



(Shri Ramkrishna Seva Mandal's)  
**ANAND COMMERCE COLLEGE**

An Autonomous College (2025-26 to 2034-35)  
(Affiliated to Sardar Patel University)  
NAAC ACCREDITED 'A' GRADE (3.04 CGPA)  
ISO 9001:2015



Syllabus as per NEP 2020 with effect from the Academic Year 2025-26

**Bachelor of Business Administration**  
**BBA (GENERAL) Semester – I**

Course Code	UB01SEBBA03	Title of the Course	Office Management
Total Credit of Course	02	Hours Per Week	02

<b>Course Objectives:</b>	<ol style="list-style-type: none"><li>1.To understand the basics, importance, functions, and structure of office management.</li><li>2.To learn how office services are organized and managed through systems and departments.</li><li>3.To know how to manage office forms, stationery, and records efficiently.</li></ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Fundamentals of Office Management</b> <ul style="list-style-type: none"><li>• Meaning of Office</li><li>• Importance of Office</li><li>• Functions of Office</li><li>• Office Activities</li><li>• Principles of Management</li><li>• Process of Office Management</li><li>• Levels of Management</li><li>• Challenges of the Future</li></ul>	35%
2.	<b>Office Services and Administration</b> <ul style="list-style-type: none"><li>• Introduction to Office Services</li><li>• Centralization vs. Decentralization of Office</li><li>• Merits and Demerits of Centralization and Decentralization</li><li>• IT Department: Problems and Choices</li><li>• Departments of Modern Office</li><li>• Office Manuals</li><li>• Principles of Office Management</li></ul>	35%
3.	<b>Forms, Stationery, and Record Management</b> <ul style="list-style-type: none"><li>• Meaning and Design of Office Forms</li><li>• Management and Control of Forms</li><li>• Types of Forms</li><li>• Types of Stationery and Stationery Suppliers</li><li>• Cost Control in Stationery</li></ul>	30%

	<ul style="list-style-type: none"> <li>• Methods and Procedures of Purchasing</li> <li>• Importance of Records and Record Management</li> <li>• Characteristics of Good Filing System</li> <li>• Filing Equipment and Methods</li> <li>• Types of Indexing and Selection of Indexing System</li> <li>• Electronic Filing System</li> </ul>	
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<b>Teaching-Learning Methodology</b>	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Field trips, Seminar, Quizzes
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### Internal and / or External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)
<b>Total Internal (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>
<b>College External Examination (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>

<b>Course Outcomes:</b> Having completed this course, the learners will be able to	
1.	Understand the basics and functions of office management.
2.	Learn how office services and departments are managed.
3.	Know how to handle office forms, stationery, and records effectively.

<b>Suggested References:</b>	
Sr. No.	References
1.	Chopra, R. K., Office management. Himalaya Publishing House.
2.	Arora, S. P., Office organization and management.
3.	Sherlekar, S. A., Modern business organization and management.
Digital resources to be used if available as reference material	
Digital Resources	
<a href="https://www.constructionplacements.com/top-business-skills-for-startups/">https://www.constructionplacements.com/top-business-skills-for-startups/</a>	
<a href="https://in.indeed.com/career-advice/career-development/what-is-venture-capital">https://in.indeed.com/career-advice/career-development/what-is-venture-capital</a>	

  
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**BOS of Management**  
**Anand Commerce College**

  
**Academic Coordinator**  
**Anand Commerce College**

  
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