



Creating a World of Leaders

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# **DIPLOMA IN OFFICE ADMINISTRATION AND FRONT OFFICE MANAGEMENT**

## **Course Description**

Diploma in Office Administration lays across to candidates a platform for building their competence in managing the day to day activities surrounding Administration at the workplace. The students are offered a platform for handling the general responsibilities of the office for carrying out the effective management of staff and resources. They are taught the basic fundamentals of handling administrative work which comprises generating payrolls, allocating duties, coordinating and fixing meetings, space management, communicating with clients and maintain office records. Diploma in Office Administration course familiarizes pupils to the modern office management work and business communication skills.

**DURATION :  
REGULAR (1 YEAR)  
FAST TRACK AVAILABLE**

**ELIGIBILITY:10TH PASS**

**EXPERIENCE: 1 YEAR**



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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
- Managerial Communication
- Basic Front Office Operation
- Customer Care Management
- Information Technology for Office
- Hospitality Management

## Exam & Duration:

**Online Exam: 2 hours/paper**

**Total Fees For Indian Residents : Rs. 15500\***

**Total Fees For Foreign Residents : US \$ 250**

*\*Terms and conditions apply*