



Syllabus

Bachelor of Commerce(Voc)

(Office Management and Secretarial Practice)

As per the resolutions of BOS in Commerce from the Academic Year 2025-26

**Department of Studies in Commerce
(Faculty of Commerce)
Mangalore University
Mangalagangotri**

Bachelor of Commerce (Voc) **(Office Management and Secretarial Practice)**

The Bachelor of Commerce (Office Management and Secretarial Practice) programme has the core objective of preparing employable and resourceful graduates. Keeping in mind, the programme objectives and outcomes would be as follows:

Programme Objectives:

At the end of a sixth-semester Degree Programme, a student of B.Com OM & SP is expected to acquire a fairly reasonable competence in the following areas:

- a) To familiarize with Office Assistant skills for complete office related tasks.
- b) To encourage the learner to be an independent Correspondence.
- c) To operate the Window-based Ms Paint, Ms Word, Ms Excel, Ms Power Point, Page Maker, Typing Masters and Tally
- d) To work harmoniously as a contributing member of a team to achieve organizational goals.
- e) Improve presentation skills, communicative skills and language based skills
- f) Gain knowledge about the behavior of organization and people.
- g) Get familiarized with the Corporate through Project Work.
- h) Get first hand working experience through On-the-job training.

Programme Outcomes:

- a) At the end of the course Vocational students will be well versed with skills like Accountancy, Computer and Soft Skills.
- b) The interne ship training and the project work gives them first hand information about the organization.
- c) They become well versed with the work culture of an office
- d) They have the ability to work in teams with enhanced interpersonal skills and communication.

**Scheme of Teaching and Evaluation for B.Com (voc)(Office Management and Secretarial Practice)
Programme**

Semester I								
Sl. No.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	IA	Total Marks	Credits
1		Language–I	Lang	4	80	20	100	3
2		Language–II	Lang	4	80	20	100	3
3	BCom1.1	Office Management and Communication	Core	5	80	20	100	5
4	BCom1.2	Company Secretarial Skills	Core	5	80	20	100	5
5	BCom1.3	Financial Accounting – I	Core	5	80	20	100	5
6.	B.Com 1.4	Individual and Team Management/ Fundamentals of Business Analytics	Optional	4	80	20	100	3
7		Constitutional Values	Compulsory	3	40	10	50	2
Sub–Total				30				26

Semester II								
Sl. No.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	IA	Total Marks	Credits
1		Language–I	Lang	4	80	20	100	3
2		Language–II	Lang	4	80	20	100	3
3	B Com 2.1	Office Systems and Procedure	Core	5	80	20	100	5
4	B Com 2.2	Office Correspondence	Core	5	80	20	100	5
5	BCom 2.3	Financial Accounting – II	Core	5	80	20	100	5
6.	B.Com 2.4	Fundamentals of Organisational Behaviour/Strategic Management	Optional	4	80	20	100	3
		Environmental studies	Compulsory	3	40	10	50	2
Sub–Total				30				26

I Semester B.Com:

Course content:

- 1.1: Office Management and Communication
 - 1.2: Company Secretarial Skills
 - 1.3: Financial Accounting – I
 - 1.4: Individual and Team Management
- or
- Fundamentals of Business Analytics

OFFICE MANAGEMENT AND COMMUNICATION

5 Hours per week

60 Hours

COURSE OUTCOMES:

After completing the course, the student will be able to

1. Develop strong interpersonal communication skills to effectively interact with colleagues, superiors, clients, and stakeholders in a professional office setting.
2. Acquire the ability to efficiently manage office resources, including personnel, supplies, and technology, to ensure smooth workflow and operational success.
3. Enhance strategic thinking and decision-making skills to effectively plan and implement office management strategies that align with organizational goals and enhance productivity.

COURSE CONTENTS:

Module	Particulars	No of hrs
Module 1	Introduction to Office Management Key principles and concepts of office management, Functions Of Office Management , Importance of effective office management in business operations, Roles and responsibilities of office managers, Functional Office Management, Administrative Office Management ,Setting up and organizing an office space for efficiency	12
Module 2	Organizational Structure and Workflow Meaning and Importance of Office Organisation, Organization Structure: Meaning and objectives, Different types of organizational structures and their impact on office management, Span of Management: Meaning and types (wide and narrow), Factors determining Span of Management, Graicuna's Theory, Developing skills in creating efficient workflow processes, To delegate tasks, monitor progress, and ensure organizational goals are met, Effective Record-keeping practices and documentation, Developing strategies for managing time effectively and prioritizing tasks	12
Module 3	Office Administration& Accommodation Administrative Office Management, Objectives Of Administrative Office Management, Scientific Office Management, Office Accommodation: Introduction, Principles Of Office Accommodation, Location Of Office, Office Building, Office Layout – Preparing The Layout, Re- Layout, Open And	10

