

SYLLABUS FOR STENOGRAPHER SECRETARIAL ASSISTANT (ENGLISH) TRADE			
Duration: One Year			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 30 Hrs; Professional Knowledge 06 Hrs	Acquire knowledge about the computer hardware & stenography introduction.	Computer: 1. Awareness of the computer hardware and its peripherals in the lab to accustom the trainees for use of computer. (12hrs) 2. Stenographer: Name The Consonants according to their pairs and dictation thereof.(18hrs)	a) Introduction b) Career opportunities in the Industry. c) Different types of establishments. d) An orientation programme on the course and related job opportunities by the industry expert and instructor. e) Organizational hierarchy f) Attributes of a Stenographer & Secretarial Assistant. g) Duties and responsibilities of a secretary / Stenographer. h) Inter-departmental coordination. (06 hrs)
Professional Skill 60 Hrs; Professional Knowledge 12 Hrs	Identify the various Consonants, vowels and its application.	Develop : 3. Practice of Stroke Consonants and their joining. (12hrs) 4. Practice of Joining stroke consonants.(12 hrs) 5. Demonstrate : a) Long and Short vowels, (12hrs) b) Dot & Dash Vowels, (12hrs) c) Preceding and Following	a) Introduction to Shorthand, Consonants: <ul style="list-style-type: none"> ▪ Definition, ▪ Classification, ▪ Arrangements and directions, ▪ Table of consonants, ▪ Joining of Strokes b) Vowels: <ul style="list-style-type: none"> ▪ Long & Short Vowel, ▪ Dot & Dash Vowel, ▪ Places of Vowel,

	<p>grammalogues, contractions, tick 'The' & punctuation.</p> <p>Prepare Window operating system on computer.</p>	<p>I. Tick 'The'</p> <p>II. Punctuation marks</p> <p>III. Dictation Practice</p> <p>e) Dipthong</p> <p>f) Triphones</p> <p>10. Spelling practice using English Dictionary (02 hrs)</p> <p>11. Create a log-in account and customise windows. (06 hrs)</p> <p>12. Practice of typing in computer using tool-bars and menu bars/ tools in ribbons.(06 hrs)</p>	<p>Moving,</p> <ul style="list-style-type: none"> ▪ Closing Windows, ▪ Tool Bar, ▪ Task Bar ▪ Menu bar ▪ Start Button, ▪ Shutting down Windows. ▪ Desktop, ▪ Windows Explorer, ▪ Control Buttons, ▪ Open, Cut, Copy & Paste etc. <p>d) Computer Keyboard Functions and its operations:</p> <ul style="list-style-type: none"> ▪ Alphabetic keys ▪ Numeric keys ▪ Special keys ▪ Function keys (F1 to F12) (06 hrs)
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Identify the strokes R &H, Abbreviated W</p>	<p>13 Practice of Alternative signs of R &H.(06 hrs)</p> <p>14 Dictation Practice (06 hrs)</p> <p>15 Practice (10 hrs)</p> <p>i) Downward H,</p> <p>ii) Tick H</p> <p>iii) Dot H</p> <p>iv) Upward SH</p> <p>v) Dictation Practice</p> <p>16. Practice of Phraseography and dictation (10hrs)</p> <p>17. Computer:</p> <p>a) Explain the sitting posture on computer</p> <p>b) Demonstrate Finger positioning on the keyboard. (14hrs)</p> <p>18. Computer Typing:</p>	<p>Alternative forms of R &H Strokes,</p> <p>b) Thick Downward R & H.</p> <p>c) Alternative forms & their uses:</p> <ul style="list-style-type: none"> ▪ Abbreviated W, ▪ Diphone <p>d) Computer keyboard Operations:</p> <ul style="list-style-type: none"> ▪ Sitting posture, ▪ Sight & Touch Methods, ▪ Practicing Home Row, Upper Row & Bottom Row Keys ▪ Shift Key Operation and Number Row. ▪ Alternative form of Aspirate H, Tick & Dot H,

