

KARNATAKA STATE



OPEN UNIVERSITY

Mukthagangothri, Mysore – 570 006

BBA

(First Semester)

OFFICE MANAGEMENT

(OPEN ELECTIVE)



DEPARTMENT OF STUDIES AND RESEARCH IN MANAGEMENT

COURSE: BMG-01

BLOCK: 1 TO 2

KARNATAKA STATE  **OPEN UNIVERSITY**

MUKTHAGANGOTHRI, MYSURU-570 006.

DEPARTMENT OF STUDIES AND RESEARCH IN MANAGEMENT

B.B.A I SEMESTER

COURSE - BMG-01

OPEN ELECTIVE

ELECTIVE-F: OFFICE MANAGEMENT

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Programme Name : BBA **Year/Semester : 1st Year, 1st Semester** **Block No: 1 to 2**

Course Name : Office Management **Credit : 02** **Units No: 1 to 8**

Course Design Expert Committee

Prof. Vidya Shankar Vice-Chancellor Karnataka State Open University Mukthagangothri, Mysore-06	Chairman	Prof. Kamble Ashok Dean (Academic) Karnataka State Open University Mukthagangothri, Mysore-06	Member
--	-----------------	---	---------------

Course Designer/Course Co-ordinator

Dr. Rajeshwari H. Assistant Professor, DOS & R in Management KSOU, Mukthagangothri, Mysore-06	BOS Chairman & Member	Dr. P. Savitha Assistant Professor, DOS & R in Management KSOU, Mukthagangothri, Mysore-06	Department Chairman & Member Convener
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Editorial Committee

Dr. Rajeshwari H. Assistant Professor DOS & R in Management KSOU, Mukthagangothri, Mysore-06	BOS Chairman & Member	Dr. Anand Associate Professor Maharaja's College UoM, Mysuru	External Subject Expert & Member
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Course Writers

Dr. Shamanth N **Unit 1-4**
DoS & R in Management
KSOU, Mukthagangothri
Mysore-06.

Course Editor

Sri. Siraj Basha R **Unit 1-8**
Assistant Professor
DOS&R in Management,
KSOU, Mukthagangothri,
Mysuru-06

Dr. Harsha M B **Unit 5-8**
DoS & R in Management
KSOU, Mukthagangothri
Mysore-06

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Mukthagangothri, Mysuru - 570006

Developed by the Department of Studies and Research in Management, KSOU, under the guidance of Dean (Academic), KSOU, Mysuru

Karnataka State Open University, January-2021

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Muktha Gangothri, Mysuru - 570 006

I B.B.A
Course - Open Elective
MANAGEMENT SKILLS

BACHELOR OF BUSINESS ADMINISTRATION

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Programme Name : BBA **Year/Semester : 1st Year, 2nd Semester** **Block No: 1 to 2**

Course Name : MANAGEMENT SKILLS **Credit : 02** **Units No: 1 to 8**

Course Design Expert Committee

Prof. Vidya Shankar Vice-Chancellor Karnataka State Open University Mukthagangothri, Mysore-06	Chairman	Prof. Kamble Ashok Dean (Academic) Karnataka State Open University Mukthagangothri, Mysore-06	Member
--	-----------------	---	---------------

Course Designer/Course Co-ordinator

Dr. Rajeshwari H. Assistant Professor, DOS & R in Management KSOU, Mukthagangothri, Mysore-06	BOS Chairperson & Member	Dr. Savitha P Assistant Professor, DOS & R in Management KSOU, Mukthagangothri, Mysore-06	Department Chairperson & Member Convener
--	---	--	---

Editorial Committee

Dr. Rajeshwari H. Assistant Professor DOS & R in Management KSOU, Mukthagangothri, Mysore-06	BOS Chairperson & Member	Dr. Anand Associate Professor, Maharaja's College, UOM, Mysore.	External Subject Expert & Member
Dr. Chinnaiah P.M. Assistant Professor DOS & R in Management KSOU, Mukthagangothri, Mysore-06	Internal Subject Expert & Member	Dr. Savitha P Assistant Professor, DOS & R in Management KSOU, Mukthagangothri, Mysore-06	Department Chairperson & Member Convener

Course Writers

Dr Jayaraj Pande,
Director,
KS School of Business Management,
Gujarath University,
Ahmadabad
(Adopted from BAOU)

Unit 1-4

Dr Jayaraj Pande,
Director,
KS School of Business Management,
Gujarath University,
Ahmadabad
(Adopted from BAOU)

Unit 5-8**Course Editor**

Dr. Harsha M. B
Assistant Professor
DOS&R in Management,
KSOU, Mukthagangothri,
Mysuru-06

Dr. Harsha M. B
Assistant Professor
DOS&R in Management,
KSOU, Mukthagangothri,
Mysuru-06

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Karnataka State Open University, January-2022

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MANAGEMENT SKILLS

Management Skills refers to the art and science of planning, organizing, guiding, communicating, directing, coordinating and controlling the activities of a group of people who are working to achieve business objectives efficiently and economically.

The management skills are necessary skills for monitoring and reviewing systems, usually focusing on specific outcomes such as improved schedules, gross revenue, productivity, sales, etc. They are required to supervise or manage a team of administrators, allocating roles, recruiting and training, and issuing assignments and projects to achieve the end result.

In each of the 2 Blocks comprising 4 Units, every unit has been scheduled in a manner so to enable the student to understand the contents easily. Each unit begins with the learning objectives so that learner know as to what he/she required to learn from the unit. The study material is concluded with summary followed by keywords and terminal questions helps in framing a self-feed-back on ascertaining the extent of learning. An extensive learning at the end of the book will be a good help to the learner for faster and better learning.

The study material is designed to provide accessible introduction to Management Skills. The Department strives to ensure that learning become a fun not a burden.

The present course Management Skills aimed at fulfilling the need to the learners from the view point of Administrative and Management skills which are grouped into 2 Blocks, 08 Units.

Block-1: First Block comprises of four units (01 to 04) first unit deals with the Nature and Functions of Management, Management as a Process, Importance of Management, Management and Administration, Second unit consists of Functional Areas of Management, Managerial Skills, Roles of a Manager, Levels of Management, Management as a Science, an Art and as a Profession. Third unit highlights Planning Process, Approaches, Principles, MBO. Fourth unit throw light on Decision-Making Process, Guidelines for Making Effective Decision.

Block-2: Second Block comprises of four units (05 to 08). Block two focus mainly on the Skills of Management. Fifth unit deals with organization and organization structure, Sixth unit consists of Staffing Process – Man- power Planning, Recruitment, Selection, Orientation, Seventh unit focuses on Direction and Supervision and in unit eight Controlling and Co-Ordination are discussed in detail.