

FACULTY OF OFFICE MANAGEMENT COURSES (FOM)



SKILL EDUCATION AND WELFARE ASSOCIATION (SEWA)

Council of Skill And Vocational Studies

Registered under Central Govt. Act 21 of 1860 / State Govt. Act 29 of 1950

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कौशल शिक्षा एवं कल्याण संस्था (सेवा)

कौशल और व्यावसायिक अध्ययन परिषद

Skill Education and Welfare Association (SEWA) Council of Skill & Vocational Studies

www.sewaedu.in

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DIPLOMA COURSES

COURSE CODE	COURSE NAME	DURATION Months/Year
FOM01	DIPLOMA IN OFFICE PRACTICE MANAGEMENT	6 Months
FOM02	DIPLOMA IN SECRETARIAL PRACTICE	6 Months
FOM03	DIPLOMA IN PERSONAL SECRETARYSHIP	6 Months
FOM04	DIPLOMA IN OFFICE ASSISTANTSHIP	6 Months
FOM05	DIPLOMA IN BASIC FINANCIAL SERVICES	6 Months
FOM06	DIPLOMA IN PURCHASING & STORE KEEPING TECHNICIAN	6 Months
FOM07	DIPLOMA IN RECEPTIONIST	6 Months
FOM08	DIPLOMA IN OFFICE AUTOMATION	6 Months
FOM09	DIPLOMA IN PUBLIC RELATIONS OFFICER	6 Months
FOM10	DIPLOMA IN CLERK-CUM TYPIST	6 Months
FOM11	DIPLOMA IN CASHIER	6 Months
FOM12	DIPLOMA IN OFFICE COMPUTER OPERATOR	6 Months
FOM13	DIPLOMA IN OFFICE ACCOUNTING	6 Months
FOM14	DIPLOMA IN ELECTRONIC OFFICE	6 Months
FOM15	DIPLOMA IN CLERICAL JOB IN COMPUTERISED OFFICE	6 Months
FOM16	DIPLOMA IN COMPUTER RETAIL SHOP	6 Months
FOM17	DIPLOMA IN COMPUTERISED SECRETARIAL MANAGEMENT	6 Months
FOM18	DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT	6 Months
FOM19	DIPLOMA IN LEDGER CLERK	6 Months
FOM20	DIPLOMA IN SECRETARIAL PRACTICE- ENGLISH	6 Months
FOM21	DIPLOMA IN STENOGRAPHER & SECRETARIAL ASSISTANT	6 Months