

SARDAR PATEL UNIVERSITY
Programme: BBA (GENERAL)
Semester: II
Syllabus with Effect from: Nov./Dec., 2019

Paper Code: UM02CBBA52	Total Credits: 3
Title Of Paper: COMPANY MANAGEMENT – II	

Unit	Description in Detail	Weightage
1	Nature & Scope of Business <ul style="list-style-type: none"> • Meaning of Business • Characteristics of Business • Classification & Functions of Business • Objective of Business • Prerequisites of Business 	25%
2	Office Management <ul style="list-style-type: none"> • Concept of Modern Office • What Is Office Management? • Scientific Office Management • Functions and Responsibilities of Office Manager • Need for Office System / Procedure / Communication • Use of Technology For Efficiency • Filing System 	25%
3	Accommodation and Layout of Office <ul style="list-style-type: none"> • Introduction • Factors to be considered to provide accommodation • Office Space Planning • Importance, Objectives and Principles of Good Office Layout • Types of Office Layout • Group Layout • Process Layout 	25%
4	Business Combination for Companies <ul style="list-style-type: none"> • Introduction • Objectives of Business Combination • Causes of Business Combination • Types of Business Combination • Forms of Business Combination • Recent trends in combination 	25%

Reference Books:

- Office Organisation & Management by S P Arora
- Office Management by C B Gupta
- Management Theory & Practice by J S Chauhan
- Forms of Business Organisation by S P Shah, Dr. Paresh Shah & A A Purohit