Diploma in Office Automation & Management (DOAM) – Syllabus (1 Year)

Semester – I

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	8701	1DOAM1	Fundamentals of Computers & IT
2	8702	1DOAM2	Operating System & MS Office (Word, Excel, PowerPoint)
3	8703	1DOAM3	Internet & Email Applications
4	8704	1DOAM4	Office Management & Communication Skills

Course Details:

- **Fundamentals of Computers & IT** – Basics of hardware/software, data storage, IT concepts.
- **Operating System & MS Office** – Windows/Linux basics, document creation, spreadsheets, presentations.
- **Internet & Email Applications** – Browsing, search engines, email, online tools for office work.
- **Office Management & Communication Skills** – Office procedures, file management, business correspondence, communication.

Semester – II

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	8801	2DOAM1	Advanced Excel & Data Analysis

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
2	8802	2DOAM2	Tally & Accounting System
3	8803	2DOAM3	Business Management & HR Basics
4	8804	2DOAM4	Project / Practical Training

Course Details:

- **Advanced Excel & Data Analysis** – Formulas, pivot tables, charts, data reporting.
- **Tally & Accounting System** – Financial accounting basics, Tally ERP, GST, voucher entries.
- **Business Management & HR Basics** – Management concepts, HR records, office administration.
- **Project / Practical Training** – Hands-on office automation project, report preparation.