

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: II
Syllabus with effect from : November 2011

Paper Code: UB02CCOM05	Total Credit: 3
Title Of Paper: Office Management & Commercial Services	

Unit	Description in detail	Weighting (%)
1	Office Administration Concept, importance and functions of an office Department of an office, office accommodation, Location and Layout of an office, Office systems and procedures, Filing documents	25 %
2	Banking Practices Operation of different types of A/Cs, kinds of banks Functions of Banks, Primary and Secondary Important role of bank in modern economy, Electronic Banking & Banking Services.	25 %
3	Transportation & Insurance Transportation : Concept, Modes of Transport, factors affecting choice of modes of transport Insurance : Concept, Principles, Procedures	25 %
4	Secretarial Practices Secretary : meaning, qualities, qualification, Functions & Role of Company Secretary.	25 %

Basic Text & Reference Books

- Office Organisation and Management by Dr. C.B.Gupta
- Modern Business Organisation and Management by S.A.Sherlekar
- Company Law & Secretarial Practices by M.J.Mathew
- Company Law by N.D.Kapoor

