SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11)
Syllabus with effect from the Academic Year 2023-2024

BA-Sem-II (Minor Subject)

Course Code	UAO2MIOMS01	Title of the Course	Office Management -II
Total Credits of the Course	**04**	**Hour per week**	**4 (2 Theory + 2 Practical per Batch)**

Course Objectives	1. Develop the writing business later skill. 2. Computerize Latter writing skill 3. Define the types of latter

Course Content		
Unit	1.	Weightage*(%)
	Communication : Importance and purpose of communication, Types of communication, process of communication, strategies for effective communication, barriers to communication.	25
Unit	2.	
	Business latter: Introduction, structure of business latter, essentials of good business latter, window envelope, postscript, envelope	25
Unit	3.	
	Word processor:-I Introduction of Word processor, Basic concept and objective of word processor, starting of word processor, closing, saving, printing, selecting text, typing, receiving, editing, copying, moving, Fonts style, size, colour, paragraph aliment, line spacing, inserting picture, and chart, Find and replace text, change the case, bullets and nubering	25
Unit	4.	
	Word processor-II Inserting smart art, picture, comments, date and Time, Hyperlinks, spelling and grammar, mail merge, printing envelope, page setup, paper size, orientation, margins, inserting page break, page number, watermark, page colour, border and shading, headers, footers.	25

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Teaching-Assignments, Learning	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Seminar, Quizzes, computer practical

Learning Methodology	Teaching Learning Methodology Theory (50%) + Practical (50%) Practical: computer Practical are based on above cited units. Two hours practical work per week per batch, assailment

Evaluation Pattern Teaching-

Sr. No	Details of Evolution	Weight age
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	25%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, assailment Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25%
3	University Examination	50%
	Written, Practical, assignment	

Course Outcomes : Having completed this course, the leaner will be able to	
1.	Understand the fundamentals of communication •Understand effective communication •Understand the reading skill
2.	•Identify verbal and vowel w •Understand the difference of different method of latter writing

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	વાણિજ્ય સંચાલન, પોપ્યુલર પ્રકાશન

On line resources to be used if available as reference material
On-line Resources
https://resources.owllabs.com/blog/office-management

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B.A. MULTIDISCIPLINARY

SEMESTER II

Course Code	UAO2MDOMS01	Title of the Course	Office Communication -II
Total Credits of the Course	**04**	**Hour per week**	4 (2 Theory + 2 Practical per Batch)

Course Objectives	1.To understand the reading, writing skill 2.To understand the effective communication skill

Course Content		
Unit	**Description**	**Weightage(100%)**
Unit:1	**Office correspondence and Mail services:** Introduction, production of correspondence, form letter, mail services, resignation of mailing department, arrangement with the post office, courier services, handling incoming mail, outgoing mail, peon book, electronic correspondence.	25
Unit:2	**Banking:** Different type of bank, different type of account : saving, current, recurring, deposit, Type of cheque : bearer, cross, a/c pay, overdraft, demand draft, electronic transaction advantages and disadvantages of electronic transaction, plastic card, debit card etc.	25
Unit:3	**Word processor:-I** Introduction of Word processor, Basic concept and objective of word processor, starting of word processor, closing, saving, printing, selecting text, typing, receiving, editing, copying, moving, Fonts style, size, colour, paragraph aliment, line spacing, inserting picture, and chart, Find and replace text, change the case, bullets and numbering	25
Unit:4	Word processor-II Inserting smart art, picture, comments, date and Time, Hyperlinks, spelling and grammar, mail merge, printing envelope, page setup, paper size, orientation, margins, inserting page break, page number, watermark, page colour, border and shading, headers, footers.	25
Teaching-Assignments, Learning	**Lecture, Recitation, Group discussion, Guest speaker, Debate, Seminar, Quizzes Methodology, computer practical**	

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Learning Methodology	Teaching Learning Methodology Theory (50%) + Practical (50%) Practical: computer Practical are based on above cited units. Two hours practical work per week per batch

Evaluation Pattern Teaching-

Sr. No	Details of Evolution	Weight age
1	Internal Written /	25%
2	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25%
3	University Examination	50%

Course Outcomes : Having completed this course, the leaner will be able to	
1.	Understand the fundamentals of communication •Understand effective communication •Understand the reading skill
2.	•Identify verbal and vowel w •Understand the difference of different method of latter writing

Suggested References:	
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Semester –II

Course Code	UAO2SEOMS01	Title of the Course	Office Practice -II
Total Credits of the Course	**02**	**Hour per week**	**02**

Course Objectives:	It helps the students to familiarize with the skill of office work
	It shows how various types of office work.

Course Content		
Unit	**1.**	Weightage*%)
	Office Forms: Office form, type of forms, need for office form, advantages of office forms, factors effecting designing of forms, disadvantages of office form	25
Unit	**2.**	
	Office Machines and Equipment: Introduction, objective of mechanization, the criteria for selection types of office machine, advantages and disadvantages of mechanization.	25

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Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Seminar, Quizzes

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / examination (As per CBCS R.6.8.3)	25
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25
3.	University Examination	50

Course Outcomes: Having completed this course, the learner will be able to	
1.	To make students understand the patterns of office form
2.	To assess the role played of Office machine
3.	To understand types of office machines