

# BHARAT SEVAK SAMAJ SYLLABUS

## CATEGORY COURSES #13: OFFICE MANAGEMENT EDUCATION

**COURSE CODE: OME001**

**COURSE NAME: BSS DIPLOMA IN OFFICE PRACTICE MANAGEMENT**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME001-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME001-02	SECRETARIAL PRACTICES
3	OME001-03	OFFICE MANAGEMANT
4	OME001-04	PRACTICAL - I
5	OME001-05	PRACTICAL - II
6	OME001-06	PRACTICAL - III

**COURSE CODE: OME002**

**COURSE NAME: BSS DIPLOMA IN SECRETARIAL PRACTICE**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME002-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME002-02	SECRETARIAL PRACTICES
3	OME002-03	OFFICE ADMINISTRATION
4	OME002-04	PRACTICAL - I
5	OME002-05	PRACTICAL - II
6	OME002-06	PRACTICAL - III

**COURSE CODE: OME003**

**COURSE NAME: BSS DIPLOMA IN PERSONAL SECRETARYSHIP**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME003-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME003-02	PERSONAL SECRETARIAL PRACTICES
3	OME003-03	OFFICE ADIMINISTRATION
4	OME003-04	PRACTICAL - I
5	OME003-05	PRACTICAL - II
6	OME003-06	PRACTICAL - III

**COURSE CODE: OME005**

**COURSE NAME: BSS DIPLOMA IN BASIC FINANCIAL SERVICES**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME005-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME005-02	FINANCIAL ACCOUNTING
3	OME005-03	BASIC FINANCIAL MANAGEMENT
4	OME005-04	PRACTICAL - I
5	OME005-05	PRACTICAL - II
6	OME005-06	PRACTICAL - III

**COURSE CODE: OME006**

**COURSE NAME: PURCHASING & STORE KEEPING TECHNICIAN**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME006-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME006-02	PURCHASING METHODS
3	OME006-03	STORE KEEPING TECHNIQUES
4	OME006-04	PRACTICAL - I
5	OME006-05	PRACTICAL - II
6	OME006-06	PRACTICAL - III

**COURSE CODE: OME009**

**COURSE NAME: PUBLIC RELATIONS OFFICER**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME009-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME009-02	PRINCIPLES OF MANAGEMENT
3	OME009-03	PUBLIC RELATIONS MANAGEMENT
4	OME009-04	PRACTICAL - I
5	OME009-05	PRACTICAL - II
6	OME009-06	PRACTICAL - III

**COURSE CODE: OME010**

**COURSE NAME: CLERK-CUM TYPIST**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME010-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME010-02	CLERICAL METHODS
3	OME010-03	TYPE WRITING TECHNIQUES

4	OME010-04	PRACTICAL - I
5	OME010-05	PRACTICAL - II
6	OME010-06	PRACTICAL - III

**COURSE CODE: OME012**

**COURSE NAME: OFFICE COMPUTER OPERATOR**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME012-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME012-02	DTP OPERATION
3	OME012-03	OFFICE PRACTICES
4	OME012-04	PRACTICAL - I
5	OME012-05	PRACTICAL - II
6	OME012-06	PRACTICAL - III

**COURSE CODE: OME013**

**COURSE NAME: BSS DIPLOMA IN OFFICE ACCOUNTING**

**COURSE DURATION: ONE YEAR**

SNo	Subject Code	Subject
1	OME013-01	COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS
2	OME013-02	TALLY
3	OME013-03	OFFICE ACCOUNTING
4	OME013-04	PRACTICAL - I
5	OME013-05	PRACTICAL - II
6	OME013-06	PRACTICAL - III