

Bharatiya Vidya Bhavan's
Sardar Patel College of Professional Studies
One Year Diploma in Office Administration & Management (OAM)

The Diploma in Office Administration & Management is the best course for those who want to take-up white collar job.

Today every private or Government Office has maximum number of employers working for its administration. If you are expecting smooth and steady life, then you will prefer working in any office, in its administrative department.

As per present job scenario, plain graduates or post graduates are not preferred for such administrative jobs, but person with this kind of Diploma (in Office Administration & Management) is preferred. This Diploma course makes you professional in all areas of work which any Administrative Office demands. Means you know how to write and type letters and reports. You know how to communicate using internet and Digital Media. You know the responsibilities and limitations of each manager or Office Superintendent. So the person with many such qualities is always preferred by any Office to appoint. So instead of wasting 3 years in college to become just a graduate, join this Diploma to get employed as early as possible. With Bhavan's College you develop all qualities by learning English language, for good communication skills, along with typing using Computer Keyboard, required knowledge of Computer Application for administrative work, and become smart by learning Personality Development and Life Management.

Scope:- Plenty of Jobs available in Private and Government Offices. Assistance is offered to locate and apply different offices. Internship is also provided to start the career. Efforts will be made to invite different Companies for placements.

Eligibility : 12th Pass (Equivalent)

Time : 2 hrs. Per day –
5 days in a week

Duration : One Academic year of
10 months

Fee : Rs. 50,000/- plus GST as per Govt. Rules. You can pay in Four Instalments or
Rs. 45,000/- (+GST) in Lumpsum.



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EXAMINATION PATTERN

The Programme is divided into two semesters, and there will be an examination at the end of each semester. Also there will be evaluation test at the end of every month as a one paper covering all subjects and topics of theory and practical covered during that month of study. Marks of these internal examinations will be notified on final marksheet.

Group A – Internal Examinations : Internal examinations as Monthly Evaluation Tests and Assignments will be held at the end of September, October, November, January, February, March & April.

Students must appear and pass in minimum 5 Evaluation tests and minimum 5 assignments.

Each Evaluation test of 50 marks X 5 papers = 250 marks

Each assignment of 50 marks X 5 assignments = 250 marks

Total (Group A) = 500 marks

Group B – Final Examinations

Paper I to Paper V, towards end of 1st Semester. (For U.G. Paper I to Paper IV)

Paper VI to Paper X, towards end of 2nd Semester (For U. G. Paper V to Paper VIII)

PI Office Organization & Management = 50 Marks

PII Secretarial Practice = 50 Marks

PIII Environmental Studies = 50 Marks

PIV Basic Computer Application = 50 Marks

PV English for Business Correspondence = 50 Marks

PVI Business Management = 50 Marks

PVII Computer based Communication Skills = 50 Marks

PVIII Life Management = 50 Marks

Total (Group B) = 400 marks

Group C – Other Evaluations

1. Participation in Practicals & Projects during 1st semester = 100 marks

2. Participation in Practicals & Projects during 2nd semester = 100 marks

3. Practical Examination in the month of December = 50 Marks

4. Practical Examination in the month of April = 50 Marks

5. Skill Test in December = 50 Marks

6. Skill Test in April = 50 Marks

7. Internal Assessment as per attendance, general behaviour, sincerity in class work, homework, submission etc. = 100 marks

Total (Group C) = 500 marks

Group A + Group B + Group C = (Total)
500 + 400 + 500 = 1400 marks

To qualify for Diploma student must secure 35% marks in individual subject and 40% aggregate. He/She must attend 80% of the theory and practical classes. And submission of all assignments are compulsory.