SYLLABUS FOR TN03   (S & T MANAGEMENT)

Business Management

Nature and significance of Management, Approaches of management, Functions of a Manager, The Nature and significance of Planning, Objectives and Steps of Planning, Line and staff relationships, Departmentation, Delegation and Decentralisation, Basic understanding of Organising and Controlling- Definition and significance, Coordination.

Information Technology/Data Entry/Computer Fundamentals

Computers and their applications, Classification and Generation of Computers, Types of Software, Input and output devices, Computer memory and its types, Operating systems – Types and Functions. Graphical User Interface (GUI). Spreadsheet software and its applications. Internet and its applications. Types of Networks. Basics of File management and Database management. E-commerce and M-commerce, E-payment systems, Digital signatures.

Modern Office Practices/ Management/ Secretarial Practices

Concept of a Modern Office, Office systems and procedures, Office layout and its importance. Office Inventory management, Office Correspondence. Office environment. Green Offices. Office Data storage management. Office meetings and Committees. Minutes and Report writing.

Communication - Definition and Significance, Process, Barriers to Communication, Building effective communication systems, Process of communication, Qualities of good Communication, Formal and Informal Communication.