



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

STENOGRAPHER SECRETARIAL ASSISTANT (ENGLISH)

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 4



**SECTOR – OFFICE ADMINISTRATION AND FACILITY
MANAGEMENT**



Directorate General of Training

STENOGRAPHER SECRETARIAL ASSISTANT (ENGLISH)

(Non-Engineering Trade)

(Revised in 2019)

Version: 1.2

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 4

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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1. COURSE INFORMATION

During the one-year duration of “Stenographer Secretarial Assistant (English)” trade a candidate is trained on professional skill, professional knowledge, and Employability skill related to job role. In addition to this a candidate is entrusted to undertake project work and extracurricular activities to build up confidence. The broad components covered under Professional Skill subject are as below:-

The trainee learns about safety and environment, use of Stenographer Secretarial Assistant English, artificial respiratory resuscitation to begin with. He/she gets the idea about the computer hardware & its peripherals, classify the consonants & its direction /joining the consonants, distinguish between long & short vowels, Describe Logograms, Grammalogues Contraction & use of ‘the’ /punctuation mark. Understand Diphthong, Prepare Windows operating system on computer, Compare all types of alternative forms & recognize the finger positioning on the computer keyboard, Compare all types of alternative forms & recognize the finger positioning on the computer keyboard, Recognize the direction of SHR & SHL, Observed curved hooked strokes and compound consonant, Recognize Final Hooks, Recognize Final Hooks, List the prefixes, List the suffixes, Identify the monetary units & use it. Also includes shorthand, translation, and note taking techniques and applies on computer for speed typing in MS-Word.

The trainee will be able to experiment the MS-Excel, Label the office layout, Name the dispatch and diary register & maintain computer from virus effect, Identify all types of file & prepare MS-Power point, Demonstrate MS-PowerPoint Presentation, Create E-Mail ID, correspondence through mail, filling up online forms and documents for registration etc., booking tickets for rail, bus, air and hotels, Identify all types of official tools & equipments, Observe all types of postal services, Prepare all types of letters, notice, agenda, minutes, reports, circular & memorandum. Trainees will able to maintain calendar of event and general Banking Correspondence.

5. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

5.1 LEARNING OUTCOMES (TRADE SPECIFIC)

1. Acquire knowledge about the computer hardware & stenography introduction.
2. Identify the various joining Consonants, vowels and its application.
3. Construct the various words to maintain the position of long, short, dot, dash, preceding, following & intervening vowels.
4. Recognize the various types of computer keys & Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' & punctuation.
5. Prepare Window operating system on computer.
6. Identify the strokes R & H, Abbreviated W and explain the sitting posture on computer.
7. Identify small circle for S & Z, Large circle for SW/ large loop & small loop /understand MS-Word by using all tools.
8. Recognize the direction of SHR, SHL and alternative forms.
9. Use curved hook and compound consonant.
10. Recognize different types of hook.
11. Develop new sentences applying halving principles & Doubling Principles.
12. Apply the prefixes.
13. Apply the suffixes.
14. Identify the monetary units & use it.
15. Produce the simple letter.
16. Translate all types of sentences.
17. Practice on MS-Excel.
18. Label the office layout.
19. Name the dispatch and diary register & detect computer virus.
20. Identify all types of file requirements & implement the same on MS-Power point.
21. Describe MS-PowerPoint Presentation.
22. Prepare MS power Point.
23. Create E-Mail ID.
24. Identify all types of official tools & equipments.
25. Observe all types of postal services.
26. Prepare all types of letter.