

SKILLMATE

OFFICE ADMINISTRATION



Learn

AI INTEGRATED

OFFICE ADMINISTRATION

100% PLACEMENT
ASSISTANCE

AI Integrated **OFFICE ADMINISTRATION**

About the Course

AI Integrated Office Administration Course at **FUTURE PLUS SKILLMATE** is a 3 months online training program designed especially for Students who have completed Plus Two (+2), Individuals with a career break who want to restart their journey and Beginners who aim to build a career in office administration. This program trains learners in office skills + AI-powered tools, helping them understand day to day office activities, improve efficiency and become job ready for modern workplaces.

Why Join This Course?

- ◆ Specially designed for beginners & career restarters
- ◆ Learn step by step – Foundation – Communication – Advanced
- ◆ Get trained in MS Word, Excel, and AI powered productivity tools
- ◆ Improve confidence in English & workplace communication
- ◆ Job placement guidance & AI readiness

Modules

Level 1 – Foundation Skills

- Office Administration
- Business Development & Customer Relationship Management
- HR Management (Recruitment, employee record , Workplace Ethics)
- Departmental Coordination & Exit Procedures
- Time Management

Level 2 – Communication & Soft Skills

- Business Communication (Oral & Written)
- Professional Etiquette
- Email Writing & Telephone Handling
- Teamwork & Problem Solving

Level 3 – Advanced/Career Skills (AI Integrated)

- MS Word & MS Excel
- AI Tools for Office Work
(AI for document creation, scheduling, data handling)
- Simple Financial Management & Budgeting
- Resume Preparation with AI support
- Interview Training + Mock Interviews
- Course Recap & Job Readiness

Key Highlights at Skillmate

- ◆ AI-Integrated Training for modern offices
- ◆ 3 Months Online Class
- ◆ Industry expert Talks
- ◆ Practical activities & real-life office case studies
- ◆ Focus on both traditional & AI-based tools
- ◆ Resume Building + Interview Practice
- ◆ Career & Placement Support



Career Opportunities

- AI-Ready Office Administrator
- HR & Payroll Assistant
- Administrative Coordinator
- Customer Relations Executive
- Front Office Executive
- Finance Assistant
- Receptionist
- Admission manager
- Office supervisor
- Data entry clerk

FEE STRUCTURE

AI INTEGRATED OFFICE ADMINISTRATION	DURATION	LISTED FEE
	3 MONTH	22,000/-
		SINGLE TIME
		20,000/-

INSTALLMENT SCHEME		
1 st MONTH	2 nd MONTH	3 rd MONTH
10,000/-	7,000/-	5,000/-



BAJAJ EMI AVAILABLE

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INTEREST



OVER **4 YEAR** WITH
30,000+ STUDENTS



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