

Certificate Course in Stenography & Secretarial Practices

**Offered by Centre for Innovative Skill-Based Courses (CISBC)
Open Learning Development Centre (OLDC), University of Delhi**

Duration: 6 Months

Mode: Part-Time (Offline Classes)

Eligibility: 12th Pass in any stream

Course Overview

This course is designed to develop proficiency in **stenography and secretarial practices**, focusing on shorthand writing, office communication, and drafting skills. It equips learners with the necessary abilities required for administrative and clerical roles in offices and organizations.

Course Objectives

- To develop shorthand writing speed and accuracy
 - To build strong communication and drafting skills
 - To enhance office management and secretarial abilities
 - To prepare learners for administrative and stenography-based roles
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Course Content (Module-Wise)

Module 1: Basics of Stenography (Initial Consonants & Vowels)

- First Six Consonants
 - Joining of Consonants
 - Vowels "a", "e"
 - Short Forms for Common Words
 - Phrasing
 - Punctuation
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Module 2: Consonants and Vowel Sounds Expansion

- Next 8 Consonants
 - Vowels "o" and "u"
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Module 3: Advanced Consonants & Short Forms

- Next 8 Consonants
 - Short Forms
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Module 4: Vowel Positions

- First Place Vowels
 - Short Forms
 - Second Position
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Module 5: Third Place Vowels

- Third Place Vowels
 - Short Forms
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Module 6: Forms of 'R'

- Two forms for R
 - Short Forms for R
 - Upward R
 - Downward R
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Module 7: Diphthongs and Consonant H

- Diphthongs
- Joined Diphthongs
- Short Forms
- Triphones
- Consonant H
- Downward H
- Upward H

Module 8: S Circle Usage

- S Circle
- Short Forms
- Use of S circle with Short Forms
- Final S Circles
- Use of upward R with curves and circles
- Drawing L strokes

Module 9: Loops and Advanced Forms

- St Loop
- Short Forms
- Final S circle after St Loop
- Use of St loop in middle of word
- Str Loop
- Use of S circle in words
- Ses Circle
- Use of Ses Circle in middle of word
- Sw circle
- Vowel Dictation
- Special Phrases
- Short Forms

Module 10: Halving Principles

- Halving
- Short Forms
- Downward L
- Upward L
- Abbreviations
- Special Phrases

Module 11: Double Consonants

- Double Consonants PL Series
- Short Forms
- Writing inside the hook of PL Series
- Double Consonants PR Series
- Distinctive Outlines
- Special use of Double Consonants

- Double Consonants Curves
 - Additional Forms
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Module 12: Hooks and Forms

- N Hook
 - Short Forms and Phrases
 - F and V Hook
 - Final S circle inside F or V hook
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Module 13: Shun Hook Usage

- Shun Hook
 - Writing Shun Hook on right side of t, d, or J
 - S-Shun
 - Placement of S circle inside curve
 - Use of Shun Hook to indicate final t or d
 - Short Forms
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Module 14: Compound Consonants

- Compound Consonants
 - Phrases
 - Conditions when 'm' is immediately followed by pr, br, pl, bl
 - Use of "wl" and "whl"
 - Tick and Dot H
 - Omission of Consonants
 - Halving and Doubling
 - Prefixes and suffixes
 - Diphones; Medial W; SH, R and S
 - Figures; Compound Words; Intersections
 - Short Forms
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Module 15: Soft Skills & Communication

- Verbal Communication
 - Non-verbal Communication
 - Body Language
 - Oral Communication
 - Written Communication
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Module 16: English Grammar Refresher

- Basic Grammar Concepts
 - Sentence Structure
 - Usage Improvement
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Module 17: Letter Writing

- Official Letters
 - Personal Letters
 - Application Writing
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Course Delivery

- Offline classroom training
 - Regular shorthand dictation practice
 - Drafting and communication exercises
 - Speed and accuracy improvement sessions
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Assessment

- Shorthand dictation and speed tests
 - Written assignments
 - Practical evaluation
 - Final examination
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Career Opportunities

- Stenographer
- Personal Assistant (PA)
- Secretary
- Office Assistant
- Administrative Executive