

Diploma in Office Automation and Management (DOAM)

Duration: 1 Year (2 Semesters)**

Semester – I

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	DOAM101	1DOAM1	Fundamentals of Computers
2	DOAM102	1DOAM2	Office Automation Tools (MS Word, Excel, PowerPoint)
3	DOAM103	1DOAM3	Operating Systems & File Management
4	DOAM104	1DOAM4	Business Communication & Office Correspondence

Course Details (Semester – I)

- **Fundamentals of Computers** – Computer basics, hardware, software, and applications.
 - **Office Automation Tools** – Practical use of Word, Excel, PowerPoint for office work.
 - **Operating Systems & File Management** – Windows basics, files, folders, and security.
 - **Business Communication & Office Correspondence** – Emails, letters, reports, and etiquette.
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Semester – II

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	DOAM201	2DOAM1	Accounting Basics & Tally
2	DOAM202	2DOAM2	Internet, Email & E-Office Practices
3	DOAM203	2DOAM3	Office Administration & Management
4	DOAM204	2DOAM4	Project Work / Practical Training

Course Details (Semester – II)

- **Accounting Basics & Tally** – Basic accounting concepts and Tally software.
- **Internet, Email & E-Office Practices** – Online tools, cloud, and digital office work.
- **Office Administration & Management** – Office procedures, record management, HR basics.
- **Project Work / Practical Training** – Real-time office automation project and assessment.