

Training Schedule

Secretarial Practice (PA/PS) (484/425/426)

S. No	Schedule		Theory		Practical		Instructions to the trainer	Learning Outcome
	Week	Day	Topic	Hours	Topic	Hours		
1.	1	1	e-Typewriting	2	<ul style="list-style-type: none"> • Creating password protected files on computer. • Creating password protected screensaver on computer • Installation of anti-virus software in a computer • Scanning of computer • Survey in nearby market & websites to explore information on models of latest Computers 	1	<ul style="list-style-type: none"> • Explain basic knowledge of computer system • Familiarise learners with e-typewriting • Demonstrate start and shut down of computer system 	<ul style="list-style-type: none"> • Demonstrates starting and shutting down computer • Creates password protected files on computer • Installs Anti-Virus software in Computer and scan it for threats
			<ul style="list-style-type: none"> • Origin & Importance of Shorthand • Consonants 	1	<ul style="list-style-type: none"> • Writing Techniques • Consonants, their sounds, phonetic names and characters • Size and thickness/ thinness of strokes • Joining of strokes 	1	<ul style="list-style-type: none"> • Acquaint learners with origin and importance of shorthand • Job opportunities related to the trade to be discussed with learners • Demonstrate correct formation and joining of strokes • Geometrical approach may be used for formation of consonant signs. 	<ul style="list-style-type: none"> • Demonstrate correct formation and joining of strokes and consonants

							<ul style="list-style-type: none"> Necessary practice materials through drill exercises for each form to be provided to learners 	
2.	1	2	Keyboarding	1	<ul style="list-style-type: none"> Use touch method for typing using any typing software Practising Word processing package Create, save and open an existing document in a Word Processor 	1	<ul style="list-style-type: none"> Explain Operation of the various types of keyboards Demonstrate Ability to typewrite with Touch Method Explain to create, save and open an existing document in a Word Processor 	<ul style="list-style-type: none"> Operates various types of keyboards Executes Typing with Touch Method Create, save and open an existing document in a Word Processor
			Vowels	2	<ul style="list-style-type: none"> Illustrate and practice of long and short vowel sounds 	1	<ul style="list-style-type: none"> Explain and demonstrate the use of vowel sounds in shorthand to ensure correct writing and reading of the outlines 	<ul style="list-style-type: none"> Illustrates and undertake practice of long and short vowels
3.	2	1	Touch Typewriting	1	<ul style="list-style-type: none"> Knowledge of keyboarding skills and typing ergonomics Practicing Typing Ergonomics Attaining necessary knowledge and skill of keyboard operation by correct positioning of fingers on the keyboard Use of typing software to learn keyboarding skills and develop typing speed Exercise No. 1- Home Rows 	1	<ul style="list-style-type: none"> Familiarize learners with different types of keys on computer keyboard Teach to operate the computer keyboard speedily and accurately Demonstrate to key data on numeric keypad efficiently Develop ability to use typing tutor software 	<ul style="list-style-type: none"> Enumerates different types of keys available on computer keyboard Exhibits typing ergonomics Undertakes practice on typewriting tutor software

			Diphthongs	1	<ul style="list-style-type: none"> Practice of Diphthong sounds 	2	<ul style="list-style-type: none"> Rules may be explained with the help of charts. Practice exercises to be provided to learners 	<ul style="list-style-type: none"> Explains the definition of Diphthongs Identifies and writes diphthong sounds 'I', 'OW', 'OI', and 'U' as heard in the sentence 'I now enjoy music' Undertakes practice of writing words with the help of Diphthongs
4.	2	2	Typewriting Speed And Accuracy	1	<ul style="list-style-type: none"> Practice for development of speed and attaining accuracy. Operations of keyboard with skill, running speed, knowledge of punctuation marks and spacing before and after them. Removal/modification of mistakes/errors committed while typing on computer Assessment of running and accurate speed by adopting the formula. Exercise No. 2- Upper Rows 	1.5	<ul style="list-style-type: none"> Demonstrate to Type on computer speedily and accurately Demonstration for Placing the appropriate punctuation marks Enumerate Calculation of running & accurate speed 	<ul style="list-style-type: none"> Develops speed and accuracy in e-Typewriting Adopts the rules of spacing in punctuation marks Identifies the errors liable to be penalized for calculation of speed
			Triphones	1	<ul style="list-style-type: none"> Practice of Triphones 	1.5	<ul style="list-style-type: none"> Rules may be explained with the help of charts. Practice exercises to be provided to learners 	<ul style="list-style-type: none"> Illustrates and undertakes practice of triphones

