

B.A. OEP

Semester	Dominie Subject	Course Name	Syllabus
I	Office Management & Secretarial Practice	Office Management and Methods	View
	Economics	Microeconomic Analysis	View
	Political Science	Introduction to Political Science	View
II	Office Management & Secretarial Practice	Communication and Business Correspondence	View
	Economics	Macroeconomic Analysis	View
	Political Science	Basic Organs of the Government	View
III	Office Management & Secretarial Practice	Computing Basics and its Applications	View
	Economics	Development Economics	View
	Political Science	Indian Government and Politics	View
IV	Office Management & Secretarial Practice	Secretarial Practice in Office Management	View
		Public Personal Administration	View
	Economics	Economic Development in India and Andhra Pradesh	View
		Statistical Methods for Economics	View
	Political Science	Indian Political Process	View
		Western Political Thought	View
V	Office Management & Secretarial Practice	Skill Enhancement Courses Choose One pair from the Four alternative pairs	View
	Economics	Skill Enhancement Courses Choose One pair from the Four alternative pairs	View
	Political Science	Skill Enhancement Courses Choose One pair from the Four alternative pairs	View