



ASTER
ACADEMY

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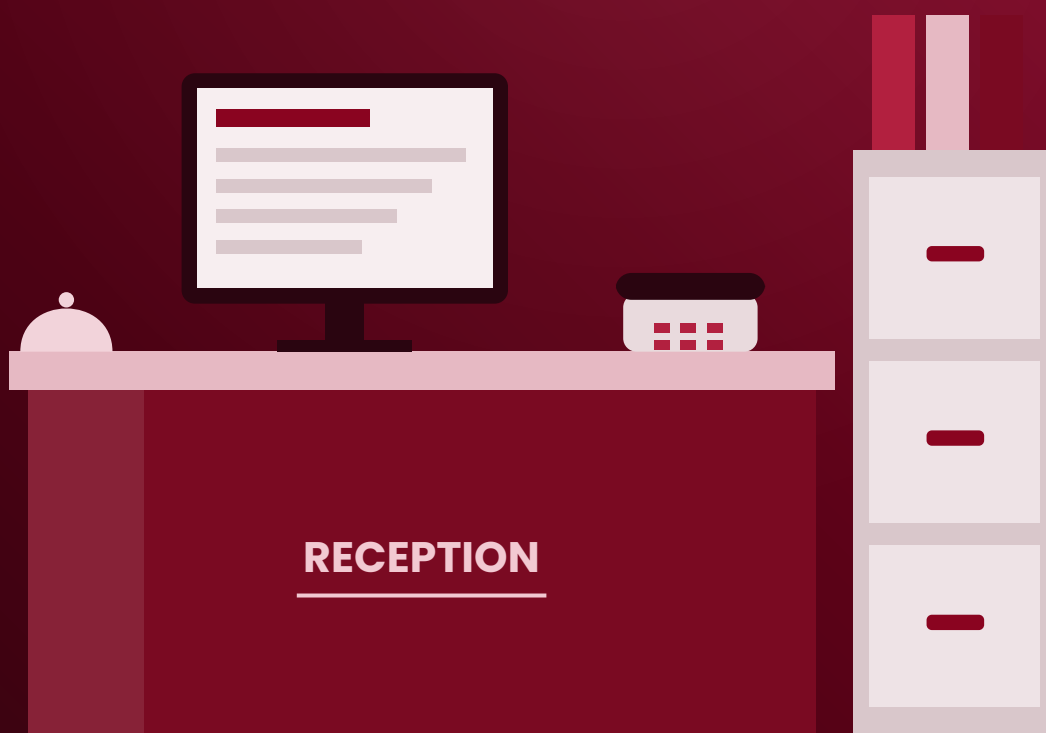
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DIPLOMA IN

OFFICE ADMINISTRATION & FRONT OFFICE MANAGEMENT

CALENDAR



ELIGIBILITY:

10TH PASS



DURATION:

REGULAR – 1 YEAR

FAST TRACK AVAILABLE



EXPERIENCE:

1 YEAR

The right & deemed fit students will be provided with 100% placement assistance

COURSE DESCRIPTION

The Diploma in Office Administration and Front Office Management is a one-year program that prepares learners to manage the day-to-day running of a modern office and to be the professional first point of contact for clients and visitors. It builds the confidence and competence needed to handle administrative responsibilities and to manage staff, time and resources effectively.

Students learn the fundamentals of office work, including coordinating and scheduling meetings, allocating duties, maintaining records, managing office space, supporting payroll and communicating with clients. The program also covers managerial communication, front office operations, customer care, information technology for the office and hospitality management, preparing graduates for roles such as office administrator, front office executive, receptionist, administrative assistant and customer service executive.

ABOUT US

Aster Academy is an international business school dedicated to delivering excellence in management & technical education. With a strong online learning ecosystem, we offer short-term, diploma, advanced diploma, graduate & post graduate programs designed for students, entrepreneurs, and working professionals. Our courses are designed by industry experts, aligned with international standards, and focused on practical skills that ensure employability and business growth.

Our Subjects

- Essentials of Management
- Managerial Communication
- Basic Front Office Operation
- Customer Care Management
- Information Technology for Office
- Hospitality Management

Exam & Duration:

Online Exam: 2 hours/paper

Total Fees For Indian Residents : Rs. 15500*

**Terms and conditions apply*



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