5.	3	1	Managing Documents Using Word Processor	1	<ul style="list-style-type: none"> Starting of MS-Word Formatting documents, preview and print documents Use of Keyboard Shortcuts Creating Bullets & Numbered list Perform spell check and grammar check Create & format Tables Use Mail Merge Exercise No. 3- Bottom Rows 	1	<ul style="list-style-type: none"> Demonstrate the word processor screen & its tool Display formatting of documents i.e. Bold , Italic, Underline, Bullets & Numbering Explain Run spell check utility to create an error free document Create simple & complex tables Displaying the Mail Merge , create labels and envelopes 	<ul style="list-style-type: none"> Identifies the components of document window Executes Formatting, Preview and printing of documents Undertakes practice of Keyboard Shortcuts Creates Bullets & Numbered list Performs spell check and grammar check Executes Creation & formatting of Tables using Mail Merge feature
			Diphones & Abbreviated W	1.5	<ul style="list-style-type: none"> Identification and practice of Diphones and abbreviated W 	1.5	<ul style="list-style-type: none"> Rules may be explained with the help of charts. Practice exercises to be provided to learners 	<ul style="list-style-type: none"> Identifies Diphthongs and Diphones Undertakes practice of writing words with the help of Diphones Identifies and undertakes practice of words with abbreviated 'W'
6.	3	2	Official Document Preparation	2	<ul style="list-style-type: none"> Drafting different styles of display of Business Letters Generate notices, office orders, circulars, memoranda, resume etc. using Word Processor Create and modify styles 	1	<ul style="list-style-type: none"> Display Business Letters in different styles Generate and display different types of official documents Demonstrate the structure of Resume writing 	<ul style="list-style-type: none"> Drafts notices, office orders, circulars, memoranda, resume using Word Processor Writes own resume

					<ul style="list-style-type: none"> • Writing own resume • Exercise No. 4 			
			Grammalogues	1	<ul style="list-style-type: none"> • Thorough Practice of all Grammllogues 	1	<ul style="list-style-type: none"> • Practice exercises to be provided to learners 	<ul style="list-style-type: none"> • Explains Grammalogues and logogram
7.	4	1	Managing Data Through Spreadsheets	2	<ul style="list-style-type: none"> • Creating, Saving, and Opening a Workbook • Navigating and editing contents in a cell/ worksheet • Creating Autofill, Autosum, • Using formulae in excel- Arithmetic Operators • Using Relative Cell Referencing, Absolute Cell Referencing & Mixed Cell Referencing • Creating Charts - Column Charts, Pie Charts • Use of keyboard shortcuts in excel • Exercise No. 5 	3	<ul style="list-style-type: none"> • Enumerate the need of a spreadsheet package • Distinguish workbook & worksheet • Enlist the parts of a worksheet • Distinguish between various data types • Demonstrate the navigation in and edit the contents of a worksheet 	<ul style="list-style-type: none"> • Creates , open, and saves a file or workbook • Uses Auto fill and Auto sum features of a worksheet • Uses formulae to Create charts (Bar and Pie) • Executes functions (sum, average, max, min, count) • Performs keyboard shortcuts
8.	4	2	Presentation	2	<ul style="list-style-type: none"> • Creating Presentations • Generate slides with different layouts • Add text, graphics, and charts to slides • Add sound and animation effects • Delivering a presentation • Exercise No. 6 	1	<ul style="list-style-type: none"> • Elaborate basic features of a Power Point • Demonstrate role of animations in presentations • Explain various keyboard shortcuts to create and deliver presentations 	<ul style="list-style-type: none"> • Defines the basic features of Power Point • Uses various keyboard shortcuts to create and deliver presentations

