

DIPLOMA IN OFFICE ADMINISTRATION AND FRONT OFFICE MANAGEMENT



COURSE DESCRIPTION

Business performance and administration are closely related. Each of these organisational components are equally crucial to the success of a company over the long term. This thorough course in the Diploma in Office Administration and Management at ELYAM is all you need if you want to learn more about administration and management. You will receive thorough instruction in every subject required for a career in administration and management in this programme. The course begins with a succinct overview of the functions, responsibilities, and tasks of office administration and management. The principles of administration and management will be taught to you so that you may use them effectively in your selected employment capacity. Collaboration with others is a key to achieving shared goals both management and administration share this component. As a result, this course will also teach you how to encourage a team, relate to them, and support their job responsibilities while also giving you useful advice, insider secrets, and industry-standard techniques.

DURATION
(REGULAR) 1 YEAR
(FAST TRACK) 3 MONTH

ELIGIBILITY
10TH PASS

WORK EXPERIENCE
2 YEARS



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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**
- **MANAGEMENTAL CONTACT**
- **FRONT OFFICE MANAGEMENT**
- **CUSTOMER SERVICE MANAGEMENT**
- **INFORMATION TECHNOLOGY FOR OFFICE**

EXAM & DURATION

ONLINE EXAM : 2HRS/PAPER

TOTAL FEES : RS. 17,500

INTERNATIONAL FEES: \$ 300