		<p>a) Practice on Computer b) Creation of MS- Word files on Computer with the Use of various options of MS- Word. (10hrs)</p> <p>19. Practice voice change (04 hrs)</p>	<ul style="list-style-type: none"> ▪ Downward H Stroke & Upward H Stroke. <p>e) Phraseography- Formation of Simple Phrases.</p> <p>f) Computer:</p> <ul style="list-style-type: none"> ▪ MS- Word ▪ Creation of File ▪ Use of its various option <p>g) Grammar-Voice</p> <ul style="list-style-type: none"> ▪ Active and passive voice (12 hrs)
Professional Skill 60 Hrs; Professional Knowledge 12 Hrs	Identify small circle for S & Z, Large circle for SW/large loop& small loop/ understand MS-Word by using all tools.	<p>20. Practice of Small Circle for S & Z.</p> <p>21. Use of circle S & Z with other stroke Consonants and apply it to the new sentences. (18 hrs)</p> <p>22. Computer Speed Typing: Computer typing practice with the minimum errors by following the typing rules. (12 hrs)</p>	<p>The Circle:</p> <ul style="list-style-type: none"> ▪ Small circle for S & Z, ▪ Circle and the strokes, ▪ Circle S with H stroke, ▪ Stroke L and circle S. <p>b) Computer Speed Typing:</p> <ul style="list-style-type: none"> ▪ Speed Calculation, ▪ Signs & Symbols, ▪ Roman Numbers, ▪ Capitalizations of Letters, ▪ Display, Counting Errors ▪ Calculating speed and errors, ▪ Evaluation & Marking Scheme <p>C) Punctuation- full stop, comma, semi colon, inverted commas, hyphen. (06 hrs)</p>
		<p>23. Demonstrate :</p> <p>a) Large Circle – SW, SS, SZ and their medially and finally uses and dictation. (04 hrs)</p> <p>b) Small Loop for ST/SD. (04 hrs)</p> <p>c) Large loop of STR and</p>	<p>a) Large Circle:</p> <ul style="list-style-type: none"> ▪ Large Initial Circle for SW, ▪ Use of large circle, ▪ Medially and finally, ▪ Circle and vowel places. <p>b) The loops:</p> <ul style="list-style-type: none"> ▪ Small Loop of ST/SD,

		<p>dictation. (04 hrs)</p> <p>24. Computer: Practice in MS-Word by using various tools. (08 hrs)</p> <p>25. Calculate Speed Typing on Computer. (08 hrs)</p> <p>26. Practice all punctuations. (02 hrs)</p>	<ul style="list-style-type: none"> ▪ Large loop for STR <p>c) Computer:</p> <ul style="list-style-type: none"> ▪ MS Word- ▪ Processing with MS-Word, ▪ Use of Different Menus like entering, Selecting, Deleting, Copying, Cutting and Pasting. ▪ Finding and replacing Text, ▪ Use of Auto Correct, ▪ Formatting with word, ▪ Inserting Numbers, Bullets ▪ Paragraphs formatting <p>d) Punctuation</p> <ul style="list-style-type: none"> ▪ Sign of interrogation ▪ Sign of exclamation ▪ Dash ▪ Brackets ▪ Apostrophe ▪ Capitals (06 hrs)
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Recognize the direction of SHR, SHL and alternative forms.</p>	<p>27. Practice of Initial small hooks for R & L.(06 hrs)</p> <p>28. Apply the above on different types of sentences (11hrs)</p> <p>29. Computer: Prepare many sentences to follow the rules on Computer for Speed Typing. (10hrs)</p> <p>30. Spelling practice and common errors. (03 hrs)</p>	<p>a) Initial small hooks (Double Consonants):</p> <ul style="list-style-type: none"> ▪ R & L Hooks, ▪ SHR & SHL hooked strokes, ▪ Vowels and double consonants <p>b) Computer:</p> <ul style="list-style-type: none"> ▪ Setting indents and spacing, ▪ Use of help Options, ▪ Page Set up, Margins, Ruler, ▪ Paper Size in Word. ▪ Inserting Lines and Page