			Punctuation Signs and Phraseography	1	<ul style="list-style-type: none"> Practice of phrases Taking dictation of passages 	1	<ul style="list-style-type: none"> Explain and demonstrate the shorthand signs for the most commonly used words and also to write phraseograms to improve speed Practice exercises to be provided to learners 	<ul style="list-style-type: none"> Enumerates the different punctuation signs used in shorthand Defines Phraseography Writes Phrases
9.	5	1	Proof Reading	1	<ul style="list-style-type: none"> Do the proofreading of documents fairly by incorporating the corrections indicated by Proofreading Symbols/Signs. Identify which mistakes are committed frequently Exercise No. 7 	1	<ul style="list-style-type: none"> Explain the meaning of Proof Reading Enumerate the various Proof Reading signs Explain to carry out corrections indicated in the document to be proof read Demonstrate procedure of finalising a proof read document 	<ul style="list-style-type: none"> Enumerates the various Proof Reading signs Undertakes corrections indicated in the document to be proof read
			Alternative forms of R & H	1	<ul style="list-style-type: none"> Practice for writing upward and downward R Practice for writing upward and downward H 	2	<ul style="list-style-type: none"> Acquaint learners with the alternative forms of R & H Related rules to be discussed with the help of suitable illustration Provide practice through graded exercises 	<ul style="list-style-type: none"> Lists the different punctuation signs used in shorthand Explains the rules for using the alternative forms of 'R' upward and downward Identifies the cases where upward 'R' is not used and where downward 'R' is not used Practices the rules for

								<p>using the alternative forms of 'H' and upward 'R'</p> <ul style="list-style-type: none"> • Represents the sound of 'H' through a light dot or by a small tick
10.	5	2	Using Internet	1	<ul style="list-style-type: none"> • Establishing an Internet Connection • Create, signup, and use an e-mail account • Searching on Web • Using Microsoft Outlook Express • Exercise No. 8 	1	<ul style="list-style-type: none"> • Explain network, Internet, World wide web • Demonstrate connecting through Internet connection • Explain various netiquettes 	<ul style="list-style-type: none"> • Searches the web using search engines • Creates E-mail-ID, sends and receives mails • Ensures use of various netiquettes
			Circles	1	<ul style="list-style-type: none"> • Use of Circles (Small and Big) 	2	<ul style="list-style-type: none"> • Acquaint learners with the circles to enable them to write shorthand outlines. • Initial, Medial and final use of the circles, to be explained through suitable illustration 	<ul style="list-style-type: none"> • Adopts appropriate rules for using small and big circles • Identifies cases where small & big circle cannot be used
11.	6	1	Preparing Presentation	1	Exercise No. 9	1	<ul style="list-style-type: none"> • Practice exercise to be provided to learners 	<ul style="list-style-type: none"> • Creates and deliver presentations
			Loops	1	<ul style="list-style-type: none"> • Use of Loops (Small and Big) 	2	<ul style="list-style-type: none"> • Acquaint learners with loops. • Initial, Medial and final use of loops to be explained through suitable illustration 	<ul style="list-style-type: none"> • Identifies and uses appropriate rules for using ST & STR loops
12.	6	2	Hooks	2	<ul style="list-style-type: none"> • Use of Initial Hooks (R & L Hooks) • Use of Final Hooks (N,F/V Hooks) 	3	<ul style="list-style-type: none"> • Acquaint learners with the hooks to enable them to write shorthand outlines. 	<ul style="list-style-type: none"> • Knows the use of initial hooks • Enumerates the use of final hooks)N, F/V &

