

ANNEXURE-II
SYLLABUS
PAPER-I
STENOGRAPHY (DIPLOMA STANDARD)

Code No.

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| UNIT-1 | Shorthand | <ul style="list-style-type: none"> • Career opportunities for Stenographer • Duties and responsibilities of a Secretary/ Stenographer • Consonants in Shorthand. • Vowels-Long & Short Vowel-Dot & Dash. • Short forms-logograms-grammalogues- Contraction,use of the tick “the”. • Punctuation Marks and Phraseography – formation of simple phrases. |
| UNIT-2 | Shorthand | <ul style="list-style-type: none"> • Diphthongs&Triphones. • Alternative forms of R & H stroke • Abbreviated W • Diphone • Alternative forms of aspirate H , Downward H & upward H tick and dot H. • The Circle – S,SES,SW • The loops- ST/SD-Large loop for STR |
| UNIT-3 | Shorthand | <ul style="list-style-type: none"> • Initial small hooks (Double Consonants) R and L hooks. • Alternative forms of curved hooked strokes-Left & Right curves of f/v/th/TH upward SH with hooked strokes. Compound consonants • Final Hooks N/F and V/SHUN . • Halving Principles • Doubling Principle • Prefixes,Suffixes and Figures- Note taking techniques. • Intersection- Monetary Units & Round Figures Contractions- formation and uses, Essential Vowels. |
| UNIT-4 | Computer Skills | <ul style="list-style-type: none"> • Utility and types of Computers. • Computer Hardware-Definition-Motherboard & Processor. • Input,Output & Storage devices. • Software-definition-Application Software. • Windows operating System-Windows menu-Minimizing-closing windows. • Toolbar-task bar-Menu bar-Start button-Shutting down Windows –control buttons-open,cut,copy & paste. • Desktop Windows explorer control button. |
| UNIT-5 | Computer Skills | <ul style="list-style-type: none"> • Computer Keyboard Functions – Alphabetic keys-Numeric keys-Special keys-Function keys (F1 to F12) • Practising of home row, upper row and bottom row keys. • Shift key operation and number row. • MS-Word-Creation of file-use of its various option. • computer Speed Typing-Speed calculation-signs & Symbols,RomanNumbers,Capitalizations of Letters. • Evaluation & Marking Scheme. |
| UNIT-6 | Computer Skills | <p><u>MS-WORD :</u></p> <ul style="list-style-type: none"> • Ms-Word creation of file use of its various option. • Processing of MS Word. • Use of different menus like entering,selecting,deleting,copying ,cutting and pasting. • Finding and replacing of text. |

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| | | <ul style="list-style-type: none"> • Uses of auto correct. • Formating with word, paragraph formating • Inserting numbers,bullets-setting indents and spacing. • Use of help options-page set up,Margins,ruler, paper size in word. • Inserting Lines and page breaks-insertion and use of tables-Deletion of rows and columns-Alignments between rows & columns. • Viewing documents property & printing and other MS-Word features. |
| UNIT-7 | Computer Skills | <u>MS-Excel:</u> <ul style="list-style-type: none"> • Operating and entering text in worksheets. • Editing excel and saving and printing. • Arithmetic,Logical,relatives and absolute cell referencing . • Formatting options of cell in worksheets, Merging Cells, Wrapping,Inserting and deleting columns and rows. • Align Center left right and justify cell content • Concept of charts and graph. |
| UNIT-8 | Computer Skills | <u>MS-Powerpoint</u> <ul style="list-style-type: none"> • Introduction of PPT presenting documents in power point add graphic to the document create self running presentation. <u>NETWORKING</u> <ul style="list-style-type: none"> • Types of networking LAN,MAN,WAN • Sending and receiving e_mails • Searching browsing website,using search engines <u>COMPUTER VIRUSES:</u> <ul style="list-style-type: none"> • Use of antivirus • Precautions and scanning. |
| UNIT-9 | Office Management | <u>Office and its Function:</u> <ul style="list-style-type: none"> • Importance of an Office. • Department of an Office. • Functions, duties and Characteristics of Office Manager. • Office layout types of Office layout open and private office. • Various Machines and handling of machines in office. • Office stationery, forms and manual. • Office security and types of security. <u>Office Environment:</u> <ul style="list-style-type: none"> • Important elements like light, temperature, ventilation, noise, interior decoration, cleanliness and safety • Importance of Filing-different types of filing . <u>Mailing:</u> <ul style="list-style-type: none"> • Mails-Inward and outward. • Postal services importance of PINCODE. • Post card, Registered , ordinary, insured letters. • Parcel business reply post card, VPP, UPC, monetary services. • Speed post and courier service. • Post Bag, Post Box. |
| UNIT-10 | Office Management | <u>Office Correspondence / Banking/Secretarial functions</u> <ul style="list-style-type: none"> • Application writing • Various types of letters, Enquiry, quotation,order, collection and complaint letters informal/invitation/congratulation/thanks giving/condolence. • Drafting of notice/agenda/minutes and reports, circular and memorandum. |

