

OMSP VOCATIONAL TRAINING CENTER

Along with compulsory subjects like Commerce, English, Economics the students who have also opted for Office Management and Secretarial Practice, about 35 students, have a separate center for them on the 2nd floor and they get to learn Subjects like:-

1. **Shorthand and Typing – All three years**
2. **Office Management Theory – 1st and 2nd year**
3. **Entrepreneurship Development – 3rd year**

To begin with, the students are made aware of the basic principles of **Shorthand**. Shorthand is a abbreviated symbolic writing method that helps to increase the speed of writing than longhand. Many journalists prefer shorthand writing to quickly take note of press conferences and similar situation.

Shorthand goes along with typing, The students have an access to **16 typewriters**, where they are given training for typing on typewriter and increasing their speed to at least **40 wpm** which is the average speed. They also have a **Computer lab** where they practice typing and also present their presentations.



Students using Typewriters to increase their typing speed.



Students making use of computer lab to for their presentations for their Theory subjects & Typing.

Office Management and Secretarial Practices gives the students knowledge about the functioning and working of an office, various chapters in this subject talk about the roles, duties and importance of a secretary in an organization, the students also get a practical exposure by doing two months internship.

Entrepreneurship Development is a subject that is introduced in the Third Year, common subject for all vocational students, they are inculcated with all the skills to become an efficient entrepreneur.



Workshops held to make the students aware about Office Administration & Secretarial Duties.