

**OFFICE OF THE PRINCIPAL**

# LAKHIMPUR COMMERCE COLLEGE

At/P.O.- North Lakhimpur, Dist.- Lakhimpur- 787001, Assam, India

Dr. Lohit Hazarika, MA, Ph.D.  
Principal



No.....

Date.....

## **CERTIFICATE COURSE IN OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**

In the present-day scenario, establishing an office and maintaining is an art in itself. Office administration and secretarial practice can be seen as the backbone of a company. It is crucial for creating a focused work environment, and guiding and coordinating the activities of office personnel to achieve business goals and for this a sense of professionalism is required in running an office and managing it efficiently. Keeping it in view, this certificate course on Office Management and Secretarial Practice has been reintroduced in Lakhimpur Commerce College under the Department of Management, which basically focuses on business communication skills, office management, awareness and general knowledge about office equipment as well as maintaining human relations. In addition to this, this course also focuses on secretarial practice to impart knowledge, skills, procedures and methods of work to be performed by an office assistant or a secretary.

### **ELIGIBILITY CRITERIA:**


The course is open for both the students of Lakhimpur Commerce College and students from other institution. The minimum eligibility of taking admission in the course is 10+2 Examination pass outs in any discipline.

### **COURSE DURATION:**

3 (Three Months)

### **COURSE FEES:**

1) Admission Fees: 1000/-

  
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## NO. OF SEATS:

There will be admission twice in a year for new batches. In each batch there will be maximum 30 seats. The date of admission will be notified in the college website.

## MODE OF CLASSES:

There will be personal contact programme including Classroom lectures, Case studies, Group discussion & Role Play.

## ATTENDANCE:

75% attendance of the students will be compulsory for the eligibility to appear in the examination.

## MODE OF EXAMINATION:

The examination shall consist of a paper of 100 marks:

- |     |                              |          |
|-----|------------------------------|----------|
| i.  | Written Examination:         | 70 marks |
| ii. | Assignment and Presentation: | 30 marks |

## MINIMUM PASS GRADE:

A candidate will have to score minimum C grade in the examination to get the pass certificate.

Grading system for examination is as follows:

Range of marks in %	Letter Grade	Category	Grade Point
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Website : [www.lccollege.edu.in](http://www.lccollege.edu.in), E-mail: [lccnlp@rediffmail.com](mailto:lccnlp@rediffmail.com), ☎: 03752-222359(O), Mobile : +9101788974  
District Head Quarter : North Lakhimpur, Airport - Lilabari (North Lakhimpur)



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90- 100	O	Outstanding	10
80 - 89	A+	Very Good	9
70 -79	A	Good	8
60- 69	B+	Above Average	7
50 - 59	B	Average	6
40 -49	C	Simple Pass	5

## AWARD OF CERTIFICATE:

Each successful candidate will be awarded a certificate after having passed the examination.

## SYLLABUS OF THE COURSE

**Programme Objective:** This course is designed in a manner to make the candidate equipped with office skills and secretarial work in various fields of endeavour.

## Programme Outcome:

This certificate course is designed to bring the following learning outcomes:

- To familiar with modern office management and business communications.
- The field of study will be able to provide competent and effective management support in the form of administrative services as well as office management.
- To improve presentation skills, communicative skills and language-based skills
- The students will acquire the knowledge, skill in different areas of communication, decision making, innovations and problem solving in day-to-day business activities.
- To handle independently – oral and written communication, barriers, observe telephone etiquettes.
- To become well versed with the work culture of an office.

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**Course Outline /Syllabus**

Unit No.	Unit Name	Details of the Unit	Duration of class
1	<b>OFFICE MANAGEMENT</b>	1) Management- Principles of Management 2) Henry Fayol's Administrative Management 3) Elements Of Office Management 4) Duties and Functions of Office Manager 5) Functional Office Management	12 hours
2	<b>OFFICE ADMINISTRATION</b>	1) Administrative Office Management 2) Office Accommodation: Introduction 3) Principles of Office Accommodation 4) Office Layout – Preparing the Layout, Re-Layout 5) Open and Private Office 6) New Trends in Office Layout.	12 hours
3	<b>INTRODUCTION TO COMPANY SECRETARY AND MEETINGS</b>	1) Meaning of Secretary 2) Types/Kinds of Secretary, 3) Qualifications and qualities of Secretary 4) Duties of Secretary 5) Meaning and purpose of meetings 6) Types of meetings 7) Preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings 8) Duties of Secretary before, during and after a meeting	06 hours
4	<b>COMPANY SECRETARIAL AND MANAGERIAL SKILLS</b>	1) Drafting the Specimen of Letter of Allotment, 2) Letter of Regret & Letter of Renunciation	06 hours

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