	Private Office, New Trends In Office Layout.	
Module 4	Introduction to Microsoft Word Overview of the Word interface, toolbars, and menus. Home row keys practice, Upper row keys practice, Simple Word Practice By Home & Upper Row Keys, Bottom-Row Keys Practice, Simple Word Practice By All Rows Characters, Fourth Row Number and Symbol Keys. Text formatting (fonts, styles, sizes), paragraph formatting, alignment, spacing, and indents. Page setup, margins, orientation, headers, footers, and page numbering. Creating and customizing tables, sorting data, and merging cells. Inserting, formatting, and manipulating images. Track changes, comments, and version control for collaborative editing.	14
Module 5	MS EXCEL Introduction to MS Excel - Enter & Edit Data, Range of Cells, Entering and Copying the Formula, Cell References, Setting the Column Width, Cell Formatting and Fill Handle, Copying and Moving the Cell Content, Inserting Cells, Columns and Rows, Graphic Objects and Charts, Data Series with Drawing Objects Database & Pivot Table – Refreshing a Pivot Table, Changing the Pivot Table layout, Copying/ Deleting the Pivot Table. Filtering Database Records - Auto Filter and Advanced Filter. Goal Seek	12

Skill Development Activities

1. Set up various office situations that require effective communication and problem-solving skills. Have employee's role-play different roles to practice handling these scenarios.
2. Conduct workshops focused on improving communication skills such as active listening, assertiveness, conflict resolution, and giving feedback.
3. Encourage employees to engage in cross-training opportunities to learn about different roles within the office.
4. Organize team-building exercises that require collaboration, communication, and problem-solving..
5. Provide training courses or seminars on office management best practices, time management, organization skills, and effective communication techniques.
6. Implement a mentorship program where more experienced employees can mentor new hires or those looking to improve their office management and communication skills.

Books for Reference:

1. "Office Management: Principles and Practice" by Paula Hay
2. "Office Management: A Productivity and Quality Approach" by Glenn A. Welsch and Jeffrey A. Berman
3. "Modern Office Management & Commercial Correspondence" by C.S. Rayudu
4. "Office Management and Control" by A.K. Gupta
5. "Office Management: Developing Skills for Smooth Functioning" by SeemaSanghi
6. "Office Management: A Practical Approach" by N.D. Bhatia
7. "Office Management: An Integrated Approach" by R. K. Chopra
8. "Office Management: An Introduction" by RanjanAgrawal
9. "Office Management: Tasks and Skills" by Annette M. Eaton and Cynthia M. Gagen
10. "Principles of Office Management by John M Burton.

COMPANY SECRETARIAL SKILLS

5 Hours per week

60 Hours

Course Outcomes: On successful completion of the course, the Students will be able to

1. Get familiar with Office Assistant skills for complete office related tasks.
2. To gain knowledge about the behaviour of organization and people.
3. Capability of the students to make decisions at personal & professional level will increase after completion of this course.
4. The students will acquire the knowledge, skill in different areas of communication, decision making, innovations and problem solving in day to day business activities.
5. To handle independently – oral and written communication, barriers, observe telephone etiquettes
6. Mastering at organizing and analyzing data through Excel
7. Excel also gives the comfort of using Graphic tables which are utilized in Sales, Presentation and Reports.

COURSE CONTENTS:

Module	Particulars	No of Hrs
Module 1	Secretary and Meetings Meaning of Secretary, Types/Kinds of Secretaries, Importance of Secretary, Qualifications and qualities of Secretary, Duties of Secretary, Changing profile of the Secretary. Meetings: Meaning and purpose of meetings, Types of meetings, Preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings. Duties of Secretary before, during and after a meeting, Additional terms used in meetings.	14
Module 2	Communication and Interpersonal Skills Types of office communication (verbal, written, non-verbal), Enhancing communication skills with stakeholders, Developing interpersonal skills for building positive relationships and resolving conflicts, Effective use of communication tools and technology in office management, Team communication and problem-solving Soft Skills on Communication Role play exercises, Public speaking practice, Written communication tasks, Listening skill activities, Team building exercises.	14
Module 3	Company Secretarial and Managerial Skills Drafting the Specimen of Letter of Allotment, Letter of Regret & Letter of Renunciation, Drafting of Warning Notices before Forfeiture of Shares and Final Notice for Forfeiture of Shares. Drafting the Specimen of Ordinary Resolution and Special Resolution. Memorandum of Understanding-Employment agreement. Drafting types of Organizational chart- Levels of Management & skill, Communication flow chart-Horizontal-vertical-upward-downward-diagonal- Drafting of channels of distribution charts, Drafting of a Model Office layout.	10
Module 4	Advance Excel Techniques Transpose Tables, Data Table, Scenarios, Data analysis.	10
Module 5	Advanced Charts And Excel Dashboard Combo Charts, 3D Maps, Line Graph and its Interpretation, Tree Map and Waterfall, Planning and Dashboard, Adding tables and	12

	charts to dashboard, Using slicers, filter data with slicers, Inserting Hyperlinks, Track Changes.	
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Skill Development Activities:

1. To carry out activities like role play.
2. Demo of preparation of company meeting, agenda and note taking
3. Typing masters software to type the activities of the company
4. Visual presentation like business reports are prepared
5. Problem solving and critical thinking
6. To train in Time management and multi tasking
7. To calculate bank related requirements using Excel
8. Prepare Itinerary and make travel arrangements.

