

1. SALIENT FEATURES OF THE DIPLOMA PROGRAMME IN OFFICE MANAGEMENT AND COMPUTER APPLICATIONS

1. Name of the Programme : Diploma programme in Office Management and Computer Applications
2. Duration of the Programme : Three years
3. Entry Qualifications : Matriculation or as prescribed by State Board of Technical Education, Haryana
4. Intake : 30/40 (or as approved by State Board of Technical Education, Haryana)
5. Pattern of the Programme : Semester System (each semester is of 16 weeks and each week has 36-40 contact hours for academic work)
6. Ratio of Theory: Practical : 35:65
7. Special Features :
 - i) Five subjects related to Computer and Information Technology have been included in semesters 1-5, which will facilitate the students to pass “O” level Certificate Course.
 - ii) Full one semester on-the-job project oriented professional training has been suggested in the curriculum to enhance the employability of the students.

2. EMPLOYMENT OPPORTUNITIES FOR DIPLOMA HOLDERS IN OFFICE MANAGEMENT AND COMPUTER APPLICATIONS

Following are the job opportunities available for the diploma holders in the Modern Office Practice. Some of these positions are likely to be occupied by a diploma holder at the entry level and some after gaining work experience for a certain period of time:

2.1 Wage Employment

- 2.1.1 Personal Secretary
- 2.1.2 Office Executive/Supervisor
- 2.1.3 Documentation Executive / Supervisor in the following areas of employment
 - Public and Private Sector Enterprises, Boards and Corporations
 - Service sector establishments like banks and other financial institutions, hotels, hospitals, insurance companies, transport systems, travel agents, educational institutions etc.
 - Commercial establishments
 - Government departments, etc.
- 2.1.4 Vocational teachers in ITIs, Polytechnics and Schools.
- 2.1.5 Call Centres, Medical Transcription and Data Entry establishments

2.2 Self Employment

In addition to above, these diploma holders can set up their own service centres or own enterprise

- 2.2.1 Reprographic services, photostat, lamination, punching and binding, cyclostyling, electronic typing, laser printing, DTP, computerized accounting and other job works.
- 2.2.2 Information Networking : PCOs : Phone, Fax, Courier, etc.
- 2.2.3 Computer Centres, commercial institutes.
- 2.2.4 services : Office design and layout, Accounting, Labour relations, Travel guides, etc.
- 2.2.5 Sale and service of office machines, equipment and supply of office consumables.
- 2.2.6 Call Centres, Medical Transcription and Data Entry enterprises

3. COMPETENCY PROFILE OF DIPLOMA HOLDERS IN OFFICE MANAGEMENT AND COMPUTER APPLICATIONS

Keeping in view the employment opportunities and job profile of diploma holders in Modern Office Practice, following competency profile is arrived at:

1. Development of knowledge and skills in oral and written communication for handling business and office related correspondence.
 - English and Communication Skills
 - Business Correspondence
2. Development of skills for operating/handling management of communication systems
 - Office Machinery and Equipment
 - Basics of Information Technology
 - Computer Applications
3. Development of secretarial skills by using modern office equipment
 - Shorthand
 - Typing
 - Secretarial Practices
4. Development of necessary expertise in handling clients and appreciation of value of better inter-personal relations for growth and development of the organization
 - Personality and Human Resource Development
 - Professional/Industrial Training
 - Human Resource Management
5. Development of knowledge and skills in handling modern automated equipment and gadgets like computers, fax, EAPBX, photocopying machines, DTP, franking machine and other machines/equipments which are used in offices
 - Office Machinery and Equipment
 - Basics of Information Technology
 - Computer Applications
6. Understanding the concepts and principles of management, office methods and practices, accounting procedures and business legislation to manage the office effectively and efficiently
 - Principles of Management
 - Office Management

- Book-keeping and Accountancy
 - Entrepreneurship and Small Business Development
7. Development of competencies in information processing its storage, documentation and retrieval
 - Computer Applications in Modern Office
 8. Development of multiple skills in handling office matters
 - Business Environment
 9. Development of a pleasing personality and better inter-personal relationship for growth and development of the organization
 - Personality and Human Resource Development
 10. Development of habit of learning by oneself and knowing new developments in one's field of interest and related areas/disciplines
 - English and Communication Skills
 - Computer Applications in Modern Office
 11. Understanding of human behaviour, group dynamics and value of team work
 - Personality and Human Resource Development
 - Professional Training/Project
 12. Development of entrepreneurial attitudes
 - Entrepreneurship and Small Business Development
 13. Development of awareness about protection and improvement of environment
 - Business Environment
 - Awareness Camp on Ecology and Environment
 14. Development of values and attitudes such as:
 - a) Dignity of labour
 - b) Punctuality
 - c) Planning and Execution of work systematically and neatly
 - d) Accuracy in work
 - e) Supporting spirit with colleagues
 - f) Dedication and commitment
 - g) Honesty
 - h) Flexibility and receptivity of mind etc

- i) Physical fitness
- j) Moral values and Nationalism
 - PHRD
 - Principles of Management
 - Project work (Professional Training)
 - Student Centred Activities

4. ABSTRACT OF THE CURRICULUM AREAS

a) General Sciences

1. English and Communication Skills
2. Entrepreneurship Awareness
3. Ecology and Environmental Awareness
4. Principles of Management
5. Personality and Human Relations Development
6. Business Environment
7. Entrepreneurship and Small Business Development

b) Applied Subjects

8. Typing (English)
9. Basics of Information Technology
10. Business Organizations
11. Book-keeping and Accountancy
12. Data Processing
13. Office Management
14. Internet
15. Typing (Hindi)
16. Stenography (English)
17. Web Designing
18. Secretarial Practice
19. Programming and Problem-Solving through C Language
20. Business Environment
21. Office Machinery and Equipment
22. Project Oriented Professional Training

5. HORIZONTAL AND VERTICAL ORGANISATION OF THE SUBJECTS

Sr. No.	Subjects	Distribution in Hours in Various Semesters					
		I	II	III	IV	V	VI
1.	English and Communication Skills	5	5	5	5	5	-
2.	Basics of I.T.	4	-	-	-	-	-
3.	Typing (English)	6	-	-	-	-	-
4.	Business Organizations	6	-	-	-	-	-
5.	Book-keeping and Accountancy	9	8	6	-	-	-
6.	Principles of Management	6	-	-	-	-	-
7.	IT Tools and Applications	-	7	-	-	-	-
8.	Data Processing	-	6	-	-	-	-
9.	Personality and Human Resource Development	-	5	-	-	-	-
10.	Office Management	-	5	-	-	-	-
11.	Internet	-	-	6	-	-	-
12.	Typing (Hindi)	-	-	5	-	-	-
13.	Stenography (English)	-	-	8	8	10	-
14.	Business Correspondence	-	-	5	4	-	-
15.	Web Designing	-	-	-	10	-	-
16.	Secretarial Practice	-	-	-	4	4	-
17.	Business Environment	-	-	-	5	-	-
18.	Programming and Problem-Solving through C Language	-	-	-	-	10	-
19.	Entrepreneurship and Small Business Development	-	-	-	-	4	-
20.	Office Machinery and Equipment	-	-	-	-	3	-
21.	Project Oriented Professional Training	-	-	-	-	-	36
Student Centred Activities		4	4	5	4	4	4
Total		40	40	40	40	40	40