			<p>Breaks</p> <ul style="list-style-type: none"> ▪ Insertion and Use of Tables, ▪ Deletion of Rows and Columns, ▪ Alignments between Rows & Columns ▪ Viewing Documents Properties & Printing, and ▪ Other MS- Word Feature. <p>c) Alternative forms of curved hooked strokes,</p> <p>d) Left & Right Curves of f/ v/ th/ TH, upward SH with hooked strokes,</p> <p>e) intervening vowels, circles and hooks</p> <p>f) Compound Consonants:</p> <ul style="list-style-type: none"> ▪ Initial large hooks of WH/ WHL/ KY/ GY/ KW/ GW/ MP/ MB strokes. ▪ Study of words commonly misspelt. (06 hrs)
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Use curved hook and compound consonant.</p>	<p>31. Demonstrate :</p> <p>a) Curved hooked strokes i.e. F/ V / ith/ TH. (04 hrs)</p> <p>b) Develop new sentences to follow the above rules (04 hrs)</p> <p>c) Compound Consonants and develop WH/ WHL/ KY/ GY/ KW/ GW/ MP/ MB and apply on different types of words. (04 hrs)</p>	<p>Study of conversational English. (06 hrs)</p>

		<p>32. Computer typing of passages from books, magazines, journal and newspaper for enhancing the speed and accuracy. (16 hrs)</p> <p>33. Practice of conversational English (02 hrs)</p>	
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Recognize different types of hook.</p>	<p>34. Construct :</p> <p>a) Final hook N and F/V and apply it on various types of sentences (09 hrs)</p> <p>b) Shun Hook and joining with other Strokes and apply it on the different types of sentences. (09hrs)</p> <p>35. Computer : Evaluate on Computer for Speed Typing (12hrs)</p>	<p>a) Final Hooks:</p> <ul style="list-style-type: none"> ▪ N & F/V small hooks, ▪ Hooks and Vowels, ▪ Circles and Loops with finally hooked strokes. <p>b) Large Final:</p> <ul style="list-style-type: none"> ▪ (Shun Hook) Use of Shun after Circle, ▪ Use of shun hook after certain strokes. (06 hrs)
<p>Professional Skill 120 Hrs;</p> <p>Professional Knowledge 24 Hrs</p>	<p>Develop new sentences applying halving / doubling principles.</p>	<p>36. Demonstrate Halving Principles on different types of words & sentences (30 hrs)</p> <p>37. Halving of other compound consonants and apply it on Computer for Speed Typing. (28 hrs)</p> <p>38. Practice pairs of word confused and misused.(02 hrs)</p>	<p>a) Halving Principles:</p> <ul style="list-style-type: none"> ▪ Halving of Strokes for T or D, ▪ Halving of M,N,L,R. ▪ Halving of MP/MB/NG/KR hooked etc. <p>b) Pairs of word confused and misused. (12 hrs)</p>
		<p>39. Demonstrate Doubling Principles, Doubling of other compound consonant and apply it on sentences. (24hrs)</p> <p>40. Construct the sentences apply on halving and doubling principles& to develop the</p>	<p>a) Doubling Principles:</p> <ul style="list-style-type: none"> ▪ Doubling of Strokes for TR & DR, ▪ Doubling of MP/MB/NG and L Strokes etc. <p>b) Single word substitution. (12 hrs)</p>

