

Certificate Course/ Program(s) Title	Tuition Fee (Rs.)
Stenography, Secretarial Practices & IT Skills	Rs. 15,000/-

Training Partner: R.K. College of Systems & Management (RKCSM)

Certificate by: The University of Delhi (DU) shall award 'Certificate of Completion' jointly signed by the official representative of the COL-DU and the training partner, i.e., RKCSM.

Course objectives:

The Certificate Course in Stenography, Secretarial Practices & IT Skills is offered by the Delhi University in association with the RKCSM. There is a constant demand for staff who can efficiently manage routine office works. This course offers learning opportunities for a fresher who wish to work as secretaries, stenographers, front office executives or office assistants that may be needed in both private and government jobs.

Course Contents / Topics of Discussion:

Typing

Shorthand

Computerised Business Communication

English for office communication

Communication Skills

Computer Applications: MS Word, Excel

Eligibility:

10+2 pass candidates (from any stream or subjects) can apply to join in this Stenography, Secretarial Practices & IT Skills Certificate Course in DU. Candidates appearing or appeared in qualifying exams (i.e.10+2) may also apply. Students pursuing degree or diploma courses from any colleges or universities or institutes may apply. Applicants may also be subject to screening.

Class Mode: The classes shall be offered both through offline and online mediums.

Course Duration: An overall of 45 hours with a mix of tutorials, practical, field visits, assignments, etc usually covered within 6 months (or lesser duration/ short term course varying on the number of classes conducted per week).

For any more information, please contact at 011-27181469 or +91-9312237583 (Call/ SMS/ WhatsApp). Alternatively, interested may also email at [infocoldu@gmail.com](mailto:infocoldu@gmail.com), [info@rkcs.com](mailto:info@rkcs.com) for any queries.