

**Programme on
Information Technology Tools for
PAs/Secretaries/Stenographers**

Saturday, March 17, 2018 - 9.30 a.m. to 5.00 p.m.



Venue : Torrent-AMA Management Centre, Core-AMA Management House, ATIRA Campus,
Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

INTRODUCTION: Modern office management has undergone a major change in past decade. The pressures of increasing competition and complexity of business have forced managers to rely on more accurate, timely and complete information on which to base their decisions. Information is therefore becoming increasingly critical. This has resulted in an ever-increasing level of expectation from the support functions managed by the executive or personal secretaries.

OBJECTIVES: This programme aims at providing the participants an opportunity for attaining a higher level of awareness about use of available IT tools and techniques for improving secretarial productivity.

CONTENTS:

- Office Management: The Emerging Paradigm Shift and the Role of Executive Secretaries.
- Information Technology - Basic Concepts.
 - Capturing and Storing Organizational Data
 - Processing Data – converting into Information: Word Processing, Presentations, Spread Sheets
 - Telecommunication and networking
- Producing Professional Reports
- The Internet, Intranets, Mobile Devices: Browsers for Searching Information on Net; E-mail
 - Sending, Receiving, Storing, Searching, Out Look; Portals & Knowledge Management; Viruses and Cyber Security
- Collaboration Technologies/Tools – Social Media, Mobile, Analytics & Cloud
- Document Management System
- Hands on Exercises

The programme is open for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers and those who are discharging secretarial duties and responsibilities.

FACULTY: Mr. B. G. Gupta, Management Consultant

For more than 45 years, he has been providing training and consultancy services in e-Governance, Information Security, IT Applications in Business & Governance, DPR Preparation & Appraisals, Information Security, Project Management, MIS, BPR/GPR, GIS, ERP, E-commerce, and teaching MBA students at FMS, Delhi, IIT Roorkee, IIFT, NIFT and other prestigious Business Schools.

FEE: Rs.1600/- per participant including GST. Concession for Members 10%, Patron Members 20%. Fee includes course fee, cost of reading material & refreshment. Cheque should be drawn in favour of **"Ahmedabad Management Association"**.

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REGISTRATION FORM: Please fill-in and return this form along with participation fee to:

Ahmedabad Management Association, Dr. Vikram Sarabhai Marg, ATIRA Campus, Ahmedabad 380 015.

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Name(s)	Position
1.	
2.	
Organization:	
GST No.:	AMA GST No.: 24AAATA 5881 D1Z0
Address:	
	Pincode No.
Telephone(s):	Mobile:
E-mail: <input type="text"/>	