



DIPLOMA OF BACK OFFICE ADMINISTRATION

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| 1. Office Services and Fundamentals of Secretarial Procedures | 2. Personality Development |
| 3. Principle of Management | 4. Departments Management |
| 5. Business & Planning Management | 6. Customers/Client Management |
| 7. Office Management | 8. Trainings & Admin Management |
| 9. Distribution of Task/Activities | 10. Assignments and Projects |

Functions of Office Management

- Planning
- Organizing
- Staffing
- Directing
- Training
- Advertising
- Motivating
- Co-Ordinating
- etc

Functions of Offices

- Administrative Functions Implemented within an Office
- Management Functions
- Public Relations Functions
- Instituting Office Systems and Routines
- Retention of Records
- Safeguarding Assets
- Form Designing and Control
- Stationery and Supplies Control
- Selection and Purchase of Office Appliances
- Personnel Function
- Controlling Office Costs
- Conclusion & etc

Top Recruitment Companies

Banks, Management Information System, Public sector Organizations, Academic Institutions, etc.

Job Designations:

Office Manager, Assistant Executive, and Assistant Manager, Small Business Owners, Administrative Assistants, etc.

Diploma in Office Administration Eligibility

The qualifying requirements are as follows for admission to the Diploma of Office Administration:

Applicants with a minimum aggregate of 45 percent and above from a recognized board should have passed Class 12th.

Applicants who are applying for their final examination in class 12th can also qualify for the programme.

- At the time of admission, applicants should have reached 16 years of age.
- They should have a strong grip on the languages of English and Hindi.
- Student must have the Personal Computer/Laptop[Projects can be time taken so House Practice is Compulsory]

Why is this Particular Course?

- Students of Back Office Administration are able to learn a wide range of skills that are useful in both professional as well as private life. The ability to interact efficiently and multitasking can be useful in various sectors.
- Additional abilities such as coordination and interpretation can be developed among the students through the course.
- In various industries, studying office administration can help students prepare for a wide range of careers. While an advanced degree in job applications can look impressive, there are still some entry-level positions open to students with courses and experience in this area.
- The Back Office Administration course incorporates components of customer service, organization, management, and leadership.

Careers Scopes after Diploma in Back Office Administration

- Diploma in Back Office Administration programme provides with good training in the management of office operations and administrative facilities. There are a variety of job opportunities available in job areas like banks, management information systems, public sector organizations, research institutions, laboratories, and computer labs, PSUs(Public Sector Undertaking) etc.
- The graduates are offered with various job positions like Office Manager, Assistant Executive, and Assistant Manager, Small Business Owners, Administrative Assistants, Computer Operator, Shop Manager, Supervisory Level Roles, Data Governance Analyst, Admin Executive, etc. Some of the important job profiles are listed in below table:

Course Fees: 17500/- (200 Hours)

Duration: 2 Hours/Day.

5 Days/Week

Saturday will be the Activity Day.

