

DEPARTMENT OF COMMERCE, M.G.U.**Structure of B.A.(O.M.) (CBCS) FOR****Mahatma Gandhi University Nalgonda (w.e.f. Academic year 2016-17)****B.A. OFFICE MANAGEMENT PROGRAMME****FIRST YEAR****SEMESTER - I**

SI.NO	CODE	COURSE TITLE	COURSE TYPE	HPW	CREDITS
1	BAOM 101	OFFICE MANAGEMENT & CORRESPONDENCE-I	DSC-1A	6	6
		TOTAL		6	6

SEMESTER-II

2	BAOM102	OFFICE MANAGEMENT & CORRESPONDENCE-II	DSC-1B	6	6
		TOTAL		6	6

SECOND YEAR**SEMESTER - III**

3	BAOM103	ACCOUNTING AND OFFICE MANAGEMENT-I	DSC-2C	6	6
		TOTAL		6	6

SEMESTER -IV

4	BAOM104	ACCOUNTING AND OFFICE MANAGEMENT-II	DSC-2D	6	6
		TOTAL		6	6

THIRDYEAR**SEMESTER - V**

5	BAOM105	FUNDMENTAL OF IT-I		5	5
6	BAOM106	FRONT OFFICE MANAGEMENT-I	DSC-1E	5	5
		TOTAL		10	10

SEMESTER - VI

7	BAOM107	FUNDMENTAL OF IT-II		5	5
8	BAOM108	FRONT OFFICE MANAGEMENT-II	DSC-1F	5	5
		TOTAL		10	10
		GRAND TOTAL		44	44

SEMESTER –I

BA (OM) CBCS Syllabus

Paper code- BAOM-101

PPW: 6

Faculty of commerce

Maximum Marks 50

Exam duration: 3hours

PAPER B.A.(OM)-OFFICE MANAGEMENT& CORRESPONDENCE-I

Objective: to help students to acquire basic knowledge of office Management and commercial correspondence.

UNIT-I-Introduction to office management

Introduction: Meaning of office – Function of office –relation of office with other departments- Importance of office- Elements of office management-role of office manager.

UNIT-II-OFFICE ACCOMMODATION

Location of office –office layout-office Environment-office building-working conditions-furniture and fitting-safety arrangements-Security and Secrecy –open and private office.

UNIT-III-OFFICE SYSTEMS

Office forms-stationary-continuous stationary-office Stationary and supplies- systems and procedures. Records management-Filing –Essential of good filling systems.

UNIT IV-OPERATIONAL ASPECTS

Definition of indexing- essentials of a good indexing systems-Selection of suitable indexing systems-Types of index-Records retention and micro filling.

UNIT –V-Principles of office Organization

Office organization: Steps of organizing –Benefits of sound organization-principle of organizing an office-Process of organizing-Methods of departmentalization-Organization structure

Suggested Readings:

1. B.N.Tandon: Manual of office Management and correspondence S:chand&co
2. R.K.Chopra: Office Management, Himalaya Publishing House.

SEMESTER –II

BA (OM) CBCS Syllabus

Paper code- BAOM-102

PPW: 6

Faculty of commerce

Maximum Marks 50

Exam duration: 3hours

PAPER B.A. (OM)-OFFICE MANAGEMENT& CORRESPONDENCE-II

Objective: to help students to acquire basic knowledge of office Management and commercial correspondence.

UNIT-I Introduction to office correspondence

Introduction: Meaning of Office correspondence-Internal – Essential Characteristic and structure of good commercial letters- Different types of circular letters.

Unit –II OFFICE TRADE

Trade inquiries –Quotations-Purchase order- important terms used in office like advisory note ,Memorandum, cash on delivery, cash and carry etc.

UNIT-III COMMERCIAL CORRESPONDENCE

Commercial Correspondence with outside the firm-Electing information about Customers- Complaints letters from customers –Status inquires –Correspondence with banks
Correspondence with government Departments correspondence with the Insurance Firm - Insurance claim.

UNIT –IV CURRICULUM VITAE

Preparation of curriculum vitae-Scrutinizing applications-Letters relating to calling for a post – Calling for interview-Appointment order-Termination orders.

UNIT-V DELEGATION OF AUTHORITY

Meaning –Significance- Elements of delegation –importance of delegation- Principle of Delegation of authority -Difficulties in delegating–Centralization of authority-Decentralization of authority

Suggested Readings:

1. B.N.Tandon: Manual of office Management and correspondence S:chand&co
2. R.K.Chopra: Office Management, Himalaya Publishing House.

