

Diploma in
**OFFICE AUTOMATION &
FINANCIAL ACCOUNTING**



Camford
INSTITUTE OF MANAGEMENT
AN ISO 9001:2015 CERTIFIED INSTITUTE
CONNECTING EDUCATION TO EMPLOYMENT

WELCOME TO CAMFORD INSTITUTE OF MANAGEMENT



Accelerate your success.

We don't teach. We develop what's already inside you.

The **Camford Institute of Management** is a leading private educational institution in Kerala, provides a robust, distinctive educational experience for its students.

Our diverse range of courses caters to all levels of workforce. As an accredited **FIVE STAR RATING NSDC Govt. of India** training centre of the **Ministry of Skill Development and Entrepreneurship, Govt. of India**, approved training organisation of the **Pradhan Mantri Koushal Vikas Yojana - Govt. of India**, and **Bharat Sevak Samaj (BSS)** Promoted by Planning Commission, **Govt of India**, we conduct a wide range of management courses. We are also **JUx - Jain University, Bangalore** and **C-DAC Govt. of India** authorised training centre conducting advanced training programmes.

Our distinguished faculty provide rigorous instruction as well as research, performance, and internship opportunities in leading companies for every students.



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Duration: 3 Month

CERTIFICATE FROM C-DAC

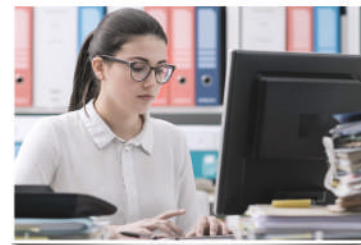
Ministry of Electronics & Information Technology (MeitY), Government of India



Office Practice and Procedure



MS-Office Professional



Tally ERP Accounting

This is an exciting and interactive programme. It is designed to provide office support staff the opportunity to review and develop the interpersonal and professional administrative skills they need to do their jobs effectively, thereby contributing to their own, their boss' and their organization's success.

This program will develop and maximise your potential to be a productive and professional administrator, who is able to perform the job effectively and contribute to the success of any organisation.



Basics of HR Management



Business Communication Skill



Basics of Digital Marketing

DMOA & FA COURSE ELIGIBILITY

Students aspiring to pursue DMOA & FA course must have completed their higher school/ 10 + 2 from a recognized board



DISCOVERING AND CREATING NEW POSSIBILITIES

At CIM, we pride ourselves as being at the forefront of educational innovation and we have implemented a range of initiatives to prepare our students for the future.



18/194 - A26, III Floor, Parco Complex, Kandamkulam Cross Road
Near MCC Bank Bus Stop, Calicut - 2, Kerala - India. Phone: +91 8138 88 8090, 9895 70 7090

DISCLAIMER

The institute reserves the right to alter information including requirements and fees and to cancel at any time a program, course, or program major or option; to change the location and/or term in which a program or course is offered; to change the program curriculum as necessary to meet current competencies in the job market or for budgetary reasons; or to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the institute exercises such a right, the institute's sole liability will be the return of monies paid by the applicant or student to the institute. Also, we do not claim or guarantee our students that by joining our training programmes you will find a job, position or new industry.