

## 204-Office Management and Automation

1. Office management: Meaning, Definition, Function and Importance of Office Management. An Introduction to office department, tools, equipments. Filing and filing process.
2. Introduction to basic computing: Input, Output device, Various part of Computer. Understanding operating system. Windows/XP/Vista.
3. Word Processing, working in worksheet-MS-Excel, working with MS Power Point. Data Base Management.
4. Exploring Internet: E-Mail-Complete understanding and drafting, sending & receiving e-mail. Search engines, blogspot social networking site.
5. MIS: Meaning, concept, scope importance & functions. Understanding of decision support system, tools & techniques An introduction to e-governance.

### Suggested Readings:

1. MIS-D.P. Goyal
2. O Level IT tools & Bus system- Module I satish Jain BTB Publication.
3. P.C. Software for window- R.K. Taxai, Tata McGraw
4. Professional office Procedures- Susan H. Cooperman, Prentice Hall
5. Technology & Procedures for administrative Professionals- Patsy Fulton-Calkias, Thomsonleain.