SEMESTER –III

BA (OM) CBCS Syllabus

Paper code- BAOM-103

PPW: 6

Faculty of commerce

Maximum Marks 50

Exam duration: 3hours

ACCOUNTING AND OFFICE MANAGEMENT -I

Objective: to help students to acquire basic knowledge of office Accounting.

UNIT –I Basic of Accounting

Need for Accounting- types of accounts – Rules of Debit and Credit-Accounting Principles – Accounting Standards –Accounting concepts and conventions.

UNIT –II Accounting system

Definitions and terms- recording Transactions in a journal from the given vouchers- filing, Numbering and arranging vouchers

UNIT-III LEDGER AND SUBSIDIARY BOOKS

Posting transactions' ledger accounts –Preparation of cash Book single Colum, two Colum and three Colum cash book-Preparation of Receipts and payment account Purchase Book, sales book Returns Inwards, Returns out wards and journal proper.

UNIT –IV Bank Reconciliation statement

Bank Reconciliation statement-Need-Reasons for difference between cash book and pass book balances -Problems on favorable and overdrafts.

UNIT –V TRIAL BALANCE AND FINAL ACCOUNTS

Balancing the ledger accounts – Preparation of trial Balance – Preparation of trading and profit and loss account and balance sheet –Adjustment entries –Preparation of Income and Expenditure account from Receipts and Payment Account for Non Business Organization.

Suggested Readings:

Sharma and shashi Kumar gupta: Accountancy, Kalyani Publishers

R.L. Gupta: Accountancy Sultan chand and sons

SEMESTER –IV

BA (OM) CBCS Syllabus

Paper code- BAOM-104

PPW: 6

Faculty of commerce

Maximum Marks 50

Exam duration: 3hours

ACCOUNTING AND OFFICE MANAGEMENT –II

Objective: to help students to acquire basic knowledge of office computerized Accounting.

UNIT-I: Introduction to Tally

Installing Tally –Requirements for installing Tally –procedures for installing Tally –Education mode-chaining Default settings through Tally introductions to tally –opening screen of tally
Ocreating Company –configuring company.

UNIT-II: Computerized Accounting

Accounting –Menu related to accounts managing Groups –Working with ledger –cost Categories and cost centers vouchers in Tally-Inventory information-stock groups, stock categories multiple stock categories Go down purchase sales orders invoice reports.

UNIT-III:AccountingInformation

Agreement,offer,acceptance-tender ,quotation purchase order, sales invoice, debit note credit note, cash bill, credit bill acknowledgement –promissory note, cheque and bill of exchange crossing a cheque account payee cheque ,sending a cheque for collection , Noting a cheque,Electronic transfer of money

UNIT-IV: Introduction to Auditing

Introduction-Meaning –Definition nature-objective-types-Advantages-Limitations-Internal check-Internal control Internal Audit-Verification of assets and liabilities- Investigations of audit

UNIT-V: Office Accounting

Mortgage-pledge-Bailment Leasing Hire Purchase and Installment –Stock Register-Attendance Register-Pay Roll –Investment Registers –cheque Register Salary Register –Inward Book and outward Book-File Index and other related items.

SEMESTER –V

BA (OM) CBCS Syllabus

Paper code- BAOM-105

PPW:6

Faculty of commerce

Maximum Marks 50

Exam duration

FUNDAMENTALS OF INFORMATION TECHNOLOGY-I

Objective: objective of this paper student to acquire fundamental Knowledge of Information technology

UNIT-I: INTRODUCTION INFORMATION TECHONOLOGY

Information Technology-Introduction –Information systems-software and Data-Information technology in Business.

UNIT-II Computer Systems

Computer Systems-Anatomy of computers-Binary Numbers-CPU-Memory-input and putput-Secondary storage.

UNIT-III Operating Systems

Software-types of software-User interface-operating systems-Introduction-Types of Operating Systems-File management –Utilities.

UNIT-IV Ms word and Its use in Office

M.S. Word -Entering and Editing- Search formatting- spell check- mail Merge

UNIT-V Ms EXCEL and its use in office

SPREAD Sheet (Ms-Excel)-Introduction – Application-data-formula-references-formats functions-templates-charts and graphs-database applications-database-Organizations-forms-data validity-checks-reports-Queries

Suggested Readings:

Dennis P.curtain Kim foley, junal sen, Cathleen morin, Informations technology the Breaking wave Tata McGraw hill

SEMESTER –V

BA (OM) CBCS Syllabus

Paper code- BAOM-106

PPW:6

Faculty of commerce

Maximum Marks 50

Exam duration

FRONT OFFICE MANAGEMENT-I

Objective: purpose of the paper is to acquaint the student about the front Office management

UN IT –I INTRODUCTION TO BUSINESS

Concepts of plant, firm, Industry, Trade, commerce, Role of Business and Industry in Economic Development –From commerce to E-commerce.

