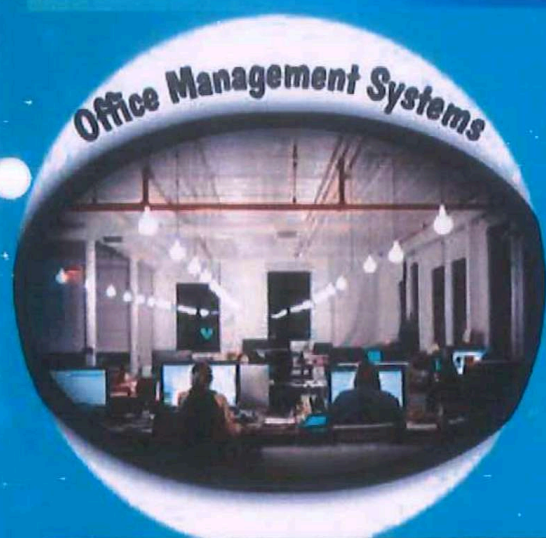




KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)
NANJANAPURAM, ERODE-638 107
KASC ACADEMY OF EXCELLENCE
ACADEMIC YEAR 2018 - 2019

Value Added Course On



Duration: 40 Hours

FOR WHOM

All the UG Students

Organised By
Department of Commerce

COURSE CONTENT :

- *Principles of Administrative Office Management.
- *Solving problems in Administrative Office Management.
- *Selecting and Orienting the Office Staff.
- *Supervising the office staff.
- * Preparation of chart about Organisational structure

COURSE OUTCOME :

- * Students will be able to know the office administration practices followed in an organisation.
- * Manage records, filing practices and they can execute the duties of an office administration.
- * Prepare the layout of good office.
- * Gain Knowledge on Various Power Centres in an Organisation.

COORDINATOR
Dr.R.Mubeen

Assistant Professor
Department of Commerce
KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107

KONGU
Assuring the Best

N. RAMAN
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