



OFFICE MANAGEMENT AND SECRETARIAL PRACTICE
BA SEMESTER III

Course Code	UAO3IDOMS01	Title of the Course	Secretarial Practice (Theory)
Total Credits of the Course	04	Hour per week	4

Course Objectives	<ol style="list-style-type: none">1. Develop the business skill.2. Improve the knowledge about types of business.3. Define the duties of secretary
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Course Content		
Unit	Description	Weight age(100%)
Unit:1	Forms of Business origination Sole Traders: Meaning, characteristics, advantages and disadvantages of sole traders Partnership Firm: Meaning, characteristics, advantages and disadvantages of Partnership Firm Joint Stock Company: Introduction, meaning, characteristics of company, types of company, advantages and disadvantages of joint stock company.	25
Unit:2	Entrepreneur, entrepreneurship, Enterprise: Meaning and types of entrepreneurship, characteristics of entrepreneurs, role and function of entrepreneurs.	25
Unit:3	Company Secretary: Introduction, meaning, importance, qualities and qualification of company secretary. Function and duties of company secretary	25
Unit:4	Company Meeting: Introduction, meaning, type of meeting, notice, quorum, proxy, resolution, voting, minutes	25
Teaching-Assignments, Learning	Lecture, Recitation, Group discussion, Guest speaker, Debate, Seminar, Quizzes Methodology, computer practical	



Evaluation Pattern Teaching-		
Sr. No	Details of Evolution	Weight age
1	Internal Written /	25%
2	Internal Continuous Assessment in the form of , Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25%
3	University Examination	50%
Course Outcomes : Having completed this course, the learner will be able to		
1.	Understand the concept of Business •Understand effective Business firm •Understand the reading skill	
Suggested References:		
1.	Office Management by R.K.Chopra, Himalaya Publication.	
2	Office Organization and Management by S.P.Arora	
3	Modern Business Org. and Management by S.A.Sherlekar	
4	ME&K.L.>UI/J78%L\] 8VI[J	
On line resources to be used if available as reference material		
On-line Resources		
https://resources.owlabs.com/blog/office-management		



OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

BA Semester –III

Course Code	UAO3SEOMS01	Title of the Course	Business Origination
Total Credits of the Course	02	Hour per week	02

Course Objectives:	<ol style="list-style-type: none">1. Develop the business skill.2. Improve the knowledge about types of business.3. Define the duties of secretary
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Course Content		
Unit	1.	Weight age (%)
	Forms of Business origination Sole Traders: Meaning, characteristics, advantages and disadvantages of sole traders Partnership Firm: Meaning, characteristics, advantages and disadvantages of Partnership Firm Joint Stock Company: Introduction, meaning, characteristics of company, types of company, advantages and disadvantages of joint stock company	25
Unit	2.	
	Entrepreneur, entrepreneurship, Enterprise: Meaning and types of entrepreneurship, characteristics of entrepreneurs, role and function of entrepreneurs.	25

Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Seminar, Quizzes
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / examination (As per CBCS R.6.8.3)	25
2.	Internal Continuous Assessment, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25
3.	University Examination	50

Course Outcomes: Having completed this course, the learner will be able to	
1.	To make students understand the patterns of business firm
2.	To understand the business skill
3.	Improve the business knowledge