

**MODERN OFFICE PRACTICE BI-MONTHLY SYLLABUS 10+1****SESSION 2020-21**

<b>MONTH</b>	<b>UNIT NO</b>	<b>UNIT NAME</b>
<b>APRIL-JUNE</b>	<b>UNIT - I</b>	<b>INTRODUCTION OF OFFICE</b>
<b>JULY- AUGUST</b>	<b>UNIT-II</b>	<b>OFFICE MANAGEMENT</b>
	<b>UNIT – III</b>	<b>AUTOMATION</b>
	<b>UNIT -IV</b>	<b>OFFICE MACHINES</b>
<b>SEPTEMBER- OCTOBER</b>	<b>UNIT-V</b>	<b>HARDWARE AND SOFTWARE</b>
	<b>UNIT-VI</b>	<b>OFFICE COMMUNICATION</b>
	<b>UNIT -VII</b>	<b>BUSINESS LETTER WRITING AND E-MAIL WRITING</b>
<b>NOVEMBER- DECEMBER</b>	<b>UNIT-VIII</b>	<b>REPORT WRITING, TYPES OF PHONE CALLS, VIDEO CONFERENCING</b>
	<b>UNIT-IX</b>	<b>OFFICE RECORD MANAGEMENT</b>
	<b>UNIT- X</b>	<b>INDEXING</b>
		<b>PRACTICALS (All practical topics according to the syllabus to be completed and guidelines to be given to the students regarding preparation of practical files)</b>
<b>JANUARY</b>		<b>REVISION OF SYLLABUS AND COMPLETION OF PRACTICALS AND PRACTICAL FILE.</b>
<b>FEBRUARY</b>		<b>REVISION OF SYLLABUS AND VIVA VOCE PRACTICE OF PRACTICALS.</b>