Books for Reference:

1. Company Secretarial Practice and Procedure by Pearson
2. Secretarial Practice and Company law by Arun Sharma and Rachana Sharma
3. Company Law and Secretarial Practice by J. Santhi, Murgam Publication
4. Secretarial Practice by Kuchhal
5. Roman,S. 2002 writing Excel Macros withVBA 2nd Edition, Sebastpol CA:O Reilly.
6. Sengupta.C 2004, Financial Modelling using Excel and VBA Hoboken NJ, JohnWiley and Sons.
7. Winston 2004, Microsoft Data Analysis and Business Modelling. 2nd Edition Redmond, WA: Microsoft Press.

Note: Latest edition of text books may be used.

Financial Accounting - I

5 Hours per week

60 Hours

COURSE OUTCOMES:

After completing the course, the student will be able to

1. Understand the need of maintaining proper books of records of financial nature for an organisation.
2. Prepare financial statements of a sole trader to assess the financial position and results.
3. Understand the meaning and financial records of a non-trading concerns.

COURSE CONTENTS:

Module	Particulars	No of Hrs
Module 1	Introduction to Accounting: Meaning of Accounting – Basic Terms in Accounting – Entity, Business Transaction, Capital, Drawings, Assets, Liability, Debtor, Creditor, Stock, Purchases and Sales. Accounting Concepts – Meaning – Types (Business Entity, Money Measurement, Going Concern, Accounting Period, Cost, Dual Aspect, Revenue Recognition, Matching, Accrual, Objective Evidence) Accounting Conventions – Conservatism, Consistency, Full Disclosure and Materiality. Basis of Accounting – Cash & Accrual, Systems of Accounting – Single & Double Entry. Rules of Debit & Credit as per American Approach - Accounting Equation Accounting Cycle – Journal, Ledger & Trial Balance	12
Module 2	Depreciation Accounting: Meaning of depreciation and amortisation, Causes, Factors determining economic life of the asset – Methods of charging depreciation Accounting treatment for charging depreciation under Straight Line Method & Written Down Value Method - Change in Method of Depreciation	12
Module 3	Final Accounts of Sole Trading Concerns: Preparation of Trading & Profit & Loss Account and Balance Sheet of a Sole Trader. Adjustments – Closing Stock, Outstanding & Prepaid Expenses, Accrued Incomes & Incomes Received in Advance, Bad Debts & Provisions for Doubtful Debts, Provision for discount on Debtors, Depreciation, Interest on Capital & Drawings, Manager's Commission, Goods Sent on Sale or Return basis, Treatment of deferred revenue expenditure.	12
Module 4	Final Accounts of Not for Profit Organisations: Meaning & Characteristics of Non- Profit Organisations Meaning of Capital & Revenue Income & Expenditure – Deferred Revenue Expenditure	12

	Meaning of Receipts & Payment Account, Income & Expenditure Account and Balance Sheet. Differences between Income & Expenditure Account and Receipt and Payments Account. Preparation of Income & Expenditure and Balance Sheet when Receipts & Payment Account is given with adjustments for existing and new organisations.	
Module 5	Bank Reconciliation Statement: Meaning & Reasons for difference between Cash book and Pass book Balance Problems on preparation of BRS (problems when cash book and pass extract is given to be included)	12

Skill Development:

1. Visit minimum three Sole Trading Concern and examine its accounting practices.
2. Identify a non-trading concern and assist them in preparing its financial statements.
3. Apply depreciation methods to real life scenarios.
Develop numerical, analytical and decision-making abilities

Books for Reference:

1. ICAI Study Materials on Principles & Practice of Accounting, Accounting and Advanced Accounting
2. SP Iyengar, Advanced Accounting, Sultan Chand & Sons, Vol. 1
3. Advanced Accounting Shukla M.C., Grewal T.S., S Chand, Vol. 1
4. Advanced Accounting, Gupta R.L., Sultan Chand & Sons, Vol. 1
5. Advanced Accounting Jain & Narang, Kalyani Publishers, Vol. 1
6. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
7. B.S. Raman, Financial Accounting Vol. I & II, United Publishers & Distributors.

Note: Latest edition of text books may be used.

Individual and Team Management

4 Hours per week

48 Hours

COURSE OUTCOMES:

After studying this course the students can

1. Become effective in their day to day transactions.
2. Develop interpersonal skills
3. Enhance individual resourcefulness in all walks of life and thereby improve the quality of their thinking and become self-motivated in their personal dealings.

