



Vijayanagara Sri Krishnadevaraya University

COURSE CODE – DSC1: MANAGEMENT PRINCIPLES & PRACTICE

NAME OF THE PROGRAM: BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE CODE: DSC1 NAME OF THE COURSE: MANAGEMENT PRINCIPLES & PRACTICE		
COURSE CREDITS	NO. OF HOURS PER WEEK	TOTAL NO. OF TEACHING HOURS
4 Credits	4 Hrs	56 Hrs
PEDAGOGY: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
COURSE OUTCOMES: On successful completion of the course, the Students will demonstrate		
a) The ability to understand concepts of business management, principles and function of management. b) The ability to explain the process of planning and decision making. c) The ability to create organization structures based on authority, task and responsibilities. d) The ability to explain the principles of direction, importance of communication, barrier of communication, motivation theories and leadership styles. e) The ability to understand the requirement of good control system and control techniques		
SYLLABUS		Hours
MODULE-1: INTRODUCTION TO MANAGEMENT		10
Introduction –Meaning, Evolution of management thought, Pre-Scientific Management Era, Classical Management Era, Neo-Classical Management Era, Modern Management Era; Nature and Characteristics of Management - Scope and Functional areas of Management; Management as a Science, Art or Profession; Management and Administration; Principles of Management.		

**COURSE CODE: OEC 1: FOUNDATION COURSE IN OFFICE
MANAGEMENT (OEC)**

NAME OF THE PROGRAM: BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE CODE: 21BBA101 NAME OF THE COURSE: FOUNDATION COURSE IN OFFICE MANAGEMENT (OEC)		
COURSE CREDITS	NO. OF HOURS PER WEEK	TOTAL NO. OF TEACHING HOURS
3 Credits	3 Hrs	45 Hrs
PEDAGOGY: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
COURSE OUTCOMES: On successful completion of the course, the Students will demonstrate		
a) An understanding of basic knowledge of office organisation and management b) Demonstrate skills in effective office organisation c) Ability to maintain office records d) Ability to maintain digital record. e) Understanding of different types of organisation structures and responsibilities as future office managers.		
SYLLABUS		Hour s
MODULE-1: FUNDAMENTALS OF OFFICE MANAGEMENT		09
INTRODUCTION: Meaning, importance and functions of modern office MODERN OFFICE ORGANISATION: Meaning; Steps in office organisation; Principles of Office organisation, Organisation structure types, NATURE OF OFFICE SERVICES: Types of services in a modern office, decentralisation and centralisation of office services, Departmentation of Office OFFICE MANAGEMENT: Meaning, Elements and major processes of Office management OFFICE MANAGER: Functions and qualifications of Office manager.		
MODULE-2: ADMINISTRATIVE ARRANGEMENT AND FACILITIES		09
OFFICE ACCOMMODATION AND ITS IMPORTANCE: Location of Office, Choice of Location: Urban vs Suburban, Factors to be Considered in Selecting the Site, Securing Office Space, OFFICE LAY-OUT: Objectives of Office Lay-out, Principles of Office Lay-out, Steps in Lay-out Planning, Advantages of a Good Lay-out. TYPES OF OFFICES: Open Office and Private Office- advantages and disadvantages.		

MODULE-3: OFFICE ENVIRONMENT:	09
<p>Meaning and Components of Office Environment</p> <p>INTERIOR DECORATION: Colour Conditioning, Floor Coverings, Furnishings,</p> <p>FURNITURE AND FIXTURES: Types of Furniture, Choice between Wooden and Steel Furniture, Principles Governing Selection of Furniture Lighting and Ventilation,</p> <p>NOISE: Internal Noise, External Noise Cleanliness, Sanitation and Health Safety and Security</p>	
MODULE-4: RECORDS MANAGEMENT	09
<p>INTRODUCTION TO RECORDS: Importance of Records, types of office records,</p> <p>RECORDS MANAGEMENT: Meaning, Principles of Record Keeping, Functions of 'Records Management</p> <p>FILING: Elements of Filing and Filing Functions, Objectives and Importance of Filing, Advantages of Filing, Essentials of a Good Filing System, Classification of Files, Filing Procedure or Routine. Filing Methods: Horizontal Filing -meaning, types and advantages, Vertical Filing- meaning, equipment used, advantage and disadvantages.</p> <p>CENTRALISATION AND DECENTRALISATION OF FILING- Centralised filing and Decentralised Filing</p> <p>OFFICE MANUAL: contents, Importance, types of office manuals.</p> <p>INDEXING: Meaning, importance, advantages and essentials of good indexing, type of index</p> <p>RETENTION AND DISPOSAL OF FILES: Meaning and benefits of record retention, need for disposal of files, life-cycle stages of files.</p>	
MODULE-5: OFFICE MECHANISATION AND DATA PROCESSING	09
<p>Meaning, Importance and Objectives of OFFICE MECHANISATION, Advantages and disadvantages of Office Mechanisation, Factors Determining Office Mechanisation</p> <p>KINDS OF OFFICE MACHINES: Duplicating Machines and Photocopying Machines, Accounting, tabulating and computing machines, communication machines</p> <p>INTRODUCTION TO DATA AND INFORMATION: Distinction between Data and Information, Importance of Data and Information, Classification of Data, Classification of Information, Data Lifecycle (chart), DATA COLLECTION METHODS- Primary and secondary data collection methods Data presentation Methods of Presentation of Data</p> <p>DATA PROCESSING USING COMPUTERS: Components of Computers, Input and Output Devices, Software used in Computers (names and uses only), Computer Applications in Office' Management,</p> <p>Advantages and Limitations of Computerisation</p>	
<p>SKILL DEVELOPMENTS ACTIVITIES:</p> <p>1. Visit an office and enlist the different types of machines used in the office</p>	

2. Identify the different types of stationery used in offices today
3. Draw a data life cycle chart
4. Draw charts indicating different types of office layouts.

TEXT BOOKS:

1. S.P Arora, Office Organisation and Management, Vikas Publishing House Pvt Ltd
2. M.E Thakuram Rao, Office organisation and Management, Atlantic

Reference Books

1. Judith Read, Mary Lea Ginn, Record Management, 10th Edition, Cengage Learning.

Note: Latest edition of text books may be used.

3. Puri.k.ChandraS.(2005)"HealthandPhysicalEducation"NewDelhi:SurjeetPublication
4. Thomas D Fahey and others. Fit and well : 6th Edition New York : McGraw Hill Publishers, 2005
5. Dixit Suresh (2006) SwasthyaShiksha sports Publications Delhi.

Reference Books

1. Uppal A K & Gautam G P (2008) Health and Physical Education. Friends Publication New Delhi
2. PintoJohnandRoshanKumar(2021)"IntroductiontoPhysicalEducation",LouisPublication. Mangalore
3. ShantiKY(1987)"TheScienceofYogicBreathier"(Pranayama)DBBombay
4. ZieglerEF(2007)"AnIntroductiontoSportsandPhysicalEducation"PhilosophyDelhi
5. Pinto John and Ramachandra K (2021) KannadaVersion"DahikaSikshanadaParichaya"Louis publications. Mangalore