

MANGALORE UNIVERSITY

**REVISED CURRICULUM STRUCTURE AND SCHEME
OF EXAMINATIONS
OF**

**B.COM.OFFICE MANAGEMENT AND SECRETARIAL
PRACTICE DEGREE PROGRAMME
(VOCATIONALISED)**

**CHOICE BASED CREDIT SYSTEM
(w.e.f. 2019-20)**

Proposed Semester wise subjects for B.Com (Vocationalised) Degree

I year B.Com(OM & SP) I Semester						Credits
Group I: Core Courses (Commerce Subjects)	Subjects/Courses	Teaching Hours/ Week	Marks			
			IA	U Exam	Total	
	Quantitative Techniques - I	4	20	80	100	02
	Financial Accounting- I	6	30	120	150	03
Vocational	1.Office Management	3	20	80	100	02
	2..Organisational Behaviour	3	20	80	100	02
	3.Computer Based and Spoken English Skills-I (Lab)	4	10	40	50	01
Group III a)Compulsory Foundation	Language I	4	20	80	100	02
	Language II	4	20	80	100	02
Group III b)Compulsory Foundation	Indian Constitution/Human Rights/Gender Equity/Environmental Studies	2	10	40	50	01
Group IV	Co-curricular and Extracurricular Activities	-	-	-	50	01
					850	17

I year B.Com(OM & SP) II Semester						Credits
Group I: Core Courses (Commerce Subjects)	Subjects/Courses	Teaching Hours/Week	Marks			
			IA	U Exam	Total	
	Quantitative Techniques - II	4	20	80	100	02
	Financial Accounting- II	6	30	120	150	03
Vocational	1. Office Systems and Procedures.	3	20	80	100	02
	2. Cost Accounting	3	20	80	100	02
	3..Computer Based and Spoken English Skills-II(Lab)	4	10	40	50	01
Group II Elective Courses	Elective Courses	2	10	40	50	01
Group III a)Compulsory Foundation	Language I	4	20	80	100	02
	Language II	4	20	80	100	02
Group III b)Compulsory Foundation	Indian Constitution/Human Rights/Gender Equity/Environmental Studies	2	10	40	50	01
Group IV	Co-curricular and Extracurricular Activities	-	-	-	50	01
					850	17

II year B.Com(OM & SP) III Semester						Credits
Group I: Core Courses (Commerce Subjects)	Subjects/Courses	Teaching Hours/Week	Marks			
			IA	U Exam	Total	
	Financial Accounting- III	6	30	120	150	03
	Modern Bank Management	4	20	80	100	02
Vocational	1.Human Resource Management - I	3	20	80	100	02
	2.. Innovative Banking and Insurance	3	20	80	100	02
	3.Principles of Worksheet and Spoken English Skills (Lab)	4	10	40	50	01
Group II Elective Courses	Advance Excel (Lab)	2	10	40	50	01
Group III a)Compulsory Foundation	Language I	4	20	80	100	02
	Language II	4	20	80	100	02
Group III b)Compulsory Foundation	Indian Constitution/Human Rights/Gender Equity/Environmental Studies	2	10	40	50	01
Group IV	Co-curricular and Extracurricular Activities	-	-	-	50	01
					850	17

II year B.Com(OM & SP) IV Semester						Credits
Group I: Core Courses (Commerce Subjects)	Subjects/Courses	Teaching Hours/Week	Marks			
			IA	U Exam	Total	
	Financial Accounting- IV	6	30	120	150	03
	International Trade	4	20	80	100	02
Vocational	1.Human Resource Management - II	3	20	80	100	02
	2.Office Correspondence	3	20	80	100	02
	3.PowerPoint, Photoshop and Spoken English Skills (Lab)	4	10	40	50	01
Group II Elective Courses	Fundamentals of Office Management and Secretarial Practice	2	10	40	50	01
Group III a)Compulsory Foundation	Language I	4	20	80	100	02
	Language II	4	20	80	100	02
Group III b)Compulsory Foundation	Indian Constitution/Human Rights/Gender Equity/Environmental Studies	2	10	40	50	01
Group IV	Co-curricular and Extracurricular Activities	-	-	-	50	01
					850	17

III year B.Com(OM & SP) V Semester						Credits
Group I: Core Courses (Commerce Subjects)	Subjects/Courses	Teaching Hours/Week	Marks			
			IA	U Exam	Total	
	Corporate Accounting – I	5	30	120	150	03
	Financial Management- I	5	30	120	150	03
Vocational	1.Tally.ERP.9 with GST	3	20	80	100	02
	2. Tally.ERP. 9 with GST and Spoken English Skills	2	10	40	50	01
	3..Personal Tax Planning - I	5	30	120	150	03
	Business Law	5	30	120	150	03
	Modern Marketing	5	30	120	150	03
					900	18
Group II	Not Applicable					
Group III	Not Applicable					
Group IV	Not Applicable					

III year B.Com(OM & SP) VI Semester						Credits
Group I: Core Courses (Commerce Subjects)	Subjects/Courses	Teaching Hours/Week	Marks			
			IA	U Exam	Total	
	Corporate Accounting – II	5	30	120	150	03
	Financial Management- II	5	30	120	150	03
Vocational	1..Personal Tax Planning - II	3	20	80	100	02
	2..Entrepreneurship Development	3	20	80	100	02
	3..Project Work	4	20	80	100	02
	Indian Corporate Law	5	30	120	150	03
	Auditing	5	30	120	150	03
					900	18
Group II	Not Applicable					
Group III	Not Applicable					
Group IV	Not Applicable					
Total					5200	104

MANGALORE UNIVERSITY
B.Com DEGREE PROGRAMME CURRICULUM STRUCTURE AND SCHEME OF EXAMINATIONS
OFFICE MANAGEMENT AND SECRETARIAL PRACTICE(Vocationalised)
For implementation w.e.f 2019 – 2020

IB.Com I Semester Office Management and Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
1	BCMOSV131 Theory	Office Management	03	03	20	80	100	2
	BCMOSV132 Theory	Organisational Behaviour	03	03	20	80	100	2
	BCMOSP133 Practicals	Computer Based and Spoken English Skills-I(Lab)	04	04	10	40	50	1
2	BCMOSCE134 Theory	Business Communication Skills	02	02	10	40	50	1

Group 2: Elective I- Skill Development

IB.Com II Semester Office Management and Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
1	BCMOSV181 Theory	Office Systems and Procedure	03	03	20	80	100	2
	BCMOSV182 Theory	Cost Accounting	03	03	20	80	100	2
	BCMOSP183 Practicals	Computer Based and Spoken English Skills-II(Lab)	04	03	10	40	50	1
2	BCMOSCE184 Theory	Behavioural Science	02	02	10	40	50	1

Group 2: Elective II- Another Discipline

IIB.Com III Semester Office Management and Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
1	BCMOSV231 Theory	Human Resource Management - I	03	03	20	80	100	2
	BCMOSV232 Theory	Innovative Banking and Insurance	03	03	20	80	100	2
	BCMOSP233 Practicals	Principles of Worksheet and Spoken English Skills (Lab)	04	03	10	40	50	1
2	BCMOSEP234 Practicals	Advance Excel	02	02	10	40	50	1

Group 2: Elective III- Expanded Scope

IIB.Com IV Semester Office Management and Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
1	BCMOSV281 Theory	Human Resource Management - II	03	03	20	80	100	2
	BCMOSV282 Theory	Office Correspondence	03	03	20	80	100	2
	BCMOSP283 Practicals	PowerPoint, Photoshop and Spoken English Skills (Lab)	04	03	10	40	50	1
2	BCMOSOE284 Theory	Fundamentals of Office Management and Secretarial Practice	02	02	10	40	50	1

