



KVA DAV College for Women, Karnal

Directly Managed by DAV College Managing Committee, New Delhi

Affiliated to Kurukshetra University, Kurukshetra

Affiliated with UGC 12(B) 2(f)

Re-accredited 'A' Grade by NAAC



Department of Commerce Organizing

SHORTHAND (English) & TYPEWRITING(Eng. & Hindi) Classes In SMARTCITY

3 Months Course

Only for Girls

from

May 15, 2023

A GREAT PLACE TO START

About the Programme

We are organizing a short term course of Office Management .
It is a 3 month programme which includes the :

- Typing Classes
- Shorthand Training
- Typing Classes For English
(Both Computers and Typewriters Available)
- Typing Classes For Hindi
- Advance Study Material
- Individual Attention
- Morning And Evening Batches
- Regular Test
- Reasonable Fees.



Eligibility

- ✓ Minimum Qualification : 10th or 12th
(from any stream)
- ✓ No age limit
- ✓ Registration Link:
<https://forms.gle/VJro7GjxsL1JbfNG7>
- For any query contact:9416030703
- ✓ Email at: arora.karnal@gmail.com