

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-II

Course Code	UA02GOMS51	Title of the Course	Office Management-II
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	Weightage* %
1	Office Organization : Definition, characteristics of origination, importance of origination, formal and informal origination, types of origination, authority and responsibility	25%
2	Office environment : Introduction, component of office environment, interior decoration, colors, conditioning, floor, covering, furnishings furniture and fixtures, type of furniture, selection of furniture, ventilation, noise, cleanliness sanitation, health.	25%
3	Office machines and equipment: Introduction, objective of mechanization, the criteria for selection types of office machine, advantages and disadvantages of mechanization.	25%
4	Office cost reduction and cost saving: Meaning importance of cost reduction, cost saving in office, type of wasteful expenditure, office cost reduction, program me of cost saving and cost reduction, methods and techniques of cost saving.	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 Business Origination ✓ Understand the office Environment ✓ Understand the office Machine
2.	<ul style="list-style-type: none"> ✓ Indentify and Understand of office interior decoration ✓ Indentify the Office Cost Saving

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	
https://www.pinterest.com/rhorsma/office-interior-design/	