

Lesson Plan

Name Of Faculty : R.P.SINGH

Discipline : OMCA

Semester : 1st

Subject : OM

Lesson Plan Duration : 15 week(July 2018 to Nov 2018)

Week	Theory		Practical	
	Lecture Day	Topic (Including Assignment / Test)	Practical Day	Topic
Ist	1	Introduction Definition of meaning of office	1 st	
	2	Importance of office		
IInd	3	Function of office	2 nd	
	4	Qualities of an office manager		
IIIrd	5	Relation with other departments	3 rd	
	6	centralization & decentralization of office service- there merits & demerits		
IVth	7	Detail of office accommodation and layout	4 th	
	8	Detail of office building		
Vth	9	Detail of sections & sub-section of office	5 th	
	10	SESSIONAL – 1 st		
VIth	11	Detail of office location	6 th	
	12	Detail of office furniture & fixtures		

VIIth	13	Detailm of accommodation	7 th	
	14	Detail of office layout- objectives, principal & private verses open office		
VIIIth	15	Detail of Office Environment	8 th	
	16	Detail of Working facilities- lighting arrangements		
IXth	17	Detail of Working facilities- seating arrangement	9 th	
	18	Detail of Working facilities- Air-conditioning		
Xth	19	Detail of Working facilities- Ventilation	10 th	
	20	SESSIONAL- 2 nd		
XIth	21	Detail of Working facilities- Interior decoration	11 th	
	22	Detail of Working facilities- recreational facilities		
XIIth	23	Detail of Working facilities- Safety and sanitary arrangement; pollution, noise and security control etc.	12 th	
	24	Detail of handling office correspondence		
XIIIth	25	Detail of meaning & importance of correspondence	13 th	
	26	Detail of incoming correspondence procedures		
XIVth	27	Detail of outgoing correspondence procedures	14 th	

	28	Detail of ordinary post, Registered post, Parcel, Registered Parcel		
XVth	29	Detail of Speed post, Courier, Airmail & e-mail etc.	15 th	
	30	SESSIONAL – 3 rd		