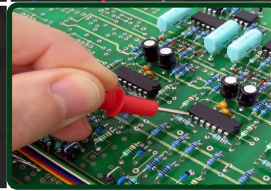


SANGAI INTERNATIONAL UNIVERSITY



**B.A. (VS) Office Management &
Secretarial Practice**

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Secretarial Practice**



B.A. (VS) Office Management & Secretarial Practice CBCS**B.A. (Vocational Studies) Office Management & Secretarial Practice Three-Year (6-Semester) CBCS Programme:****Basic Structure: Distribution of Courses**

1	Ability Enhancement Compulsory course	2 Papers of 2 Credit Hrs. each (Total Credit Hrs. 2X2)	04
2	Skill Enhancement Course	4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X4) (4 Lectures and 1 Tutorial)	16
3	Core Discipline	12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12X6) (5 Lectures and 1 Tutorial)	72
4	Elective Courses (Core Discipline)	3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	18
5	Elective Courses (Inter Disciplinary)	3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	18
	Total Credit Hrs		128

B.A. (Vocational Studies)Office Management & Secretarial Practice: Three-Year (6-Semester)**CBCS Programme****Course Structure****B.A. (VS) Office Management & Secretarial Practice**

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<u>Semester – I</u>		
1.1	Environmental Studies/ Language: English/Hindi/Modern Indian Language	Ability Enhancement Compulsory Course (AECC)
1.2	English/ MIL I	Core Discipline
1.3	Office Management and Methods	Core Discipline
1.4	Financial Accounting	Core Discipline
<u>Semester – II</u>		
2.1	Language: English/Hindi/Modern Indian Language/ Environmental Studies	Ability Enhancement Compulsory Course (AECC)
2.2	MIL / English I	Core Discipline
2.3	Communication & Business Correspondence	Core Discipline
2.4	Business Law	Core Discipline
<u>Semester – III</u>		
3.1	English/ MIL II	Core Discipline
3.2	Secretarial Practice and Basic Phonography-I	Core Discipline
3.3	Computing Basics and its Applications – I	Core Discipline
3.4	Banking and Insurance Operations	Skill Enhancement Course (SEC)
<u>Semester – IV</u>		
4.1	MIL / English II	Core Discipline
4.2	Secretarial Practice and Basic Phonography-II	Core Discipline
4.3	Corporate Laws	Core Discipline
4.4	Business Communications	Skill Enhancement Course (SEC)
<u>Semester – V</u>		
5.1	Advanced Phonography (Practical) – I	Elective Core – Discipline Based
5.2	Internship Project / Project	Core Discipline

B.A. (VS) Office Management & Secretarial Practice CBCS

5.3	Indian Polity And Governance Making of Indian Nation	Elective Core – Generic
5.4	MIS	Skill Enhancement Course (SEC)
<u>Semester – VI</u>		
6.1	Advanced Phonography (Practical) – II	Elective Core – Discipline Based
6.2	Computing Basics and its Applications – II	Elective Core – Discipline Based
6.3	Administration and Public Policy Conservation and Preservation of Nature and Culture	Elective Core – Generic
6.4	E-Commerce	Skill Enhancement Course (SEC)