



## केन्द्रीय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती

**CENTRAL EDUCATION & INFORMATION TECHNOLOGY RESEARCH COMMITTEE**  
AN AUTONOMOUS INSTITUTION REGD. BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT. OF INDIA  
REGD. BY NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT. OF INDIA  
REGD. AT MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME), GOVT. OF INDIA  
An Autonomous Organization works for IT, HRD & Literacy



### Advance Diploma in Office Management (ADOM)

Advanced Programme in Office Management aims at an additional Management dimension. This programme has been especially designed in view of the incessant requests from the corporate world to provide them with Executive Secretaries and Assistants who will be a vital link between the Top Executive and various departments. A Post Graduate Trainee is groomed with all the requisite tools to provide perfect Executive Support, in keeping with the demands of the time. Products of IOM are much sought after by organizations which look for competence, talent and proficiency in the choice of their employees.

This programme will help to enhance career opportunities of the students. One can take admission by taking lateral entry. Our modules are designed to provide complete insight and understanding of the office management and how to deal with a range of situations that may arise from time to time. We identify and enhance aspects of personality and provide practical exposure for various key skills. Our Communication lab. Classes go a long way in creating confident professionals.

#### ❖ Course Structure

- Shorthand / French / German
- Computer Applications
- Business English Communication
- Corporate Management
- Functional English, Communication Lab and Presentation Skills
- Marketing & Sales & Management
- Finance Management
- Organisational Behaviour
- Human Resource Management
- Typewriting on Computer



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NCS-REGD. OFFICE  
Govt. of India



सत्यमेव जयते

REGD.NO.: S14K81-1040424644087