Group 2: Elective IV- Discipline Supportive

III B.Com V Semester Office Management and Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
1	BCMOSV331 Theory	Personal Tax Planning- I	05	03	30	120	150	3
	BCMEDV 332 Theory	Tally.ERP. 9 with GST	03	03	20	80	100	2
	BCMOSP332 Practicals	Tally.ERP. 9 with GST and Spoken English Skills	02	03	10	40	50	1

III B.Com VI Semester Office Management and Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
1	BCMOSV381 Theory	Personal Tax Planning- II	03	03	20	80	100	2
	BCMEDV382 Theory	Entrepreneurship Development	03	03	20	80	100	2
	BCMOSP382 Practicals	Project Work	04	03	20	80	100	1

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MANGALORE UNIVERSITY
CHOICE BASED CREDIT SYSTEM
B.Com DEGREE PROGRAMME CURRICULUM
OFFICE MANAGEMENT AND SECRETARIAL PRACTICE(VOCATIONALISED)
For implementation w.e.f 2019 – 20

SEMESTER	COURSE CODE	COURSE TITLE	Total Marks	Total Credits	
FIRST SEMESTER	BCMOSV131 Theory	Office Management	100	2	5
	BCMOSV132 Theory	Organisational Behaviour	100	2	
	BCMOSP133 Practicals	Computer Based and Spoken English Skills- I (Lab)	50	1	
SECOND SEMESTER	BCMOSV181 Theory	Office Systems and Procedure	100	2	5
	BCMOSV182 Theory	Cost Accounting	100	2	
	BCMOSP183 Practicals	Computer Based and Spoken English Skills- II(Lab)	50	1	
THIRD SEMESTER	BCMOSV231 Theory	Human Resource Management - I	100	2	5
	BCMOSV232 Theory	Innovative Banking and Insurance	100	2	
	BCMOSP233 Practicals	Principles of Worksheet and Spoken English Skills (Lab)	50	1	
FOURTH SEMESTER	BCMOSV281 Theory	Human Resource Management – II	100	2	5
	BCMOSV282 Theory	Office Correspondence	100	2	
	BCMOSP283 Practicals	PowerPoint, Photoshop and Spoken English Skills (Lab)	50	1	
FIFTH SEMESTER	BCMOSV331 Theory	Personal Tax Planning- I	150	3	6
	BCMOSV332	Tally. ERP 9 with GST	100	2	
	BCMOSP332 Practicals	Tally. ERP 9 with GST and Spoken English Skills	50	1	
SIXTH SEMESTER	BCMOSV381 Theory	Personal Tax Planning- II	100	2	6
	BCMEDV382	Entrepreneurship Development	100	2	
	BCMOSP382 Practicals	Project Work	100	2	

MANGALORE UNIVERSITY

CHOICE BASED CREDIT SYSTEM

OFFICE MANAGEMENT & SECRETARIAL PRACTICE (Vocational)
For Implementation w.e.f. 2019-2020

PREAMBLE:

The present day trend requires the use of the principles of B.Com Office Management & Secretarial Practice (Voc) for employability. Due to its rapid change in working environment there arises a need to change and update the Syllabus too to keep in pace with the changing trends.

Keeping this broad frame-work in mind, the BOS in Secretarial Practice/ B.Com OM&SP/OPM prepared a draft syllabus and placed it before the BOS for consideration.

The BOS after detailed discussion of all the pertinent issues at its special meeting held on 28th, September 2018 approved the following syllabus specially drafted for the Choice-based Credit System, with clearly spelt out objectives.

A Summary Chart showing the Semester-wise distribution of Academic content, Scheme of Examination and Teaching work – load is given at the end.

Programme Outcomes

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

1. Get familiar with Office Assistant skills for complete office related tasks.
2. Encourage independent Correspondence
3. Able to operate the following Window-based Ms Paint, Ms Word, Ms Excel, Ms Power Point, Page Maker, Typing Masters and Tally
4. Able to work harmoniously as a contributing member of a team to achieve organizational goals.
5. To improve presentation skills, communicative skills and language based skills
6. To gain knowledge about the behavior of organization and people.
7. To get familiarized with the Corporates through Project Work.
8. To get first hand working experience through On-the-job training.

Programme Specific Objectives:

- At the end of the course Vocational students will be well versed with skills like Accountancy, Computer and Soft Skills.

- The internship training and the project work gives them first hand information about the organisation.
- They become well versed with the work culture of an office
- They have the ability to work in teams with enhanced interpersonal skills and communication.
- They learn to calculate tax liability and calculation of individual income.

BCMOSV131

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

Choice Based Credit System

I B.Com I SEMESTER

PAPER I – OFFICE MANAGEMENT AND COMMUNICATION

Max. Marks: 80

Internal Assessment: 20

Credit: 02

Teaching Hours per week: 3 Hours

UNIT I – FUNDAMENTALS OF MODERN OFFICE

- Modern Office: Meaning and Importance
- Functions: Basic and Administrative
- Types- Front Office and Back Office
- Qualities, Functions and Duties of an Office Manager
- Changing Scène of Office: Past, Present and Future

UNIT II - OFFICE ORGANISATION

- Meaning and Importance of Office Organisation
- Organization Structure: Meaning and objectives
- Types of Organization: Line, Functional, Line and Staff
- Principles of Organization
- Span of Management: Meaning and types (wide and narrow)
- Factors determining Span of Management, Graicuna's Theory

UNIT III - OFFICE LAYOUT

- Meaning and Definitions of Office Layout
- Objectives and importance of Office Layout
- Principles of Office Layout
- Steps involved in Office Layout
- Types: Open office and Private Office - Merits and Demerits
- Recent Trends in Office Layout

UNIT IV - OFFICE COMMUNICATION

- Meaning and Definitions of Office Communication
- Importance of Communication
- Types of Communication: Internal and External, Formal and Informal,
- Downward, Upward and Horizontal, Oral and Written
- Communication Process
- Barriers to Communication- Measures to overcome the Barriers
- Principles of Effective Communication& means of communication

REFERENCE BOOKS:

1. Jain S.P and Chabra T.N, Laxmiparasuram, Office Management, Thirichanapalli.
2. V.S.P & P.S Narayana Rao, Text Book of Office Management, Tata McGraw Hill Publishing.
3. Singh S.P & Singh B, Office Management, S.P Gyan Publishing House, Delhi.
4. T Ramaswamy Principles of Office Management, Himalaya Publication.

Course Objectives:

- To learn about the Office communication
- To make the students aware about the working of an office Organization
- To acquaint the working of an Office
- To rethink the basic amenities of an office

Course Outcome:

- To familiarize with Office Skills
- To Improve Communication Skills
- To gain knowledge about handling Office work
- To get oneself acquainted about the daily tasks in an office.

BCMOSV132

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

I B.Com I SEMESTER

PAPER II: ORGANISATIONAL BEHAVIOUR

Max. Marks: 80

Internal Assessment: 20

Teaching Hours per week: 3Hours

Credit: 02

UNIT I - ORGANIZATIONAL BEHAVIOUR AND PERSONALITY TYPE

- Meaning and Definitions of Organizational Behaviour
- Significance of Organizational Behaviour
- Personality: Meaning and Definition
- Types of Personality: Introvert and Extrovert, Type A and Type B, Judging and Perceptive
- Personality factors: Biological, Family and Social, Situational

UNIT II - GROUP DYNAMICS AND CONFLICTS

- Introduction & Meaning
- Group Formation Theories- Classic Theory, Social Exchange Theory, Social Identity Theory
- Stages of Group Development
- Types of Groups
- Group Cohesiveness
- Conflict – Meaning, causes and consequences
- Types of Conflict
- Resolution of Conflict
- Johari's Window.

