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OFFICE MANAGEMENT(SECRETARIAL PRACTICE) - ENGLISH (SEMESTER PATTERN) TRADE SKILL 1 & 2 (UNDER CRAFT INSTRUCTOR TRAINING SCHEME) Redesigned in: 2014 By Government of India CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE Directorate General of Employment & Training Ministry of Labour & Employment EN 81, SECTOR - V, SALT LAKE CITY,

OFFICE MANAGEMENT(SECRETARIAL PRACTICE) ENGLISH

OFFICE MANAGEMENT & SECRETARIAL PRACTICE PAPER - I

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(TYPEWRITING ENGLISH) BA/B.SC./B.COM.-I MAX.MARKS 35/50

PART - A UNIT - 1 Importance of typewriting in modern era.

Typewriting for vocational use, personal use and college preparatory. UNIT - 2 Various kinds of typewriters based on the make, the type, the size,

Office Management & Secretarial Practice

Office Management and Secretarial Practice: An Introduction. As the name suggests, this program deals with two domains - Office Management and Secretarial Practice. Office management deals with day-to-day operations being carried out in an Office. It also deals with the application of management principles to solve problems arising in an Office.

Diploma in Office Management & Secretarial Practice ...

A diploma in Office Management and Secretarial Practice (OMSP) open doors to job profiles such as executive assistant, personal

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secretary, administrative officer/assistant, “Students get more exposure through our full-time training,” says F. Shah, Principal, Government Poytechnic for Women, Srinagar. Course curriculum: Course modules include introduction to communication methods (written ...

Diploma: Office Mgmt & Secretarial Practice

ADVERTISEMENTS: Read this article to learn about the Secretarial Practice. After reading this article you will also learn about: 1. Definition of Secretarial Practice 2. Importance of Secretarial Practice 3. Qualifications of Secretarial Practice 4. Different Types of Secretaries. Definition of Secretarial Practice: Nowadays, the word ‘Secretary’ means not only a confidential officer but ...

Secretarial Practice: Definition, Importance and ...

Practice English OFFICE MANAGEMENT(SECRETARIAL PRACTICE)

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(ENGLISH) DURATION: 03 MONTHS SEATS: 20 TRAINEES 1 Class pass with 50% or higher marks in Minimum Qualifications for Admission 10th English Subject (Relaxable by 5% for SC/ST) with one year CTS of NCVT Trade Certificate in Secretarial Practice (English)/ Stenography (English)/ or Diploma ...

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Secretarial Office Procedures. ... for an office, organizes and maintains hard copy and electronic files, and generates correspondence. ... Today, more and more secretarial staff use PCs to run database management, publishing, and computer graphics software. desktop. keyboard.

Secretarial Office Procedures - English Test | english.best

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DURATION: 03 MONTHS SEATS: 20 TRAINEES 1 Class pass with 50% or higher marks in Minimum Qualifications for Admission

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Secretarial Practice (English) Name of the Trade Secretarial Practice (English) Trade Code DGT/1034 NCO - 2015 4131.0100, 4131.9900 NSQF Level Level-4 Duration of Craftsmen Training One Year (1600 Hours) Entry Qualification Passed 10th class examination Minimum Age 14 years as on first day of academic session.

SECRETARIAL PRACTICE (ENGLISH)

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Diploma in Secretarial Practice is a certificate level course in the domain of office management with a special focus on secretarial level assistance and management. The course is pursued by candidates after completing their 10+2 or equivalent education with a minimum aggregate of 50% marks.

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Diploma in Secretarial Practice Course, Eligibility ...

B.A. (VS) Office Management & Secretarial Practice CBCS B.A. (Vocational Studies) Office Management & Secretarial Practice: Three-Year (6-Semester) CBCS Programme Course Structure B.A. (VS) Office Management & Secretarial Practice Semester - I 1.1

UNIVERSITY OF DELHI

Basic English & Communication Skills. Business Correspondence. Office Management & Secretarial Practice. Personality Development including Beauty tips & General Knowledge. Computer Applications: - (a) Office Automation Tools:- Word, Excel, Powerpoint, Access, Efficient use of Internet & E-mail.

Secretarial Practice Diploma | Colleges | Jobs | Salary

B.A. (VS) Office Management & Secretarial Practice CBCS 5.3 Indian Polity And Governance Making of Indian Nation Elective Core - Generic 5.4 MIS Skill Enhancement Course (SEC)

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Semester - VI 6.1 Advanced Phonography (Practical) - II Elective Core - Discipline Based 6.2 Computing Basics and its Applications - II Elective Core - Discipline Based

B.A. (VS) Office Management & Secretarial Practice CBCS

1.4 OFFICE MANAGEMENT - (SP-I) (ENGLISH/HINDI) RATIONALE

The main objective of the course in Modern Office Practice is to make the students understand the concepts and principles of office methods and procedures and develop skills in performing office operations. This paper aims at making the

MODERN OFFICE PRACTICE (ENGLISH/HINDI)

It is the duty and responsibility of an office manager to bring suitable environment by adopting various procedures and practice. 4. Purpose. The office personnel must be aware of the purpose for which a particular work is carried on and the impact of such work on others' performance. The office manager

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teaches the purpose to office personal.

Office Management | Meaning and Definition | Elements

The Modern Office Management & Secretarial Practice Certificate Programme is designed under the umbrella of the Distance Education Cell (DEC) of the Dayalbagh Educational Institute. One-year Certificate Programme is presently being run by the Centre of Applied Rural Technology (CART), D.E.I. Technical College.

Certificate in Modern Office Management and Secretarial

...

To use different management techniques such as planning, organising, staffing, directing and control for taking effective decisions for performing office duties. To do typing work on a manual/electronic typewriter for the preparation of letters, bills, invoices, forms, notices reports, statements and almost every kind of written communication.

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