

**SYLLUBUS FOR THE POST OF ASSISTANT INSTRUCTOR  
IN GOVT COMMERCIAL INSTITUTE  
IN TECHNICAL EDUCATION DEPARTMENT  
(Cat.No:421/2021)**

**I SHORTHAND ENGLISH (15 MARKS)**

Consonants- Vowels- Intervening Vowels And Position-Alternative Signs For **R** And **H**- Diphthongs- Abbreviated **W**- Phraseography- Circle **S** And **Z**- Stroke **S** And **Z** - Large Circle **SW** And **SS** Or **SZ**- Loops **ST** And **STR**- Initial Hooks To Straight Strokes And Curves- Alternative Forms For **FR**, **VR** Etc- Circle Or Loop Preceding Initial Hook- **N** And **F** Hooks- Circle And Loops To Final Hooks- **Shun** Hook- Aspirate- Upward And Downward **R**- Upward And Downward **L** And **Sh**- Compound Consonants- Vowel Indication- Halving Principles- Doubling Principle- Diphonic Or Two Vowel Signs- Medial Semicircle- Prefixes- Suffixes And Terminations- Contractions- Grammalogues and Phrases.- Essential Vowels- Special Contractions- Advanced Phraseography-Intersections- Business Phrases- Political Phrases- Banking And Stockbroking Phrases-Insurance And Shipping Phrases- Technical And Railway Phrases- Legal Phrases.

**II SHORTHAND MALAYALAM (15 MARKS)**

Consonants And Vowels – Symbols And Signs –Rules Of Aspirate – Medial Semi Circle – Diphthong – Triphone - Halving Principle – Limitation Of Halving Principle– Circle And Loop – Circle S, SW, SS And Loops –Initial Alternative Forms Final Hooks – Various Hooks – Initial Hooks R And L – Final Hooks N,F,V,Shun – Alternative Forms R,L And SH –Ter, Der, Com – Prefixes And Suffixes - Contractions– Grammalogues And Symbols –Intersections– Phrases – Special Contractions.

**III MS WORD (15 MARKS)**

**Different Parts Of MS Word Window-** Quick Access Tool Bar- Title Bar- File Tab- Ribbon- Dialogue Box Launcher- Scroll Bar- Status Bar- Create , Open, Save, Save As, Close, Print Document -**Home Tab**- Cut- Copy –Paste- Format Painter- Font-Styles- Size- Case- Strike Through- Superscript- Subscript-Underlie- Bold –Italic- Paragraph-Alignment- Tabs- Shading- Border- Line Spacing- Bullets –Numbering- Sort- Indent- Character Spacing- Styles And

Editing- **Insert Tab**- Picture- Tables-Clip Art- Shapes- Smart Art- Chart- Header- Footer- Page Number- Text Box- Word Art- Quick Parts- Drop Cap- Equations- Symbol- Links- **Page Layout**- Margins- Orientations- Size- Columns- Breaks- Line Numbers-Watermark- Page Colour- Page Border - Bring To Front- Sent To Back- Rotate- **References**- Table Of Contents- Insert Footnote- Endnote- Indexing- **Mailings**- Envelops- Labels-Mail Merge- Editing Recipients- **Review**- Spelling And Grammar- Thesaurus- Word Count- Track Changes- Accepting And Rejecting Changes-**View**- Document Views- Ruler- Gridlines- Document Map- Thumbnails-Zoom- New Window- Arrange All- Split-Macros -Various Shortcut Keys Used In Word.

#### **IV FUNDAMENTALS OF COMPUTER AND MS EXCEL (10 MARKS)**

Computer - Basics - Input & Output Devices - Hardware And Software - Latest Peripherals - Storage Devices -Primary And Secondary Memory- Computer Languages - High Level And Low Level - System Software - Application Software - Operating Systems - Windows And Linux Based O S - Free Software - Importance - Networking -Folder - Creation – Copy – Cut – Paste – Rename - Delete - Set Attributes - Files – Creation-Save - Save As - Copy – Cut – Paste – Rename – Delete - Trash And Recycle Bin- Restore Data-Internet - Types Of Internet Connections - E-mail accounts – Search engines .