UNIT III - PERCEPTION AND ATTITUDE

- Perception - Meaning, Nature and importance
- Process of Perception
- Attitude - Definition, Nature, Components
- Functions of Attitude

- Changing attitudes

UNIT IV -QUALITY OF WORK LIFE

- Introduction, Definition, Features
- Techniques for improving Quality Work life
- Quality circle : Meaning and Objectives
- Phases in Quality Circle
- Pitfalls in Quality Circle and their Remedies.

REFERENCE BOOKS:

1. Agarwal Amith, Organisational Behaviour, Pacific Publications.
2. Arora S.P, Office organization and Management, Vikas Publications house.
3. Bhtia S.K Managing, Organization Behaviour, Deep and Deep Publications.
4. Chauhan R.K, Organization Behaviour, Book enclave Jaipur.

Course Objectives:

- To get acquainted about the organizational behavior
- To learn as to how to improve quality of work life
- Able to work under A Group
- To learn to set up organization culture

Course Outcome:

- To familiarize the concept of human relationship at work
- To understand different types of Personalities at workplace
- To learn to resolve Group Conflicts.
- To enable to predict to work individually and as a group

BCMOSV131
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BCMOSV132

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

Scheme of Examination (Theory) **I B.Com I Semester-Paper I and Paper II**

Theory: 80 Marks

Hours: 3 Hrs.

Internal Assessment: 20 Marks

Section I

1) Four questions to be answered out of Five (4 x 5) = 20

Section II

2) Four questions to be answered out of Five (4 x 10) = 40

Section III

3) Five questions to be answered out of Six (5 x 4) = 20

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BCMOSP133

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

I B.Com I Semester

COMPUTER BASED AND SPOKEN ENGLISH SKILLS-I (LAB)

Total Marks:50 Marks

Practicals 40 Marks

IA 10 Marks

1. COMPUTER BASED SKILLS

- Typing Master - 20 WPM
- MS Word:
 - Working with Ms word
 - Parts of Ms word Screen
 - File operations-Creating, saving, opening and closing files
 - Formatting the Text:
 - Paragraph formatting - Alignment , indents and spacing
 - Columns, Drop cap, Borders and Shading
 - Bullets and Numbering,
 - Text wrap
 - Tab Setting
 - Spelling and grammar
 - Text Background
 - Inserting Tables, objects, Header/Footer
 - Footnotes and Endnotes
 - Mail merge, view, printing

2. SPOKEN ENGLISH SKILLS

Self-Introduction

REFERENCE BOOKS:

1. R.K. Bansal and J.B.Harrison-Spoken English, Orient Longman,
2. N.P.Krishna Mohan & Singh – Speaking English Effectively,Macmillan Indian, New Delhi.
3. Wills Jane- Teaching English through English
4. FaitheWempen- Microsoft Word 2013 indepth Published 2013

TASK:

1. To pay special attention to pronunciation, tone, proper pause and gesture.
2. To work out accuracy and speed building exercises using Typing Master
3. To create a document with page setting and formatting
4. Paragraph alignment and indents
5. Table handling
6. To create newspaper column document with Drop Cap, Header/Footer, inserting an object and text wrap
7. Tab setting
8. Drawing objects using Drawing tools

9. Mail Merge
10. To create Advertisements

BCMOSP133

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

I B.Com I Semester

COMPUTER BASED AND SPOKEN ENGLISH SKILLS -I (LAB)

Scheme of Examination (Practical)

Duration: 3 Hours Total Marks: 40

Internal Assessment: 10

- Typing Master@ 20 wpm 10 Marks
- Self-Introduction 05 Marks
- MS Word (3 questions of 5 marks each) 15 Marks
- Record 05 Marks
- Viva Voce 05 Marks

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BCMOSCE134

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE(VOCATIONALISED)

I B.Com I Semester

Elective: Theory Paper

BUSINESS COMMUNICATION SKILLS

Max. Marks: 50

Total Hours: 2hrs per week

Credits: 01

UNIT I: LISTENING SKILLS

- Introduction
- Listening Process
- Characteristics
- Types of Faulty listening
- Barriers to listening Techniques

UNIT II: PRESENTATION SKILLS

- Introduction
- Presentation in Business
- Elements of Presentation
- Steps to successful Presentation
- Guidelines for the use of Visual Aids.

UNIT III: NEGOTIATION SKILLS

- Introduction
- Definition
- Nature of Negotiation
- P's of Negotiation
- Factors affecting Negotiations
- NegotiationProcess.

Course Objectives:

- To identify key principles in business communication
- To learn various types of skills required for communication
- To gain knowledge about how to work in a team
- To develop active listening skills, verbal skills and writing skills

Course Outcome:

1. Improves group membership and problem solving skills.
2. To pursue goals and achieve higher level of performance.
3. Effective communication channel and presentation of information to the target audience.
4. To be able to present with the help of visual aids.

REFERENCE BOOKS:

1. Bovee, Courtland, John Thill & Mukesh Chaturvedi. Business Communication Today: Dorling Kindersley, Delhi
2. Kaul, Asha: Business Communication: Prentice-Hall of India, Delhi
3. M. Monippally, Matthukutty Business Communication Strategies. Tata McGrawHill Publishing Company Ltd., New Delhi.
5. Sharma, Sangeeta and Binod Mishra. Communication Skills for Engineers and Scientists: PHI Learning Pvt. Ltd., New Delhi.

BCMOSCE134

**OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
I B.COM I SEMESTER EXAMINATION
BUSINESS COMMUNICATION SKILLS**

SCHEME OF EXAMINATION

Time: 2 hrs

Max. Marks: 40

SECTION - A

Answer **ALL** the Questions

5x1=05

- 1.
- 2.
- 3.
- 4.
- 5.

SECTION - B

Answer any **THREE** of the following

3x5=15

- 6.
- 7.
- 8.
- 9.

SECTION - C

Answer any **TWO** of the following

2x10=20

- 11.
- 12.
- 13

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BCMOSV181

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
I B.COM II SEMESTER
PAPER III – OFFICE SYSTEMS AND PROCEDURES

Max. Marks: 80

Internal Assessment: 20

Teaching Hours per week: 3Hours

Credit: 02

UNIT I - OFFICE SYSTEMS AND PROCEDURES

- 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

UNIT II - FORMS DESIGNING AND CONTROL

- Forms designing – Meaning and definition,
- Importance and advantages of Forms designing
- Principles of Form Designing
- Essential factors in Forms Designing
- Forms Control- Objectives
- Steps in Forms Control

UNIT III - 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
- Indexing - Meaning, Definition, Importance
- Methods of Indexing – Card Index, Wheel index, Page index

UNIT IV- OFFICE MECHANIZATION AND EQUIPMENTS

- Office Mechanization : Meaning, Need and Objectives
- Advantages and Disadvantages of Office Mechanization
- Principles of Mechanization of Office
- Types of Machines: Photocopying Machines, Electronic Computers, Calculating Machines, Coin Handling Machines
- Criteria for Selection of Office Machines and Equipment

Course Objectives:

- To learn about the mechanism of Office machines.
- To understand the Filing system in the organisation
- To study the form designing and control
- To be aware of the records and its importance

Course Outcome

- To become skilled at to improving the efficiency in performance of work.
- To become acquaint with the preplanned approach of day to day work
- To know the Office systems and procedures followed in reality
- To notify the modern equipment used and learning their procedures

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

BCMOSV 182

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
I B.COM II SEMESTER
PAPER – IV COST ACCOUNTING

Max. Marks: 80

Internal Assessment: 20

Teaching Hours per week: 3Hours

Credit: 02

UNIT – 1-COST ACCOUNTING

- Meaning and Definition
- Objectives
- Advantages
- Methods and Techniques of Cost Accounting
- Cost Sheet

UNIT – II- OVERHEADS

- Meaning
- Classification of Overheads on basis of Functions, Elements and Behavior.
- Allocation and apportionment of Overheads
- Problems on Primary and Secondary Distribution of Overheads

UNIT – III-PROCESS COSTING

- Meaning
- Nature of Process Costing
- Costing Procedures under Process Costing
- Preparation of Process Cost Accounts.