COURSE CONTENTS:

Module	Particulars	No of hrs
Module 1	Managerial Effectiveness and Inter-Personal Skills: Meaning of Managerial Effectiveness, Essentials for Managerial Effectiveness and Importance of ME for an organization. Meaning of Inter- personal skills – Importance, Essentials IP skills – communication, clarity, empathy, etc., developing IP Skills – Assertiveness, Responsibility, Managing conflicts & factors hampering IP Skills, self-development goals & its relevance in the present time	12
Module 2	Stress & Time Management: Meaning of Stress, Sources of stress – Internal, external and types, Effects of stress & burnout – effect on environment and personal life. Strategies for coping with Stress – Avoiding and fighting stress, maintaining Work life balance – its importance and benefits. Importance of Time Management, Analysis of Time – time logs, Time wasters & time Abusers, Planning Time and Resources – Need & strategies for planning time – Matrix of Time Management, Setting Goals and objectives – Advantages and setting SMART goals and planning to achieve goals – Scheduling, Delegating and controlling time-wasters.	12
	Creativity & Emotional Intelligence in Management: Meaning of Creativity & Innovation, Stage of Creativity, Importance of Creativity, Barriers to Creative thinking, Developing Creativity and techniques of enhancing creativity – Brainstorming, Six Thinking Hats & Mind Mapping.	

Module 3	Nature of Emotional Intelligence (EI), Definition of emotions – empathy, fear, anger and depression, Components of Emotional Intelligence, analysing the importance of emotions in the workplace – Negative and Positive emotions and Characteristic features of people with High IQ or High EQ.	12
Module 4	Working in Teams: Meaning of Team & Team work, Importance of teamwork, Challenges of working in a Team, Characteristics of a successful team, Team dynamics vs Group dynamics, Employee engagement, 5C's & 4P's of Team building, Collaboration – meaning, benefits and tips to improve workplace collaboration.	12

Skill development:

1. Collecting the list of Best practices of enhancing managerial effectiveness of a few corporates.
2. Analysing the different techniques used by corporates in promoting work life balance amongst its employees.
3. Preparing a Time log of 24 hours for every student and providing feedback as to its improvement for better productivity
4. Application of Creativity techniques in a learners day to day social transactions
5. Team building games can be conducted on specific characteristics of a successful Team.

Books & Materials for Reference: (Text Books and Websites for additional reading)

1. The Effective Executive: Peter Drucker – Harper Collins
2. Workplace Stress – Concepts and Cases: Gopal V V – ICFAI University Press
3. Managing Time: David Fontana – BPS Books, New Delhi
4. The Seven Habits of Highly Effective People: Stephen R Covey – Simon & Schuster
5. The On-time, On Target Manager: Ken Blanchard and Steve Gottry – Harper Collins
6. Getting Things Done – The Art of Stress Free Productivity: David Allen – Penguin Books
7. Lifelong Creativity – An Unending Quest: Pradip N Khandwalla, Tata McGraw Hill.
8. Emotional Intelligence: Why It Can Matter More Than IQ: Daniel Goleman, Bantam Books.
9. How to Win Friends and Influence People: Dale Carnegie – Simon & Schuster
10. <https://www.sessionlab.com/blog/team-building-activities/>
11. <https://asana.com/resources/team-building-games>
12. <https://teambuildinghub.com/team-building/activities-games/quick-team-building/>
13. <https://teambuilding.com/blog/team-building-games>

Fundamentals of Business Analytics

4 Hours per week

48 Hours

COURSE OUTCOMES:

After studying this course the students should be able to,

1. Understand analytical applications in practice.
2. Validate sources of data, use statistical resources and apply tools and techniques learnt to solve real time problems.
3. Formulate and manipulate business models, using quantitative methods including spreadsheets and graphical methods, in order to find solutions to real time problems.
4. Become aware about the emerging trends in the world of analytics

COURSE CONTENTS:

Module	Particulars	No of hrs
Module 1	Introduction to Business Analytics: Data, Types of Data- Forms of Data-Evolution of Big Data- Business Analytics -Need for Analytics - Types of Analytics- Importance of Business Analytics in Decision Making- Analytics Process Model-SMART model-Spreadsheet analysis-Internet of Things.	7
Module 2	Technology of Big Data: Overview of DBMS, Data Warehousing: Concepts, Need, Objectives– Relevance of Data Warehousing in Business Analytics-Data Mining-Application of Data Mining- Data Mining Technique- Data Classification- Hadoop Distributed File System- Features of HDFS- MapReduce-Features of MapReduce.	12
Module 3	Data Scientists and Data Visualization: Data Scientists-New Era of Data Scientists -Data Scientist model- Sources of Data scientists- Horizontal Versus Vertical Data Scientists- Retention of Data Scientists- Data Visualization-Types of Data Visualization -Issues in Data Visualization-Tools in data visualization- Data Collection, Sampling and Pre-processing- Types of Data Sources- Sampling-Types of Data Elements-Visual Data Exploration and Exploratory Statistical Analysis-Missing Values-Missing Values- Standardizing Data-Categorization-Weights of Evidence Coding-Variable Selection-Segmentation	12
	Practices of Analytics and Emerging Trends in Big Data: Predictive Analytics- Target Definition-Linear Regression -	

