STC TECHNOLOGIES

2 Months

Professional Office Administration & Management (POAM)

Certificate Program

COURSE DETAILS

Duration: 2 Months

Class Schedule: 2–3 Hours per Day

Days: Monday to Friday

Mode of Learning: Offline, Classroom-Based

Eligibility: Plus Two and Above

Learning Approach:
Interactive classroom sessions with hands-on practical training and real-world office administration experience.

CAREER OPPORTUNITIES

After completing the program, learners can explore opportunities as:

* Office Administrator
* Administrative Assistant
* Administrative Officer
* Office Clerk
* Office Coordinator
* Executive Assistant
* Front Office Executive
* Receptionist
* HR Assistant
* Recruitment Coordinator
* Customer Service Executive
* Operations Assistant
* Accounts & Administration Assistant
* Business Development Executive
* Career Counselor
* Public Relations executive

WHERE CAN YOU WORK?

Office administration professionals are required across various sectors, including:

* Corporate Offices
* IT & Software Companies
* Educational Institutions
* Hospitals & Healthcare Organisations
* Financial Institutions
* Insurance Companies
* HR & Recruitment Firms
* Retail & Business Organisations
* Manufacturing & Production Companies
* Government & Private Organisations

CAREER READY SUPPORT

* Practical, Industry-Oriented Training
* Hands-on Experience with Real Office Activities
* Professional Communication & Workplace Etiquette
* Interview Preparation & Career Guidance
* Resume Building & Profile Development
* Personality Development Sessions
* Basic Computer & Office Productivity Skills
* Workplace Readiness Training
* Assignments and Practical Projects
* Industry Exposure & Professional Interaction
* Placement Assistance
* Continuous Mentoring and Academic Support

WHY CHOOSE THIS PROGRAM?

Learn the skills. Experience he work. Build your career.

This program is designed to help learners develop the practical knowledge, professional skills and workplace confidence required to become effective administrative professionals.

MODULES

Module 1: Office Administration Fundamentals

* Office Orientation
* Introduction to Office Administration
* Principles of Management
* Soft Skills & Employability Skills
* Personal & Professional Development

Module 2: Office Communication & Correspondence

* Communication Skills
* Office Correspondence Management
* Email & Professional Communication
* Telephone Etiquette
* Meeting Scheduling & Conducting Meetings

Module 3: Office Records & Financial Administration

* Office Records Management
* Bookkeeping
* Basic Accounting
* Financial Management

Module 4: Computer Applications for Office Administration

* Advanced Excel for Office Administration
* Microsoft PowerPoint
* Basic Office Productivity Tools
* Basic AI Tools

Module 5: Customer Service, Sales & Marketing

* Sales & Customer Service
* Marketing
* Digital Marketing

Module 6: HR & Recruitment Administration

* Recruitment Management
* HR Practical Training Modules
* Employee Records & Documentation

Module 7: Event & Office Coordination

* Event Coordination
* Office Coordination
* Assignments & Projects

Module 8: Professional Grooming & Career Readiness

* Grooming
* Professional Etiquette
* Interview Preparation
* Employability Skills

STC TECHNOLOGIES

Learn. Grow

THANK YOU



Curated for the students

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