question answers. Feedback and Class Test.** |
|  | **01-13 Nov 2017** | **Selection of means of communication. Correspondence through internet. Revision. Examination strategy.** | **Open question answers and feedback.** |

**Topics of Assignments/ Class Tests to be given to the Students:**

|  |  |
| --- | --- |
| **Assignment 1** | **Functions and Process of Management.** |
| **Assignment 2** | **Office Accommodation and factors to be considered while selecting site for an office.** |
| **Class Test** | **Meaning and functions of office management & Principles of organization & qualities & qualifications of an Office manager.** |