



**SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN**  
(UNIVERSITY OF DELHI)



**Ruchika**  
**Vocational Centre**

# ***Secretarial Practice with Computer***

**Advanced Level**

- Shorthand theory
- Basics in computers
- Typing theory
- Shorthand Practical
- Office Management
- Typing Practical

**Advance Course in Shorthand**

**Course Fee— rs 1200 p.m.**



CONVENOR:  
MS. ALPANA

**PATRON:**  
**PROF. SADHNA  
SHARMA**

CO-CONVENOR:  
DR. NIRMALA  
SHAH

Course Instructor- Ms. Dimple Nanda -9891351119

