

**COURSE STRUCTURE / SYLLABUS**  
**Diploma in Vocation (Soft Skill & E- Office Management)**  
**SEMESTER- II**  
**Course Name- Introduction to E-Office Management- II (DVEOM - 202)**

**Total Credit- 6**

**Maximum Marks- 100**

**BLOCK -1**

**Unit 1**

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

**Unit 2 [DVEOM - 202 Unit 2, CVTEE 101 Unit 12]**

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 3**

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

**BLOCK -2**

**Unit 4 [DVTEE- 201 Unit 5, DVEOM- 202 Unit 4]**

Introduction to Text Editor (MS Word)- II [bullet and numbering, undo and redo, working with fonts, page break, header and footer, page setup, Creating Tables, deleting a table, moving around the table, selecting a table, column, row and cell, entering, and deleting text, inserting and deleting columns and rows, merging and splitting cells.]

**Unit 5 [DVEOM- 202 Unit 5, DVTEE- 201 Unit 6]**

Introduction to Spreadsheet (MS Excel)- II [Working with functions & formulas Modifying worksheets with color, Analyzing data, sorting and Filtering Data, etc]

**Unit 6**

Introduction to MS Power point- II [Editing and formatting slides, Table, Charts & Graphs, tips to Create Professional Slide for Presentation.]

**BLOCK -3**

**Unit 7**

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 8**

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 9**

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

**BLOCK -4**

**Unit 10**

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

**Unit 11**

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

**Unit 12**

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) E-money, Electronic purse, Digital cash and digital transaction, cautions]