		<p>speed to type on Computer. (30 hrs)</p> <p>41. Practice of one word substitution. (06 hrs)</p>	
<p>Professional Skill 30 Hrs; Professional Knowledge 06 Hrs</p>	<p>Apply the prefixes.</p>	<p>42. Point out of Prefixes and their representative strokes and apply on sentences. (12 hrs)</p> <p>43. Apply on Computer for Speed Typing. (18hrs)</p>	<p>a) Prefixes:</p> <ul style="list-style-type: none"> ▪ Definition and uses (06 hrs)
<p>Professional Skill 60 Hrs; Professional Knowledge 12 Hrs</p>	<p>Apply the suffixes.</p>	<p>44. Point out of Suffixes and their representative strokes and apply on (30hrs)</p> <p>45. Develop the word to maintain the above rules & apply on Computer for Speed Typing. (30hrs)</p>	<p>Suffixes:</p> <ul style="list-style-type: none"> ▪ Definition and uses (12 hrs)
<p>Professional Skill 30 Hrs; Professional Knowledge 06 Hrs</p>	<p>Identify the monetary units & use it.</p>	<p>46. Explain the figures-</p> <ul style="list-style-type: none"> a) Monetary Units & Round Figures and use it on sentences. (06 hrs) b) Contractions- formation and uses, Essential Vowels and dictation (06 hrs) <p>47. Develop the sentences to follow above rules writing in shorthand & apply on Computer for Speed Typing. (18hrs)</p>	<p>Figures-</p> <ul style="list-style-type: none"> ▪ Monetary Units & Round Figures <p>b) Contractions-</p> <ul style="list-style-type: none"> ▪ Formation and uses, ▪ Essential Vowels. (06 hrs)
<p>Professional Skill 60 Hrs; Professional Knowledge 12 Hrs</p>	<p>Form words with advance phrases, intersections and write simple letter.</p>	<p>48. Contract :</p> <ul style="list-style-type: none"> a) Practice of advance phraseography. (10 hrs) b) Practice of intersections. (10 hrs) c) Complete the Simple Letter writing taking dictation in shorthand and translate it on 	<p>a) Simple Letter Writing (12 hrs)</p>

		<p>computer for speed typing. (20 hrs)</p> <p>d) Complete simple letter with taking dictation & translate on Computer for Speed typing. (20 hrs)</p>	
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Translate all types of sentences.</p>	<p>49. Prepare of Note Taking Techniques & translate it. (30 hrs)</p> <p>50. Translate matter typed on Computer for Speed Typing. (30 hrs)</p>	<p>1) Translation & Note Taking Techniques</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Practice on MS-Excel.</p>	<p>51. Demonstrate :</p> <p>a) Introduction to MS-Excel (05 hrs)</p> <p>b) Functions in MS-Excel (15 hrs)</p> <p>52. Data Entry using MS – Excel (15 hrs)</p> <p>53. Take down Dictation of the shorthand from the books and transcribe on computer. (25 hrs)</p>	<p>a) Office-</p> <ul style="list-style-type: none"> ▪ Introduction, ▪ Importance of Office, ▪ Departments of Office. ▪ Functions, Duties and characteristics of Office Manager. <p>b) Introduction of MS- Excel:</p> <ul style="list-style-type: none"> ▪ Opening a Worksheets; ▪ Entering text in worksheets. ▪ Editing Excel ▪ Selecting & editing cell contents / worksheet ▪ Saving & Printing; <p>C) Motivation:</p> <ul style="list-style-type: none"> ▪ Introduction ▪ Process (12 hrs)
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Label the office layout.</p>	<p>54. Sketch of various layouts of office with space management. (12hrs)</p> <p>55. Formulas and Functions in MS- Excel. (30 hrs)</p> <p>56. Complete note down shorthand dictation from the books and transcribe of the</p>	<p>a) Office Layout, Types of Office Layout, Open and Private Office.</p> <p>b) MS Excel:</p> <ul style="list-style-type: none"> ▪ Inserting / deleting, rows and columns in a Worksheet inserting / deleting data using cut,