					<ul style="list-style-type: none"> • Use of Shun Hook 		<ul style="list-style-type: none"> • Initial, Medial and final use of the hooks to be explained through suitable illustration • Emphasize formulation of well constructed shorthand outlines 	<p>Shun Hooks)</p> <ul style="list-style-type: none"> • Identifies the cases where initial & final hooks are not used
13.	7	1	Compound Consonants and medial semi-circle	1	<ul style="list-style-type: none"> • Practice of shorthand writing speed after practice of compound consonants • Identification of shorthand signs for various compound consonants • Usage of initial 'W' before 'kay' and 'gay' to form 'kwa' and 'gwa' • Usage of initial 'W' and 'WH' before 'L' to form 'WL' and 'WHL' compounds • Usage of 'LER' and 'rer' compounds by thickening 'l' and 'r' downwards • Usage of semi-circle medially 	4	<ul style="list-style-type: none"> • Acquaint learners with the extended use of certain consonant sounds to ensure formation of convenient, brief, concise and facile outlines. • Rules to be discussed with the help of suitable illustrations • Provide practice through graded exercises 	<ul style="list-style-type: none"> • Classifies the compound consonants • Identifies the shorthand signs for the various compound consonants • Applies initial 'W' before 'kay' and 'gay' to form 'kwa' and 'gwa' • Undertakes the use of initial 'W' and 'WH' before 'L' to form 'WL' and 'WHL' compounds • Practices the use of 'LER' and 'RER' compounds by thickening 'L' and 'R' downwards • Knows where semi-circle is used medially
14.	7	2	Upward and Downward forms of 'L' and	2	<ul style="list-style-type: none"> • Writing consonants 'L' and 'SH' in two directions, i.e., upward 	3	<ul style="list-style-type: none"> • Acquaint learners with the consonants L and SH and its various 	<ul style="list-style-type: none"> • Adopts appropriate directions, i.e., upward and

			'SH'		<ul style="list-style-type: none"> and downward • Usage of downward 'L' with curved strokes and circles • Medial use of downward 'L' • Usage of 'SH' in upward and downward directions 		<ul style="list-style-type: none"> joining with different consonants • Graded exercises may be prepared for practising the rules • Rules may be explained with the charts 	<ul style="list-style-type: none"> downward for writing the consonants 'L' and 'SH' • Enumerates the use of downward 'L' with curved strokes and circles • Practices medial use of downward 'L'
15.	8	1	Halving	1.5	<ul style="list-style-type: none"> • Identification of sounds for halving principles 	3.5	<ul style="list-style-type: none"> • Graded exercises may be prepared for practising the rules 	<ul style="list-style-type: none"> • Explains halving principle
16.	8	2	Simple Halving, Thickened Halving for additional Sounds	1.5	<ul style="list-style-type: none"> Identification of sounds for Simple Halving, Thickened Halving for additional Sounds 	3.5	<ul style="list-style-type: none"> • Familiarise the learners with the principles of Simple Halving, Thickened Halving to enable them to improve their skill of outline making with precision and speed • Graded exercises may be prepared for practising the rules 	<ul style="list-style-type: none"> • Identifies the sounds for which halving principle is adopted • Lists the cases where halving principle is not applied
17.	9	1	Doubling Principles	1.5	<ul style="list-style-type: none"> • Identification of sounds for doubling principles • Repeated practice for doubling principles related exercises • Usage of doubling principle in phraseography 	3.5	<ul style="list-style-type: none"> • Familiarise the learners with the principles of doubling to enable them to improve their skill of outline making with precision and speed • Graded exercises may be prepared for practising the rules • The techniques of pre-viewed shorthand may be utilised 	<ul style="list-style-type: none"> • Explains the doubling principle and Identifies the sounds for which doubling principle is adopted • Uses the doubling principle in phraseography

