

<b>SYLLABUS -SECRETARIAL PRACTICE (ENGLISH)</b>			
<b>Duration</b>	<b>Reference Learning Outcome</b>	<b>Professional Skills (Trade Practical) With Indicative Hours</b>	<b>Professional Knowledge (Trade Theory)</b>
Professional Skill 90 Hrs;  Professional Knowledge 18 Hrs	Familiarisation with shorthand and apply with computer application following safety precautions.	<ol style="list-style-type: none"> <li>1. Apply Consonants according to their pairs and dictation thereof. (25hrs.)</li> <li>2. Apply joining stroke consonants. (25 hrs.)</li> <li>3. Practicing of Long and Short Vowels, Dot &amp; Dash Vowels, Preceding and Following vowels, Intervening Vowels, etc. and dictation of the same. (20hrs.)</li> </ol> <p><b>Computer:</b></p> <ol style="list-style-type: none"> <li>4. Awareness of the computer hardware in the lab and its peripherals to accustom the trainees for use of computer. (20hrs.)</li> </ol>	Introduction, Job Opportunities & Scope of the Trade. Introduction to Shorthand, <b>Consonants:</b> Definition, Classification, arrangements and directions, table of consonants, Joining of Strokes <b>Vowels:</b> Long & Short Vowel, Dot & Dash Vowel, Places of Vowel, following and preceding vowel, Intermediate vowel, places for joined strokes & vowel. <b>Computer Fundamentals:</b> Introduction, Definition, Utility, types and applications of Computers.  <b>Computer :</b> Hardware: Definition & Introduction, Motherboard, Processor, Input & Output Devices and Storage devices. Software: Definition & types of Software. (18hrs)
Professional Skill 60 Hrs;  Professional Knowledge 12 Hrs	Prepare a complete sentence with use of logograms grammalogues, contractions, tick	<ol style="list-style-type: none"> <li>5. Practicing of Logograms, Grammalogues, &amp; Contractions, with the use of tick 'The' and Punctuation marks. (15hrs.)</li> </ol>	<b>Short Forms:</b> Logograms, Grammalogues, & Contractions, Use of tick 'The' in phrasing, Use of Punctuation Marks.  <b>Computer Windows</b>



	<p>'The' &amp; punctuation.</p> <p>Acquire knowledge of Windows operating system</p>	<p>6. Apply Diphthong and Triphones. (15 hrs.)</p> <p><b>Computer:</b></p> <p>7. Use of Windows Operating System. (15hrs.)</p> <p>8. Familiarisation with Computer Keyboard keys. (15hrs.)</p>	<p><b>Operating System:</b> Introduction, Log on accounts, Passwords, Minimizing, Windows resizing, Moving, Closing Windows, Windows Menu, Tool Bar, Task Bar, menu bar and Start Button, Shutting down Windows. Desktop, Windows Explorer, Control Buttons Open, Cut, Copy &amp; Paste etc.</p> <p><b>Diphthongs:</b> Definition, Signs and Places of Diphthongs and Triphones</p> <p><b>Computer Keyboard Functions.</b> (12 hrs)</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Identify the strokes R &amp; H, Abbreviated W</p>	<p>9. Apply Alternative Forms of R &amp; H. (10 hrs.)</p> <p>10. Apply Abbreviated W. (10hrs.)</p> <p>11. Use of downward H, Tick H and Dot H and upward SH and dictation. (10hrs.)</p> <p>12. Apply Phraseography and dictation (10hrs.)</p> <p>13. <b>Computer:</b> Develop sitting posture on computer and finger positioning on the keyboard. (10hrs.)</p> <p>14. Computer Typing practice on Computer and Creation of MS- Word file on Computer with the use of various options of MS-Word. (10hrs.)</p>	<p>Alternative forms of R &amp; H Strokes,</p> <p><b>b) Thick Downward R &amp; H.</b></p> <p><b>c) Alternative forms &amp; their uses:</b></p> <ul style="list-style-type: none"> <li>▪ Abbreviated W,</li> <li>▪ Diphone</li> </ul> <p><b>d) Computer keyboard Operations:</b></p> <p><b>Aspirate H:</b> Tick &amp; Dot H, Downward H Stroke &amp; Upward Sh Stroke.</p> <p><b>Phraseography-</b> Formation of Simple Phrases.</p> <p><b>Computer:</b></p> <p><b>MS- Word</b> - Creation of File and use of various tools. (12 hrs)</p>
<p>Professional Skill 60 Hrs;</p>	<p>Identify small circle for S &amp; Z, Large circle for</p>	<p>15. Apply of Small Circle for S &amp; Z, Use of circle S &amp; Z with other stroke</p>	<p><b>The Circle:</b> Small circle for S &amp; Z, Circle and the strokes, Circle S with H stroke, Stroke L and</p>



