



DIPLOMA IN OFFICE AUTOMATION MANAGEMENT

Eligibility: 10th Pass

Experience: 1 Year

Course Description

Students who wish to get expertise in performing routine office procedures are well suited to this program. Diploma in Office Automation Management program focuses on providing basic training of computer and its most common software which is to be used in Office work. With the help of this program, students will be able to become an expert in Office Automation. The career options in Diploma in Office Automation course include employment in numerous fields such as in Govt. Offices, MNCs, International Organizations etc. Clerk, Office Automation Technician, Office Automation Analyst, Support Assistant, Secretary (Office Automation) etc.

**Duration : Regular (1 Year)
Fast Track (3 Months)**

The right & deemed fit students will be provided with 100% placement assistance.



ABOUT US

N.I.M.S is a division of Norwich Group based in South India for more than a decade. Norwich Institute of Management Studies helps in training, online courses and online exams. All the Certificates are affiliated from International Council of Distant Education (ICDE). All the online courses and exams will be well monitored by the institution and, the provided certificates are ISO certified and can also be used for International Travel and study based programs.

Our Subjects

- Essentials of Management
- Computer Fundamentals
- PC Software
- Computer Security
- Executive Information System

Exam & Duration:

Online Exam: 2 hours/paper

Total Fees For Indian Residents : Rs. 15500

Total Fees For Foreign Residents : US \$ 250