Semester- III
Course Code- CVDMM (N) 201
Course Name- Applications of E-Office Management Tools
Credit- 04
Maximum Marks- 30 (Assignment) + 70 (End Term Examination) = 100

Unit 1
Modern Office and its Functions [Introduction, Meaning of Office, Office Work, Office Activities, The Purpose of an Office, Office Functions, Importance of Office, The Changing Office, The Paperless Office]

Unit 2
Office Management [Introduction, Management, Principles of Management, Elements of Office Management, Functions of Office Management, Success Rules for Office Managers, Functions of Office Manager]

Unit 3
Mailing Services [Incoming Mail, Outgoing Mail, Fundamentals activities of mail handling department, Mail Automation, follow up mailing]

Unit 4
Fundamentals of Internet- I [Concept of Internet, Applications of Internet, Connecting to the Internet, Basic of Computer Networks, Understanding URL, Search Engines, The Internet as an Educational tool, etc]

Unit 5
Fundamentals of Internet- II [Introduction to Google Sheets- steps to use Google sheets, Introduction to Google docs- steps to use Google docs, Introduction to Google Slides- steps to use Google Slides, Introduction to Google Drive- steps to use Google Drive. Introduction to Google forms- steps to use, Discussion forum, Blogs, Newsgroup, etc]

Unit 6
Introduction to E-Commerce [definition, Importance, Applications, Models of e-commerce]

Unit 7
E-Office Management tools- I [Introduction, Objectives of e-office, Basic infrastructure pre-requisites for e-office, components of e-office, e-file management system, Formatting & Editing document, creating portable documents]

Unit 8
E-Office Management tools- II [Introduction to Google Docs, photos, etc, Application of Digilocker, How to use Digi Locker? Sharing documents over internet]

Unit 9

Fundamentals of Banking [Origin of banking-definition, banker and customer relationship, types of customers, Types of deposits, Origin and growth of commercial banks in India.]

Unit 10
Office meetings [Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes. Abbreviations and terms used in Business Correspondence]

Unit 11
Management Information Systems [Need, Purpose and Objectives, Information as a strategic resource, Use of information for competitive advantage, Information Management and Decision Making, Models of Decision Making- Classical, Administrative and Herbert Simon's Models]

Unit 12
E-File Management [Introduction, Need of e-file, Types of e-files, migrating an e-file, Reports]

Unit 13
E-Governance [Governance: An Introduction, Importance and applications of e-governance, Benefits of E-governance, Types of Interactions in E-Governance, E-Governance Projects in India, Challenges of E-Governance in India]

Unit 14
Database concepts [basics of Database, Usefulness, Database models in brief, Sample database designing and rules, basic understanding of ER diagram, Introduction to SQL, frequently asked SQL queries]

Unit 15
Online Office Documents [Introduction to Google Forms, Drives, create your form or quiz, Choose settings and preview, Send your form or quiz, Analyze or grade responses, Print a form or quiz]

Unit 16
Collaboration and Messaging Services [Online Discussion forum, Shared Calendar/Scheduler, Google Services, etc]

Unit 17
Data Security [Protecting your company's data, A Security Checklist, challenges and issues]

Unit 18
E- Banking [Meaning, Benefits, Internet Banking, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, EFT, ECS (credit/debit) Emoney, Electronic purse, Digital cash and digital transaction, cautions]