



Course No.	D 103		
Course Title:	DIPLOMA IN OFFICE MANAGEMENT (DOM) <i>“Grooming an Administrative Officer as a productive and innovative manager”</i>		
Target Group: Administrative Officers, Supra Grade Officers, Managers in Public and Private Sector	Duration: 12 months (Friday and Saturday of every other week)		
Main Subject Areas <ul style="list-style-type: none"> * Principles of Management * Human Resource Management and Administration * Financial Management * Office Management and Office Methods; Systems and Procedures * Letter Writing, Minute writing, Memo writing and Report Writing * General competencies of an Administrative Officer * IT skills for effective and efficient service delivery * Administrative Law and Good Governance Principles * Research Proposal and Research Report Writing * Productivity in the Public Sector * Project management * Event Planning and Management * Sustainable Development and Disaster Risk Management 			
Learning Outcomes: On successful completion of the course, the participants will have the ability to <ul style="list-style-type: none"> ● Understand the management principles and know the importance of managing the public office efficient and effectively for customer satisfaction. ● Develop theoretical knowledge and practical applications on human resource management. ● Understand the main elements of financial management. ● Enhance skills to apply office methods and office systems for better office management ● Enhance skills on office communication ● Conceptualize and formulate a research and research work ● Understand the role and functions of the law and principles of good governance ● Understand the productivity concepts and tools ● Understand the steps of a project cycle ● Develop the knowledge and understanding of sustainable development and Disaster Risk Management ● Enhance IT competencies 			
Course Fees:	Rs. 103,500.00 *	Medium	Sinhala /Tamil
Assessment Method	Each Module – Written Paper Examination and Assignment Research Module - Research Report + Presentation		
Course Coordinator	Ms. Neranjala J Jayasundara / Mr.N. Gowridasan		
Contact Persons	Rohini / Ruchira (011-5980230/213)		

*This programme is a paid programme for all participants including those from Government, Provincial Councils and Local Government