

# Bachelor of Vocation – Office Management

**Duration:** 3 Years (6 Semesters)

**Program Type:** Undergraduate Degree Program

**Total Credits:** 120–140 (as per university norms)

**Note:** Subject codes may vary by university. The following is a standard university-style syllabus with sample subject codes.

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## Semester I

| Subject Code | Subject Name                        |
|--------------|-------------------------------------|
| OM101        | Fundamentals of Office Management   |
| OM102        | Business Communication              |
| OM103        | Computer Fundamentals               |
| OM104        | English Communication Skills        |
| OM105        | Principles of Management            |
| OM106        | Office Automation Tools (Practical) |
| OM107        | Environmental Studies               |

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## Semester II

| Subject Code | Subject Name                                 |
|--------------|----------------------------------------------|
| OM201        | Office Administration                        |
| OM202        | Business Correspondence                      |
| OM203        | Accounting Fundamentals                      |
| OM204        | Information Technology for Office Management |
| OM205        | Organizational Behaviour                     |
| OM206        | MS Office Applications (Practical)           |
| OM207        | Personality Development                      |

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## Semester III

| Subject Code | Subject Name                    |
|--------------|---------------------------------|
| OM301        | Human Resource Management       |
| OM302        | Financial Management            |
| OM303        | Office Records Management       |
| OM304        | Business Law                    |
| OM305        | Data Management Systems         |
| OM306        | E-Office Management (Practical) |
| OM307        | Soft Skills Development         |

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## Semester IV

| Subject Code | Subject Name                             |
|--------------|------------------------------------------|
| OM401        | Administrative Management                |
| OM402        | Customer Relationship Management         |
| OM403        | Payroll and Compensation Management      |
| OM404        | Digital Documentation Systems            |
| OM405        | Entrepreneurship Development             |
| OM406        | Office Software Applications (Practical) |
| OM407        | Industrial Training-I                    |

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## Semester V

| Subject Code | Subject Name                 |
|--------------|------------------------------|
| OM501        | Advanced Office Management   |
| OM502        | Project Management           |
| OM503        | Business Analytics           |
| OM504        | Corporate Communication      |
| OM505        | Event and Meeting Management |
| OM506        | Office Operations Lab        |
| OM507        | Internship Report            |

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## Semester VI

| <b>Subject Code</b> | <b>Subject Name</b>            |
|---------------------|--------------------------------|
| OM601               | Strategic Office Management    |
| OM602               | Leadership and Team Management |
| OM603               | Corporate Governance           |
| OM604               | Office Information Systems     |
| OM605               | Business Ethics                |
| OM606               | Major Project                  |
| OM607               | Viva Voce                      |