UNIT – IV- MATERIAL CONTROL AND PRICING

- Meaning and Objectives
- Inventory control- Meaning and Techniques
- ABC analysis
- Problems on Stock levels, EOQ
- Methods of Pricing
- Problems on FIFO,LIFO and Weighted Average Method

Course Objectives:

- To learn the classification of various expenses involved and their classification
- To gain knowledge about the various inventory techniques
- To study the process involved in producing a product
- To learn forecasting and planning of capital.

Course outcome

- To get trained to maximise profit and output in an organisation
- To know to fix the prices of the product
- To get aquatinted about the decision making
- To become skilled about strategic planning

REFERENCE BOOKS:

1. Ravi M. Kishore Cost and Management Accounting, Taxmann's Publication
2. 15. Jain and Narang Cost and Management Accounting Kalyani Publication.
3. 16. Saxena, V. Vashist C. Cost Accounting, Sultan Chand and Sons.

**BCMOSV181
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BCMOSV182**

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
I B.COM II SEMESTER EXAMINATION
Scheme of Examination (Theory)
II Semester- Paper III and IV

Theory: 80 Marks

Hours: 3 Hrs.

Internal Exam: 20 Marks

Section I

- 1) Four questions to be answered out of Five (4 x 5) = 20

Section II

- 2) Four questions to be answered out of Five (4 x 10) = 40

Section III

- 3) Five questions to be answered out of Six (5 x 4) = 20

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BCMOSP 183

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

I B.Com II Semester

COMPUTER BASED AND SPOKEN ENGLISH SKILLS -II (LAB)

PRACTICAL CONTENT

1. COMPUTER BASED SKILLS

- Typing Master - @ 30 wpm
- PageMaker
 - Creating a document
 - Multiple pasting
 - Three columns
 - Inserting a picture and wrap text
 - Table Editor
 - Creating a visiting card
 - Creating advertisements
 - Grouping and Ungrouping
 - Cropping and Rotating

2. SPOKEN ENGLISH SKILLS

Pick and Speak

REFERENCE BOOKS:

1. R.K. Bansal and J.B.Harrison-Spoken English, Orient Longman,
2. N.P.Krishna Mohan & Singh – Speaking English Effectively, Macmillan Indian, New Delhi.
3. Wills Jane- Teaching English through English
4. Gerard Blokdyk Adobe Pagemaker Five Star Cooks Publication 2019 Edition
5. G.Kevin Proot Adobe Pagemaker 7.0 Published 2003
6. Ramesh Bangla Learning Pagemaker 7.0 Khanna Books

TASK:

1. To work out accuracy and speed building exercises using Typing Master
2. To create a document with page setting and formatting
3. Paragraph alignment and indents
4. Table handling
5. To create newspaper column document with Drop Cap, Header/Footer, inserting an object and text wrap
6. Tab setting
7. Drawing objects using Drawing tools
8. Mail Merge
9. To create Advertisements.

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BCMOSP 183

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
I B.Com II Semester Examination

Scheme of Examination (Practical)

Duration: 3 Hours Total Marks: 40

Internal Assessment: 10

- Typing Master@ 30 wpm 10 Marks
- Language Based Skills
 - a) Pick and Speak 05 Marks
- PageMaker (3 questions of 5 marks each) 15 Marks
- Record 05 Marks
- Viva Voce 05 Marks

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BCMOSCE 184

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
I B.COM II SEMESTER
Elective II: Theory Paper
BEHAVIOURAL SCIENCE

Max. Marks: 50
hrs per week

Credits: 01 Total Hours: 2

UNIT 1: BEHAVIOURAL SCIENCE

- Introduction and Definition
- Causes of Individual Behaviour
- Domains of Behaviour
- Freud's Personality Structure
- Mechanism of Behaviour

UNIT 2: ORGANISATIONAL PSYCHOLOGY

- Meaning, Definition and Scope
- Past, Present and Future of Organisational Psychology
- Ethics in Organisational Psychology
- Issues in Organisational Psychology

UNIT 3: ORGANISATIONAL STRESS

- Meaning
- Causes
- Factors influencing organizational stress
- Models of work place stress
- Work related stress

Course Objectives:

- ❖ To gain knowledge about various personalities
- ❖ To study work related stress and how to overcome it
- ❖ To learn the past present and future of organisation psychology
- ❖ To get skilled with various types of behaviour

Course Outcome:

- ❖ Scientific method attempts to overcome the difficulties.
- ❖ Scientific approach application of human behavior.
- ❖ Learning alternative pathways to arriving at knowledge and their associated limitations
- ❖ To become skilful in handling organisational stress

REFERENCE BOOKS

:

1. K. Ashwathappa Organisational Behaviour, Himalaya Publishing Ltd.
2. Sr. S.S. Khanka Organisational Behaviour, S. Chand and Company Ltd.
3. R. James . Belly International Encyclopaedia of Organisation Studies by R. Stewart Clegg, 2007-08-28

BCMOSCE 184

**OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
I B.COM II SEMESTER EXAMINATION
BEHAVIOURAL SCIENCE**

SCHEME OF EXAMINATION

Time : 2 hrs

Max. Marks: 40

SECTION - A

Answer **ALL** the Questions

5x1=05

- 1.
- 2.
- 3.
- 4.
- 5.

SECTION - B

Answer any **THREE** Questions

3x5=15

- 6.
- 7.
- 8.
- 9.

SECTION - C

Answer any **TWO** questions 2x10=20

- 10.
- 11.
- 12.