Module 4	<p>Logistic Regression -Decision Trees - Neural Networks -Support Vector Machines-Ensemble Methods -Multiclass Classification Techniques -Evaluating Predictive Models-Descriptive Analytics- Association Rules -Sequence Rules –Segmentation-Survival Analysis- Survival Analysis Measurements-Kaplan Meier Analysis- Parametric Survival Analysis-Proportional Hazards Regression-Extensions of Survival Analysis Models-Evaluating Survival Analysis Models-Social Network Analytics-Social Network Definitions-Social Network Metrics-Social Network Learning-Relational Neighbor Classifier- Probabilistic Relational Neighbor Classifier -Relational Logistic Regression-Collective Inferencing – Egonets- Mobile Analytics- Practices of analytics in - Google-General Electric-Microsoft- Kaggle- Facebook- Amazon.</p> <p>Data for Big Data-Enterprise orientation for Big data –leadership –Targets-Analysts- Other Factors to Consider in Big Data Success-Emerging Technologies in Health Information Systems: Transforming Health in Information Era-Omics Revolution and Personalized Medicine-Genomic Data Integration into Medical Records-Socio- demographic Data for Health Records-Family Health History-Genomics Driven Wellness Tracking and Management System (GO-WELL)- Emerging trends of analytics in Education, Government, Finance & Supply Chain Management.</p>	17
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Skill development:

Course teacher can identify and give the skill development activities.

Books & Materials for Reference:

1. Big Data Black Book, DT Editorial Services, Dreamtech Press,2015.
2. BigDataatWork,ThomasH.Davenport,HarvardBusinessReviewPress,Boston, Massachusetts,2014.
3. AnalyticsinaBigDataWorld,JohnWiley&Sons,Inc.,Hoboken,New Jersey,2014.
4. BigDataandInternetofThings:ARoadmapforsmartEnvironments,NikBessisCiprianDobre Editors, Springer International Publishing Switzerland2014.

II Semester BCom:

Course content:

- 1.1: Office Systems and Procedure
 - 1.2: Office Correspondence
 - 1.3: Financial Accounting – II
 - 1.4: Fundamentals of Organisational Behavior
- or
- Strategic Management

OFFICE SYSTEMS AND PROCEDURE

5 Hours per week

60 Hours

COURSE OUTCOMES:

Course Outcomes: On successful completion of the course, the Students will be able to

1. To get equipped with the new mechanization in the modern era
2. To get familiarize with record and filing work.
3. To get trained with work simplification and filing system
4. Handling independently the purchase and distribution of stationery.
5. Digital Image creation, editing and exporting.
6. Preparation of Invitation and Brochures
7. Well versed with manipulating effects, drawing grids and moderating shapes.

Module	Particulars	No of hrs
Module 1	Office Systems And Procedure Office System: Meaning and Characteristics. Procedure: Meaning, Objectives of Systems and Procedures, Importance and essentials of successful Office system and procedures, Advantages and Disadvantages. Role of Office Manager in system and procedure.	12
Module 2	Records Management Records Management-Meaning and Importance, Principles of Records Management. Filing: Meaning and definition, Importance and Essentials of Good Filing System. Centralized VS Decentralized Filing	10
Module 3	Office Stationery And Supplies Stationery – Importance of Stationery, Need to Control Office Stationery and Supplies, How to keep down the Stationery Cost, Proper and Careful Selection. Study Procedures, Work Measurement, Motion Study Theory – Laws and Principles of Motion Economy - Advantages of Motion Study - Steps in Time study - Limitations of Time Study, Time and Motion Study Special Characteristics of Office, Work Activity or Work Simplification, Advantages & Limitations of Work Simplification	12
Module 4	ADOBE Photoshop Introduction to Adobe Photoshop, Working with images, Image and Color Modifications, Resizing and Cropping Images, Working With the Pen Tool. Knowing the Layers, Creating Special Effects, Color Adjustments. Photo Collage, Brochure and poster designing, Certificate designing.	14

Module 5	Corel Draw Exploring CorelDraw, Drawing and Designing, Bitmaps versus Vector Graphics, Working with multiple drawings, Selecting, Zooming and Panning objects, Drawing Rectangles Squares, Polygons and Stars. Manipulating objects and text, Formatting objects, Creating Visiting Card, Creating Letterhead with Logo, Designing Birthday Card.	12

Skill Development Activities:

1. Office skills are basic administrative skills that help an office function smoothly.
2. Problem solving or critical thinking skills are integrated.
3. Effective training of designing of brochure, postures, certificates and business cards
4. Practical training on organizing stationery.
5. Drawing up a plan on the office systems and procedures.
6. Passport size photo using Photoshop.

