"CERTIFICATE COURSE IN MODERN OFFICE MANAGEMENT"

Objective of the Course:

The course has been designed to provide the Working knowledge of Modern Office management.

Learning Outcomes:

- MS Office (Word, Excel and Power Point)
- Tally Prime
- Internet

Eligibility :

Course only for B.com., B.B.B. and B.C.A.- 1st, 2nd and 3rd year Students.

Duration of the Course: 3 Months

Financial Aspects:

Fees	-	Rs. 1,000 per Student
No. Of Seats	-	40
Total Expenditure	-	Maximum 75% of the Total revenue

Course content:

Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions;and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

Ms. word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

Ms. Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets

Please Ensure Proper Training & Testing

- ➤ Working with functions & formulas
- ➤ Modifying worksheets with color & autoformats
- ➤ Graphically representing data : Charts & Graphs
- ➤ Speeding data entry : Using Data Forms
- ➤ Analyzing data : Data Menu, Subtotal, Filtering Data
- ➤ Formatting worksheets
- ➤ Securing & Protecting spreadsheets

Ms. Power Point
- ➤ Opening, viewing, creating, and printing slides
- ➤ Applying auto layouts
- ➤ Adding custom animation
- ➤ Using slide transitions
- ➤ Graphically representing data : Charts & Graphs
- ➤ Creating Professional Slide for Presentation.

Internet
- ➤ Understanding how to search/Google
- ➤ bookmarking and Going to a specific website
- ➤ Copy and paste Internet content into your word file and emails
- ➤ Understanding social media platforms such as Face book & Many more
- ➤ learn with best practices

Tally Prime
- ➤ Introduction of Tally
- ➤ General Transactions
- ➤ Bill wise Detail/Bill by Bill Method
- ➤ Interest calculation (Using Debit Note, Credit Note and Voucher Class)
- ➤ Cost Centres
- ➤ T.D.S. – With T.D.S. Return
- ➤ Inventory and Inventory Reports
- ➤ Goods & Service Tax (GST)

Note: Examination will be conducted after completion of this course. The Exam will be conducted in MCQ format.

Praveen Kumar Singh
Assistant Professor

Abhishek Shrivastava
Assistant Professor