

MAHARASHTRA STAT BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI -51

1.	Nam of Syllabus	C.C.IN SHORTHAND (English) (408205)																																															
2.	Max. Nos. of Student	25 Students																																															
3.	Duration	1 Year																																															
4.	Type	Part Time																																															
5.	Nos. of Days/Week	6 Months																																															
6.	Nos. of Hours/Days	4 Hrs																																															
7.	Space Required	Workshop/Lab = 300 Sq.feet Class Room = 200 Sq. feet Total = 500 Sq. feet																																															
8.	Entry Qualification	S.S.C.Pass																																															
9.	Objective of Syllabus	To get employment in office as an Stenographer/Typist/Clerk/LDC and earn his or her livelihood.																																															
10.	Employment Opportunity	Looking to the increasing demand in offices for Typing speed of 40 W.P.M. & Shorthand 80 W.P.M. this revised course aims at increasing the typing speed from 30 W.P.M. to 40 W.P.M. Even certain types of self-employment like securing typing work & job like medical transcription can be performed with the help of this training. Knowledge of computer can assist in working on call centers.																																															
11.	Teacher’s Qualification	Minimum graduate with good knowledge of English should have passed examination for 80 W.P.M. minimum experience of 2 yrs.																																															
12.	Training System	Training System Per Week <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>06 hrs.</td><td>18 hrs.</td><td>24 hrs.</td></tr></table>						Theory	Practical	Total	06 hrs.	18 hrs.	24 hrs.																																				
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13.	Exam System	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hour</td><td>Max Mark</td><td>Min Mark</td></tr><tr><td>1</td><td>40820511</td><td>Introduction to Shorthand & Basic Principles</td><td>TH-1</td><td>3 Hr</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40820512</td><td>Practice of Shorthand</td><td>TH-2</td><td>3 Hr</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40820521</td><td>Introduction to Shorthand & Basic Principles</td><td>PR-I</td><td>6Hr</td><td>200</td><td>100</td></tr><tr><td>4</td><td>40820522</td><td>Practice of Shorthand</td><td>PR-II</td><td>6Hr</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>600</td><td>270</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hour	Max Mark	Min Mark	1	40820511	Introduction to Shorthand & Basic Principles	TH-1	3 Hr	100	35	2	40820512	Practice of Shorthand	TH-2	3 Hr	100	35	3	40820521	Introduction to Shorthand & Basic Principles	PR-I	6Hr	200	100	4	40820522	Practice of Shorthand	PR-II	6Hr	200	100			Total			600	270
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Subject :- INTRODUCTION TO SHORTHAND AND BASIC PRINCIPLES

Theory & Practical - I

Understand the phonography system introduction – consonants.

The Vowels, intervening Vowels & position writing, Grammalogues, Punctuation marks.

Alternative signs for ‘R’ & ‘H’.

Diphthongs. Abbreviated ‘W’ Phraseography.

Circle ‘S’ & Z Stroke “S” and “Z”

Large Circle SW & ‘SS’ or SZ.

Loop ‘ST’ & “STR”

Initial hooks to straight strokes and curves.

Alternative forms for ‘Fr’ or ‘Vr’

Circles or loops preceding in initial hooks.

Subject :- PRACTICE OF SHORTHAND

Theory & Practical - II

‘N’ & ‘F’ OR ‘V’ hooks

Circle and loops to final hooks

SHUN hook.

Aspirate

Upward and Downward ‘R’

Upward and Downward ‘L’ & ‘SH’

Compound consonants, Vowel indication

The halving Principle Sec. I & II.

The Doubling Principle

Diaphonic or Two Vowel Signs, Medial Semi Circle.

Prefixes

Suffixes and terminations

General Contractions, figure essential Vowels.

Speed at various rates up to 80 w.p.m.

List of Tools & Equipment :-

Non-Consumable : Tape-recorder

Consumable : Steno books and Shorthand pencils.

Reference Books :-

1. Shorthand Instructor with Key (Pitman)
2. Shorthand Dictionary Monthly Magazines.
