

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

Code No.

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

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

		<ul style="list-style-type: none"><li>• <b>General banking correspondence.</b></li><li>• <b>Opening savings/current/fixed deposit account</b> <b>Request for loan/overdraft.</b></li><li>• <b>Definition, Qualities, Qualification &amp; Types of Secretary</b></li></ul>
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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.

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