

Kurukshetra University Kurukshetra
Scheme of Examination for Undergraduate subject in Office Management
 According to Curriculum Framework for Undergraduate Subjects as per NEP 2020

Scheme - A

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF) w.e.f. the Session 2023-2024 (in phased manner)

Semester	Course Type	Course Code	Nomenclature of Paper	Credits	Credits		Contact Hours		Internal Marks	End Term Marks	Total Marks	Duration of Exam (Hrs)
					Theory		Tutorial	T+T				
1	CC-1	B23-OMG-101	Principles of Office Management ✓	4	3		1	4	30	70	100	3
	MDC-1	B23-OMG-102	Basics of Accounting ✓	3	2		1	3	25	50	75	3
2	CC-2	B23-OMG-201	Fundamentals of Computer ✓	4	3		1	4	30	70	100	3
	MDC-2	B23-OMG-202	Basics of Finance ✓	3	2		1	3	25	50	75	3
3	CC-3	B23-OMG-301	Office Communication and Soft Skills ✓	4	3		1	4	30	70	100	3
	MDC-3	B23-OMG-302	Office Communication	3	2		1	3	25	50	75	3
4	CC-4	B23-OMG-401	Basic Accounting for Office ✓	4	3		1	4	30	70	100	3
5	CC-5	B23-OMG-501	Corporate Secretarial Practice	4	3		1	4	30	70	100	3
6	CC-6	B23-OMG-601	Office Automation	4	3		1	4	30	70	100	3

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Session 2023-2024			
Part-A Introduction			
Subject	Office Management		
Semester	I		
Name of the Course	Principles of Office Management		
Course Code	B23-OMG-101		
Course Type: (CC/MCC/MDC/CCM/DSEC/VOC/DSE/PC/AEC/ VAC)	CC-1		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. understand the concept and functions of office management. 2. Plan office systems and routines. 3. Manage the office records through filing, indexing, etc. 4. apprehend the practices for improving office efficiency. 		
	5*.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	-
Part-B Contents of the Course			
Instructions for Paper Setters			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics	Contact Hours	
I	Office management: Concept, functions importance and Elements; Environment of office; Office Manager: role, functions and qualities; Office Organization: Meaning and	14	

	principles; Relationship of office with other departments; Centralized vs decentralized office services.	
II	Planning office system and routine; Difference flow between office system and routine; System analysis and work flow; Office standards, manuals and rules. Office accommodation: Selection of site; Office layout: Arrangement and adjustment, furniture, allotment of seats, chambers, cabins, etc.; Physical facilities; Office safety and security.	14
III	Records management: Concept and importance; Filing: classification and arrangement of files; Indexing of files; Methods and advantages; Retention and preservation of records: policies and practices.	16
IV	Office maintenance; Managing office stationary; Office supervision and control: Need, functions and importance; Motivation, training, stress management and conflict resolution in offices: An overview.	16
V*	----	
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	30 Marks	70 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	10	
Mid Term Exam	15	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Bhatnagar S.K., Front Office Management, Frank Bros and Co. (Publishers) Ltd. • Chopra R.K., Office Management, Tata McGraw Hill • Jain J.N. and Singh P.P., Modern Office Management, Deep and Deep Publications • Pillai R.S.N., Office Management, S. Chand & Sons • Sahai I.M., Office Management, Sahitya Bhawan Publication, Agra • Swayam-NPTEL 		

* Applicable for courses having practical component.

Session 2023-2024			
Part-A Introduction			
Subject	Office Management		
Semester	I		
Name of the Course	Basics of Accounting		
Course Code	B23-OMG-102		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MDC-1		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. identify and record transactions in the different accounts books. 2. prepare different types of cash books. 3. prepare trial balance, bank reconciliation statement and rectification entries. 4. prepare the final accounts alongwith adjustment entries.		
	5*.--		
	Theory	Tutorial	Total
Credits	2	1	3
Contact Hours	2	1	3
Internal Assessment Marks	25	-	25
End Term Exam Marks	50	-	50
Exam Time	3 Hrs.	-	-
Part-B Contents of the Course			
Instructions for Paper Setters			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 5 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics		Contact Hours
I	Accounting: Concept, need and terms of accounting, book-keeping, accounting and		11

