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(A Venture of Chandigarh ETC Services Pvt. Ltd.)
An ISO 9001:2015 Certified Organisation with Completely Online Management System

Website : www.citcchandigarh.com

Course Syllabus: Diploma in Office Management

Batch Name: DOM
Eligibility: 10th

Course Start: 1st of Every Month
Course Duration: 180 Hours

Courses / Modules Paper

Module 1:

Paper 1	Paper 2
Fundamentals, MS-Office	Internet & Digital Services, Business Management

Module 1:
Paper 1: Fundamentals, MS-Office

1: Fundamentals of Computer
1.1 Introduction to Computer
1.2 Block Diagram of Computer
1.3 Classification of Computer
1.4 Characteristics of computer
1.5 Generations of Computer
1.6 Uses of Computer
1.7 Input Devices
1.8 Output Devices
1.9 Computer Memory
1.10 Computer Hardware
1.11 Computer Software
1.12 Operating System

2: Number System
2.1 Introduction
2.2 types of Number Systems
2.3 Conversion of Number system

3 : Windows-7
3.1 Introduction to Windows
3.2 User Interface of Microsoft Window 2007
3.3 Changing Desktop Background
3.4 Changing Window Color
3.5 Changing Screen Saver
3.6 Changing Screen Resolution
3.7 Changing Data/Time
3.8 Making Empty Recycle Bin
3.9 Restoring Deleted File
3.10 Hard Drives
3.11 File and Folder Views
3.12 Copying File and Folder
3.13 Opening a File and Folder
3.14 Deleting a File and Folder
3.15 Renaming File and Folder
3.16 Working with Calculator
3.17 Working with Paint
3.18 Working with Notepad
3.19 Windows 7 vs Windows 10

4 : Internet and Networking
4.1 Internet
4.2 Advantages & Disadvantages of Internet
4.3 Search Engines and Web Browsers
4.4 Website
4.5 Domain Name
4.6 E-Commerce
4.7 Email
4.8 Computer Security Threats
4.9 Networking
4.10 Network Topology

Microsoft Word
1: MS Word Home Tab
1.1 Introduction
1.2 Elements of MS Word
1.3 Explaining the Ribbons

2: MS Word Insert Tab
2.1 Insert
2.2 Pages
2.3 Tables
2.4 Illustrations
2.5 Links
2.6 Headers and Footers
2.7 Text Group
2.8 Symbols

3: MS Word Mailing
3.1 Create
3.2 Start Mail Merge

4: MS Word References
4.1 Table of Contents
4.2 Footnotes
4.3 Citation and Biblography
4.4 Caption
4.5 Index
4.6 Table of Authorities

5: MS Word Review
5.1 Proofing
5.2 Comments
5.3 Tracking
5.4 Changes
5.5 Compare
5.6 Protect

6: MS Word Views
6.1 Document View
6.2 Show/Hide
6.3 Zoom Group
6.4 Window
6.5 Macro

Microsoft Excel
7: Introduction to Excel
7.1 Introduction
7.2 History of Excel
7.3 Uses of MS Excel
7.4 Important Components of Excel
7.5 Excel Window Overview
7.6 Font
7.7 Alignment
7.8 Clip Board
7.9 Number Formatting
7.10 Conditional Formatting
7.11 Format as Table
7.12 Cell Styles
7.13 Cells
7.14 Editing

8: MS Excel: Data
8.1 Get External Data
8.2 Sort and Filter
8.3 Data Tools

9: MS Excel: Insert
9.1 Tables
9.2 Illustrations
9.3 Charts
9.4 Links
9.5 Spark-Lines
9.6 Text Group

10: MS Excel: Page Layout
10.1 Themes
10.2 Page Setup
10.3 Scale to Fit
10.4 Sheet Options
10.5 Arrange

11: MS Excel: Review
11.1 Proofing
11.2 Comments
11.3 Changes

12: MS Excel: View
12.1 Workbook Views
12.2 Show/Hide
12.3 Zoom
12.4 Window Group
12.5 Macros

Microsoft Power Point
13: Power Point: Home
13.1 Starting MS Power Point
13.2 Elements of MS Power Point
13.3 Clip Board
13.4 Slides
13.5 Font Group
13.6 Paragraph
13.7 Drawing Groups
13.8 Editing Group