

SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR, GUJARAT
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2022-23
(B.A.) (Arts)

(B.A.) (Programme Name) Semester-I

Course Code	UA01GOMS51	Title of the Course	Office Management-I
Total Credits of the	4	Hours per Week	4 (Theory)

Course Object	1.The objective of this course to provide knowledge about office Management & its services 2. To learn the basic concept of office
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Course Content		
Unit	Description	Weithtage* (%)
1.	Office Management: Meaning of office, importance of office, function of office, challenges of the future, principles of management, process of office management, level of management, office activities.	25%
2.	Office Services : Introduction, centralization verses decentralization of office, merits and demerits of it department the problem of choice, department of modern office manuals, principles of office.	25%
3.	Office Forms & Stationary: Meaning of forms, forms design, management and control, types of forms, types of stationary and stationary suppliers, how to keep down stationary cost, method of purchasing and purchasing procedures.	25%
4	Record Management : Importance of record and record management, characteristics of good filling system, filing equipment, method of filing system, type of indexing selection of suitable indexing system, electronic filing system.	25%

Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Field trips, Seminar, Quizzes
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Evaluation Pattern		
Sr. No	Details of Evolution	Weightage
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	University Examination	70%

Course Outcomes : Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none"> ✓ Understand the fundament of Office ✓ Understand the office Services ✓ Understand the Record Management
2.	<ul style="list-style-type: none"> ✓ Indentify and Understand the Office Components ✓ Indentify the form Desing

Suggested References:	
1.	Office Management by R.K.Chopra, Himalaya Publication.
2	Office Organization and Management by S.P.Arora
3	Modern Business Org. and Management by S.A.Sherlekar
4	वाणिज्य संयालन, पोप्युलर प्रकाशन

On line resources to be used if available as reference material
On-line Resources
https://resources.owlabs.com/blog/office-management
https://accountlearning.com/office-management-meaning-definition-elements/
https://www.wgu.edu/blog/what-office-management2009.html