

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA



Value Added Course

“Shorthand and Typing”

Session - 2019-21

Department of Computer Science & Technology

Course Code: CST.558

Course Title: Shorthand and Typing

L	T	P	Credits
0	0	2	1

Total Hours: 30-35

Course Objectives:

- To provide typing skills.
- To introduce the students shorthand typing.

Course Outcomes

- Help the students improve their typing skills
- Help the students learn to take dictations and notes using short-hand.

Course Contents

UNIT I

Hours: 8

Introduction to Typing:

Computer Keyboard Functions:

Function Keys, Letter Keys & Caps Lock, Number Keys & Special Character Keys, Numeric Key Pad & Numeric Lock, Space Bar, Tab, Control, Insert, Alt & Delete Keys, Back Space, Arrow Keys, Page UP, Page Down, Home & End Keys.

Brief introduction to Word Processing

Computer Speed Typing:

Speed Calculation, Signs & Symbols, Roman Numbers, Capitalizations of Letters, Display, Counting Errors, Calculating speed and errors, Evaluation & Marking Scheme.

UNIT II

Hours: 8

Introduction to Shorthand: Definition, Classification, Arrangements and directions, Table of consonants, Joining of Strokes.

Basics of Vowels, Short Forms, Diphthongs and Alternative forms.

UNIT III

Hours: 10

Compound Consonants: Initial large hooks of WH/ WHL/ KY/ GY/ KW/ GW/ MP/ MB strokes.

Introduction to: Formation of Simple Phrases, Circle and Loops

UNIT IV

Hours:10

Initial small hooks (Double Consonants): R & L Hooks, SHR & SHL hooked strokes, Vowels and double consonants

Final Hooks: N & F/V small hooks, Hooks and Vowels, Circles and Loops with finally hooked strokes.

Large Final: (Shun Hook) Use of Shun after Circle, Use of shun hook after certain strokes.

Some other concepts like Halving Principles, Doubling Principles, Prefixes & Suffixes, Intersection and Contraction.

Transactional Modes:

Lecture
Case study
Demonstration
Experimentation
Discussion
Problem solving

Suggested Readings:

1. Proficiency in English Typewriting by RPH Editorial Board Paperback – 2015
2. Onkar Nath Verma and Anshul Verma, Typewriter and Computer Typing (Both English and Hindi Medium) Paperback – 2014
3. Pitman, Shorthand instructor and Key, 1st Edition