		same on computer. (18 hrs)	<p>copy and paste.</p> <ul style="list-style-type: none"> ▪ Method: Using Formulas and functions in MS-Excel <p>c) Office Environment:</p> <ul style="list-style-type: none"> ▪ Importance, Elements like Light, Temperature, Ventilation, Noise, Interior Decoration, cleanliness and Safety. (12 hrs)
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	Name the dispatch and diary register & detect computer virus.	<p>57. Demonstrate of Dispatch and Diary Register with the entry Procedure and practical use (06 hrs)</p> <p>58. Construct of Various Formulas, Charts etc. in MS-Excel. (10 hrs)</p> <p>59. Use of anti –virus (04 hrs)</p> <p>60. Take dictation of the shorthand from the books and transcribe of the same on Computer (10 hrs)</p>	<p>a) Handling of Mails- Inward & Outward Mails.</p> <p>b) MS- Excel:</p> <ul style="list-style-type: none"> ▪ Arithmetic, logical, Relative and absolute cell referencing; ▪ Formatting options of cell in worksheets, ▪ Align centre, left, right and justify cell contents, ▪ Concept of charts. <p>c) Office Stationery, Office Forms and Manuals. Types of Office Stationery</p> <p>d) Computer viruses:</p> <p>e) Use of Anti-Virus,</p> <p>f) Precautions & Scanning etc.</p> <p>g) Motivation- Types of motivation</p> <ul style="list-style-type: none"> ▪ Intrinsic motivation, ▪ Extrinsic motivation (06 hrs)
<p>Professional Skill 90 Hrs;</p> <p>Professional Knowledge 18 Hrs</p>	Identify all types of file requirements & implement the same on MS-Power point.	<p>61. Show various files and practical use thereof. (12 hrs)</p> <p>62. MS-power point – Prepare the PPT on current topic (24 hrs)</p>	<p>a) Filing - Meaning of Records, Compilation and Classification.</p> <p>b) MS POWER-POINT- Introduction of PPT, Presenting documents in Power point, add graphics to</p>

		<p>63. Add Graphics and the practice of the same on MS-power point (24 hrs)</p> <p>64. Take Dictation of the shorthand from the magazines and transcribe the same on Computer (30 hrs)</p>	<p>the document, Create a self-running presentation, (18 hrs)</p>
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Prepare MS-PowerPoint Presentation.</p>	<p>65. MS-Power Point presentation</p> <p>a) Use Themes and Designs of the Slides in Power Point. (06 hrs)</p> <p>b) Apply Clipart and various objects into PPT slides. (06 hrs)</p> <p>66. Take Dictation of the shorthand from the magazines and transcribe the same on Computer (18 hrs)</p>	<p>a) Filing:</p> <ul style="list-style-type: none"> ▪ Importance of Filing, ▪ Essentials of Good Filing Method. <p>Classification of files –</p> <ul style="list-style-type: none"> ▪ Alphabetical, ▪ Numerical, ▪ Geographical and Subject wise. ▪ Centralization & Decentralization of Filing. ▪ E-filing <p>b) MS- PowerPoint:</p> <ul style="list-style-type: none"> ▪ Layouts, themes and designs, ▪ Adding clip arts, diagrams, pictures, tables and charts. (06 hrs)
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Demonstrate features of MS power Point.</p>	<p>67. MS- power Point Show</p> <p>a) Editing slides (05 hrs)</p> <p>b) Slide Animation, (05 hrs)</p> <p>c) Transition etc. (2 hrs)</p> <p>d) Publish in MS-power point Show. (3 hrs)</p> <p>68. Prepare MS-power point presentation (06 hrs)</p> <p>69. Take Dictation of the shorthand from the magazines and transcribe the same on Computer (09</p>	<p>a) Office secretary</p> <p>b) Definition, Qualities, Qualification & Types of Secretary</p> <p>c) MS- Power Point:</p> <ul style="list-style-type: none"> ▪ Building animation effects, ▪ Transitions, ▪ Speaker notes, ▪ Copying a presentation to a CD/DVD/Pen drives, ▪ Editing and Printing Presentations /slides

