Title of course:	COMPUTER OFFICE MANAGEMENT	
Nodal Department of HEI to run course		
Board Area/Sector-	Sector of Information Technology	
Sub Sector-		
Nature of Course-Independent and Progressive	Independent and Progressive	
Name of Suggestive Sector Skill Council	Sector of Information Technology	
Aliened NSQF Level	4	
Expected fee of the Course-Free/Paid		
Stipend to Student expected from industry		
Number of Seats……………..		
Course Code- VOCOM (VOCOM101, VOCOM102, VOCOM201, VOCOM202)	Credits-03(1 Theory,2 Practical)	
Max Mark 25+75	Minimum Marks. 10+30	
Name of proposed skill Partner (Please Specify, Name of industry, company etc. for practical/training/internship/OJT.		
Job prospects- Expected field of Occupation where student will be able to Get job after the completing this course in (Please Specify, Name of industry, company etc.)	Multilevel Companies and offices Computer Operator & Office Management, Office staff	

Syllabus:-

Unit	Topics	General/Skill Component	Theory/Practical /OJT/internship /Training	No. of Theory Hours (Total-15 Hours=1 credit)	No. of skill hours (Total=60 Hours=2 credits)
Semester-1	VOCOM101				3 Credits
I.	Social Skills in Business Communication	General	Theory/Practical	15 Hours	
II.	Introduction to Computers	Skill	Practical		30 Hours
III.	Software Security and Antivirus	Skill	internship /Training		30 Hours
Semester-2	VOCOM102				3 Credits
I.	Customer Service	General	Theory/Practical	15 Hours	
II.	Web Based Technologies	Skill	Practical		30 Hours
III.	Introduction to MS Office	Skill	internship /Training		30 Hours
Semester-3	VOCOM201				3 Credits
I.	Presentations & Meeting	General	Theory/Practical	15 Hours	
III.	MS Excel – Basic	Skill	Practical		30 Hours
IV.	Advanced MS Excel and Basics of MS Access	Skill	internship /Training		30 Hours
Semester-4	VOCOM202				3 Credits
I.	Cross cultural Communication	General	Theory/Practical	15 Hours	
II.	Getting Ready for a	Skill	Practical		30 Hours

			Job		
III.	Practicals	Skill	**internship /Training**		30 Hours

Suggested Readings: Office Management and Modern Office and its Functions. (n.d.). Retrieved April 4, 2017

COMMUNICATION SKILLS S. K. Jha, Meena Malik

Computer Programing by A.K. Sharma

Suggested Digital platforms/web link for reading- http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=305
https://archive.org/details/officemanagement00gall/page/n5/mode/2up

Suggested OJT/internship/Training/Skill partner :

Suggested Continuous Evaluation Methods:
Internal Assessment: Every month will have one or two Grade test/Quiz/Practical test/ Seminar on the bases of theory and practical syllabus.
Best 3 test/Quiz/Practical test/ Seminar marks will be considered for internal marks and carry 30 % of overall result.
End term Exam will have 40 theory (Objective type) + 60 skill test plus report assessment marks based on visit and will carry 70 % of overall result.
All students, who obtain 40% marks in internal assessment and 40% marks in end term, will be eligible for certificate and credit transfer.
Course learners who qualify the end course examination can get a passing certificate and a marksheet for credit transfer.
Course learners can get participation certificate and completion of the course for the participation in the course

Course Pre-requisites:
- No pre-requisite required, open to all
- To study this Course, a student must have any Subject.in class/12th/certificate/diploma.
- If progressive to study this course a student must have passed previous courses of this series.

Suggested Equivalent online courses:

Any remarks/suggestions:

Notes:
- Number of units in theory/practical may vary as per need.
- Total credit Semester-3(it can be more credits, but student will get only3 credits/semester or 5 credits/year).
- Credit for theory=01(Teaching hours=15)
- Credit for internship/OJT/Training/Practical=02(Training hours =60)