BCMOSV 231

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM III SEMESTER

PAPER –V HUMAN RESOURCE MANAGEMENT-I

Max. Marks: 80

Internal Assessment: 20

Credit: 02

Teaching Hours per week: 3Hours

UNIT I - HUMAN RESOURCE MANAGEMENT

- Human Resource Management - Meaning, Definition
- Objectives, Scope and Importance of HRM
- Functions of HRM- Management and Operative Functions
- Qualities of HR Manager
- Duties & Role of HR Manager

UNIT II - HUMAN RESOURCE PLANNING

- Human resource planning –Definition and Objectives
- Need and importance of HR planning
- Job Analysis-Meaning and process of Job Analysis
- Job Satisfaction - Determinants of Job Satisfaction
- Job Evaluation-Objectives and Methods of Job Evaluation

UNIT III- RECRUITMENT AND SELECTION

- Recruitment and Selection - Meaning and Definition
- Factors affecting Recruitment
- Sources of Recruitment
- Selection - Meaning and Definition, Types of Selection Test
- Interviews – Meaning and Types of Interviews
- Guidelines for facing Interviews

UNIT IV - EMPLOYEE TRAINING

- Employee Training- Meaning and Need for Training
- Importance and Benefits of Training
- Methods of Training : On the job training and Off the job training
- Human Resource Accounting – Meaning and Objectives
- Advantages and Limitations of HRA
- Knowledge Management: Meaning, Elements & Benefits

Course Objectives:

- To get acquainted with the functions of HRM
- To find out the various sources of recruitment
- To learn the various method of training
- To gain knowledge about HR planning

Course outcome

- To familiarise with the determinants of job satisfaction
- To acquaint about knowledge management and their benefits
- To know the importance of Human resource management
- To get wide knowledge about the interviews

REFERENCE BOOKS

1. Dr.Devraj and Dr.C.KHebbar, Human Resource Planning, United Publishers.
2. C.B,Gupta, Human Resource Managemnet, Sultan Chand & Sons, New Delhi.
3. L.M.Prasad, Human Resource Management, Sultan Chand & Sons, New Delhi

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
II B.COM III SEMESTER

PAPER VI: INNOVATIVE BANKING AND INSURANCE

UNIT I: INNOVATIVE BANKING

- E-banking: Meaning, Significance Advantages and Limitations
- Consortium Banking – Meaning , Advantages and Limitations
- Social Banking – Concept and Advantages
- Electronic Fund Transfer (EFT): Meaning, objectives, features, Merits
- Mobile Banking, On-line Banking
- Internet Banking, NEFT, RTGS -Meaning, Advantages, Limitations
- Tele-Banking
- Cheque Truncation System

UNIT II: GREEN BANKING

- Meaning and Definition
- Features
- Merits and Demerits
- Steps in Green Banking
- Green Banking financial products

UNIT III: INSURANCE

- Meaning and Definition
- Nature and Characteristics
- Functions
- Principles
- Kinds of Insurance- General. Life and Fire,

UNIT IV: REINSURANCE

- Meaning and Features
- Objectives
- Merits
- Methods
- Insurance Regulatory and Development Authority(IRDA) Act

Course Objectives:

- To understand the modern concepts of Banking and Insurance
- To acquaint with paperless banking
- To notify the various types of insurance and their benefits
- To comprehend the IRDA act.

Course Outcome:

- To provide a brief outline about banking transactions
- This course will also provide a basic outlook on how banks and insurance companies prepare their accounts.
- To have basic information and practical knowledge about banking and insurance
- To know the nature and characteristics of Banking and Insurance

REFERENCE BOOKS:

1. B.V.Raghunandan, Modern Banking, United Publishers
2. Verma S.V, Gupta S.K, Sharma M.K, E- Banking & Development of Bank, Deep & Deep Publications Private Limited.
3. R.N.Mishra, New Innovation in Banking Sector, Discovery Publishing house Pvt Limited, New Delhi
4. Dr.A.N.Sarkar, Green Banking, Atlantic Publishers.
5. Neelam C. Gulati Banking and Insurance, Excel book Publishers.
6. M.N.Mishra, Insurance Principles and Practices, S.Chand and Sons.

**BCMOSV 231
&
BCMOSV232**

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
II B.COM III SEMESTER
Scheme of Examination (Theory)
III Semester-Paper V and VI

Max.Marks: 80 Marks
IA : 20 Marks

Hours: 3 Hrs.

Section I

- 1) Four questions to be answered out of Five (4 x 5) = 20

Section II

- 2) Four questions to be answered out of Five (4 x 10) = 40

Section III

- 3) Five questions to be answered out of Six (5 x 4) = 20

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BCMOSP 233

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM III SEMESTER

PRACTICAL CONTENT

PRINCIPLES OF WORKSHEET AND SPOKEN ENGLISH SKILLS

1. PRINCIPLES OF WORKSHEET

- Introduction to worksheet, Parts of Spreadsheet, Worksheet within workbook, Cell, Navigate Worksheet – Enter & Edit Data, Range of Cells
- Entering and Copying the Formula, Cell References, Setting the Column Width, Cell Formatting, Copying and Moving the Cell Content, Inserting Cells, Columns and Rows, Importance of Functions, - Mathematical and Statistical Functions, Date and Time Functions, Text Functions, Operator – Arithmetic, Comparison and Text, Logical Functions, Auto sum
- Cell Formatting and Fill Handle, Cell Content Alignment, Applying Font Format and Cell Borders, Styles, Applying Background to Worksheet, Auto fill
- Graphic Objects and Charts, Manipulating objects, Formatting Objects, Auto Shapes, Word Art, Types of Chart – Creating a Quick Chart Sheet – Steps to create a Regular Chart, Colouring different parts of the Chart, Adding a Data Series – Using Chart Menu.
- Chart Toolbar changing the Chart type, 3-D 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, Data Sort, Goal Seek

2. CORELDRAW

- Working with tools.
- Working with Text(Artistic and paragraph text, Fit text to path)
- Working with colors, Bitmap Options.

3. SPOKEN ENGLISH SKILLS

- Welcome Speech
- Vote of Thanks

TASK:

1. To improve the communication skills
2. To study mathematical functions & logical functions
3. Table handling
4. To create charts and graphs
5. To study advanced filter, sorting & goal seek
6. To create Pivot table
7. To prepare 5 drawing pages using different tools of CorelDraw giving special emphasis on creativity

REFERENCE BOOKS:

1. R.K. Bansal and J.B.Harrison-Spoken English, Orient Longman,
2. N.P.Krishna Mohan & Singh – Speaking English Effectively,Macmillan Indian, New Delhi.
3. Wills Jane- Teaching English through English
4. Bernd Held Excel Functions and Formulaes BPB Publications
5. Michael Alexander and John Walkenbach (2013) Microsoft Excel Dashboards and Reports Wiley Publications

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BCMOSP233

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM III SEMESTER

Scheme of Examination (Practical)

Duration : 3 Hours

Total Marks: 40

Internal Assessment: 10

Worksheet (3 questions of 5 marks each) : 15 Marks

CorelDraw (1 question of 10 marks) : 10 marks

SPOKEN ENGLISH SKILLS

Welcome Speech/Vote of thanks : 05 Marks

Record : 05 marks

Viva Voce : 05 Marks

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**OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
II B.COM III SEMESTER**

ElectiveIII: Practical Paper- ADVANCE EXCEL

Max. Marks: 50 Credits: 01

Total Hours: 2 hrs per week

UNIT I: ADVANCED TECHNIQUES

- Transpose tables
- Financial Functions
- Text Functions
- Statistical Functions
- Scenarios
- Data Table
- Data Analysis / Prediction

UNIT 2: ADVANCED CHARTS

- Combo Charts
- Quick Analysis tool
- Smart lookup and manage store
- Spark lines- Lines, Columns and win/loss
- 3D Maps, Line Graph and its Interpretation
- Tree Map and Waterfall
- Sunburst Box and Whisker Chart

UNIT 3: EXCEL DASHBOARDS, SLICERS AND COLLABRATIONS

- Planning and Dashboard
- Adding tables and charts to dashboard
- Using slicers, filter data with slicers
- Manage Primary and Secondary Axis
- Inserting Hyperlinks.
- Track Changes
- Document Properties

Course Objectives:

- To understand the function of Excel
- Construct formulas, including the use of built-in functions, and relative and absolute references
- To Create and modify charts. Preview and print worksheets.
- Advanced Excel training Expertise in various document properties.

