



(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 Commerce
B COM Semester – I

Course Code	UC01SECOM03	Title of the Course	Office Management
Total Credit of Course	02	Hours Per Week	02

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

	<ul style="list-style-type: none"> • Management and Control of Forms • Types of Forms • Types of Stationery and Stationery Suppliers • Cost Control in Stationery • Methods and Procedures of Purchasing • Importance of Records and Record Management • Characteristics of Good Filing System • Filing Equipment and Methods • Types of Indexing and Selection of Indexing System • Electronic Filing System 	
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Teaching-Learning Methodology	Lecture Method, Online Lectures, Group Discussion, Practical Problem Solving
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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%)
Total Internal (%)		50 (100%)	25 (100%)
End Semester Examination (%)		50 (100%)	25 (100%)

Course Outcomes: 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.

Suggested References:	
Sr.No.	References
1.	Chopra, R. K. (2013). <i>Office management</i> . Himalaya Publishing House.
2.	Arora, S. P. (2011). <i>Office organization and management</i> . Vikas Publishing House.
3.	Sherlekar, S. A. (2006). <i>Modern business organization and management</i> . Himalaya Publishing House.
Digital resources to be used if available as reference material	
Digital 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	


Chairman
 BOS of Management
 Anand Commerce College


Academic Coordinator
 Anand Commerce College


Principal
 Anand Commerce College