DOM (Diploma in Office Management)

Course Code: - LT 20   **Duration - One Year**
Modules:

Semester-I: Business Organization/Office Organization, Company Law, Computer Operation (CF, Win 7/10, MS-Office), Communication Techniques in English & Hindi, E Governance, G2C, G2B, Social Networking

Semester-II: Office Operation (Fax, STD, PCO, Printing Work, Record Filling, Internet, E-mail), Book Keeping & Accountancy with Tally, Assignment, Live Project work

Fee Structure:
In Lumpsum Rs. 8600/-
In Installment Rs. 4000+3000+2500=9500/-