Course Outcome:

- Allows you to summarize your data enhancing
- Ability to organize and structure data.
- Able to collate and analyse this information quickly and effectively.
- To Increase your Knowledge and Management Skills.

REFERENCE BOOKS

1. Roman,S. 2002 writing Excel Macros withVBA 2nd Edition, Sebastpol CA:O Reilly.
2. Sengupta.C 2004, Financial Modelling using Excel and VBA Hoboken NJ, JohnWilley and Sons.
3. Winston 2004, Microsoft Data Analysis and Business Modelling. 2nd Edition Redmond, WA: Microsoft Press.

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BCMOSEP234

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM III SEMESTER

SCHEME OF EXAMINATION –ADVANCE EXCEL

Practical Elective Paper- III

Examination Proper:40 MarksDuration: 3 Hrs.

IA : 10 Marks

Advance Excel (3 questions of 10 marks each)

30 Marks

Record

05 Marks

Viva Voce

05 Marks

BCMOSV281

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM IV SEMESTER

PAPER –VII HUMAN RESOURCE MANAGEMENT-II

UNIT I - EMPLOYEE INDISCIPLINE

- Employee indiscipline - Causes of indiscipline,
- Procedure for disciplinary action,
- McGregor's Hot Stove Rule,
- Disciplinary Actions - Penalty and Punishment,
- Employee Grievances - Meaning, Causes,
- Grievance Procedure,

UNIT II - INDUSTRIAL RELATIONS

- Industrial Relations- Concept of Industrial Relation,
- Objectives & Importance,
- Causes for poor Industrial Relation,
- Measures to improve Industrial Relations,
- Industrial Disputes - Causes and Consequences,
- Prevention and settlement of Industrial Disputes

UNIT III - EMPLOYEE HEALTH AND SAFETY

- Importance,
- Occupation Hazards and Diseases,
- Statutory Provision concerning health,
- Significance of Industrial safety,
- Statutory Provision concerning Industrial safety

UNIT IV - STRESS MANAGEMENT

- Meaning & Definition,
- Causes of stress,
- Coping with stress,
- Concept of Counseling- Definitions, Types of Counseling,
- Objectives of employee counseling,
- Process of counseling,

Course Objectives

- To understand the functions, systems, policies and applications of Human Resource Management in organizations.
- An overview of theoretical foundations of key areas associated with HR ...
- To understand organizational goals work culture and team motivation
- To cope up with stress and how to counsel such employees

Course outcome:

- To maintain employees discipline at work place

- To prevent industrial disputes, its causes and importance.
- To know the hazardous industrial disease
- To identify with the process of counseling

REFERENCE BOOKS:

1. ArunMonappa ,Industrial relations.
2. ArunMonappa,Personal management.
3. S.K Bhatia Human Resource Planning,Deep and Deep Publications Private Limited.

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BCMOSV282

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM IV SEMESTER

PAPER VIII: OFFICE CORRESPONDENCE

UNIT I- OFFICE CORRESPONDENCE

- Meaning & objectives,
- Types & Importance,
- Organization of Correspondence
- Centralized and Decentralized Correspondence

UNIT II –STRUCTURE OF A BUSINESS LETTER

- Essentials & Meaning
- Importance of a business letter
- Functions
- Principles of drafting,
- Form Letters,
- Parts of a letter,
- Format.

UNIT III - BUSINESS CORRESPONDENCE

- Trade Enquiry-solicited and unsolicited enquiries,
- Quotation,
- Placing Orders,
- Complaints-sources of mistakes giving rise to complaints,
- Status enquiry and collection letter,
- Collection series.
-

UNIT IV - EMPLOYMENT RELATED CORRESPONDENCE

- Drafting Resume,

- Job Application,
- Bio-data,
- References, Testimonials, Appointment Order,
- Duty Joining Report and a letter of resignation

Course Objectives:

- To understand the importance and goal of office correspondence
- To realize the principles of drafting
- To get acquainted with resume writing and job application
- To understand various business correspondence

Course outcome:

- To learn the format of various business letters
- To become skilful at various letters at work place
- To get trained with the business correspondence
- To gain knowledge about the skills of resume writing

REFERENCE BOOKS:

1. Balasubramanyan M, Business communication, Vikas Publishing, New Delhi.
2. Pal, Rajendra&Korahalli J.S Essentials of Business Communication, Sultan Chand & Sons, New Delhi.
3. Raman B.S, Management & Communication, United Publishers

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**BCMOSV 281
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BCMOSV 282**

**OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
II B.COM IV SEMESTER**

Scheme of Examination (Theory)
IV Semester- Paper VII & VIII

Max.Marks: 80 Marks
IA : 20 Marks

Hours: 3 Hrs.

Section I

1) Four questions to be answered out of Five

(4 x 5) = 20

Section II

2) Four questions to be answered out of Five (4 x 10) = 40

Section III

3) Five questions to be answered out of Six (5 x 4) = 20

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PRACTICAL CONTENTS

PowerPoint, Photoshop and Spoken English Skills (Lab)

1. **POWER POINT:** Introduction to Power Point, The Drawing Palette, Slide Layouts – Select and Change, Editing a slide, Working with Slides, Slide Background, Applying Templates, Power Point Views, Built-in Wizards – Using the Auto Content Wizard Working with Objects – Introduction, Inserting the Clip Art Picture into Slide, Slide Show, Using Slide Transitions, Text Build, Graphics, Creating Tables, Organization Chart, Animation, Inserting Sound in Power Point, Printing.

2. **PHOTOSHOP**

- Screen Environment
- Creating and Saving Files
- Using the tool box
- Working with Images
- Working with Colors
- Animation and Rollovers
- Color Correction techniques
- Filter Controls
- Web and Multimedia Images

3. **SPOKEN ENGLISH SKILLS**

Introducing the guests

REFERENCE BOOKS:

1. R.K. Bansal and J.B.Harrison-Spoken English, Orient Longman,
2. N.P.Krishna Mohan & Singh – Speaking English Effectively, Macmillan Indian, New Delhi.
3. Wills Jane- Teaching English through English.
4. MyriamGrishPowerpoint 2016 published 2015
5. Echo Swinford (2015) Powerpoint 2016 Pearson Education
6. John Preppernau and Joyce Cox(2010) Powerpoint 2010 Step by Step, Microsoft Publishers

TASKS:

1. To improve the communication skills
2. To create a document with page setting and formatting
3. Paragraph alignment and indents
4. Table handling
5. To create newspaper column document with Drop Cap, Header/Footer, inserting an object and text wrap
6. Tab setting
7. Drawing objects using Drawing tools
8. To create slides
9. To create Advertisements
10. To work out 5 exercises referring Photoshop contents

BCMOSP 283

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM IV SEMESTER

Scheme of Examination (Practical)

PowerPoint,Photoshop and Spoken English Skills (Lab)

Practicals

Duration: 3 Hrs

Examination Proper : 40 Marks
Internal Assessment :10 Marks

- PowerPoint
(One question of 10 marks and one question of 5 marks) : 15 Marks
- Photoshop (One question of 10 marks) : 10 Marks
- **Language based skill**
 - Introduction of the guest : 05 Marks
- Record :05 Marks
- Viva Voce : 05 Marks

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BCMOSOE 284

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

II B.COM IV SEMESTER

Elective: IV-Theory Paper

FUNDAMENTALS OF OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Max. Marks: 50

Credits: 01

Total Hours: 2hrs per week

UNIT I: COMPANY SECRETARY

- Definition
- Need and Importance
- Appointment and Dismissal
- Qualifications
- Duties
- Rights and Liabilities

UNIT 2: COMPANY MEETING

- Essentials of a valid meeting
- Notice
- Agenda
- Minutes
- Quorum
- Proxy
- Motion and resolution

UNIT 3: SECRETARIAL AUDIT

- Introduction
- Scope
- Need and Importance
- Appointment of Secretarial Auditor
- Documents required for Secretarial Audit
- Benefits of Secretarial Audit.