Reference books:

1. R.K.Chopra, Office Management, Himalaya publishing House, NewDelhi.
2. J.C. Denyer, Office Management, The English language Book Society , Tindall.
3. GhoshPashanth, Office Management, Sultan Chand and Sons
4. Adobe Photoshop Basic elements tools by Initimoon
5. Adobe photoshop CS6 on Demand
6. Corel Draw the official guide by Mohammed Ovais Khan
7. Advance Corel Draw Graphic Suite by Guia.

Note: Latest edition of text books may be used.

OFFICE CORRESPONDENCE

5 Hours per week

60 Hours

Course Outcomes: On successful completion of the course, the Students will be able to

1. To get trained to maximize profit and output in an organization
2. To know to fix the prices of the product
3. To get acquainted about the decision making
4. To become skilled about strategic planning
5. Video creation through graphic designing
6. To share and print advertisement, logos, business cards and presentations

Module	Particulars	No of hrs
Module 1	Office Communication Office Communication- Definition, Importance, Office Communication Cycle. Kinds of Office Communication – Verbal, Non Verbal & Written. Modes of Office Communication, Barriers of Office Communication, Tools of Effective Office Communication	12
Module 2	Office & Business Correspondence Meaning and objectives, Types of Office Correspondence, Importance of Office Correspondence, Centralized and Decentralized Correspondence. Business letters- Importance & Functions, Principles of Drafting Business letters, Structure of Business Letters, Letters on Trade Enquiry, Quotation, Placing Orders, Complaint letters, Status Enquiry Letters. Drafting Resume, Job Application, Appointment Order, Duty Joining Report and Letter of Resignation	12
Module 3	Banking & Government Correspondence Account Opening Letters, Credit letters & Guarantee Documents. Standing Instructions for Payment. Request for Bank Overdraft. General Government Letters. Memorandum, Circulars & Notifications, Press release. Advertisements & Tenders.	12
Module 4	Canva Exploring Design, Templates, Graphs and Charts Font Combinations, Palette Generation, Design Size and Colour Combinations	12
Module 5	Canva Exercises Logos, Posters, Business Cards, Resumes, Presentations	12

Skill Development Activities:

1. Preparation of estimation and imaginary cost sheet.
2. Field work to track financial changes of an organization
3. To develop interpersonal skills, time management, spreadsheet proficiency.
4. Analytical and problem solving skill.
5. To independently design logos, brochures and business cards.

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Reference Books:

1. A guide to Business Correspondence and Communication Skills A.N.Kappor, Sultan Chand Publications
2. Book on business letters by Jack Savage.
3. Echo Swinford (2015) Powerpoint 2016 Pearson Education
4. John Preppernau and Joyce Cox(2010) Powerpoint 2010 Step by Step, Microsoft Publishers
5. Model Business letters and other business documents by Shirley Taylor.
6. Essential business letters, 1500 ways to say it right.

Note: Latest edition of text books may be used.

Financial Accounting - II

5 Hours per week

60 Hours

COURSE OUTCOMES:

After completing the course, the student will be able to

1. Learn about Accounting Standards and Indian Accounting standards.
2. Understand the recent developments in the field of financial accounting.
3. Learn to deal with special transactions and situations while preparing financial statements.

COURSE CONTENTS:

Module	Particulars	No of Hrs
Module 1	Accounting Standards and Recent Developments in Accounting: Accounting Standards - Meaning, Procedure to issue – Applicability Indian Accounting Standards – Meaning – Applicability Recent Trends in Accounting –Computerised Accounting - Big data Analytics, Cloud Computing in Accounting, Accounting with drones.	12
Module 2	Conversion of Single Entry into Double Entry System: Introduction – Meaning – Limitation of Single-Entry System – Differences between Single Entry & Double Entry System Problems on Conversion of Single Entry into Double Entry (preparing Opening Statement of Affairs, Cash Book, Total Debtors Account, Total Creditors Account, Trading & Profit & Loss Account and Balance Sheet).	12
Module 3	Hire Purchase Accounting: Introduction, Meaning of Hire Purchase, Features Terms used – Hire Purchaser, Hire Vendor, Cash Price, Hire Purchase Price, Total Interest, Down Payment & Net Cash Price Accounting for Hire Purchase transactions in the books of Hire Purchaser (when Cash Price and Rate of Interest is given) under Credit purchase with interest method only. Repossession – Complete & Partial	12
Module 4	Departmental Accounts: Meaning, Types of Departments, Advantages, Basis of Allocation of common expenses and income among various departments Departmental Accounts – Columnar Trading & Profit & Loss Account, General Profit & Loss Account and Consolidated Balance Sheet Treatment of Inter Departmental Transfers at Cost and Selling Price.	12
	Royalty Accounts:	

