

# SHORTHAND AND COMPUTER TYPEWRITING

Certificate Course

## SPECIAL FEATURES OF DAVAR'S TRAINING

- Accuracy Speed and Skill are the key notes of our training programme.
- Our course is planned on the most modern scientific methods.
- Students trained by Davar's and holding our certificate are preferred by companies because of our record of achievements in the educational field for the last century.
- Our Placement Service tries to help our students obtain jobs.

The Late **Dr. Nani S. Davar** – Ph.D., S.M. (MIT USA) F.C.A. F.I.C.S. (Lon.), Former Principal, is a respected name for devising various career oriented courses, which have led students to highly successful careers in blue chip companies, for more than 50 years.

**Mrs. Puran N. Davar**, M.A., Principal, has been involved in planning courses and training for over four decades.

## SHORTHAND COURSE FEE DETAILS

DURATION : 3 MONTHS  
945 mins. Sessions – Monday to Friday)

### CASH FEES

Tuition:	Rs.2,500.00
Entrance:	Rs. 100.00
Total:	<u>Rs.2,600.00</u>

### INSTALMENT FEES:

Tuition: (On enrolment)	Rs.1,700.00
Entrance:	Rs. 100.00
First Instalment	Rs.1,800.00
Second Instalment	Rs.1,000.00
Total:	<u>Rs.2,800.00</u>

PRIVATE TUITION UNDERTAKEN FOR SHORTHAND  
(45 mins. Sessions – Monday to Friday)

DURATION: 1 Month

### CASH FEE:

Tuition:	Rs.4,000.00
Entrance:	Rs. 100.00
Total	<u>Rs.4,100.00</u>

### SPEED CLASSES FEES

Tuition:	Rs. 400.00 (per month)
Entrance:	Rs. 100.00
Tuition:	Rs.1,150.00 (for three months)
Entrance:	Rs. 100.00

## COMPUTER TYPEWRITING

(WHOLE COURSE)

Contents:

- Key Board
- Letters
- Tabulations
- Manuscripts
- Bio-data
- Envelopes

Duration: 1 month (45 mins. – Monday to Friday)

FEES

Tuition: Rs.1,500.00

Entrance: Rs. 100.00

Total Rs.1,600.00

COMPUTER KEYBOARD

Duration: 2 weeks (45 mins. – Monday to Friday)

FEES

Tuition: Rs. 700.00

Entrance: Rs. 100.00

Total Rs. 800.00

COMPUTER SPEED CLASSES

Duration: 1 month ( 45 mins. – Monday to Friday)

FEES

Tuition: Rs. 650.00

Entrance: Rs. 100.00

Total Rs. 700.00

(FOR EXISTING & PAST STUDENTS)

FEES: Rs. 400.00 (per month)

FAX OPERATING

Duration: 2 working days ( 45 mins. Sessions)

FEES

Tuition: Rs. 300.00

Entrance: Rs. 100.00

Total: Rs. 400.00

Cheques payable to "Davar's College of Commerce, Secretarial Studies & Services". Fees once paid are NOT refundable under any circumstances.

Enquire for the Executive Personal Assistant's Diploma course on completion of Shorthand & Computer Typewriting.

CAUTION

To enroll for the correct course, please ensure that the enrollment form issued to you bears Davar's College of Commerce, Secretarial Studies & Services. Please also note that it is the only division of Davar's authorized to conduct this course.

DAVAR'S PLACEMENT

Nani Davar's Placement and Development Service is available to all students who successfully complete this course, so that they are assured of making a start to an exciting career as a candidate. We maintain a comprehensive Computerized Data Bank of the best job opportunities available in Mumbai. A professional team helps students in getting the right kind of job and in offering counsel throughout their career.

For direct contact with Placement Services, call 2204 1479 or 2284 3506 and ask for Mrs. Roshan Khambatta or fax on 2285 3453.

**COUNSELLING BY:**

- **Mrs. Puran N. Davar (PRINCIPAL)**
- **Mrs. Arzan Rikhye (SENIOR EXECUTIVE)**
- **Mrs. Silloo A. Chinigar (SENIOR EXECUTIVE)**
- **Mrs. Lalitha Iyer (SENIOR EXECUTIVE)**

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