



GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

**COMPETENCY BASED CURRICULUM**

# **SECRETARIAL PRACTICE (ENGLISH)**

(Duration: One Year)

**CRAFTSMEN TRAINING SCHEME (CTS)**

**NSQF LEVEL- 4**



**SECTOR –OFFICE ADMINISTRATION AND FACILITY  
MANAGEMENT**



Directorate General of Training

# SECRETARIAL PRACTICE (ENGLISH)

(Non-Engineering Trade)

(Revised in 2019)

Version: 1.2

**CRAFTSMEN TRAINING SCHEME (CTS)**

**NSQF LEVEL - 4**

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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## 1. COURSE INFORMATION

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During the one-year duration of “Secretarial Practice (English)” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional Skill subject are as below: -

The trainee learns about safety and environment, use of Secretarial Practice English, artificial respiratory resuscitation to begin with. He gets the idea of about the basic computer fundamentals & its peripherals, classify the consonants & its direction / joining the consonants, distinguish between long & short vowels, Describe Logograms, Grammalogues Contraction & use of ‘the’ /punctuation mark. Understand Diphthong, Prepare Windows operating system on computer, Compare all types of alternative forms & recognize the finger positioning on the computer keyboard, Compare all types of alternative forms & recognize the finger positioning on the computer keyboard, Recognize the direction of SHR & SHL, Observed curved hooked strokes and compound consonant, Recognize Final Hooks, Recognize Final Hooks, application of the prefixes and suffixes, Identify the monetary units & use it, Identify the monetary units & use it. In this year trainees able to write in shorthand, translation, note taking techniques and apply on computer for speed typing in MS-Word.

The trainee will be able work with MS-Excel by manipulating data, maintain office stationeries, maintain simple accounts with formulas and functions, Label the office layout, Name the dispatch and diary register & maintain computer data safety , Identify all types of file requirements & implement the same on MS-Power point, Demonstrate MS-PowerPoint Presentation, searching of information with internet browser, Create E-Mail ID, correspondence through mail, filling up online forms and documents for registration etc., booking tickets for rail, bus, air and hotels, Identify all types of official tools & equipments, Observe all types of postal services, Prepare all types of letters, notice, agenda, minutes, reports, circular & memorandum. Trainees will able to maintain calendar of event and general Banking Correspondence.

## 5. LEARNING OUTCOME

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***Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.***

### 5.1 LEARNING OUTCOMES (TRADE SPECIFIC)

1. Familiarisation with shorthand and apply with computer application following safety precautions.
2. Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' & punctuation. Acquire knowledge of Windows operating system.
3. Identify the strokes R & H, Abbreviated W.
4. Identify small circle for S & Z, Large circle for SW/large loop & small loop /understand MS-Word by using all tools.
5. Recognize the direction of SHR, SHL and alternative forms.
6. Observed curved hook and compound consonant.
7. Recognize different types of hook.
8. Develop new sentences apply halving / doubling principles.
9. Apply the prefixes.
10. Apply the suffixes.
11. Identify the monetary units & use it.
12. Apply note taking techniques
13. Perform on MS-Excel.
14. Label the office layout.
15. Identify all types of file requirements & implement the same on MS-Power point.
16. Demonstrate MS-Power Point Presentation.
17. Demonstrate features of MS power Point.
18. Familiarisation with Internet functions.
19. Identify all types of official tools & equipment.
20. Observe all types of postal services.
21. Prepare all types of letters and correspondence.