SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11)
Syllabus with effect from the Academic Year 2025-2026

MANAGEMENT & SECRETARIAL PRACTICE

Course Code	Minor	Title of the Course	Office Practice & Microsoft Excel (Theory & Practical)
UA05MIOMS01	**04**	Hours per Week	**04**

Course Objectives	1. Develop the Data analysis skill in Excel Software 2. Develop the peaceful office environment skill 3. Define the different type of stationary

Course Content		
Unit	1.	Weightage*(%)
	Office Forms & Stationary : Meaning of forms, form design, management and control, type of forms, types of stationary supplies, how to keep down stationary cost, methods of purchasing and purchasing procedures.	25
Unit	2.	
	Office environment: Introduction, component of office environment, interior decoration, colours, conditioning floor, covering, furniture, and fixture, ventilation, noise, cleanliness, sanitation, health.	25
Unit	3.	
	Presentation Package • Introduction of PowerPoint Presentation • Tips to Make an Effective Presentation. • Creating Presentation, Save, Print • Inserting Chart, Smart Art, Image, Video, Table etc. • Slide Animation, Slide Transition, Slide Master. • Learning Various Types of Slide View, Slide Show Setup	25
Unit	4.	
	Working with excel: Relative And absolute refer icing, editing, deleting, copying, moving data and formula, create a custom list, search and replace data, re-arranged cell contents, inserting, detecting Row(s) and columns	25

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-

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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 excel formula +,-,*,/. % •Understand effective office environment •Identify the office Stationary
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
5	Computer Fundamental By Anite Goel, Person Pblication
6	Fundament of Computer By Rajuraman

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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BA-Sem-V (Minor Subject)

Course Code	Minor	Title of the Course	Data Analytics Microsoft office (Theory & Practical)
UA05MIOMS02	**04**	Hours per Week	**04**

Course Objectives	1. Develop the Data analysis skill in Excel Software 2. Develop the Data analysis skill in Microsoft Access 3. Develop employee motivation skill

Course Content		
Unit	1.	Weightage*(%)
	Motivation : Meaning, importance of motivation, tools of motivation, suggestions for effectiveness motivation, Dr. A.M.Maslows need Hierachy Theory X and Theory Y	25
Unit	2.	
	Office Supervision : Meaning, function of Supervision, role of Supervisor, qualities of effective supervision, leadership, Style of supervision, motivation style, power style, knowledge skill of the supervisors, women supervisor	25
Unit	3.	
	Formatting worksheet : Objective, column width and row height using menu commands using mouse, formatting worksheet, alignments, autocorrect, and auto sum. Calculation in worksheets. Basic properties of a formula. Order of precedence of operation. Entering, Editing a formula, Difference between functions and formula. Creating charts, chart types, modifying, Data sorting, subtotal, filter, Data validation, text to column, consolidate, remove duplicates	25
Unit	4.	
	Introduction to DBMS Package (MS-Access - 2016): Introduction of MS Access, database, creating a database (Using Wizard, & Design) and Objects, Fields and data types, creating a table, Field Properties, Save and Close a Table, Add and Save Records, Edit Records and Close a Table, modify fields in a Table, Modify Columns and Rows in Data Sheet, Validation Rule of a Field and its Various Properties.	25

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

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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%**
	University Examination (50% Theory + 50% Practical)	

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 • 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
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Semester –V

Course Code	SKILL ENHANCEMENT	Title of the Course	OFFICE PRACTICE-II
UA05SEOMS01	**02**	Hours 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*%)
	Motivation : Meaning, importance of motivation, tools of motivation, suggestions for effective motivation, Dr A.M.Maslow's need Hierachy Thoery, Theory X and Theory Y	25
Unit	**2.Training :** Meaning, need, importance, advantages and objective of training, types and methods of training. Induction, Transfer, Promotion, Demotion and Separation: Induction- meaning, importance and objective of induction.	25

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

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