

**MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, BANDRA, MUMBAI**

1.	Name of Syllabus	<b>C. C. IN Stenography English (For Blind) (w.e.f. 2018-19) (408206)</b>																																															
2.	Max. Nos. of Student	15 Students																																															
3.	Duration	One year																																															
4.	Type	Part Time																																															
5.	Nos. of Days / Week	6 days																																															
6.	Nos. of Hours / Days	7 hrs.																																															
7.	Space Required	Workshop - 300 Sq.Ft Class room- 200 Sq.Ft Total - 500 Sq.Ft.																																															
8.	Entry Qualification	S.S.C Pass																																															
9.	Objective of Syllabus / introduction	To impart skill to student.																																															
10.	Employment Opportunity	He can get job in various establishment.																																															
11.	Teacher's Qualification	Diploma or Certificate holder in concern subject with adequate knowledge of Braille.																																															
12.	Training System	<table><tr><th colspan="7">Training System Per Week</th></tr><tr><td colspan="2">Theory</td><td colspan="2">Practical</td><td colspan="3">Total</td></tr><tr><td colspan="2">6 hrs.</td><td colspan="2">18 hrs.</td><td colspan="3">24 hrs.</td></tr></table>						Training System Per Week							Theory		Practical		Total			6 hrs.		18 hrs.		24 hrs.																							
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13.	Exam System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/P</th><th>Hour</th><th>Max Marks</th><th>Min Marks</th></tr><tr><td>1.</td><td>40820611</td><td>Shorthand Objective Language (Questions) &amp; Word Test</td><td>TH-1</td><td>3 Hour</td><td>100</td><td>35</td></tr><tr><td>2.</td><td>40820612</td><td>Computer Theory</td><td>TH-2</td><td>3 Hour</td><td>100</td><td>35</td></tr><tr><td>3.</td><td>40820621</td><td>Typewriting English Speed (40 W.P.M.) Typing- Statement, Letter, Mechanism</td><td>PR-1</td><td>6 Hour</td><td>200</td><td>100</td></tr><tr><td>4.</td><td>40820622</td><td>Shorthand Speed Test (80 W.P.M) English &amp; Computer Practical</td><td>PR-2</td><td>6 Hour</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>600</td><td>270</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/P	Hour	Max Marks	Min Marks	1.	40820611	Shorthand Objective Language (Questions) & Word Test	TH-1	3 Hour	100	35	2.	40820612	Computer Theory	TH-2	3 Hour	100	35	3.	40820621	Typewriting English Speed (40 W.P.M.) Typing- Statement, Letter, Mechanism	PR-1	6 Hour	200	100	4.	40820622	Shorthand Speed Test (80 W.P.M) English & Computer Practical	PR-2	6 Hour	200	100						600	270
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## **Theory - 1 Shorthand Objective Language (Questions) & Word Test**

**Introduction to Braille Shorthand,.**

**Introduction to Shorthand Machine.**

**Improve language skills with emphasis on different writing tasks.**

**Theory questions on braille shorthand**

## **Theory - 2 Computer Theory**

Introduction to computer & Jaws Screen Reading Software

Extensive use of Ms- Word with emphasis on saving a document, various formatting features, use of different menus including table menu etc.,

Use of Ms- Excel- data entry and simple formulas,

Use of Internet- with special emphasis on net browsing and E-mail

Miscellaneous- Installation of Jaws screen reader, using pen drives, CD's etc.,

Windows Operating System (Windows XP)

Typing document, creating a folder, opening a document, use of read commands, selection commands, MS- Word- Formatting a document, changing font, font style, size, color, line spacing, spell check, change case, Header & footer, cut, copy, paste, tab setting, Inserting table with emphasis on various menu options, mail merge, page setup, printing a document.

MS- Excel entering a data, use of different menus, sort & filter, simple formulas, Use of Internet, browsing, reading and writing E-mail, creating E-mail account, opening & closing E-mail account, deleting a mail.

## **Practical - I - Typewriting English Speed (40 W.P.M.) Typing- Statement, Letter, Mechanism**

### **English Typewriting**

**Introduction of Typewriter & Its Parts.**

**Typewriter Mechanism**

**Typing speed paragraphs of 280 words in 7 minutes (40 W.P.M)**

### **English Typewriting**

Inserting paper, setting Margins, tab setting, keyboard exercises and practice, typing words, sentences, small paragraphs, typing speed paragraph with gradual increase in speed so as to reach 40 W.P.M. by the end of the year.

### **Statements & Letters**

Statement, invoice, business and professional letters with the help of Braille copy, typing credit and debit note, official letter, govt order, account sales

## Practical - II - Shorthand Speed Test (80 W.P.M) English & Computer Practical

Shorthand Speed Test (Eng)

Practical (80 W.P.M)

Introduction to Shorthand Machine. Taking down speed passages of 320 words in 4 minutes and transcribing in one hour. (80 W.P.M)

Computer Practical - Introduction to computer & Jaws Screen Reading Software

**Extensive use of Ms- Word with emphasis on saving a document, various formatting features, use of different menus including table menu etc.,**

**Use of Ms. Excel. data entry and simple formulas,**

**Use of Internet- with special emphasis on net browsing and E-mail**

**Miscellaneous- Installation of Jaws screen reader, using pen drives, CD's etc.,**

Use of brailers, taking down and transcribing exercises on Braille shorthand, use of shorthand machine, taking down outside passages with the help of shorthand machine at speed of 80 W.P.M. and transcribing on typewriter.

Windows Operating System (Windows XP)

Typing document, creating a folder, opening a document, use of read commands, selection commands, MS- Word- Formatting a document, changing font, font style, size, color, line spacing, spell check, change case, Header & footer, cut, copy, paste, tab setting, Inserting table with emphasis on various menu options, mail merge, page setup, printing a document.

MS- Excel entering a data, use of different menus, sort & filter, simple formulas, Use of Internet, browsing, reading and writing E-mail, creating E-mail account, opening & closing E-mail account, deleting a mail.

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