	accountancy, accounting principles, accounting cycle; Double entry book keeping system: Recording, posting and balancing.	
II	Cash Book: Single and two columnar, petty cash book (including problems), overview of other subsidiary books.	11
III	Trial Balance: Concept, preparation, suspense a/c, locating errors and its rectification; Bank reconciliation statement: Need, preparation (problems of favourable and unfavourable balance).	11
IV	Preparation of final accounts: Manufacturing account, trading account, profit and loss account, balance sheets, adjustment entries.	12
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	25 Marks	50 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	7	
Mid Term Exam	13	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • J.R. Monga, Basic Financial Accounting, Mayur Paperbacks, Daryaganj, New Delhi • P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi • S.A. Mccary, Mastering Financial Accounting Essentials, The Critical Nuts & Bolts, John Wiley & Sons Inc., New Jersey. • S.N. Maheshwari, Financial Accounting, Vikas Publications, New Delhi 		

* Applicable for courses having practical component.

Session 2023-2024**Part-A Introduction**

Subject	Office Management		
Semester	II		
Name of the Course	Fundamentals of Computer		
Course Code	B23-OMG-201		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC)	CC-2		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to:		
	<ol style="list-style-type: none"> 1. know the use of computers in office. 2. understand the types of software used in office. 3. work on word processor software. 4. use IT applications in the office management. 5*. 		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	-

Part-B Contents of the Course**Instructions for Paper Setters**

Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Computer application in office: Need and importance; Components of computers: Software and Hardware: Input and output devices used in	14

	offices.	
II	Software: Concept and types: Operating System – role, functions and types; Other systems software; Application software: Word processor, spread sheet, presentation and database management.	14
III	Word Processor: Concept and functions; MS Word; Creation editing and saving of documents; Formatting of text, tables in documents; Spelling and grammar check; Inserting images and graph in documents; Page layout and margins; Printing of documents. An overview of Libre office and Open office.	16
IV	MS Power point: Overview and applications; IT applications in office: communication – email, file transfer, EDI; Online reporting; Cloud based storage of records.	16
V*	----	
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	30 Marks	70 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	10	
Mid Term Exam	15	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Balagurusamy E, Fundamentals of Computer, Mc Graw Hills • Jain Hem Chand, Computer Application in Business, Taxmann's • Parameswaran R., Computer Applications in Business, S. Chand • Sinha P.K., Computer Fundamentals, BPB Publications • Srivastava Anant Kumar, Information Technology and its Application in Business, Sahitya Bhawan Publication, Agra. • Swayam-NPTEL 		

* Applicable for courses having practical component.

Session 2023-2024			
Part-A Introduction			
Subject	Office Management		
Semester	II		
Name of the Course	Basics of Finance		
Course Code	B23-OMG-202		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MDC-2		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. understand essential elements in modern finance. 2. have an overview of the basics of Indian financial system. 3. gain knowledge about the basics of corporate finance. 4. understand the financial statements and to compute basic financial ratios. 		
Credits	Theory	Tutorial	Total
	02	01	03
Contact Hours	2	1	3
Internal Assessment Marks	25	-	25
End Term Exam Marks	50	-	50
Exam Time	3 Hrs.	-	-
Part-B Contents of the Course			
Instructions for Paper Setters			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 5 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics	Contact Hours	
I	Finance: Origin, characteristics, types and principles; Basic finance and accounting terms; relationship of finance with economics and accounting.	12	

II	Financial system: Financial instruments, financial markets, regulators, intermediaries and services; Banking System: Types, functions, regulation; NBFCs.	11
III	Corporate finance: Meaning, objectives, functions, decisions, limitations and approaches; Sources of finance; Time value of money; Simple and compound interest.	11
IV	Basics of financial statements, analysis of financial statements; Computing basic financial ratios.	11
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
➤ Theory	25 Marks	50 Marks
Class Participation	5	
Seminar/Presentation/Assignment/Quiz/Class Test etc.	7	
Mid Term Exam	13	
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Erik Banks, Finance: The Basics, Routledge. • M.Y. Khan, Indian Financial System, McGraw Hill • Pamela Peterson Drake, Frank J. Fabozzi: The Basics of Finance An Introduction to Financial Markets, Business Finance, and Portfolio Management, Wiley. • S.N. Maheshwari, Elements of Financial Management, Sultan Chand & Sons. • Sharma & Gupta, Financial Management, Kalyani Publishers. 		




