

EOM 301- Tools for E-Office Management

Year / Semester	Paper/Course Name	Course Code	Credits (Theory / Skill Component)	Max. Marks (Theory / Skill Component)
III Semester	Tools for E-Office Management	EOM 301	01 / 02	40 / 60

Unit 1

E-Office Management tools- I [Introduction, Objectives of e-office, Basic infrastructure pre-requisites for e-office, components of e-office, e-file management system, Formatting & Editing document, creating portable documents]

Unit 2

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

Unit 3

Office meetings [Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes. Abbreviations and terms used in Business Correspondence]

Unit 4

Management Information Systems [Need, Purpose and Objectives, Information as a strategic resource, Use of information for competitive advantage, Information Management and Decision Making, Models of Decision Making- Classical, Administrative and Herbert Simon's Models]

Unit 5

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

Unit 6

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 7

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 8

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

Unit 9

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

Unit 10

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) Emoney, Electronic purse, Digital cash and digital transaction, cautions]