

| <i>COURSE</i>  | <i>DURATION OF COURSE</i>   | <i>6 MONTHS</i> | <i>CERTIFICATE ISSUED</i>            | <i>SYLLABUS</i>   |
|--|-----------------------------|-----------------|--------------------------------------|---|
| <b>UPES</b>  | <i>FEE STRUCTURE IN INR</i> |                 | <i>UPES CERTIFICATE</i>              | <i>PRINCIPLES OF BUSINESS OPERATIONS &amp; ADMINISTRATION</i>       |
| <b>PROFESSIONAL<br/>PROGRAM IN OFFICE<br/>ADMIN &amp; OPERATIONS<br/>MANAGEMENT (REQ - +2)</b> |                             |                 |                                      | <i>INTRODUCTION TO HR MANAGEMENT</i>                                |
|  |                             |                 |                                      | <i>OFFICE ORGANIZATION &amp; WORKFLOW DESIGN</i>                    |
|  |                             |                 |                                      | <i>BUSINESS COMMUNICATION, RECORDS &amp; INFORMATION MANAGEMENT</i> |
|  |                             |                 |                                      | <i>TIME &amp; TASK MANAGEMENT, PRODUCTIVITY ENHANCEMENT</i>         |
|  |                             |                 |                                      | <i>OFFICE SOFTWARE &amp; TOOLS</i>                                  |
|  |                             |                 |                                      | <i>BASIC ACCOUNTING, PURCHASE &amp; FINANCIAL MANAGEMENT</i>        |
|  |                             |                 |                                      | <i>PAYROLL MANAGEMENT, LEGAL COMPLIANCES</i>                        |
|  |                             |                 |                                      | <i>CUSTOMER SERVICE &amp; RELATIONSHIP MANAGEMENT</i>               |
|  |                             |                 |                                      | <i>PROJECT MANAGEMENT &amp; EVENT PLANNING</i>                      |
|  |                             |                 |                                      | <i>SECRETARIAL SKILLS &amp; PRACTICES</i>                           |
|  |                             |                 |                                      | <i>QUALITY MANAGEMENT</i>   |
|  |                             |                 | <i>CASE STUDY &amp; PRESENTATION</i> |   |