



B. J. VANIJYA MAHAVIDYALAYA

(Autonomous)

(Grant-in-Aid)

(Affiliated to Sardar Patel University)

Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India

Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC

Syllabus as per the NEP 2020 with effect from June – 2026

Bachelor of Commerce (B.Com.)

Semester – I

Course Code	UBB1SEOMT02	Title of the Course	Office Management
Total Credits of the Course	02	Hours per week	02

Course Learning Outcomes: Having completed this course, the students will be able to	
CLO 1	To describe and analyze office management concepts, including functions, importance, modern office structure, and the role of an office manager.
CLO 2	To acquire and apply filing and indexing systems, including classification methods and computerized record management.

Course Content			
Unit No.	Description	Weightage (%)	CLO(s)
1.	Introduction • Meaning of office. • Functions of office – primary and administrative management functions • Importance of office, • Modern office and its principal departments and their functions. • Duties of the office manager, his role, qualities and essential qualifications.	25%	CLO 1
2.	Filing and Indexing • Filing: • Meaning and importance of filing • Essential of good filing system • Centralization of Office services Vs Decentralization • System of classification • Methods of filing and filing equipment, weeding of old records • Computerized Filing System • Indexing: • Meaning and need for indexing • Essentials of a good indexing system • Selection of suitable indexing systems • Various types of indexing	25%	CLO 2



Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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Internal and External Examination Evaluation

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

Notes:

- ❖ Multiple Choice Questions will be based on Bloom's Taxonomy Level 1 & 2.
- ❖ Class Test and Written Examination questions will be based on various levels of Bloom's Taxonomy.

CLO-PLO Matrix (Course Learning Outcomes-Programme Learning Outcomes)

CLO	PLO										
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11
CLO 1	3	2	2	1	1	2	1	2	---	1	---
CLO 2	3	3	2	1	1	2	1	3	1	1	---

Scale: 3: Strong, 2: Moderate, 1: Low, ---: No Correlation)

Suggested Learning Material Books:

Sr. No.	Title	Author(s)	Year / Edition	Publisher
1	Secretarial Practice	Dr. H. G. Vohra & Shri S. G. Vahora	2022, Revised Edition	Garg Publication, Ahmedabad
2	Principles of Office Management	R. C. Bhatia	2019, Revised Edition	Lotus Press, New Delhi
3	Textbook of Office Management	William H. Leffingwell & Edwin M. Robinson	2019, Reprint Edition	Tata McGraw-Hill Education
4	Office Management and Control	George R. Terry	2018, Reprint Edition	Richard D. Irwin Inc.
5	Karyalaya Prabandh (Office Management)	Ghosh & Aggarwal	2021, Revised Edition	Sultan Chand & Sons
6	Office Management and Commercial Correspondence	B. Duggal	2020, Revised Edition	Kitab Mahal Publishers

Online Resources (Open Sources)

Sr. No.	Description of Resource	Web Link
1	SWAYAM – Office Management and Secretarial Practice (Online course covering office management, office procedures, secretarial practices, communication, records management, and office administration.)	https://onlinecourses.swayam2.ac.in/nou24_mg11/
2	SWAYAM – Government of India MOOCs Platform (Online courses in Commerce, Management, Office Management, Business Communication, Human Resource Management, and other related subjects.)	https://www.swayam.gov.in/