		hrs)	d) Material Management- <ul style="list-style-type: none"> ▪ Introduction (06 hrs)
Professional Skill 30 Hrs; Professional Knowledge 06 Hrs	Create Email Id.	70. Use Internet – Create E-Mail Account. (06 hrs) 71. Send mails to multiple recipients. (12 hrs) 72. Apply all rules to take Dictation of the shorthand from the Newspapers and transcription of the same on Computer. (12 hrs)	a) Professional, personal duties and Functions of Office / private Secretary. b) INTERNET: <ul style="list-style-type: none"> ▪ Introduction to Internet c) Material Management- <ul style="list-style-type: none"> ▪ Importance ▪ Function (06 hrs)
Professional Skill 30 Hrs; Professional Knowledge 06 Hrs	Identify all types of official tools & equipments.	73. Practical knowledge of various office tools & equipment and their uses. (09 hrs) 74. Searching of Information on Various search portals by using of Internet. (09 hrs) 75. Take down Dictation of the shorthand from the Newspapers and transcription of the same on Computer. (12 hrs)	a) Office Equipment: <ul style="list-style-type: none"> ▪ Principle for selection of Office equipment. ▪ Types of Office equipment & Mailing-Room equipment. ▪ Photocopier and Communicating equipment. b) Other Useful equipment: <ul style="list-style-type: none"> ▪ Xerox Machine, ▪ Intercom & EPABX, ▪ Scanner , ▪ Personal Computer, ▪ Internet, FAX, Printer etc. c) Networking: types of network <ul style="list-style-type: none"> ▪ LAN, MAN, WAN ▪ Sending and receiving e-mail; ▪ Searching, browsing websites, using search engines. d) Office Security: Meaning & concept (06 hrs)
Professional Skill 60 Hrs;	Observe all types of postal services.	76. Visit to the various post offices. (12 hrs)	a) Postal Services b) Post Office Services:

<p>Professional Knowledge 12 Hrs</p>		<p>77. Take down Dictation of the shorthand from the Newspapers and transcription of the same on Computer. (26 hrs)</p> <p>78. Apply MS-Excel to create tabulation work (16 hrs)</p> <p>79. Sending & receiving E-Mail. (6 hrs)</p>	<ul style="list-style-type: none"> ▪ Importance of Pin Code, ▪ Postcard, Registered Letters, ▪ Ordinary, Insured Letters, ▪ Parcels, Business Reply Postcards, VPP, UPC, Monetary Services etc. <p>c) Speed Post and Courier Services. Postal Services: Post Bag, Post box etc.</p> <p>d) Office Security:</p> <ul style="list-style-type: none"> ▪ Importance ▪ Types of office security (12 hrs)
<p>Professional Skill 60 Hrs; Professional Knowledge 12 Hrs</p>	<p>Prepare all types of letter.</p>	<p>80. Take down Dictation of the shorthand from the Newspapers, books and magazines and transcribe the same on Computer (20 hrs)</p> <p>81. Take down dictation in letter format & transcribe it (10 hrs)</p> <p>82. Prepare of various online forms by using internet i.e. rail, bus, air tickets and booking of hotels etc. (10 hrs)</p> <p>83. Create Record/ performance Sheet applying in MS-Excel Formula. (20 hrs)</p>	<p>a) Application Writing</p> <p>b) Enquiry, quotation, order, collection and Complaint letters.</p> <p>c) Social Letters like Informal Letters/ Invitation Letters/ Congratulation Letters/ Thanks Giving Letters/ Condolence Letters etc. and letters to the editors.</p> <p>d) Office Correspondence: Drafting of notice / agenda/ minutes and reports, circular & memorandum.</p> <p>e) General Banking Correspondence</p> <ul style="list-style-type: none"> ▪ Opening of savings / current / Fixed deposit account ▪ Request for loan / overdraft. (12 hrs)
<p>Practice short-hand 80 wpm</p>			