Office Equipment & Secretarial Tasks

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 6
Pass Percentage: 40%

Section A

Unit I: Office Machines and equipments: Importance, objectives of office machines, Office Safety and Security: Meaning, importance of office Safety, safety hazards and steps to improve office safety, Security hazards and steps to improve office security

Unit II: Characteristics of Computers, Hardware, Software, Machine Language, Assembly Language and Assembler, High Level Language and Compiler v/s Interpreter.

Unit III: Input Devices: Keyboard, Mouse, Joystick, Track Ball, Touch Screen, Light Pen, Digitizer, Scanners, Speech Recognition Devices

Section B

Unit IV: Optical Recognition devices – OMR, OBR, OCR. Output Devices: Monitors, Impact Printers - Dot matrix, Character and Line printer, Non Impact Printers – DeskJet and Laser printing, Plotter.

Unit V: Measurement of Office Work , Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards.

Unit VI: Techniques of setting standards, Office Manuals: Meaning, need, types of office manuals and steps in preparing of office manuals.

Suggested Reading:

1. Pradeep K., Sinha, Computer Fundamentals : Concepts, Systems & Applications- 8th Edition
2. Rajaraman V, Fundamentals of Computers-6th Edition
3. RS Salaria, Computer Fundamentals 1St Edition 2017
4. Archana Kumar, Computer Basics with Office Automation, 2013
5. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing
6. Dr. P. Rizwan Ahmed, Office Automation I Margham Publications; 2016th edition