



DIPLOMA IN OFFICE AUTOMATION MANAGEMENT

DURATION

(REGULAR) 1 YEAR
(FAST TRACK) 3 MONTHS

ELIGIBILITY

10TH PASS

WORK EXPERIENCE

2 YEARS

COURSE DESCRIPTION

This curriculum is appropriate for students who wish to obtain hands-on experience with basic office operations. The Certificate in Office Automation Management curriculum focuses on teaching student's fundamental computer and software skills for use in the workplace. With the aid of this curriculum, students will be able to become Office Automation specialists. Employment opportunities in the Diploma in Office Automation degree include positions in government agencies, global enterprises, and international organisations. Students who finish the Diploma degree in Office Automation Management can work as an Office Automation Clerk, Technician, Analyst, Support Assistant, secretary (Office Automation), and so on. Office Automation diploma holders will earn an average monthly income of INR 18,000 to INR 35,000, depending on experience.

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ABOUT US

In order to integrate the personnel strategy with the employer's business, we are devoted to providing qualified, talented, and professional manpower solutions to all sectors. We also provide a variety of training options to our applicants since we think it is important to support their professional development and excellence. With a large pool of applicants ranging from recent graduates to senior jobs, Job Scan can locate, screen, assess, and select prospects who meet the requirements of the hiring manager. Using our high standards for behaviors, and we respect the contributions of each customer and applicant we work with.

SUBJECTS

- **MANAGEMENT FUNDAMENTALS**
- **FUNDAMENTALS OF COMPUTER**
- **SOFTWARE**
- **IT SECURITY**
- **MANAGEMENT INFORMATION SYSTEM**

EXAM & DURATION

ONLINE EXAM: 2HRS/PAPER

TOTAL FEES: RS. 17,500

INTERNATIONAL FEES: \$ 300