



## Secretarial and office work

### Nota de alcance:

**Secretarial and office work** is the study of administrative procedures and practices, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, law, accounting etc) are included if the programme has secretarial work as its objective, rather than work as specialised assistants.

Programmes and qualifications with the following main content are classified here:

- Administrative and secretarial services
- Clerical programmes
- Data entry
- Foreign language secretary programmes
- Keyboard skills
- Legal secretary programmes
- Medical secretary programmes
- Operation of office equipment
- Receptionist training
- Secretarial programmes
- Shorthand
- Switchboard operating
- Typing

**Incluye:** Broad secretarial programmes comprising among other things computer courses are included here.

### Excluye:

Separate programmes or qualifications in using a specific computer software are excluded from this detailed field and included under detailed field 0611 'Computer use'.

~~Office management is excluded from this detailed field and included in detailed field 0413 'Management and administration'~~

Fuente: Disponible en: <https://vocabularios.educacion.gob.ar/vocabulario/iscedf/termino/50>

Hotel receptionist programmes are excluded from this detailed field and included in detailed field 1013 'Hotel, restaurant and catering'.