Course Objectives:

- To understand the need for Secretarial Audit
- To know the various Secretarial duties
- To become skilful in conducting meeting
- To understand the rights and duties of secretary

Course Outcome:

- Apply statutory requirements and good practice.
- Take responsibility for the ongoing responsibilities of the secretary as a professional.
- Critically assess the role played by the secretary in supporting compliance, disclosure, and accountability across the organisation.
- To conduct meeting independently

REFERENCE BOOKS:

1. Company law by SangeetKedia, Pooja Law Publishing Company.
2. CS Rajnish Kumar Commercial's Company Law Mayall Publications
3. N.S.Zad Company Law by, 5th Edition July 2018, Zad Publications

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BCMOSOE 284

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

**II B.COM IV SEMESTER EXAMINATION
SCHEME OF EXAMINATION**

Time: 2 Hrs

Max. Marks: 40

SECTION - A

Answer **ALL** the Questions

5x1=05

- 1.
- 2.
- 3.
- 4.
- 5.

SECTION - B

Answer any **THREE** of the following

3x5=15

- 6.
- 7.
- 8.
- 9.

SECTION - C

Answer any **TWO** of the following

2x10=20

- 10.
- 11.
- 12.

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PAPER IX: PERSONAL TAX PLANNING - I

UNIT I - INTRODUCTION TO INCOME TAX

- Person,
- Assessee,
- Assessment Year,
- Previous Year,
- Agricultural Income,
- Residential status,
- Scope of total Income,
- Encashment of Earned Leave,
- Gratuity,
- Commutation of Pension,

UNIT II - INCOME FROM SALARY

- Residential Accommodation,
- Other obligation and facilities – Bills paid by the company,
- Traveling facilities,
- Refreshments and lunch,
- Medical Benefits,
- Tax free perquisites.
- Provident Fund
- Basic salary,
- Allowances – Fully taxable,
- Partly Taxable,
- Fully exempt,
- Deductions u/s 16.

UNIT III- INCOME FROM HOUSE PROPERTY

- Expected Rent,
- Gross Annual Value,
- Net Annual Value,
- Deduction u/s 24,
- Computation of Income – self Occupied House property, Let out property.

UNIT IV - CAPITAL GAINS

- Meaning
- Capital assets exceptions to capital asset,
- Short term and long term capital assets,
- Short term and long term capital gains.
- Cost of acquisition,
- Cost of improvement,

- Indexed cost of acquisition and cost of improvement,
- Computation of STCG and LTCG,
- Exemption u/s 54

UNIT V - INCOME FROM OTHER SOURCES

- Interest on securities
- Grossing up
- Exemptions u/s 10(15)
- Deductions u/s 57

UNIT VI- DEPRECIATION

- Rules governing depreciation
- Additional Depreciation
- Computation of Depreciation and written down value
- Block of Asset Method

Course Objectives:

- To learn the basic rules of Income tax
- To study the various allowance in the Salary
- To revise the other incomes
- To know about the scope of total income

Course outcome

- To learn to file income tax independently
- To find out the methods of depreciating Assets
- To gain knowledge about the taxable and non taxable allowances
- To compute income from house property

REFERENCE BOOKS:

1. VinodSinghania, Taxmann Publishers.
2. Indirect Taxes by Vinod K. SinghaniaTaxmann Publications, New Delhi.
3. Indirect Taxes by H.C.Mehrotra, SahiyyaBhavanPublications.New Delhi
4. All about GST- V.S.Datey- Taxmann Publications.

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BCMOSV 331

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
III B.COM V SEMESTER

PAPER IX: PERSONAL TAX PLANNING - I
Scheme of Examination (Theory)

Max.Marks: 130 Marks
IA : 20 Marks

Hours: 3 Hrs.

Section I

1) Four questions to be answered out of Six (4 x 6) = 24

Section II

2) Four questions to be answered out of Six (4 x 12) = 48

Section III

3) Two questions to be answered out of Four (2 x 24) = 48

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BCMOSV 332

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
III B.COM V SEMESTER
PAPER X: TALLY ERP.9 WITH GST

UNIT – I Company Info Menu

- Select Company and Shut company
- Create company and Alter company
- Security control
- Change tally vault
- Split company data
- Backup and Restore
- Tally audit feature.

UNIT - II Inventory Information Inventory

- Configuration & features Inventory info.
- Stock groups

- Stock categories
- Stock item
- Unit of measurement
- Bills of materials
- Locations / Godowns
- Batches & Expiry
- Inventory voucher types
- HSN Code Updates

UNIT –III- Voucher Entry

- Accounting voucher
- Inventory voucher
- Optional & non-accounting voucher
- Order processing
- Advanced voucher entry

UNIT- IV-Payroll accounting and Compliance

- Configuration of Payroll in Tally ERP.9
- Creating Payroll Masters
- Processing Payroll in Tally ERP.9
- Accounting for Employers PF Contribution
- Accounting for Employers ESI Contribution
- Payment of Professional Tax
- Generating Payroll Reports

UNIT – V- Goods and Service Tax

- Basics of GST
- Configuring GST Features
- Creating Masters
- Entering Transactions GST Report GST Filing

Course Objectives:

- To learn the basic rules in accounting
- To improve the knowledge in financial accounting

- To gain knowledge about GST and its filing
- To know about the Payroll and its compliances

Course outcome

- To become skilful in computerising accounts
- To learn the grouping and vouchers
- To get training to generate payroll reports
- To become well versed in GST filing

Reference Books:

TALLY.ERP 9 WITH GST A Complete Test Boo, T- BALAJI EXPERTS

Tally ERP 9 Advance With Gst Tanumati Parmar And Sukani

Tally.ERP 9 with GST in Simple Steps by DT Editorial Services

BCMOSV 332

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
III B.COM V SEMESTER

PAPER X: TALLY ERP.9 WITH GST

Scheme of Examination (Theory)

Max.Marks: 80 Marks

Hours: 3 Hrs.

IA : 20 Marks

Section I

1) Four questions to be answered out of Five (4 x 5) = 20

Section II

2) Four questions to be answered out of Five (4 x 10) = 40

Section III

3) Five questions to be answered out of Six (5 x 4) = 20

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BCMOSP 332

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

III B.COM V SEMESTER

PRACTICAL CONTENTS

TALLY.ERP. 9 WITH GST AND SPOKEN ENGLISH SKILLS

3. Computer Based Skill

Tally 9.0 with GST- An Accounting Package

- Accounting Concepts
- System of accounting (single and double entry system)
- Double entry system
- Cash, Credit
- Journalizing, Ledger Accounts
- Grouping of Accounts (List of 28 groups)
- Current Assets
- Current Liabilities
- Fixed Assets
- Branches/divisions – Creation of Company – Gateway of Tally- Account Information – Ledger.
- Problems on GST

4. Spoken English Skills

Compering for College Activities

REFERENCE BOOKS:

1. R.K. Bansal and J.B.Harrison-Spoken English, Orient Longman,
2. N.P.Krishna Mohan & Singh – Speaking English Effectively,Macmillan Indian, New Delhi.
3. Wills Jane- Teaching English through English
4. Shraddha Singh and NavneetMehra Tally ERP.9 (Power of Simplicity) V & S Publishers
5. Mr.RavindraParmar (2018) Tally ERP 9 GST Computer World Publications

TASK:

1. Attend and listen to speeches/ programmes arranged in the college to improve pronunciation, tone, proper positions and gestures.
2. Listen and watch TV news/ programmes for improving pronunciation and interviewing skills.
3. Creating a company, creating ledgers, passing Journal entries and Final Accounts.
4. To Familiarize management of various activities .

