

**(Syllabus)**  
**SECRETRIAL PRACTICE**  
SENIOR SECNDARY  
AND  
PA/PS – COURSE  
(Course Code: 326/426)

Theory Paper	1 Hour	70 Marks
Practical	3 Hours	30 Marks

**Theory**

Unit 1	Questions, qualifications and duties of a Private Secretary / Office Assistant
Unit 2	Knowledge of organizational structure of an establishment
Unit 3	Handling of mail
Unit 4	Postal Services
Unit 5	Noting and Drafting
Unit 6	Maintenance of records
Unit 7	Meeting and appointments
Unit 8	Travel arrangements

**PRACTICAL**

Unit 1	Use of Telephone
Unit 2	Use of Telex
Unit 3	Use of Intercom
Unit 4	Use of Dictaphone
Unit 5	Use of Photocopier
Unit 6	Use of Franking machine
Unit 7	Use of Cyclostyling machine
Unit 8	Use of electronic typewriter
Unit 9	Functioning of a computer-simple and elementary operation