# 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

<table>
<thead>
<tr>
<th>SI.NO</th>
<th>CODE</th>
<th>Course Title</th>
<th>Course Type</th>
<th>HPW</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>BAOM 101</td>
<td>Office Management &amp; Correspondence-I</td>
<td>DSC-1A</td>
<td>6</td>
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<td><strong>Total</strong></td>
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#### 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       |

### Third Year

#### Semester - V

| 5     | BAOM105 | Fundamental of IT-I                 |             | 5   | 5       |
| 6     | BAOM106 | Front Office Management-I           | DSC-1E      | 5   | 5       |
|       |         | **Total**                           |             | 10  | 10      |

#### Semester - VI

| 7     | BAOM107 | Fundamental of IT-II                |             | 5   | 5       |
| 8     | BAOM108 | Front Office Management-II          | DSC-1F      | 5   | 5       |
|       |         | **Total**                           |             | 10  | 10      |

**Grand Total**

|            |        |                                    |             | 44  | 44      |

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DEPARTMENT OF COMMERCE, M.G.U.
SEMESTER –I

BA (OM) CBCS Syllabus
Faculty of commerce
Paper code- BAOM-101
Maximum Marks 50
PPW: 6
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


UNIT-II- OFFICE ACCOMMODATION


UNIT-III- OFFICE 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


Suggested Readings:
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 COMMERICAL CORRESPONDENCE

Commercial Correspondence with outside the film - 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:
SEMESTER –III

BA (OM) CBCS Syllabus Faculty of commerce
Paper code- BAOM-103 Maximum Marks 50
PPW: 6 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 Transitions in a journal from the given vouchers- filing, Numbering and arranging vouchers

UNIT-III LEDGER AND SUBSIDIARY BOOKS
Posting tractions’ 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  Faculty of commerce
Paper code- BAOM-104  Maximum Marks 50
PPW: 6  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 0creating 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: Accounting Information
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
FUNDAMENTALS OF INFORMATION TECHNOLOGY-I

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

UNIT-I: INTRODUCTION INFORMATION TECHNOLOGY
Information Technology-Introduction –Information systems-software and Data-Information technology in Business.

UNIT-II Computer Systems

UNIT-III Operating Systems

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

Suggested Readings:
Dennis P.curtain Kim foley, junal sen, Cathleen morin, Informations technology the Breaking wave Tata McGraw hill
FRONT OFFICE MANAGEMENT-I

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

UNIT –I INTRODUCTION TO BUSINESS

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

UNIT –IV Organization MANAGEMENT

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
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

UNIT-IV Use of Information Technology in Business

UNIT –V Business on Internet

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

UNIT –IV BASICS OF FINANCIAL 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 financed – Long term financed 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 outcomes, person Education