

## Modern Office Management

<b>Full Name</b>	Modern Office Management		
<b>Eligibility</b>	10 + 2 or its equivalent		
<b>Duration</b>	<b>Min</b>	<b>Max</b>	
	1 Year	2 Years	
<b>Scheme</b>	Yearly		
<b>Fee</b>	<b>Registration</b>	<b>Programme</b>	<b>Exam</b>
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<b>Syllabus</b>	<a href="#">Click here to Download</a>		

S.No.	Paper Code	Paper
Â 1	1DMOM1	Maharishi Vedic Science â€œ I
Â 2	1DMOM2	Office Management And Secretarial Practice
Â 3	1DMOM3	Typing & Stenography(Hindi/English)
Â 4	1DMOM4	Computer Fundamentals
Â 5	1DMOM5	Practical- I Typing Job-Speed Test(Hindi-30 w.p.m.)/(English 40 w.p.m.)
Â 6	1DMOM6	Practical- II Short Hand Speed(Hindi-100 w.p.m.)/(English 120 w.p.m.)
Â 7	1DMOM7	Practical- III Dos, Ms Word ,Ms Excel ,Ms PowerPoint And Ms Access