Session 2024-25 (Scheme w.e.f. 2023-24)			
Part- A Introduction			
Subject:	Office Management		
Semester	III		
Name of the Course	Office Communication and Soft Skills		
Course Code	B23-OMG-301		
Course Type: (CC/MCC/MDC/CCM/DSEC/VOC/DSE/PC/AEC/VAC)	CC-3		
Level of the course	200-299		
Pre-requisite for the course (if any)	Nil		
Course Learning Outcomes (CLO)	<p>After completing the course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. understand the concept of office Communication and effective communication. 2. Correspondence and its role in office. 3. To inculcate the fundamentals of communication with the aim to enhance writing skills. 4. Able to enhance professional skills. 		
Credits	Theory	Tutorial	Total
	03	01	04
Contact Hours	03	01	04
Internal Assessment Marks	30	-	30
End-Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	-
Part- B Contents of the Course			
Instructions for the Paper Setters			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics	Contact Hours	
I	Office Communication: Concept, nature & types of communication, their uses, merits and limitations; Selection of means of communication; Miscommunication and effective communication; E-Communication.	14	

II	Correspondence: Concept, Various forms of correspondence; Routine of handling mail, importance of correspondence in business and government offices; Essentials of good business and official correspondence, correspondence through the internet.	14
III	Writing skills: Effective writing skills; Main forms of written communication: Memo, office order, minutes, notices, circulars, agenda, etc.; Writing e-mails; Letter writing: Business letters; Report writing: Principles and contents.	16
IV	Interview skills: Appearing and conducting, writing resume; Practices in business communication: Mock interview, group discussions and seminars; Digital communication in social space: Social media posts (X, Facebook), blog writing, review writing; Advertisement/Invitation/Poster designing for office through canva/MS word; Making online academic/work profile- liinkedIn.	16
V*		

Suggested Evaluation Methods

Internal Assessment: <ul style="list-style-type: none"> Theory: 30 Marks Class Participation 05 Seminar/ Presentation/ Assignment/Quiz/Class Test etc. 10 Mid-Term Exam 15 	End Term Exam: 70
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Part-C Learning Resources

Recommended Books/E-Resources/LMS:

- Chopra R.K., Office Management. Tata McGraw Hill.
- Jain J.N. and Singh P.P., Modern Office Management. Deep and Deep Publications.
- Koneru, Arun, Professional Communication, Tata McGraw Hill.
- Pillai R.S.N., Office Management, S. Chand & Sons.
- Sethi, Anjana & Bhavana Adhikari, Business Communication, Tata McGraw Hill.
- Swayam-NPTEL.

*Applicable for Courses having practical component.

Session 2024-25 (Scheme w.e.f. 2023-24)			
Part- A Introduction			
Subject:	Office Management		
Semester	III		
Name of the Course	Office Communication		
Course Code	B23-OMG-302		
Course Type: (CC/MCC/MDC/CCM/DSEC/VOC/DSE/PC/AEC/VAC)	MDC-3		
Level of the course	200-299		
Pre-requisite for the course (if any)	Nil		
Course Learning Outcomes (CLO)	<p>After completing the course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the concept of office communication and effective communication; Correspondence and its role in office 2. To inculcate the fundamentals of communication with the aim to enhance writing skills. 3. Manage work flow in office 4. Able to enhance professional skills. 		
Credits	Theory	Tutorial	Total
	02	01	03
Contact Hours	02	01	03
Internal Assessment Marks	25	-	25
End-Term Exam Marks	50	-	50
Exam Time	3 Hrs.	-	-
Part- B Contents of the Course			
Instructions for the Paper Setters			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 5 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics	Contact Hours	
I	Office communication: Concept and types of communication, uses, merits and limitations; Selection of means of communication; Correspondence: Various forms of	11	