**MS Excel** - Create New Workbook- Work Sheet- Using Tool Bars And Menus- Insert, Merge, Delete Rows, Columns And Cells- Formatting Cells- Special And Conditional Formatting - Insert Charts, Pictures And Tables- Functions In Excel- Various Shortcut Keys In Excel.

#### **V DESKTOP PUBLISHING (10 MARKS)**

Starting Page maker - Creating A New Document - Document Setup - Margins And Pages - Save And Save As - Closing - Reverting – Open And Quit- Workspace – Components Of Page Maker- Tool Box And Tools-Font Size And Styles- Scaling - Tracking - Leading – Kernel – Alignments- Paragraph Formatting- Hyphenation- Drop Cap- Story Editor- Styles- Create- Modify And Delete- Importing Documents- Manual Flow And Auto Flow-Inserting- Deleting And Locating Pages- View- Zoom- Sorting- Master Pages- Columns- Drawing Lines And Shapes- Stroke Size And Types- Image Resolution- Bitmap- JPEG-GIF- Tiff images -PNG Images - Importing Images - Resizing Images - Positioning Images - Colour Images – Arrangements- Wrapping Text - Guides And Rulers - View And Hide Ruler -Control Palette -Manipulating Shapes and Objects - Character Mode - Paragraph Mode - Object Mode.

## **VI TYPEWRITING**

**( 5 MARKS)**

History of typewriter- keys- parts- cleaning a typewriter- rocker mechanism- dog block- movement of typewriter- official abbreviations- functions of typewriter- symbols.

## **VII SECRETARIAL PRACTICE & BUSINESS COMMUNICATION (10 MARKS)**

Secretarial Practice - Secretary - Qualities Required For A Secretary -Meeting - Various Types Of Meetings - Activities Preliminary To A Meeting - The Agenda Of A Meeting - Minutes Of The Meeting –Quorum Of A Meeting - Proxy- Resolution- Computer File Management System -Creation Of Files Of Various Types- Saving , Securing, Storing Retrieving Documents– Basics Of Cloud Computing- Cyber Laws

Communication- Meaning- Importance- Objectives- Types- Barriers Of Communications- Process Of Communication-Tools Of Communication- Modern Communication Systems- Social Media- Blogging- Vlogging- Govt Order- Secretariat Letter- Independent Body Letter- Demi-Official Letter- U.O Note- Proceedings- Govt Circulars- Memos-Memorandum – Tender Forms- Business Letter- Formats And Characteristics..

## **VIII FINANACIAL ACCOUNTING**

**(10 MARKS)**

Accounting-Features- Objectives - Limitations - Advantages - Important Terms Used In Accounting - GAAP - Accounting Concepts, Principles And Conventions - System Of Accounting - Single And Double Entry - Bases Of Accounting- Accounting Equation - Classifications Of Accounts - Rules For Debit And Credit - Journal- Ledger - Day Books- Purchase- Sales- Returns- Cash Book- Types-Journal Proper- Trial Balance- Capital And Revenue- Final Accounts- Trading- Profit And Loss-Balance sheet- Adjustments-Outstanding Exp-Prepaid- Unearned- Accrued- Bad Debts- Depreciation- Interest On Drawings- Interest On Capital - Bank Reconciliation Statement.

## **IX BUSINESS MANAGEMENT**

**(10 MARKS)**

Management – Concept-Objectives - Importance-Management As Science- Art And Profession- Levels Of Management-Management Functions – Planning-Organising- Staffing- Directing - Controlling - Coordination – Concept- Characteristics - Importance Principles Of Management–

Concept - Nature And Significance-Fayol's Principles Of Management-Taylor's Scientific Management - Principles And Techniques

**NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper**