



Office Management & Virtual Assistant

MS Word, Excel and PowerPoint to a professional standard, then the virtual assistant skills that turn the same work into remote income.

DURATION
3 months

MONTHLY FEE
Rs 5,000

FULL COURSE
Rs 15,000

CLASSES
Campus or live online

MONTH-BY-MONTH CURRICULUM

MONTH 01

Office Essentials

MS Word MS Excel MS PowerPoint Professional documents Business email writing

MONTH 02

Data, Reporting & Tools

Excel formulas Data reporting Google Workspace Calendar and task tools AI assistants

MONTH 03

Virtual Assistant & Client Sprint

VA services explained Client communication Time tracking and invoicing Upwork and Fiverr profiles Outreach practice

TOOLS COVERED

MS Word MS Excel MS PowerPoint Google Workspace Trello ChatGPT

WHO THIS IS FOR

- Fresh graduates
- Job seekers
- Office staff
- Women working from home

REAL PROJECTS

- Company report in Word
- Excel dashboard
- Client presentation deck
- Inbox and calendar system
- VA service profile

EARNING PATHS

Office executive Virtual assistant Admin and data support
Executive assistant Remote operations support

FINAL PORTFOLIO OUTPUT

A document and reporting portfolio plus a finished Upwork or Fiverr profile built around real samples.

THE LAST 15 DAYS: CLIENT PHASE

Every InnoTech course ends with 15 days on finding paying clients: pricing your service, writing proposals, outreach to local and international clients and following up. Batches are capped at 15 students. Online students join live on Zoom or Google Meet and get the recording of every session. You receive the InnoTech Skills Institute certificate of completion at the campus once your final project is done. Fee is paid month by month; leave within 7 days of your first class and the course fee is refunded in full.