Professional Knowledge 12 Hrs	SW/large loop & small loop /understand MS-Word by using all tools.	Consonants and dictation. (15 hrs.)  <b>Computer Speed Typing:</b> 16. Type using typing tutor. (15 hrs.)	circle S. <b>Computer Speed Typing:</b> Speed Calculation, Signs & Symbols, Roman Numbers, Capitalizations of Letters, Display, Counting Errors and calculating speed and errors, Evaluation & Marking Scheme (06 hrs)
		16. <b>Demonstrate :</b> a) Large Circle – SW, SS, SZ and their medially and finally uses and dictation. (05 hrs.) b) Small Loop for ST/SD. (05 hrs.) c) Large loop of STR and dictation. (05 hrs.)  <b>Computer:</b> 17. Work in MS-Word and its options. (08 hrs.) 18. Type using typing tutor. (07 hrs.)	<b>a) Large Circle:</b> <ul style="list-style-type: none"> <li>▪ Large Initial Circle for SW, SS, SZ</li> <li>▪ Use of large circle,</li> <li>▪ Medially and finally,</li> <li>▪ Circle and vowel places.</li> </ul> <b>b) The loops:</b> <ul style="list-style-type: none"> <li>▪ Small Loop of ST/SD</li> <li>▪ Large loop for STR</li> </ul> <b>Computer:</b> MS Word- editing and formatting (06 hrs)
Professional Skill 30 Hrs;  Professional Knowledge 06 Hrs	Recognize the direction of SHR, SHL and alternative forms.	17. Apply Initial small hooks for R & L. (10hrs.) 19. Apply the above on different types of sentences (11 hrs.)  <b>Computer :</b> 20. Use Computer for Speed Typing(09hrs.)	<b>Initial small hooks</b> (Double Consonants): R & L Hooks, SHR & SHL hooked strokes, Vowels and double consonants  <b>Computer:</b> Setting indents and spacing, Use of help Options, Page Set up, Margins, Ruler, and Paper Size in Word. Inserting Lines and Page Breaks, Viewing Documents Properties and Printing, Use of Tables, Insertion and Deletion of Rows and Columns, Alignments between Rows & Columns and other MS- Word Feature.



			(06 hrs)
Professional Skill 30 Hrs;  Professional Knowledge 06 Hrs	Observed curved hook and compound consonant.	<p><b>18. Demonstrate :</b></p> <p>a) Curved hooked strokes i.e. F/ V / ith/ TH. (05hrs.)</p> <p>b) Develop new sentences to follow the above rules (05hrs.)</p> <p>21. Compound Consonants and develop WH/ WHL/ KY/ GY/ KW/ GW/ MP/ MB and apply on different types of words. (05hrs.)</p> <p><b>Computer:</b></p> <p>22. Typing Practice of passages from books, magazines, journal and newspaper for enhancing the speed and accuracy. (15hrs.)</p>	<p><b>Alternative forms of curved hooked strokes,</b> Left &amp; Right Curves of f/v/th/TH, upward SH with hooked strokes, intervening vowels, circles and hooks <b>Compound Consonants:</b> Initial large hooks of WH/WHL/KY/GY/KW/GW/MP/ MB strokes. (06 hrs)</p>
Professional Skill 30 Hrs;  Professional Knowledge 06 Hrs	Recognize different types of hook.	<p><b>19. Construct :</b></p> <p>Final hook N and F/V and apply it on various types of sentences (12hrs.)</p> <p>23. Shun Hook and joining with other Strokes and apply it on the different types of sentences. (08hrs.)</p> <p><b>Computer :</b></p> <p>24. Use Computer for Speed Typing(10hrs.)</p>	<p><b>Final Hooks:</b> N &amp; F/V small hooks, Hooks and Vowels, Circles and Loops with finally hooked strokes.</p> <p><b>Large Final:(Shun Hook)</b> Use of Shun after Circle, Use of shun hook after certain strokes. (06 hrs)</p>
Professional Skill 90 Hrs;  Professional Knowledge 18 Hrs	Develop new sentences apply halving / doubling principles.	<p>20. Demonstrate Halving Principles on different types of words &amp; sentences (20 hrs.)</p> <p>21. Halving of other compound consonants and</p>	<p><b>Halving Principles:</b> Halving of Strokes for T or D, Halving of M, N, L, R, for D, Halving of MP/MB/NG hooked etc. (12 hrs)</p>



