

Programme: B.Com (Office Management & Secretarial Practice)
Course Curriculum based on Choice Based Credit System (CBCS)

<u>Sem</u>	<u>Course Status</u>	<u>Title of the Course</u>	<u>Marks</u>	<u>Credits (Th/Pr)</u>
I	OMSCC101	Principle & Practice of Management	100	5+1
	OMSCC102	Modern Office Operation	100	5+1
	ENGAEC01	English Communication	100	2
	OMSGE01	Financial Accounts	100	5+1
II	OMSCC203	Organizational Behaviour	100	5+1
	OMSCC204	Office Administration & Management	100	5+1
	EVSAEC01	Environmental Science	100	2
	OMSGE02	Cost & Management Accounts	100	5+1
III	OMSCC305	Corporate & Financial Reporting	100	5+1
	OMSCC306	Corporate Governance	100	5+1
	OMSCC307	Public Relationship Management	100	5+1
	OMSSEC01	Research Methodology & Quantitative Tech	100	2
	OMSGE03	Principle & Practice of Insurance	100	5+1
IV	OMSCC408	Human Resource Management	100	5+1
	OMSCC409	Company Secretarial Practice	100	5+1
	OMSCC410	Counseling & Negotiation Management	100	5+1
	OMSSEC02	Business Economics	100	2
	OMSGE04	Principle & Practice of Banking	100	5+1
V	OMSCC511	Strategic Management	100	5+1
	OMSCC512	Customer Relationship Management	100	5+1
	OMSCDSE-1	Microsoft Office (Word, Excel, PowerPoint)	100	5+1
	OMSDSE-2	Computer Accounting (Tally)	100	5+1
VI	OMSCC613	Management Information System	100	5+1
	OMSCC614	Business Legislation for Management	100	5+1
	OMSDSE-3	Entrepreneurship Development Programme	100	5+1
	OMSDSE-4	Project & Viva voce	100	5+1

- ❖ **1 Credit = 15 Learning Hours**
- ❖ **Total Academic Credit of the Programme: 140**
- ❖ **Total Non Academic Credit of the Programme: 1**
- ❖ **Total Credit of the Programme: 141**
- ❖ **Th-Theory, Pr-Practical**
- ❖