	correspondence; Routine of handling mail, Correspondence through Internet, miscommunication and effective communication.	
II	Planning and scheduling of office work: Office routine, flow of work and office manual, preparing T.A./ D.A. bills, making comparative statements; Main forms of written Communication in office: Memo, office order, minutes, notices, circulars, agenda etc.	11
III	Practices in business communication: Mock interview, group discussions and seminars; Business letters; Writing resume; Advertisement/Invitation/Poster designing for office through canva/MS word	12
IV	Minutes writing: Types of minutes, minutes book, contents of minutes, drafting or writing of minutes; E-mail writing; Report writing: Types, contents, principles.	11
V*		
Suggested Evaluation Methods		
Internal Assessment: <ul style="list-style-type: none"> • Theory: 25 Class Participation 05 Seminar/ Presentation/ Assignment/Quiz/Class Test etc. 07 Mid-Term Exam 13 		End Term Exam: 50
Part-C Learning Resources		
Recommended Books/E-Resources/LMS: <ul style="list-style-type: none"> • Chopra R.K., Office Management. Tata McGraw Hill • Jain J.N. and Singh P.P., Modern Office Management. Deep and Deep Publications • Koneru, Arun, Professional Communication, Tata McGraw Hill • Pillai R.S.N., Office Management, S. Chand & Sons • Sethi, Anjana & Bhavana Adhikari, Business Communication, Tata McGraw Hill. • Swayam-NPTEL. 		

*Applicable for Courses having practical component.

Session 2024-25 (Scheme w.e.f. 2023-24)**Part- A Introduction**

Subject:	Office Management		
Semester	IV		
Name of the Course	Basic Accounting for Office		
Course Code	B23-OMG-401		
Course Type: (CC/MCC/MDC/CCM/DSEC/VOC/DSE/PC/AEC/VAC)	CC-4		
Level of the course	200-299		
Pre-requisite for the course (if any)	Nil		
Course Learning Outcomes (CLO)	After completing the course, the learner will be able to: <ol style="list-style-type: none">1. Understand the concept of accounting equations and the rules of recording accounting transactions.2. Understand the recording of accounting transactions in books of entry and the preparation of ledger accounts.3. Understand the preparation of trail balance.4. Analyze accounting transactions by preparing final accounts of statements.		
Credits	Theory	Tutorial	Total
	03	01	04
Contact Hours	03	01	04
Internal Assessment Marks	30	-	30
End-Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	-

Part- B Contents of the Course**Instructions for the Paper Setters**

Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Accounting: Nature, scope and objectives; Accounting as information system; Users of accounting information; Accounting cycle; Book keeping; Accounting equation; Rules of accounting	14

	for recording the transaction for different accounts.	
II	Journal and Ledger: Double entry systems; Journal and recording of entries in journal; Ledger: Posting from Journal to Ledger accounts.	16
III	Trial Balance: Need and objectives, preparation of trail balance; Different types of errors in preparation of trial balance, rectification of errors.	14
IV	Final Accounts: Preparation of trading account, profit and loss account, balance sheet; Bank reconciliation statement: Need, preparation; Role of computers in accounting.	16
V*		
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam:
<ul style="list-style-type: none"> • Theory: 30 Class Participation 05 Seminar/ Presentation/ Assignment/Quiz/Class Test etc. 10 Mid-Term Exam 15 		70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Gupta, R.L., Advanced Accounting, S. Chand & Sons • Maheshwari, S.N., Financial Accounting, Vikas Publications, Delhi • Monga, J.R., Basic Financial Accounting, Mayur Paperbacks, New Delhi. • Tulsian, P.C., Financial Accounting, Tata McGraw Hills. • Swayam-NPTEL. 		

*Applicable for Courses having practical component.

Session 2025-26 (Scheme w.e.f. 2023-24)			
Part- A Introduction			
Subject:	Office Management		
Semester	V		
Name of the Course	Corporate Secretarial Practice		
Course Code	B23-OMG-501		
Course Type: (CC/MCC/MDC/CCM/DSEC/VOC/DSE/PC/AEC/VAC)	CC-5		
Level of the course	300-399		
Pre-requisite for the course (if any)	Nil		
Course Learning Outcomes (CLO)	<p>After completing the course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the role the company secretary in a company. 2. Comprehend the secretarial standards 3. Understand the regulatory framework and compliance procedure. 4. Exercise the various services discharged and correspondence. 		
Credits	Theory	Tutorial	Total
	03	01	04
Contact Hours	03	01	04
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	-
Part- B Contents of the Course			
Instructions for the Paper Setters			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics	Contact Hours	
I	Secretary: Concept, types of secretaries, legal position of company secretary, dismissal of company secretary; Duties of secretary relating to promotion and incorporation, issues of shares, listing; Duties of secretary relating to register of members, meetings; Duties of secretary relating to winding up, appointment	14	

