

Office Automation and Computer Applications

Office Automation and Computer Applications is the fourth programme in the series. Department of Business Administration, College of Engineering Trivandrum, is coordinating the programme for CET. The training is expected to familiarize the participants with the application of Digital Document Filing System to work effortlessly with their files. DDFS, the art of filing, facilitates effective e-file management by following a consistent method of naming files, folders, stores related documents together, separate ongoing work from completed work and finally make digital copies of paper documents. In short, DDFS automates the process of filing and organising documents from creation to distribution to closure throughout an enterprise, increasing efficiency and reducing the cost and clutter of maintaining paper records.

OBJECTIVES

- To gain knowledge about office automation concept and how it impacts the traditional process of the office environment.
To gain knowledge about the office tools in office automation environment.
To learn the effective interconnectivity across Departments through efficient and transparent administration electronically.
To familiarize with knowledge bases, contents and Document Management Systems.
To gain insight into internet and mobile office automation applications.

PARTICIPANTS

Administrative staff dealing with office files in Government Engineering Colleges and Polytechnic Institutions under Directorate of Technical Education, Government of Kerala.

TOPICS COVERED

- Importance of Office Automation in educational Institutions.
Advance MS office applications.
Creation of various files using DDFS and procedures for maintenance and purging of files.
Record Management System including retrieval and re-filing of paper folders.
Management of correspondence, email, vital records and unsolicited materials.
Social responsibility and commitment to continuous system improvement.





