

OFFICE MANAGEMENT

	NOMENCLATURE OF COURSE	DETAILED SYLLABUS
1.	Office Management	<ul style="list-style-type: none">● Introduction to Computer● Introduction to Hardware & Software● Parts of Computer with actual demonstration● Windows 98/XP/2000● Microsoft Word● Microsoft Power Point● Microsoft Excel● Introduction to LAN / WAN● Internet & E-mail● Preventive Maintenance of PC● Introduction to DBMS / RDBMS● Virus / Anti Virus Programs● Accounting Concepts● Company Creation● Ledger Creation● Voucher Entry● Editing Voucher Entry● Deleting Voucher Entry● Inventory Management● Stock Statements● Day Books● Ledgers● Trial Balance● Profit & Loss Account● Balance Sheet● Backup / Restore