	of committee of inspection; Position of company secretary in liquidation.	
II	Corporate Secretarial Practice: Advisory services – role of company secretary to chairman, role as liaison officer between company and stock exchange, company and depository participant, company and registrar of companies; Representation services: National company law tribunal, consumer forum, SEBI, cyber law compliance, arbitration and conciliation services.	16
III	Secretarial Standards (SS): Concept, scope, need, advantages, procedure, compliance, ss issued by ICSI, SS-1 (meeting of Board of Directors), SS-2 (on General Meetings), SS-3(on Dividends), SS-4(Registers and Records), SS-5(on Minutes); Illustrative items to be disclosed with regard to each standard.	14
IV	Secretarial Correspondence: Correspondence with shareholders, debenture holders, registrar of companies, stock exchanges; Correspondence with SEBI, National Company Law Tribunal; Role of technology in Secretarial correspondence; Secretarial Audit: Concept, need, importance, scope, procedure.	16
V*		
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam:
<ul style="list-style-type: none"> • Theory: 30 Marks Class Participation 05 Seminar/ Presentation/ Assignment/Quiz/Class Test etc. 10 Mid-Term Exam 15 		70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS:		
<ul style="list-style-type: none"> • Chopra R.K., Office Management. Tata McGraw Hill • Jain J.N. and Singh P.P., Modern Office Management. Deep and Deep Publications • Kapoor N D, Elements of Company Law, Sultan Chand & Sons • Koneru, Arun, Professional Communication, Tata McGraw Hill • Pillai R.S.N., Office Management, S. Chand & Sons • Ratan Nolakha, Company Law & Practice, Vikas Publications, Delhi • Sethi, Anjana & Bhavana Adhikari, Business Communication, Tata McGraw Hill. • Swayam-NPTEL. 		

*Applicable for Courses having practical component.

Session 2025-26 (Scheme w.e.f. 2023-24)			
Part- A Introduction			
Subject:	Office Management		
Semester	VI		
Name of the Course	Office Automation		
Course Code	B23-OMG-601		
Course Type: (CC/MCC/MDC/CCM/DSEC/VOC/DSE/PC/AEC/VAC)	CC-6		
Level of the course	300-399		
Pre-requisite for the course (if any)	Nil		
Course Learning Outcomes (CLO)	After completing the course, the learner will be able to: <ol style="list-style-type: none"> 1. To understand the concept of office automation. 2. To understand the roles of computers in office. 3. Use IT applications in office. 4. Work on various software. 		
Credits	Theory	Tutorial	Total
	03	01	04
Contact Hours	03	01	04
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	-
Part- B Contents of the Course			
Instructions for the Paper Setters			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics	Contact Hours	
I	Office Automation: Concept, benefits, various tools; Different automation software; Various appliances used in modern office.	14	
II	MS-Office: Introduction to MS-Word; Paragraph formatting: Header and footer, tables, mail merge, spell check, file operations, cut, copy and paste, drag and drop, dynamic data, find and replace, auto correct; MS-Excel: Introduction work sheet, data types, usage of formula and calculation, different charts, functions, tables and formatting, macros.	16	

III	Power-Point: Introduction, creating a presentation, formatting a presentation, adding effects to the presentation, different views of slides, adding graphics, sounds and movies of a slide, effects, animation, multimedia in PPT; Slide show: Transition and timings; Diagrams: Clipart and picture; File management; PowerPoint presentation on mobiles and desktops; Mobile apps for PPT; E-mail: Introduction, services, how does it works, how to make E-mail ID, advantages and limitations of E-mail, receiving and sending E-mail messages.	14
IV	Information Technology in Business: Concept; Local area network: Media & topologies and wide area network; Electronic data processing; Multimedia technologies; Video conferencing; Cloud based storage of records.	16
V*		
Suggested Evaluation Methods		
Internal Assessment: <ul style="list-style-type: none"> • Theory: 30 Class Participation 05 Seminar/ Presentation/ Assignment/Quiz/Class Test etc. 10 Mid-Term Exam 15 		End Term Exam: 70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS: <ul style="list-style-type: none"> • Balagurusamy E, Fundamentals of Computers, McGraw Hills • Sinha P.K., Computer Fundamentals, BPB Publications • Srivastva Anant Kumar, Information Technology and its applications in Business, Sahitya Bhawan Publication, Agra • Swayam-NPTEL 		

*Applicable for Courses having practical component.