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| | | <ul style="list-style-type: none">• General banking correspondence.• Opening savings/current/fixed deposit account Request for loan/overdraft.• Definition, Qualities, Qualification & Types of Secretary |
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PAPER- II**GENERAL STUDIES (DIPLOMA STANDARD / OBJECTIVE TYPE)****Unit-I GENERAL SCIENCE**

Physics - Nature of Universe-General Scientific laws-Inventions and discoveries-National scientific laboratories-Mechanics and properties of matter-Physical quantities, standards and units-Force, motion and energy-Magnetism, electricity and electronics- Heat, light and sound.

Chemistry - Elements and Compounds-Acids, bases and salts-Fertilizers, pesticides, Insecticides.

Botany-Main Concepts of life science-Classification of living organism-Nutrition and dietetics-Respiration.

Zoology-Blood and blood circulation-Reproductive system-Environment, ecology, health and hygiene-Human diseases, prevention and remedies-Animals, plants and human life.

Unit- II. CURRENT EVENTS

History- Latest diary of events-national -National symbols-Profile of States-Eminent persons & places in news-Sports & games-Books & authors -Awards & honors'-India and its neighbours.

Political Science-Problems in conduct of public elections-Political parties and political system in India-Public awareness & General administration-Welfare oriented govt. schemes, their utility.

Geography-Geographical landmarks.

Economics -Current socio-economic problems.

Science- Latest inventions on science & technology.

Unit- III. GEOGRAPHY

Earth and Universe-Solar system-Monsoon, rainfall, weather & climate-Water resources - rivers in India-Soil, minerals & natural resources-Forest & wildlife-Agricultural pattern-Transport & communication-Social geography – population-density and distribution-Natural calamities – Disaster Management.

Unit-IV. HISTORY AND CULTURE OF INDIA AND TAMIL NADU

Indus valley civilization-Guptas, Delhi Sultans, Mughals and Marathas-Age of Vijayanagaram and the bahmanis-South Indian history-Culture and Heritage of Tamil people-India since independence-Characteristics of Indian culture-Unity in diversity – race, colour, language, custom-India-as secular state-Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes.

Unit-V. INDIAN POLITY

Constitution of India--Preamble to the constitution- Salient features of constitution- Union, state and territory- Citizenship-rights amend duties- Fundamental rights- Fundamental duties- Human rights charter- Union legislature – Parliament-. State executive-. State Legislature – assembly- Local government – panchayat raj – Tamil Nadu- Judiciary in India – Rule of law/Due process of law-. Elections-. Official language and Schedule-VIII-. Corruption in public life-. Anti-corruption measures –CVC, lokadalats, Ombudsman, CAG- Right to information- Empowerment of women- Consumer protection forums.

Unit-VI. INDIAN ECONOMY

Nature of Indian Economy- Five-year plan models-an assessment-Land reforms & agriculture-Application of science in agriculture-Industrial growth-Rural welfare oriented programmes-Social sector problems – population, education, health, employment, poverty-Economic trends in Tamil Nadu.

Unit-VII. INDIAN NATIONAL MOVEMENT

National renaissance--Emergence of national leaders-Gandhi, Nehru, Tagore-Different modes of agitations-Role of Tamil Nadu in freedom struggle Rajaji, VOC, Periyar , Bharathiar & others.

Unit-VIII - APTITUDE & MENTAL ABILITY TESTS (SSLC STANDARD)

Conversion of information to data-Collection, compilation and presentation of data - Tables, graphs, diagrams-Parametric representation of data-Analytical interpretation of data -Simplification-Percentage-Highest Common Factor (HCF)-Lowest Common Multiple (LCM)-Ratio and Proportion-Simple interest- Compound interest-Area-Volume-Time and Work - Logical Reasoning-Puzzles- Dice-Visual Reasoning-Alpha numeric Reasoning - Number Series.
