



BECOME JOB READY

OFFICE

ADMINISTRATION

COURSE

AN ISO 9001:2015 CERTIFIED INSTITUTION



99477 53488

edvantaplus.com



Become Job Ready with **OFFICE ADMINISTRATION COURSE**

Develop the essential administrative, communication, and digital skills required to excel in today's modern workplace. This practical, industry-oriented programme equips learners with hands-on training in office management, MS Office applications, business communication, documentation, customer service, and workplace professionalism, preparing them for administrative and office support roles across various industries.

Key Highlights

Hands-on Practical
Training

MS Office & Digital
Office Tools

Business
Communication Skills

Office Documentation &
Record Management

Industry-Oriented
Curriculum

Career Guidance &
Certificate on Completion

OFFICE ADMINISTRATION CURRICULUM

DUR: 3 MONTHS

MODULE 1: Fundamentals of Office Administration

- ▶ Introduction to Office Administration
- ▶ Roles & Responsibilities of an Office Administrator
- ▶ Office Organization & Workflow
- ▶ Office Etiquette & Professional Ethics
- ▶ Time Management & Workplace Discipline
- ▶ Teamwork & Professional Behaviour

MODULE 2: Microsoft Office Essentials

- ▶ **Microsoft Word**
 - Document Creation & Formatting
 - Letters, Reports & Templates
- ▶ **Microsoft Excel**
 - Formulas & Functions
 - Tables & Data Management
 - Charts & Basic Reporting
- ▶ **Microsoft PowerPoint**
 - Professional Presentations
 - SmartArt & Design Principles

MODULE 3: Business Communication

- ▶ Professional Email Writing
- ▶ Business Letter Writing
- ▶ Telephone & Reception Skills
- ▶ Meeting Etiquette
- ▶ Minutes of Meeting (MoM)
- ▶ Internal & External Communication
- ▶ Customer Handling Skills

MODULE 4: Office Documentation & Records Management

- ▶ File Management (Physical & Digital)
- ▶ Documentation Standards
- ▶ Record Keeping
- ▶ Office Registers & Reports
- ▶ Data Entry Techniques
- ▶ Document Security & Confidentiality
- ▶ Cloud Storage Basics

MODULE 5: Digital Office Tools

- ▶ Google Workspace (Docs, Sheets & Drive)
- ▶ Microsoft Teams
- ▶ Zoom & Google Meet
- ▶ Online Forms & Surveys
- ▶ Digital Collaboration Tools
- ▶ AI Tools for Office Productivity (ChatGPT, Microsoft Copilot)
- ▶ Basic Cybersecurity & Safe Internet Practices

MODULE 6: Office Operations & Administration

- ▶ Front Office Management
- ▶ Visitor & Reception Management
- ▶ Inventory & Asset Management
- ▶ Purchase & Vendor Coordination
- ▶ Travel & Meeting Arrangements
- ▶ Office Event Coordination
- ▶ Workplace Safety & Compliance

MODULE 7: Basic Accounting & HR Administration

- ▶ Office Accounting Fundamentals
- ▶ Invoice & Bill Management
- ▶ Petty Cash Management
- ▶ Introduction to Tally Prime
- ▶ Employee Records Management
- ▶ Attendance & Leave Management
- ▶ Payroll Basics

MODULE 8: Career Readiness & Practical Training

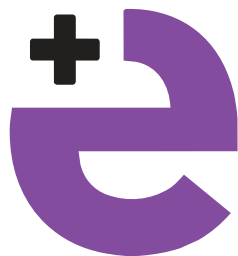
- ▶ Resume Preparation
- ▶ Interview Skills
- ▶ Workplace Communication
- ▶ Corporate Grooming
- ▶ Mock Interviews
- ▶ Capstone Office Administration Project

Practical Assignments

- ▶ Professional Business Letter Preparation
- ▶ Excel Office MIS Report
- ▶ Meeting Minutes Documentation
- ▶ Office Filing System Design
- ▶ Inventory Register Preparation
- ▶ Office Presentation using PowerPoint
- ▶ Google Workspace Collaboration Project
- ▶ Final Office Administration Simulation

Course Features

- ▶ **Weekly 3 Live Sessions**
- ▶ **Assured Internship**
- ▶ **Certification**
- ▶ **1 Lakh+ Learners**
- ▶ **Monthly Offline Sessions**
- ▶ **Placement Assistance**
- ▶ **5+ Years of Trust**



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