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BCMOSP 332

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

III B.COM V SEMESTER

Scheme of Examination (Practical)

Duration of Examination: 3 Hours

Total : 50Marks

Internal Assessment : 10 Marks

Examination proper : 40 Marks

- Computer Based Skill
Tally 9.0(2 questions of 20 marks each) :20 Marks
- Spoken English Skills
Compeering for College activities : 10 Marks
- Record : 05 Marks
- Viva Voce : 05 Marks

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BCMOSV 381

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

III B.COM VI SEMESTER

PAPER – XI - PERSONAL TAX PLANNING - II

UNIT I – PROFITS AND GAINS FROM BUSINESS AND PROFESSION

- Deductions permissible u/s 30-37
- Payments not deductible
- Deductions u/s 80GGB
- Computation of Professional Income.
- Depreciation

UNIT II - ASSESSMENT OF INDIVIDUALS

- Deduction u/s 80 C to 80U
- Computation of total income and tax liability of individuals.

UNIT III- PROFITS AND GAINS FROM BUSINESS AND PROFESSION

Deduction Permissible u/s 30 to 37

Payment not deductible

Computation of Professional Income and Business Income.

Course Objectives:

- To acquaint knowledge about computation of Total Income
- To understand the tax liability
- To be aware of the various deductions
- To learn about the computation of Profession Income

Course outcome:

- To calculate the individual income of an individual
- To analyse the income from Profession and business
- To calculate the tax liability
- To calculate the deduction under various sections for computation

REFERENCE BOOKS:

1. Income Tax law and Practice, Melhotra, Sahitya Bhavan, Agra.
2. Business Taxation I and II Melhotra, Sahitya Bhavan, Agra.
3. Sadashiv Rao K. Business Taxation Sushrutha Books, Udupi

WEBSITES FOR REFERENCE

1. www.sebi.gov.in
2. www.bseindia.com
3. www.incometaxbangalore.org
4. www.incometaxindia.gov.in

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BCMOSV 381

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
III B.COM VI SEMESTER

Scheme of Examination (Theory)
(VI Semester)- Paper XI

Max.Marks: 80 Marks
IA : 20 Marks

Hours: 3 Hrs.

Section I

1) Four questions to be answered out of Five (4 x 5) = 20

Section II

2) Four questions to be answered out of Five (4 x 10) = 40

Section III

3) Five questions to be answered out of Six (5 x 4) = 20

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BCMOSP 382

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

III B.COM VI SEMESTER --Practical (PROJECT)

PROJECT WORK

A study made by the students on the working environment of the Organization/Company assigned to them. The study report should not exceed 50-60 pages. The broad categories of the study would be:

INTRODUCTION: Need for the study, objectives, study design and Methodology, scope and limitations

SUBJECT OF THE STUDY: Historical retrospect in brief, present strategy

PROBLEMS & ISSUES: Analysis and findings Suggestions and conclusions.

The report shall be on the study made by the student of the working environment in the department of organization assigned to the student. Conclusions to be drawn by analyzing the observations and suggestions for improvement to be given if needed.

The consolidated report shall be neatly printed (A₄ size paper and one side only) and bound and submitted in two copies before the last working day of VI semester of the course. The report shall be preceded by a duly signed certificate from the office/institution/organization where the candidate was deputed. The report shall also contain a declaration by the candidate stating that the entire report is based on the candidate's own experience.

REFERENCE BOOKS:

1. R.K. Garg Project Reports Concepts, Preparation, Analysis and Financing, Bharat Law House Delhi.
2. H.P.S. Pahwa Project Reports and Appraisals, Bharat Law House, Delhi.
3. G.C.Ramamurthy Research Methodology, Dreamtech Press Publishers

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BCMOSP 382

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

III B.COM VI SEMESTER
Scheme of Examination (Practical)

PROJECT

Duration: 3 Hours

Total Marks: 100 Marks

Internal Assessment: 20 Marks

Examination proper: 80 Marks

Project presentation : 10 Marks

Viva Voce : 10 Marks

Report : 60 Marks

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BCMOSP 382

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
III B.COM VI SEMESTER

ENTREPRENEURIAL DEVELOPMENT-PAPER -XII

UNIT I: CONCEPT OF AN ENTREPRENEUR

Definition and evolution of the concept of entrepreneur-traits and importance of entrepreneurs- Types and Functions of entrepreneurs.

UNIT 2: ENTREPRENEUR AND ENTREPRENEURSHIP

Concept of entrepreneurship- Evolution and Growth of Entrepreneurship in India-Role of entrepreneurship in economic development- Factors influencing entrepreneurial growth- Theories of Entrepreneurship- Economic entrepreneurship theory, Psychological entrepreneurship theory, Sociological entrepreneurship theory.

UNIT 3: DIMENSIONS OF ENTREPRENEURSHIP

Entrepreneurial culture-Women Entrepreneurship- Rural entrepreneurship- Social entrepreneurship- Scope and challenges.

UNIT 4: SETTING UP OF NEW BUSINESS

Business- Forms of business-Small business-Features, importance and challenges. Small Scale Industry(SSI), Micro, Small and Medium Enterprises(MSME)- Development initiatives in India-

Make in India, Start up India.

UNIT 5: BUSINESS PLAN AND PROJECT FORMULATION

Meaning of business plan- Process and Advantages- Project Formulation-meaning of project- Project identification- project selection- Project report- significance, Feasibility and Viability study. Case analysis.

BOOKS FOR REFERENCE

S.S Khanka, Entrepreneurial Development, S.Chand Publication.

Vasant Desai, The dynamics of Entrepreneurial Development and Management, Himalaya Publishing House.

C.B Gupta, Entrepreneurship Development, Sultan Chand Publication.

Shankaraiah, Entrepreneurship Development, Kalyani Publishers.

Course Objectives:

- To learn about the qualities of entrepreneur
- To know about the requirements of start-up India
- To acquaint about the documents required to set up a new industry
- To study the feasibility report and viability study

Course Outcome:

- To familiarize the students with the concepts and dynamics of entrepreneurial development
- Expand the horizon of employment opportunities through the generation of innovative ideas.
- Idea generation, identification and validation, business models.
- To have practical knowledge of challenges of new business through industrial visit.

BCMOSP 382

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)

III B.COM VI SEMESTER-PAPER-XII

Scheme of Examination

ENTREPRENEURSHIP DEVELOPMENT

Duration: 3 Hours

Total Marks: 100 Marks

Internal Assessment: 20 Marks

Examination proper: 80 Marks

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (VOCATIONALISED)
III B.COM VI SEMESTER

Scheme of Examination (Theory)
(VI Semester)- Paper XII

Max.Marks: 80 Marks
IA : 20 Marks

Hours: 3 Hrs.

Section I

- 1) Four questions to be answered out of Five (4 x 5) = 20

Section II

- 2) Four questions to be answered out of Five (4 x 10) = 40

Section III

- 3) Five questions to be answered out of Six (5 x 4) = 20

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