

Diploma in Office Management

Local Program

Duration: 2 years

Recognized by the Technical Education and Skills Development Authority (TESDA)

The Diploma in Office Management program is a two-year ladderized program for individuals seeking work as Office Administrators, Customer Service Representatives, and other related jobs. The course is aimed at providing companies with trained knowledge workers who are equipped with a comprehensive range of skills, including managerial, office automation skills, communication, interpersonal, behavioral, and conceptual skills. Students can successfully enter into a variety of fields in the business environment – locally and internationally, including but not limited to office management, finance, public relations, human resources, legal, e-commerce, conference management and even entrepreneurship.

Finishing the first year of the program will qualify the student to earn the Certificate in Office Administration.

DOM Curriculum:

1st Year Term 1	Module Computer Fundamentals Automated Typing English Grammar and Composition
1st Year Term 2	Software Applications Physical Education 1 English Expository Writing
1st Year Term 3	Introduction to Business Personality Development & Office Ethics Values Education & Professional Ethics Physical Education 2
2nd Year Term 1	Contemporary Office Procedures English Speech & Oral Communication NSTP1
2nd Year Term 2	Introduction to Customer Relations Principles of Accounting Business Communication
2nd Year Term 3	Seminar Series On-the Job Training (Industry Immersion) NSTP2