



**Bachelor of Business Administration**  
**Information Technology Management**  
**Semester-II**

<b>CourseCode</b>		<b>Titleofthe Course</b>	OFFICE MANAGEMENT AND COMMERCIAL PRACTICES
<b>Total Creditsofthe Course</b>	<b>04</b>	<b>Hours perWeek</b>	<b>04</b>

<b>Course Objectives</b>	1.The <b>Office management &amp; Commercial Practices</b> major prepares students for will help student to develop an assertive and organized approach to managing people and processes in <b>office</b> .
	2. To facilitate harmonious and productive working.
	3. It includes key <b>management</b> skills and planning techniques to improve information flow and achieve <b>objectives</b> .

<b>CourseContent</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>Office Management</b> <ul style="list-style-type: none"> <li>• Concept of Modern Office</li> <li>• What is office Management?</li> <li>• Scientific office Management</li> <li>• Office Manager, Functions and Status of Office Manager</li> <li>• Responsibilities of Administrative Office Manager.</li> </ul>	<b>25 %</b>
<b>2.</b>	<b>Office System, Procedure and Communication</b> <ul style="list-style-type: none"> <li>• Need for System / Procedure / Communication</li> <li>• System Design and Planning</li> <li>• System Integration, Records Management, Inward and Outward Correspondence</li> <li>• Sourcing of Stationery / Supplies / Courier services</li> <li>• Use of Technology for Efficiency, Filing System, Use of Computer for Data Management.</li> </ul>	<b>25 %</b>
<b>3.</b>	<b>Banking Services</b> <ul style="list-style-type: none"> <li>• Identifying Banking as Effective Tools of Fund Management – Operating</li> <li>• Various Types of Accounts, Writing cheques / Drafts, Process of Transactions, Preparing Reconciliation Statements</li> <li>• Brief Idea about Negotiable Instruments, Electronic Banking, Use of ATM / Credit / Debit Cards</li> <li>• Dealing with Private sector and Public sector Banks, Liaison With Bank Managers.</li> </ul>	<b>25 %</b>





<b>4.</b>	<b>Services for Insurance, Provident Fund, and Gratuity</b> <ul style="list-style-type: none"> <li>• Need and Importance, Principles, Types, Insurance for Assets and Employees</li> <li>• Insurance Premium Calculation and Control</li> <li>• Maintaining Deadlines</li> <li>• PF and Gratuity Management, PF, Gratuity Statement and settlement of Claims</li> </ul> Liaison with Manager.	<b>25 %</b>
-----------	---	-------------

<b>Teaching-Learning Methodology</b>	ICT through(e.g Power Point presentation, Audio-Visual Presentation ) Group Discussion, Role Playing, Case Study
--------------------------------------	---

<b>EvaluationPattern</b>		
Sr. No.	Detailsof theEvaluation	Weightage
1.	InternalWritten(As per CBCSR.6.8.3)	15%
2.	InternalContinuousAssessmentintheformofQuizzes,Seminars,Assignments, Attendance(As per CBCS R.6.8.3)	15%
3.	UniversityExamination	70%

<b>CourseOutcomes</b>	
1.	An <b>Office Management &amp; Commercial Practices</b> manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
2.	An <b>Office Management &amp; Commercial Practices</b> Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
3.	Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
4.	Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.
5.	Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.





SuggestedReferences	
Sr.No.	References
1	Office Management by Dr. R K Chopra and Mrs. Ankita Bhatia, Himalaya publishing house
2	Office Management by Dr B Narayan, APH Publishing Corporation
3	

On-lineresourcestobeusedifavailableasreferencematerial
On-lineResources
<a href="https://ncert.nic.in/ncerts/l/lebs102.pdf">https://ncert.nic.in/ncerts/l/lebs102.pdf</a>
<a href="https://www.tutorialspoint.com/management_principles/management_principles_tutorial.pdf">https://www.tutorialspoint.com/management_principles/management_principles_tutorial.pdf</a>
<a href="https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP.pdf">https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP.pdf</a>

\*\*\*\*