Module 5	Meaning – Types of Royalty. Terminologies – Lessor, Lessor, Minimum Rent, Short working – Recoupment of Short working. Accounting Treatment in the books of Lessee with opening Minimum Rent Account.	12
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Skill Development:

1. Collect a copy of Hire Purchase agreement and examine the various terminologies.
2. Identify a business where royalty accounting is applied.
3. Learn to prepare financial statement with incomplete records using imaginary figure.
4. Know the differences between Accounting Standards and Indian Accounting Standards.

Books for Reference:

1. ICAI Study Materials on Principles & Practice of Accounting, Accounting and Advanced Accounting.
2. SP Iyengar, Advanced Accounting, Sultan Chand & Sons, Vol. 1
3. Advanced Accounting Shukla M.C., Grewal T.S., S Chand, Vol. 1
4. Advanced Accounting, Gupta R.L., Sultan Chand & Sons, Vol. 1
5. Advanced Accounting Jain & Narang, Kalyani Publishers, Vol. 1
6. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
7. B.S. Raman, Financial Accounting Vol. I & II, United Publishers & Distributors.

Note: Latest edition of text books may be used.

Fundamentals of Organisation Behaviour

4 Hours per week

48 Hours

COURSE OUTCOMES:

After completing the course, the student will be able to

1. Create awareness about how organizational behaviour works in an organization and its role and functions.
2. Develop insight with different theories of motivations and strategies to improve motivation in the workplace.
3. Understand group dynamics and demonstrate skills required for working in groups and team building
4. Understand the concepts of Personality and attitude, Perception and motivation,

COURSE CONTENTS:

Module	Particulars	No of Hrs
Module 1	Introduction to Organisational Behaviour: Meaning of Organizations –Importance of organizations- contributing disciplines to the Organizational Behavior- definitions and meaning of Organization Behaviour - Nature and characteristics of Organizational Behaviour- scope/ key elements of organizational behavior- OB Models- Importance of OB- role of managers in OB – Interpersonal, Informational, decisional roles, challenges & opportunities for OB- Limitations of organizational behavior.	12
Module 2	Foundations of Individual Behavior: Factors affecting Individual Behavior. Personality- Characteristics of Personality- Determinants of personality- Personality traits influencing OB. Attitudes -Features of Attitude- components of attitude- attitude formation- major types of work-related attitudes. Job Satisfaction - Ways to Measure Job Satisfaction- Causes & Impacts of job satisfaction.	12
Module 3	Emotions, Perception and Learning: Emotions & Moods - Basic Set of Emotions- Sources of Emotions and Moods- Emotional Labor- Emotional Intelligence - Elements of Emotional Intelligence- OB Applications of Emotions and Moods. Perception - Factors influencing perception - Perceptual Process- Importance of Perception in OB-Perception and Individual Decision Making- Group Organisational decision-making	12

	Learning- Nature of learning- Factors affecting learning- components of learning process.	
Module 4	Motivation and Group Dynamics: Motivation: Concept, importance and theories of motivation. Maslow's Theory of hierarchical needs, Herzberg's two-factor Theory, McClelland's Theory of Needs, Vroom's Theory of Expectancy. Group Dynamics: Meaning of groups and group dynamics, Formation, Characteristics and Types of groups, Group cohesiveness - Factors influencing group cohesiveness - Group decision making process.	12

Skill Development:

1. Visit any organization and make a study on factors affecting perception.
2. Collect Bio-data of Motivational theory Proposers.
3. Visit nearby organization and analyse the Role of Managers.
4. Make a survey on measures followed by organization regarding Job Satisfaction
5. Any other activity relevant to the course.

Reference Books:

6. Organisation Behaviour An Evidence Approach – Fred Luthans McGraw Hill
7. Organisation Behaviour – Stephen P Robins Timothy A Judge
8. Organisation Behaviour by K. Ashwathappa
9. A Text Book of Organisational Behaviour -With Text and cases -CB Gupta- S Chand New Delhi.
10. Personnel Management (Text and Cases) C B Memoria and V.S.P. Rao- Himalaya Publishing House, New Delhi
11. Strategic Management and Organisation Behaviour _ Dr. SumanShetty N, Hyderali, Dr. Ravi M .N and UmeshShetty, Professional Publication.

