

**VOCATIONAL COURSE**  
**OFFICE MANAGEMENT AND COMPUTER APPLICATION**

**MAX M. 100**

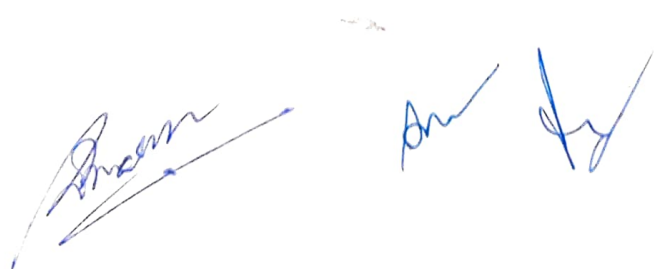
**MIN M 33**

**Semester 1**

**UNIT 1: THEORY**

Introduction to Office Management: Meaning and importance of office, Nature and functions of Office, Relationship of office with other departments, Importance of office, position and role of an office manager. Relation of office with other departments of Business Organization .Meaning and concept of paperless office, meaning and importance of virtual office, back and front office, open and private office. Importance, functions and duties of an Office Manager.

Filing and Indexing – Meaning and importance of filing, essentials of good filing system. Meaning and importance of Centralized and Decentralized filing system. Indexing- Meaning, need, types and uses in the business organization. Office forms– Meaning and types of forms used in business organization. Form designing-Its advantages and objectives, principles of forms designing and specimens of forms used in office (40 marks)



## UNIT II PRACTICAL

Word Processing: Meaning of Word Processor, Need and Uses of Word Processing, Advantages and Limitations of Word Processing, Software used for Word Processing.

Starting Word: MS-Word interface, opening a blank document, hiding and showing toolbars, templates. Working in Word: selecting text, editing text, finding and replacing text, formatting text, checking and correcting spellings, Justification, Alignment, Bullets and Numbering, Tabs, Paragraph formatting, Indent, Page Formatting, Header and Footer & Word Count. Working with a Document: Page Setup of a document, viewing a document, switching between documents, saving a document, print preview, printing a document. Finishing touch to a document: Inserting date and time, Special effects such as Bold, Scripts, etc., Inserting and deleting a comment, Inserting Clip Arts.

Advanced Word Processing: Tables: Creating a new table, entering text in a table, adding and inserting rows/columns to a table, deleting rows/column from a table, resizing rows and columns, merging cells, adding borders and shading, deleting a table. Mail Merge: creating a document with mail-merge, creating database for addresses, generating multiple letters for mail merge.

Typing practice of Business and Official Letters in the Prescribed Format. (60 marks)

## **Suggested Readings**

- 1) Office organization and management ---- R C Agarwal and Siyaram Jaiswal , Navyug Sahitya sadan Agra
- 2) Office management Ghosh and Agarwal , S Chand and company New Delhi
- 3) Microsoft Office N K Dadarwal
- 4) Business letters and communication Rajendra Pal S Chand and company New Delhi
- 5) General Management G S Sudha Pustak Prakashan New Delhi
- 6) Computer fundamental MS Office Anupama Jain Vitasta Publishing Pvt Ltd

## **Semester 2**

### **UNIT 1 THEORY**

Office Record Management – Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization Introduction of Modern Office, Lay Out and Management, Elements of the Office Management, Environment of an Office, Interior, Security of the Office, knowledge of stationery items and maintenance. Office machines and equipment– Importance, Objectives of office machines .Office Safety and Security – Meaning, importance of

office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security. (40 marks)

## UNIT II PRACTICAL

Advance Features of MS- Excel- Use of Filter, Advance sorting, Data Tools (Data Validation and Consolidate) Conversion of Data from Word to Excel and Vice Versa, Use of Comment Option, Use of Combination Charts. Preparation of Various kind of Data Base (Pay Roll, Inventory etc) in MS- Excel and use of Formulas.

Spreadsheet: Meaning of Spreadsheet. Need and uses of Spreadsheets, advantages and limitations of using Spreadsheets, software used for working with Spreadsheets. Why MS Excel and which version? Keywords: cell, row, column, label, value, cell address, workbook, worksheet, cell range.

Starting Excel: Excel interface, creating a workbook, saving a workbook, editing a workbook, inserting/deleting worksheets, entering data in a cell, selecting cells, moving data from selected cells, rearranging worksheets, imports to spreadsheets, resizing rows/columns. Working with Excel: creating a series, use of basic formulae in Excel, use of functions in Excel, formatting different types of data in Excel, using cell references in a formula, copying/moving a formula, sorting data. Creating simple charts: Pie, Line, Bar-chart, using chart wizard. Using statistical formulas with Excel (60 marks)

## Suggested Readings

- 1) Office organization and management ---- R C Agarwal and Siyaram Jaiswal , Navyug Sahitya sadan Agra
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