

DAVAR'S COLLEGE, BANGALORE

JOB ORIENTED DIPLOMA COURSES BATCHES: EVERY MONTH	DURATION	
Post Graduate Diploma in Office Administration & Management	6 MONTHS	MONDAY TO FRIDAY
Diploma in Office Management (for Undergraduates) + Certificate in Human Resource Management		
Diploma in Office Management		
Diploma in Junior Office Management		
Certificate in Office Skills		
Diploma in Human Resource Management	6 MONTHS	WEEKEND
Front Office Operations	10 HOURS	
ENGLISH		
Level 1: Basic	2 MONTHS	
Level 2: Conversation		
Level 3: Advanced		
SELF DEVELOPMENT PROGRAMS		
Presentation Skills	25 hours	
Personality Development & Public Speaking	12 hours (weekend batches)	
SECRETARIAL SKILLS		
Shorthand (theory/ speed)	NEED BASED	
Typewriting (keyboard skills/ speed)	NEED BASED	
COMPUTERS		
Basic Computers (MS Word, MS Excel, MS Powerpoint, Internet & email)	2 MONTHS	
Computerised Accounting	15 DAYS	