		<p>apply it on Computer for Speed Typing. (20 hrs.)</p> <p>25. Work on pairs of word confused and misused. (20 hrs.)</p>	
		<p>26. Apply Doubling Principles, Doubling of other compound consonant and dictation (15 hrs.)</p> <p><b>Computer :</b></p> <p>27. Use Computer for Speed Typing (15 hrs.)</p>	<p><b>Doubling Principles:</b> Doubling of Strokes for TR &amp; DR, Doubling of MP/MB/NG and L Strokes etc. (06 hrs)</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	Apply the prefixes.	<p>28. Apply Prefixes and their representative strokes and Dictation. (30hrs.)</p> <p><b>Computer :</b></p> <p>29. Use Computer for Speed Typing(30hrs.)</p>	<p><b>Prefixes-</b> definition, Use and representative lines (12 hrs)</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	Apply the suffixes.	<p>30. Apply Suffixes and their representative strokes and Dictation. (30hrs.)</p> <p><b>Computer :</b></p> <p>31. Use Computer for Speed Typing. (30hrs.)</p>	<p><b>Suffixes:</b> definition, Use and representative lines (12 hrs)</p>
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	Identify the monetary units & use it.	<p>22. <b>Explain the figures-</b></p> <p>a) Monetary Units &amp; Round Figures and use it on sentences. (08hrs.)</p> <p>b) Contractions- formation and uses, Essential Vowels and dictation (07hrs.)</p> <p>32. Develop the sentences to follow above rules writing in shorthand &amp; apply on Computer for Speed</p>	<p><b>Intersection-</b> Monetary Units &amp; Round Figures</p> <p><b>Contractions-</b> formation and uses, Essential Vowels. (06 hrs)</p>



		Typing. (15hrs.)	
Professional Skill 90 Hrs;  Professional Knowledge 18 Hrs	Apply note taking techniques.	33. Apply Simple Letters writing in shorthand and Useful Note Taking Techniques (30 hrs.) <b>Computer :</b> 34. Use Computer for Speed Typing (30 hrs.)	Simple Letter Writing (12 hrs)
		35. Apply Translation & Note Taking Techniques. (15 hrs.) <b>Computer :</b> 36. Use Computer for Speed Typing (15 hrs.)	Translation & Note Taking Techniques (06 hrs)
Professional Skill 60 Hrs;  Professional Knowledge 12Hrs	Perform on MS-Excel.	37. Work on MS- Excel and Typing on the Computer (30hrs.) 38. Database Entry by using MS - Excel Dictation of the shorthand from the books and transcription of the same on Computer.(30hrs.)	Office- Introduction, Importance of Office, Departments of Office. Functions, Duties and Characteristics of Office Manager. Computer: Introduction of MS- Excel : MS EXCEL- Opening a Worksheet; Entering text in worksheets. MS- Excel- Editing Excel - selecting cells, editing cell contents; saving; Printing;(12 hrs)
Professional Skill 120 Hrs;  Professional Knowledge 24Hrs	Label the office layout.	39. Designing of various layouts of office with space management. (15 hrs.) 40. Work on MS- Excel - Range, Editing menu, Formulas and Functions. (30 hrs.) 41. Take down dictation in shorthand from the	Office Layout, Types of Office Layout, Open and Private Office. Inserting/deleting data, rows and columns, worksheet ranges, Using cut, copy and paste Office Environment-Importance, Elements like Light, Temperature, Moisture, Ventilation, Noise, Interior



		books and transcription of the same on Computer. (15 hrs.)	Decoration, Cleanliness and Safety MS- Excel - method; Using Formulas and functions (12 hrs)
		42. Demonstrate Dispatch and Diary Register with the entry Procedure- and practical use. (15 hrs.) 43. Apply Various Formulas, Charts etc in MS- Excel. (30 hrs.) 44. Take down dictation in shorthand from the books and transcription of the same on Computer. (15 hrs.)	Handling of Mails- Inward & Outward Mails. MS- Excel- Arithmetic, logical, trigonometry, Relative and absolute cell referencing; Formatting worksheets, Office Stationery, Office Forms and Manuals. Types of Office Stationery Precautions for computer viruses. Use of Anti Virus, Scanning etc. MS- Excel- Align center, left, right and justify cell contents, Using charts, chart types, selecting data, modifying charts. (12 hrs)
Professional Skill 60 Hrs;  Professional Knowledge 12Hrs	Identify all types of file requirements & implement the same on MS- Power point.	45. Identification of various files and practical use thereof MS- power point -Creation of the PPT. (20 hrs.) 46. Adding of Graphics and the practice of same. (20 hrs.) 47. Take down dictation in shorthand from the magazines and transcription of the same on Computer. (20 hrs.)	<b>Filing Meaning</b> of Records, Compilation and Classification. <b>MS POWER-POINT-</b> Introduction of PPT, Presenting documents in Power point, add graphics to the document, Create a self running presentation (12hrs)
Professional Skill 30 Hrs;  Professional Knowledge 06 Hrs	Demonstrate MS- PowerPoint Presentation.	48. Work on MS- PowerPoint (10 hrs.) 49. Layout Themes and Designs of the Slides in Power Point, Addition of Clipart and various	Importance of Filing, Essentials of Good Filing Method, Classification of files - Alphabetical, Numerical, Geographical and Subject wise. Centralization and



