

Duration : Dec 15th - Feb 10th

**Course commences from 15th
Dec,2021**

Course Fees : Free

Last date for registration : Dec 10th

Venue : LH-7 and Function Hall



Faculty details

S P Sunitha	9481820871
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Maharaja Education Trust®
MIT First Grade College
Department of Management Studies
Industrial Estate, Marunthoor Road, Madurai - 625008



Academic Year 2021-2022

**CERTIFICATE COURSE ON
OFFICE MANAGEMENT**

ABOUT THE COLLEGE

MIT First Grade College (Previously, Gopalswamy College of Professional Studies) was established in the year 2009 by Maharaja Education Trust @, Mysore. The institute aims at emphasis on developing the overall Personality of Its student in addition to instilling moral values. We, in this institution, strive hard to shape the student in such a way that they would transform into an asset to the community and the nation at large.

VISION

Empower the individuals and society at large through educational excellence; sensitize them for a life dedicated to the service of fellow human beings and mother land.

MISSION

To impact holistic education that enables the students to become socially responsive and useful, with roots firm on traditional and cultural values; and to hone their skills to accept challenges and respond to opportunities in a global scenario.

Description on Office Management Course

Course on Office Management will ensure effective office management. It will enhance planning, organizing and coordinating ability in office administration and procedures. Further it ensure organizational effectiveness, efficiency, and safety. Learning this course will enhance intra-office communication protocols, streamlining administrative procedures, office staff supervision, and report writing. It helps in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision

Components of Office Management

Office Administration - Organize office operations and procedures

Functions of Office Manager

Develop and implement new administrative systems, such as record management, paper filing systems,

Office Accommodation

Report Writing

Enhancement of Skills

Communication and Interpersonal Skills

Analysis and Assessment

Problem Solving & Decision Making

Planning and Organization

Time Management

Adaptability and Teamwork

Proactivity

Recordkeeping