STRATEGICMANAGEMENT

4 Hours per week

48 Hours

COURSE OUTCOMES:

At the end of the course students would be able to:

1. Understand the basic concepts and principles of strategic management, analyse the internal and external environment of business
2. Develop and prepare organizational strategies that will be effective for the current business environment
2. Devise strategic approaches to managing a business successfully in a global context

COURSE CONTENTS:

Module	Particulars	No of hrs
Module 1	IntroductiontoStrategy: Introduction - Meaning and definition, nature and characteristics, scope of strategies and importance of strategy. Strategic intent, characteristics, hierarchy of strategic intent, vision, Mission, goals, objectives and plans. Difference between goals and objectives. Types of strategies -functional strategy, corporate level strategy (grand strategies),Corporate level strategy, operational and generic (cost, leadership, differentiation focus). Strategies for competitive advantage- Porters' model (in brief).	12
Module 2	Strategic Management: Introduction, meaning and definition, features – Scope and importance of StrategicManagement - Strategic management process - Limitations of strategic Management. Meaning and definition, characteristics of Strategic decision, strategic decision making process – Advantages and limitations of strategic decision making - Role of top Management in strategic decision making.	12
Module 3	Environmental Analysis: Meaning of Business-features, Concept of Business Environment, Features of Business Environment and Types of business Environment –Internal Environment and External Environment.Internal Environment –Structure, Value System, Core Competencies, Stake holders and Resources. Methods of Internal analysis. External Environment analysis, Micro Environment – employees, suppliers, Customers, Shareholders, General public. Macro Environment – Economic Environment – economic systems, economic policies & economic conditions,	12

	Political and legal, environment - Democracy and totalitarian, constitutional environment- Socio-Cultural Environment. Meaning of Culture, elements of culture, ethics and impact of culture on business – Technological Environment. SWOC and SOAR Analysis	
Module 4	Strategy Formulation and Implementation: Introduction, meaning and need for strategic formulation, process. understanding strategic intent through vision mission - external environmental analysis, organizational (internal) analysis, formulation of corporate level / grand strategies, business level strategies, strategic analysis and choice. Strategy Implementation process - Reasons for Strategy failure- methods to overcome strategy failure (organizational structure, leadership, culture, style). Meaning of Strategic Business Unit (SBU) - BCG Matrix.	12

Skill Development Activities:

1. Visit any business organization and collect the information about their vision and mission.
2. Visit any business organization and collect different types of authority followed and also the draw the organizational structure.
3. Visit any manufacturing firm and identify their value system.

Reference Books:

1. Strategic Management - John A Pearce, Richard B Robinson and Amita Mital - McGraw Hill
2. Strategic Management - Azhar Kazmi Adela Kazhmi- McGraw Hill
3. Strategic Management – The Indian Context – R Srinivasan PHI
4. Strategic management – CB Gupta - S Chand New Delhi
5. Business Environment – Francis Cherunilam – Himalaya Publications
6. Essentials of Business Environment - K Aswathappa- Himalaya publishing House
7. Business Environment – Dr. Vivek Mittal – Excel books
8. Business Environment—Raj Agrawal- Excel books
9. Strategic Management and Organisation Behaviour- Dr. Suman Shetty N, Hyderali, Dr. Ravi M .N and Umesh Shetty Professional Publication
10. Strategic Management and Organisation Behaviour - K.S Adiga
11. Strategic Management and Organisation Behaviour - Dr Herald Monis
12. Strategic Management and Organisational Behaviour – Dr Udayachandra P and Dr Praveen KC - Himalaya Publishing House
13. Strategic Management and Organisational Behaviour - Chandrashekara .K and Dr. Parameshwara- New United Publishers

Notes:

1. Semester End Exams will be for 3 hours duration and for 80 marks.
2. Two internal Assessment exams of 1 hour duration for 30 marks each must be conducted.
3. Internal Assessment will be for 20 marks. It encompasses 10 marks for two internal assessment exams (5 marks each), 5 marks for Assignment & 5 marks for Class Test/Course Activity/Quizzes/Workshops, etc.
4. Wherever possible, the teacher must be able to focus more on practical insights rather than just theoretical foundation alone.
5. All the above courses must enhance student productivity and encourage them to take up either fruitful employment or entrepreneurship or higher education of their choice.

Question Paper Pattern**Internal Exams**

Total Marks: 30

Time: 1 hour

Section A

Answer any one of the following

 $4 * 1 = 4$

1. XXXX
2. XXXX
3. XXXX

Section B

Answer any one of the following

 $10 * 1 = 10$

4. XXXX
5. XXXX
6. XXXX

Section C

Answer any one of the following

 $16 * 1 = 16$

7. XXXX
8. XXXX

Question Paper Pattern

Semester End Exams

Total Marks: 80

Time: 3 hours

Section A

Answer any four of the following

4*4 =16

1. XXXX
2. XXXX
3. XXXX
4. XXXX
5. XXXX
6. XXXX

Section B

Answer any four of the following

8* 4 = 32

7. XXXX
8. XXXX
9. XXXX
10. XXXX
11. XXXX
12. XXXX

Section C

Answer any two of the following

16*2 = 32

13. XXXX
14. XXXX
15. XXXX
16. XXXX