

AOCSP -01 Secretarial Practice

Block 01 Fundamentals of Secretarial Work

Unit 01: Nature and Scope of Secretarial Work

Who is a Secretary?, Importance of a Secretary, Duties of a Secretary, Qualifications of a Secretary, Importance of Secretarial Work, Types of Secretaries, Private Secretary,

Unit 02: Secretarial Functions in Organizations

Secretary of an associations or a club, secretary of a co-operative society, secretary of a local body, secretary of a government department.

Unit 03: Company Secretary

Who is a company secretary?, position of a company secretary, qualifications, appointment, removal/ dismissal duties, right and liabilities, practicing company secretary.

Block 02 Meetings

Unit 04 : General Principles of Meetings -I

What is a meeting?, classification of meetings, requisites of a valid meeting, roles governing meeting, preparation for and conduct of meeting.

Unit05 : General Principles of Meetings -II

Rules governing discussion and debate in meetings, order of business, motions, amendments and resolutions, voting procedures and methods, minutes of meetings, secretary's duties.

Unit 06 : Company Meetings -I

Company meetings, kinds of company meeting, requisites of company meetings, motions and resolutions, methods and procedures of voting in company meetings, minutes of company meetings.

Unit 07 : Company Meetings -II

Duties of secretary general, duties of secretary: statutory meetings, duties of secretary: statutory meetings, duties of secretary: annual general meetings, duties of secretary: extraordinary general meetings, duties of secretary: other meetings, minutes of meetings.

Block 03 Business Communication

Unit 08 : Principles of Letter Writing

Basic principles of correspondence form and arrangement of a business letter, supplements to the arrangement of the letter, supplements to the arrangement of the letter.

Unit09 : Business Correspondence -I

Business letters, planning the letters, form letters, kinds of business letters.

Unit 10 : Business Correspondence -II

Publicity and public relations, letters to editors, postal services.

Unit 11 : Official Correspondence

Correspondence with postal authorities, correspondence with local bodies, correspondence with government departments, correspondence with public utilities.

Block 04 Reports and Précis Writing

Unit 12 : Office Reports

Meaning and definition of a report, importance of reports, report writing, types of reports, reports control.

Unit 13 : Report Writing

General guidelines in preparing reports, procedure of report writing, stages in report writing, long reports, short reports.

Unit 14 : Précis Writing

What is a précis?, why précis?, characteristics of a good précis, method of writing a précis, problems in writing a précis, some illustrations.