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OFFICE MANAGEMENT(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.

Diploma in Secretarial Practice Course, Eligibility ...

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A secretary is responsible for a range of administrative and..... duties that are essential to the efficient operation of a business.

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SECRETARIAL PRACTICE (ENGLISH)

Office administration and office management is a vital course to not only office managers but also for receptionists. The quiz below tests on the fundamentals of office management. Take it up and see how much you know on the subject.

Office Administration And Office Management Quiz ...

Definition of Secretarial Practice: Nowadays, the word 'Secretary' means not only a confidential officer but also one whose office is to write for another, especially one who is employed to conduct correspondence, to keep records and to transact various other businesses, for another person or for a society, corporation and public body. In India, the secretary is known as 'Sachiva'. Importance of Secretarial Practice:

Secretarial Practice: Definition, Importance and ...

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Office Management | Meaning and Definition | Elements

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Diploma in Modern Office Practice | Colleges | Jobs | Salary

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Written by the once Director of the School of Journalism at the Ohio State University, this is a fascinating guide for anybody interested in becoming a journalist or involved in the world of the printed media. Many of the earliest books, particularly those dating back to the 1900s and before, are now extremely scarce and increasingly expensive. We are republishing these classic works in affordable, high quality, modern editions, using the original text and artwork.