

## Training Schedule

### Secretarial Practice (326)

S. No	Schedule		Theory		Practical		Instructions to the trainer	Learning Outcome
	Week	Day	Topic	Hours	Topic	Hours		
1	1	1	<ul style="list-style-type: none"> <li>Meaning, importance, skills and duties of PA/PS</li> </ul>	5				<ul style="list-style-type: none"> <li>Enumerates the nature and duties of Private Secretary</li> <li>Identifies the qualities of a Private Secretary</li> </ul>
2	1	2	<ul style="list-style-type: none"> <li>Organisational Structure-Functional and Divisional</li> </ul>	4	<ul style="list-style-type: none"> <li>Study of hierarchy of a public sector company</li> <li>Preparation of chart indicating various positions held by various officials from the top management to the lower management</li> </ul>	1	<ul style="list-style-type: none"> <li>Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>Explains the process and principles of Management</li> <li>Identifies the Organizational Structure</li> <li>Identifies the hierarchical channels in Government Departments</li> </ul>
3	2	1	<ul style="list-style-type: none"> <li>Communication</li> </ul>	3	<ul style="list-style-type: none"> <li>Sending email to dealer of stationery products enquiring prices of certain stationery articles</li> </ul>	2	<ul style="list-style-type: none"> <li>Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>Explains the meaning and importance of Communication</li> <li>Illustrates the various means of Communication</li> </ul>
4	2	2	<ul style="list-style-type: none"> <li>Business Correspondence</li> </ul>	2	<ul style="list-style-type: none"> <li>Drafting Business correspondences</li> </ul>	3	<ul style="list-style-type: none"> <li>Provide practice through graded</li> </ul>	<ul style="list-style-type: none"> <li>Recognizes various types of Business</li> </ul>

							exercises	<p>Correspondence</p> <ul style="list-style-type: none"> <li>• Describes the essentials of Effective Correspondence</li> <li>• Differentiates between various types of Business Letters</li> </ul>
5	3	1	<ul style="list-style-type: none"> <li>• Handling Mail</li> </ul>	2	<ul style="list-style-type: none"> <li>• Planning and organizing mail handling work</li> <li>• Handling incoming and outgoing mail</li> <li>• Services provided by Postal Department</li> <li>• Visit to nearby organization to find out their way of handling mail</li> <li>• Collect and fill at least any 5 forms available in post office regarding mailing operations</li> </ul>	3	<ul style="list-style-type: none"> <li>• Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and organizes mail handling work</li> <li>• Adopts the procedure of handling incoming and outgoing mail</li> </ul>
6	3	2	<ul style="list-style-type: none"> <li>• Maintenance of Records</li> </ul>	2	<ul style="list-style-type: none"> <li>• Micro-filming and e-filing</li> <li>• Modern techniques of filing</li> <li>• Filing and indexing equipments available these days</li> <li>• Creating two folders in computer system and name them subject wise. In each of them, 10 different files may be</li> </ul>	3	<ul style="list-style-type: none"> <li>• Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Understands and applies the concept of filing and its principles</li> <li>• Explains file classification and various methods of filing</li> <li>• Identifies the modern techniques of filing</li> <li>• Explains about</li> </ul>

					grouped accordingly			indexing and its role in filing system
7	4	1	<ul style="list-style-type: none"> <li>Appointment</li> </ul>	2	<ul style="list-style-type: none"> <li>Filling entries in Appointment register for appointments of executive</li> </ul>	3	<ul style="list-style-type: none"> <li>Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>Enumerates the need for appointment</li> <li>Lists the duties of a PA/PS while making an appointment</li> <li>Explains the duties of a PA/PS prior to the arrival of the visitor, during the visit and after the appointment</li> </ul>
8	4	2	<ul style="list-style-type: none"> <li>Meetings</li> </ul>	2	<ul style="list-style-type: none"> <li>Duties of Secretary before, during and after a meeting</li> <li>Drafting Notices for meeting</li> <li>Preparing meeting Agenda to be enclosed with the notice</li> <li>Preparing minutes of meeting</li> </ul>	3	<ul style="list-style-type: none"> <li>Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>States the rules for conducting meetings</li> <li>Prepares effectively for meetings (agenda, notice &amp; minutes)</li> <li>Enumerates the duties of a Secretary before, during and after a meeting</li> </ul>
9	5	1	<ul style="list-style-type: none"> <li>Travel Arrangements</li> </ul>	2	<ul style="list-style-type: none"> <li>Preparation of Itinerary</li> <li>Making travel arrangements</li> <li>Documentation related with overseas tour</li> <li>Formalities needed to make rail and air reservations</li> <li>Preparing resume in MS-Word as per specific</li> </ul>	3	<ul style="list-style-type: none"> <li>Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>Prepares itinerary</li> <li>Makes arrangements for travelling in accordance with organizational policies</li> <li>Identifies the formalities needed to make rail and air</li> </ul>

					specifications and taking its print out			reservations
<b>10</b>	<b>5</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Office Equipments</li> </ul>	2	<ul style="list-style-type: none"> <li>Practical demonstration of various office equipments</li> </ul>	3	<ul style="list-style-type: none"> <li>Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>Enumerates the objectives of Office mechanization</li> <li>Identifies various types of office equipments and machines</li> </ul>
<b>11</b>	<b>6</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Basics of Computer</li> </ul>	2	<ul style="list-style-type: none"> <li>Demonstration of basic operations of a computer system</li> <li>MS Word &amp; its features</li> <li>Basic features of MS Excel</li> <li>Entering and editing data in worksheet</li> <li>Using mail merge</li> </ul>	3	<ul style="list-style-type: none"> <li>Provide practice through graded exercises</li> </ul>	<ul style="list-style-type: none"> <li>Enlists various applications of Computers</li> <li>Modifies a worksheet</li> <li>Practices use of mail merge</li> </ul>
		<b>Total HRS</b>		<b>28</b>		<b>27</b>		
<b>Total HRS</b>				<b>55</b>				