

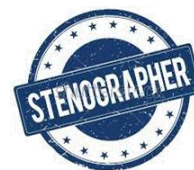


An ISO 9001:2015 Certified

## INSTITUTE OF COMPUTER MANAGEMENT SCIENCE AND TECHNICAL EDUCATION (ICMS)

Under Section 25 Act of 1956, Central Government of India.

Website: www.icmsskill.in, www.asianiticcollege.in, Email: icmssrinagar@gmail.com



### *Certificate Course In Stenography (6 Months)*

**About Course:** Stenography comprises skills in Shorthand, Transcription and Typewriting. It is indispensable in business profession, vocation and administration wherever it is desirable to have a quick and verbatim on record of the spoken words. This skill is being included in the curriculum as many students have the aptitude

**Objective of the Program:** This course is very much in demand for its practical utility in the professional world and specially in Government sector, SSC Exam. The varied Job opportunities draw more and more students towards this course. The syllabus has been designed to equip the students to impart sufficient knowledge. Training is given to develop their Steno typing skills and to obtain computer typing skills which enable them to take up and clear SSC Steno Grade, 'C&D' and other SSC Govt. Exams. Besides, Government Ministries, the requirement of Stenographers is also increasing day by day in Courts and Parliament to take up the work in the fastest way.

**Course Duration:** 6 Month

#### Course Syllabus

Module Code	Module Name	Contents
<b>Module 1</b>	Introduction To Shorthand (Basic Foundation )	<ul style="list-style-type: none"> <li>➤ Shorthand Meaning &amp; Consonants</li> <li>➤ Vowels</li> <li>➤ Intervening Vowels , Grammalogues &amp; Punctuations</li> <li>➤ Alternative Signs For R&amp;H</li> <li>➤ Diphthongs &amp; Abbreviated W</li> <li>➤ Phraseography</li> <li>➤ Circle S&amp;Z</li> <li>➤ Stroke S&amp;Z</li> <li>➤ Large Circle SW &amp; SS OR SZ</li> <li>➤ Loops St and Str</li> </ul>
<b>Module 2</b>	Trade -1 (Theory and Practical)	<ul style="list-style-type: none"> <li>➤ Initial Hooks To Straight Strokes And Curves</li> <li>➤ Alternative Forms For Fr, Vr, Etc.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Circle or Loop Preceding Initial Hook.</li> <li>➤ N &amp; F Hooks</li> <li>➤ Circle And Loops To Final Hooks</li> </ul>
<b>Module 3</b>	Computer Fundamentals & Networks	<ul style="list-style-type: none"> <li>➤ Introduction to Computer &amp; Computer System</li> <li>➤ Introduction: Computer Software &amp; Hardware</li> <li>➤ MS Word</li> <li>➤ MS PowerPoint</li> <li>➤ MS Excel</li> <li>➤ Letter Designing</li> <li>➤ Internet &amp; Computer Networks (LAN MAN WAN)</li> <li>➤ Printing &amp; Scanning</li> </ul>

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