		<p>objects into PPT slides. (10 hrs.)</p> <p>50. Take down dictation in shorthand from the magazines and transcription of the same on Computer. (10hrs.)</p>	<p>Decentralization of Filing.</p> <p><b>MS- Power Point:</b> Layouts, themes and designs, adding clip arts, diagrams, pictures, tables and charts. (06 hrs)</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Demonstrate features of MS power Point.</p>	<p>51. Work on MS- power Point, Slide Animation, Transition etc. (30hrs.)</p> <p>52. Take down dictation in shorthand from the magazines and transcription of the same on Computer. (30hrs.)</p>	<p><b>Office Secretary</b></p> <p>Definition, Qualities, Qualification &amp; Types of Secretary</p> <p><b>MS- Power Point-</b> Building animation effects, transitions, speaker notes, Copying a presentation to a CD/DVD/Pen drives, Editing and Printing presentations/slides. (12 hrs)</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Familiarisation with Internet functions.</p>	<p>53. Work on Internet - Making of E-Mail Account and other use of internet. (30hrs.)</p> <p>54. Take down dictation in shorthand from the Newspapers and transcription of the same on Computer. (30hrs.)</p>	<p>Professional, personal duties and Functions of Office Secretary.</p> <p><b>INTERNET:</b> Introduction to Internet (12 hrs)</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12Hrs</p>	<p>Identify all types of official tools &amp; equipment.</p>	<p>55. Practical knowledge of various official tools and equipments and their use. (15 hrs.)</p> <p>56. Searching of Information on Various search portals by using of Internet. (30hrs.)</p> <p>57. Take down dictation in shorthand from the Newspapers and transcription of the same</p>	<p><b>Office Equipments</b></p> <p>Principle for selection of Office Equipments.</p> <p>Types of Office Equipments&amp; Mailing Room Equipments.</p> <p>Photocopier and Communicating Equipments.</p> <p>Other Useful Equipments- Duplicating Machine, Intercom, EPBX, Electronic Stencil Cutter, Personal Computer, Internet, Fax, Xerox</p>





		on Computer. (15hrs.)	etc. Networking - LAN, MAN, WAN Using internet, sending and receiving e-mail messages; searching, Information from websites by the use of search engines(12 hrs)
Professional Skill 30 Hrs;  Professional Knowledge 06Hrs	Observe all types of postal services.	58. Visit to the various post offices. (15 hrs.) 59. Take down dictation in shorthand from the Newspapers and transcription of the same on Computer. (15 hrs.)	<b>Postal Services</b> Post Office Services- Importance of Pin Code, Postcard, Registered Letters, Ordinary, Insured Letters, Parcels, Business Reply Postcards, VPP,UPC, Monetary Services etc. Speed Post and Courier Services and other useful postal Services- Post Bag, Post box etc. (06hrs)
Professional Skill 30 Hrs;  Professional Knowledge 06Hrs	Prepare all types of letters and correspondence.	60. Take down dictation in shorthand from the Newspapers, books and magazines and transcription of the same on Computer. (10hrs.) 61. Fill up of various online forms by using internet i.e. rail, bus, air tickets and booking of hotels etc. (10hrs.) 62. Create Record/performance Sheet applying in MS-Excel Formula. (10hrs.)	Application Writing Complaint Writing. Social Letters like Informal Letters/ Invitation Letters/ Congratulation Letters/ Thanks Giving Letters/ Condolence Letters etc and letters to the editors. Office Correspondence: Drafting of notice / agenda/ minutes and reports, circular & memorandum Maintaining calendar of events. General Banking Correspondence. (06hrs)
<b>Practice of shorthand and test for speed @ 80 wpm and evaluate.</b>			