

Fundamentals of Office Management & Methods

Credits:4 | Duration:10 Weeks
Video Lectures with downloadable study material

Takeaways from the Course:

- Concept of Office and its management
- Contemporary changes in the concept of Office
- Various activities undertaken at Office
- Concept of measuring Office Work
- Creating Office Manuals
- Office safety & security



Course Coordinator: Dr. Rupali Sheth

- Received “Best Teacher” Award
- Very good experience of teaching
- Has penned down thirteen text books for Accountancy, Cost & Works Accounts, Business Management & Mercantile Law
- In-charge and Area Coordinator of NSS
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Fundamentals Of Management Essential Concepts And Applicati

Kathleen Armour



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