

One Year Diploma in Office Administration & Management (OAM) – After 12th

The Diploma in Office Administration & Management is the best course for those who want to take-up a white collar job. Today every private or Government Office has maximum number of employees working for its administration. If you are expecting smooth and steady life, then you will prefer working in any office, in its administrative department.

As per present job scenario, plain graduates or post graduates are not preferred for such administrative jobs, but person with this kind of Diploma (in Office Administration & Management) is preferred. This Diploma course makes you professional in all areas of work which any Administrative Office demands. Means you know how, to write and type letters and reports. You know, how to communicate using internet and Digital Media. You know, the responsibilities and limitations of each manager, or Office Superintendent. So the person with many such qualities, is always preferred by any Office to appoint. So instead of wasting 3 years in college to become just a graduate, join this Diploma to get employed as early as possible. With Bhavan's College you develop all qualities by learning English language, for good communication skills, along with typing using Computer Keyboard, required knowledge of Computer Application for administrative work, and become smart by learning Personality Development and Business Management.

Scope:- Plenty of Jobs available in Private and Government Offices. Assistance is offered to locate and apply different offices. Internship is also provided to start the career. Efforts will be made to invite different Companies for placements.

Eligibility : 12th Pass or Equivalent

Time : 6.15pm. to 7.45pm
5 days in a week

Duration: One Academic year of
10 months

Fee : Rs. 40000/- (This includes GST applicable). You can pay in two equal instalments.



EXAMINATION PATTERN

The Programme is divided into two semesters, and there will be an examination at the end of each semester. All group activities and project work is compulsory.

First Semester

Paper I to Paper IV, towards end of 1st Semester.

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| PI | Office Organization & Management | = 100 Marks |
| PII | Secretarial Practice | = 100 Marks |
| PIII | Basic Computer Application | = 100 Marks |
| PIV | Project and skill test for 1st semester (Classroom work 100 Marks + Project 100 Marks) | = 200 Marks |

Second Semester

Paper V to Paper VIII, towards end of 2nd Semester

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|-------|---|-------------|
| PV | English for Business Correspondence | = 100 Marks |
| PVI | Internet and Digital Media (Theory) | = 100 Marks |
| PVII | Business Management | = 100 Marks |
| PVIII | Project and skill test for 2nd semester (Classroom work 100 Marks + Project 100 Marks) | = 200 Marks |

Total Marks = 500 (First Semester) + 500 (Second Semester) = 1000 Marks

To qualify for Diploma student must secure 35% marks in individual subject and 40% aggregate. He/She must attend 80% of the theory and practical classes. And submission of all assignments and projects are compulsory.