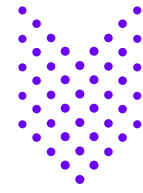


DIPLOMA IN MODERN OFFICE MANAGEMENT

6-Months Certificate Programme

Proverse
Academy

About the Programme



The Proverse Academy Office Administration Programme is a focused, industry-aligned 6-month course designed for fresh graduates and working professionals looking to step into or advance in administrative roles. You will graduate job-ready with hands-on skills in communication, digital tools, office operations, and a sector you choose: Manufacturing, Service, or Online Business.

6 Months
Intensive programme

3 Tracks
Industry specialisations

2.5 Hrs/Day
Mon – Fri Sessions

300+ Hours
Total Teaching Time

Launch your career in the modern workplace.
Master communication, administration, and
industry-specific skills



The Proverse Communication Assurance

Every student who completes this programme will be able to write, speak, and present with professional clarity. Our communication training is not a single module — it runs through every semester, every week.

Write professional emails & business letters

Draft reports, memos & meeting minutes

Speak confidently in meetings & on calls

Present data and ideas to management

Handle client & vendor correspondence

Communicate across digital platforms

Business English — grammar & vocabulary

Master telephonic & virtual communication

PROGRAMME STRUCTURE

What you will learn : Semester by semester

Semester 01 **Foundations**

Months 1–2

Business communication, MS Office, records management, professional writing, digital literacy.

Semester 02 **Administration Core**

Months 3–4

Office management, basic accounting & GST, HR support, legal & compliance basics.

Semester 03 **Industry Specialisation**

Month 5

Choose one: Manufacturing, Service, or Online Business.
Sector-specific tools, processes & compliance

Semester 04 **Advanced Specialisation**

Month 6

MIS & reporting, project management, live project / internship, capstone & final examination

One programme, Three career paths

Manufacturing

- Production admin
- Inventory & ERP
- Quality documentation
- Logistics & dispatch
- MIS reporting

Service Industry

- Front office
- CRM tools
- Billing & contracts
- Branch coordination
- Service quality & analytics

Online business

- E-commerce ops
- Digital tools
- Marketing support
- Online compliance & GST
- Business analytics

Our promises to every student

Communication-first teaching

Every session reinforces professional communication — written, verbal, and digital. You will speak and write with authority from day one.

Hands-on digital skills

MS Office, ERP, CRM, Google Workspace, and industry-specific tools — you learn by doing, not just reading.

Industry-ready in 6 months

Structured curriculum, live project work, and a real-world internship ensure you are workplace-ready the day you graduate.

Suitable for all backgrounds

Whether you are a fresh graduate or a working professional, the curriculum is paced to bring everyone to the same professional standard.

Roles our graduates step into

- › Office Administrator
- › Front Office Executive
- › Production Coordinator
- › CRM & Service Admin
- › E-Commerce Operations Executive
- › Billing & Accounts Support Officer
- › Project Coordinator
- › HR Support Officer

Who can apply?

This programme is open to anyone with a minimum of 10+2 (Senior Secondary) qualification. No prior office experience is required. Working professionals seeking a formal credential in administration are also welcome.

- Degree in any stream
- Basic English reading ability
- Age 18 years and above
- Working professionals welcome

What we commit to every student

Communication certified

Every graduate can write, speak, and present professionally — or we provide additional coaching at no cost.

Tool proficiency assured

You will be trained and tested on MS Office and at least one industry-specific software before graduation.

Placement support included

Resume preparation, interview coaching, and employer connects — we support you all the way to your first job.

Industry-recognised certificate.

Your certificate mentions your specialisation — Manufacturing, Service, or Online Business — on the credential.


• Limited seats per batch • 6-month programme

Ready to start your career?

Enrol now at Proverse Academy

Proverse
Academy

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