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2002



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# **DIPLOMA IN OFFICE MANAGEMENT**



**Registered Under Ministry of MSME. Govt. of India**

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Courses For  
**EVERYONE**

# OFFICE MANAGEMENT



**Duration**  
12 Months



**Hours**  
260 Hrs



**Level**  
Diploma



**Training**  
Regular

## Module-1 (Elementary Computer & Word Processing)

- Computer Organization
- Windows/ Internet Tools
- Anti virus
- Word Processing
- Formatting
- Paragraph Settings
- Styles & Tables
- Illustrations
- Header/ Footer
- Macro/ Themes
- Page Settings
- Reference & Mail Merge
- Tracking & File Protection

## Module-2 (Business Presentation)

- Concept of Presentation
- Slide Layouts
- Drawing/ Editing, Insert Tables
- Illustration/ Links/ Charts
- Media Clips, Page settings,
- Themes, Backgrounds
- Animations, Slide Transitions
- Rehearse, Timings
- Show Setup
- Presentation View.

## Module-3 (Advance Excel Training & Reports)

- Excel Interface
- Number formats, Styles
- Cell Formatting, Sort & Filter
- Conditional Format
- Pivot Table/ Charts
- Page Settings, Salary sheet
- Define Names,
- Advance Functions
- Adv-Filter, Formula Auditing
- Data Import, Validation
- Consolidation
- Goal Seek, Macro.

## Module-4 ( Internet Tools & Computer Typing )

- Imp. Of Internet
- WWW, Concept of E-mail
- File Size & Extensions
- Attachments
- Social Networking
- Web cam
- WhatsApp for Web
- Computer Typing & Speed Test

## Module-5 ( Basic Accounting )

Concept of Accounts, Income Tax, Sale Tax, What is GST?

## Module-6 (Advance Accounting)

- Loan Sheet
- Balance Sheet
- Day Book
- Voucher
- Inventory
- Tally ERP GST Edition.



## Module-7 ( Spoken English- Basics )

- Imp. Of English
- Greetings & Manners
- Grammar accuracy,
- Part of Speech
- Pronunciation
- Vocabulary Improvement,
- Conversational Practice
- Communication in day to day life.

## Module-8 ( Spoken English- Advance )

- Advance Vocabulary
- Active & Passive Voice
- Narrations
- Phrasal Verbs
- idioms & Proverbs
- Special Complex Sentences
- One Word Substitution
- Extensive Translations
- Group Discussion
- Debates

## Module-9 ( Personality Development- Soft Skills )

- Soft skills importance
- Communication as a tool
- Interpersonal Skills
- Social Interaction
- Group Interaction
- Importance of Grooming
- Time Management
- Resume Preparation
- Interview Preparation
- Telephone Etiquettes

## Module-10 ( Workplace & Ethics)

- Your Office
- Centralized & Decentralized
- Your Workstation
- Mgmt. of Workstation,
- Confidentiality & Honesty
- Loyalty & Reliability
- Work Unsupervised,
- Co- Operation
- Flexibility, Multi-Tasking
- Gifts / Favors.

## Module-11 & 12 ( Office Skill Practices- Internship )

- Planning & Mgmt.
- Organizing and Staffing
- Directing & Controlling
- Team work Strategies
- Preparation of Projects
- Presentations

# # मेराज्ञानविज्ञान

Office Management  
Retail Management  
Banking & Finance  
Hotel Management  
Travel & Tourism  
Digital Marketing  
Graphic Designing  
Website Designing  
Ethical Hacking  
Video Editing  
Advance Excel  
Python Language  
C, C++ , C# & JAVA  
Payroll Executive  
Data Entry Training  
Certified Accountant  
Tally with GST  
Busy with GST  
Stenography  
Spoken English  
Teacher Training  
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