18.	9	2	Contractions, Prefixes, Suffixes	2	<ul style="list-style-type: none"> • Recognition of more short forms for rapid writing • Usage of contractions • Use of prefixes and suffixes 	3	<ul style="list-style-type: none"> • Familiarise the learners with certain additional principles and devices to further improve the speed. • Provide full list of contractions, Prefixes, Suffixes • Graded exercises may be prepared for practising 	<ul style="list-style-type: none"> • Recognizes more short forms for rapid writing • Lists the use of Prefixes and Suffixes
19.	10	1	Intersections, Figures	2	<ul style="list-style-type: none"> • Use of Intersection, figures in shorthand writing and abbreviations used for writing figures 	3	<ul style="list-style-type: none"> • Familiarise the learners with Use of Intersection, figures • Provide full list of Intersections • Graded exercises may be prepared for practising 	<ul style="list-style-type: none"> • Recognizes more short forms for rapid writing • Explains the use of Intersections in shorthand writing and abbreviations used for writing figures
20.	10	2	Advanced Phrases	2	<ul style="list-style-type: none"> • Identification of more advanced phrases and repeated practice of exercises • Taking dictation of exercises and transcribe the same on typewriter • Practice for improvement of speed in shorthand writing upto not only 80 wpm but even beyond the limit • Practice for insertion of punctuation marks at proper places, improved English and avoiding 	3	<ul style="list-style-type: none"> • Familiarise the learners with certain additional principles and devices to further improve the speed. • Provide full list of advanced phraseography. 	<ul style="list-style-type: none"> • Identifies phrases

					grammatical mistakes.			
21.	11	2	Note Taking Techniques and Transcription on Typewriter	1	<ul style="list-style-type: none"> • Identification of proper techniques for taking dictation • Writing shorthand notes with accuracy and speed • Transcribing on Typewriter • Use of dictation equipment for transcribing 	4	<ul style="list-style-type: none"> • Familiarise the learners with the techniques of note taking and the points to be kept in mind while transcribing on typewriter • List materials required for note-taking 	<ul style="list-style-type: none"> • Adopts proper techniques when taking dictation • Writes shorthand notes with accuracy and speed • Knows usage of the dictation equipment for transcribing
22.	11	2	-	-	<ul style="list-style-type: none"> • Practice for speed tests of business letters at 40,60,80 and 100 words per minutes 	5	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Achieves accuracy and speed in typing
23.	12	1	-	-	<ul style="list-style-type: none"> • Speed passages containing parliamentary reports at 40,60,80 and 100 words per minutes 	5	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Achieves accuracy and speed
24.	12	2	<ul style="list-style-type: none"> • Meaning, importance, skills and duties of PA/PS • Organisational Structure-Functional and Divisional 	2	<ul style="list-style-type: none"> • Study of hierarchy of a public sector company • Preparation of chart indicating various positions held by various officials from the top management to the lower management 	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Enumerates the nature and duties of Private Secretary • Identifies the qualities of a Private Secretary • Explains the process and principles of Management • Identifies the Organizational Structure • Identifies the hierarchical channels

								in Government Departments
					• E-Typewriting Practice	1	• Provide practice through exercises	• Develops accuracy and speed in typing
					• Stenography Practice	1	• Provide practice through exercises	• Develops accuracy and speed in Stenography
25.	13	1	<ul style="list-style-type: none"> • Communication • Business Correspondence 	2	<ul style="list-style-type: none"> • Sending email to dealer of stationery products enquiring prices of certain stationery articles • Drafting Business correspondences 	1	• Provide practice through exercises	<ul style="list-style-type: none"> • Explains the meaning and importance of Communication • Illustrates the various means of Communication • Recognizes various types of Business Correspondence • Describes the essentials of Effective Correspondence • Differentiates between various types of Business Letters
					• E-Typewriting Practice	1	• Provide practice through exercises	• Develops accuracy and speed in typing
					• Stenography Practice	1	• Provide practice through exercises	• Develops accuracy and speed in Stenography
26.	13	2	• Handling Mail	2	<ul style="list-style-type: none"> • Planning and organizing mail handling work • Handling incoming and outgoing mail • Services provided by 	1	• Provide practice through exercises	<ul style="list-style-type: none"> • Plans and organizes mail handling work • Adopts the procedure of handling incoming and outgoing mail

