

COURSE BROCHURE

Stenographer and Secretarial Assistant - Office Skills

Diploma, Vocational & Skills / Shorthand, Stenography and Office Skills

<div>One-time full-course fee</div> <div>INR 1,499</div>	<div>Access</div> <div>12 months course access</div>
<div>Study plan</div> <div>6-week suggested practice plan; self-paced</div>	<div>Learning format</div> <div>8 listed written lessons with practice and self-assessment. Eight original workplace workshops covering instruction capture, letters, minutes, calendars, registers, filing, confidentiality and an integrated fictional office portfolio. Written exercises and self-assessment; no employer placement or government qualification. Project prerequisites: Basic reading, typing and access to a word processor or spreadsheet. This is distinct from the senior-secondary company/finance subject-support course.. Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included..</div>

Programme overview

Eight original workplace workshops covering instruction capture, letters, minutes, calendars, registers, filing, confidentiality and an integrated fictional office portfolio. Written exercises and self-assessment; no employer placement or government qualification.

Who this is for

- 1 Basic reading, typing and access to a word processor or spreadsheet. This is distinct from the senior-secondary company/finance subject-support course.
- 2 Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included.

Published topics and learning focus

- 1 Communication and coordination
- 2 Records and integrated office practice

Before you choose

- 1 These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
- 2 ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
- 3 Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

[Explore the programme trial](#)[View current details, scope and terms](#)[Ask ZELVU about this programme](#)

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.