DOAEG-2-01P: Office Operations & Office Management Lab

Total Marks: 50
External Marks: 35
Internal Marks: 15
Credits: 2
Pass Percentage: 40%

Course: Office Operations & Office Management Lab	
Course Code: DOAEG-2-01P	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Explore the basics of office software applications such as Microsoft Office Suite (Word, Excel, PowerPoint).
CO2	Creating and formatting documents, spreadsheets, and presentations.
CO3	Develop a professional document incorporating various formatting styles.
CO4	Create a comprehensive file organization system for an office scenario.
CO5	Creating charts, graphs, and performing basic data analysis.

Detailed of Experiments:

Experiment No.	Name of Experiment
E1	Experiment work on the basics of office software applications such as Microsoft Office Suite (Word, Excel, PowerPoint).
E2	Hands-on exercises: Creating and formatting documents, spreadsheets, and presentations.
E3	Project: Develop a professional document incorporating various formatting styles.
E4	Hands-on exercises: Drafting professional emails, managing calendars, setting up meetings.
E5	Plan and schedule a mock office meeting, sending invitations and reminders.
E6	Hands-on exercises: Organizing files and folders, backing up data.
E7	Hands-on exercises: Creating charts, graphs, and performing basic data analysis.
E8	Develop a project plan for a hypothetical office project.
E9	Create a comprehensive file organization system for an office scenario.

| E10 | Work on communication tools such as Slack, Microsoft Teams, or similar platforms. |