UNIT –II FORMS OF BUSINESS ORGANIZATION

Sole Trade and Hindu Undivided family, Partnership, Joint Stock Company, Cooperative Society- Features, Relative merits and demerits in each of the Business Organization.

UNIT-III INTRODUCTION TO MANAGEMENT

Concepts of Management and administration –Functions of Management-Planning: types of planning Levels of planning.

UNIT –IV Organization MANAGEMENT

Organization: concept of Organization-importance of organization-elements of organization- formal and informal, Organizational hierarchy-Directing –coordination-Controlling.

UNIT -V FRONT OFFICE OPERATION

Importance of front Office (Front Office Manifests the standard of the office) –Staff in Front Office_ Functions of Receptionist. Telephone operation.

Suggested Readings:

Richard H.Hall: Organizations –Structures, Process and out comes, person Education

Arias Ramachandra.A and Ramana Murthy.V.V: Industrial Organization management, Tata McGraw Hill

SEMESTER –VI

BA (OM) CBCS Syllabus

Paper code- BAOM-107

PPW:6

Faculty of commerce

Maximum Marks 50

Exam duration

FUNDAMENTALS OF INFORMATION TECHNOLOGY-II

Objective: objective of this paper student to acquire fundamental Knowledge of Information technology

UNIT-I Office Equipment and its use in office

Communication-Fax-voice and Information Services-Electronics mail –Group Communication-File exchange –Understanding Band width.

UNIT-II Office networking

Local area networking (LAN)- Architecture – System- Wide Area Network (WAN)- Introduction-Media protocols –Dialup access 0 High Bandwidth Personal communication.

UNIT-III INTERNET and its use in Office

Internet –World wide web- Multimedia-Images, Graphics, Sounds and Music and Video Presentation Devices-MS Power point-Multimedia on web.

UNIT-IV Use of Information Technology in Business

Information Technology in Business –Corporate computing-Transaction processing-IT tool bar management controls-Marketing- Advertising and sales –Design, Production and Manufacturing.

UNIT –V Business on Internet

Business on Internet – Life outside office personal and ethical Issues –Ergonomics-viruses-Intellectual property rights – computer crime –Cryptology.

Suggested Readings:

Dennis P.Curtain kim foley,junal sen ,Cathleen Morin :Information techonology,the Breaking Wave Tata McGraw-Hill

SEMESTER –VI

BA (OM) CBCS Syllabus

Paper code- BAOM-108

PPW:6

Faculty of commerce

Maximum Marks 50

Exam duration

FRONT OFFICE MANAGEMENT-II

Objective: purpose of the paper is to acquaint the student about the front Office management

UNIT-I Introduction to FRONT OFFICE MANAGEMENT

Front office & interior management – Security& Fire fighting management – Office Equipment maintains- Annual Maintains Contracts if different equipment in the office

UNIT-II FRONT OFFICE MANAGEMENT Operations

Office locking and key management – Staff Attendance & Punch card management –Transport Management-Hotel Reservations & Accommodation Arrangements – Travel Arrangements.

UNIT –III FRONT OFFICE Operations

Electronic Telephone Exchange - Mail receiving & dispatching _ Receiving the Guests & Hospitality- Maintenance of Visitors log Book – First aid maintenance – Organizing Business Meetings – petty Cash Management

UNIT –IV BASICS OF FINANAICIAL MANAGEMENT

CONCEPT OF Finance – Objectives of finance function – Types of Capital –fixed and working capital estimating the working capital requirements concepts of financial planning and capital structures- Methods and sources of fiancé –Long term fiancé and short term finance.

UNIT –V Introduction to Stock Exchanges

Concept of a Stock exchange –Functions of stock exchange – National stock Exchange of India limited (NSE)- National Association of Securities Dealers Automated Quotation (NASDAQ)-Credit Rating Agencies :CRISIL and ICRA

Suggested Readings:

Richard H.Hall: Organizations –Structures, Process and out comes, person Education

Arias Ramachandra.A and Ramana Murthy.V.V: Industrial Organization management, Tata McGraw Hill