					Postal Department <ul style="list-style-type: none"> • Visit to nearby organization to find out their way of handling mail • Collect and fill at least any 5 forms available in post office regarding mailing operations 			
					• E-Typewriting Practice	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Develops accuracy and speed in typing
					• Stenography Practice	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Develops accuracy and speed in Stenography
27.	14	1	<ul style="list-style-type: none"> • Maintenance of Records 	2	<ul style="list-style-type: none"> • Micro-filming and e-filing • Modern techniques of filing • Filing and indexing equipments available these days • Creating two folders in computer system and name them subject wise. In each of them, 10 different files may be grouped accordingly 	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Understands and applies the concept of filing and its principles • Explains file classification and various methods of filing • Identifies the modern techniques of filing • Explains about indexing and its role in filing system
					• E-Typewriting Practice	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Develops accuracy and speed in typing
					• Stenography Practice	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Develops accuracy and speed in Stenography
28.	14	2	<ul style="list-style-type: none"> • Appointment 	2	<ul style="list-style-type: none"> • Filling entries in 	1	<ul style="list-style-type: none"> • Provide practice 	

			<ul style="list-style-type: none"> • Meetings 		<p>Appointment register for appointments of executive</p> <ul style="list-style-type: none"> • Duties of Secretary before, during and after a meeting • Drafting Notices for meeting • Preparing meeting Agenda to be enclosed with the notice • Preparing minutes of meeting 		through exercises	<ul style="list-style-type: none"> • Enumerates the need for appointment • Lists the duties of a PA/PS while making an appointment • Explains the duties of a PA/PS prior to the arrival of the visitor, during the visit and after the appointment • States the rules for conducting meetings • Prepares effectively for meetings (agenda, notice & minutes) • Enumerates the duties of a Secretary before, during and after a meeting
					<ul style="list-style-type: none"> • E-Typewriting Practice 	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Develops accuracy and speed in typing
					<ul style="list-style-type: none"> • Stenography Practice 	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Develops accuracy and speed in Stenography
29.	15	1	<ul style="list-style-type: none"> • Travel Arrangements • Office Equipments 	2	<ul style="list-style-type: none"> • Preparation of Itinerary • Making travel arrangements • Documentation related with overseas tour • Formalities needed to make rail and air reservations 	1	<ul style="list-style-type: none"> • Provide practice through exercises 	<ul style="list-style-type: none"> • Prepares itinerary • Makes arrangements for travelling in accordance with organizational policies • Identifies the

					<ul style="list-style-type: none"> • Practical demonstration of various office equipments • Preparing resume in MS-Word as per specific specifications and taking its print out 			<ul style="list-style-type: none"> formalities needed to make rail and air reservations • Enumerates the objectives of Office mechanization • Identifies various types of office equipments and machines
					• E-Typewriting Practice	1	• Provide practice through exercises	• Develops accuracy and speed in typing
					• Stenography Practice	1	• Provide practice through exercises	• Develops accuracy and speed in Stenography
30.	15	2	• Basics of Computer	2	<ul style="list-style-type: none"> • Demonstration of basic operations of a computer system • MS Word & its features • Basic features of MS Excel • Entering and editing data in worksheet • Using mail merge 	1	• Provide practice through exercises	<ul style="list-style-type: none"> • Enlists various applications of Computers • Modifies a worksheet • Practices use of mail merge
					• E-Typewriting Practice	1	• Provide practice through exercises	• Develops accuracy and speed in typing
					• Stenography Practice	1	• Provide practice through exercises	• Develops accuracy and speed in Stenography
		Total HRS		57		93		

Total HRS	150		
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