



**KHYBER PAKHTUNKHWA BOARD OF TECHNICAL EDUCATION**  
**PLOT NO.22, SECTOR B1, PHASE-V, HAYATABAD, PESHAWAR**  
**PHONE:091-9217410, FAX:091-9217658**

No. BTE/Admn/ 19435-41

Dated: 07/10/2019

**NOTIFICATION**

Pursuant to the request of some principals of GCMS colleges of KP, the BTE has developed a six months course of English short hand through the expert subject Teachers.

Due to pressing demand of the institutions and General public, the BTE introduces this program from the current academic session. For this purpose Affiliation criteria, evaluation plan, fee structure and other modalities have also been thrashed out by the committee. Course outline and its modalities are available at the KP BTE website [www.kpbte.edu.pk](http://www.kpbte.edu.pk).

The desirous Govt. Colleges of Management Sciences can submit Affiliation request to the Board along with Affiliation fee of **Rs. 40,000/-** to be deposited in the KP BTE Account No. 0000000004709268 at any MCB Branch across the province.

**Result.pk**

  
(MUHAMMAD IQBAL)  
SECRETARY

CC to:-

1. PS to Chairman KP BTE, Peshawar.
2. D.G Commerce and Management Sciences Education Govt. of Khyber Pakhtunkhwa.
3. Controller of Examinations KP BTE, Peshawar.
4. Assistant Secretary Affiliation KP BTE, Peshawar.
5. Assistant Secretary Registration KP BTE, Peshawar.
6. CPO with the request to upload this Notification, Course outline, and its modalities for information of the all GCMS of the Province.



# BOARD OF TECHNICAL EDUCATION

## ENGLISH SHORTHAND COURSE OUTLINES

### SIX MONTH CERTIFICATE COURSE.

Duration: 18 Credit Hours per week

Monthly Duration:  $18 \times 4 = 72$  Hours a month

Total Duration 72 Credit Hours a month X 6 months = 432 Hours

**OBJECTIVE:** - upon successful attainment of this course the students shall become eligible to apply for the Post of Junior Scale Stenographer in the Government and Private sector organizations.

#### **English Shorthand (pitman key)**

4 months

(One Hours Exercises) Pitman Shorthand (Key)

Learning, Reading and writing of Shorthand

Outlines and re-transcription there- from

Speed Development 30 wpm

700 Common Words (Pitman)

2 months

1 to 30 Exercises

Speed Development 50 wpm

#### **Type Writing on Typewriter**

3 months

i. Key Board Learning

ii. Sentence Typing

iii. Paragraph Typing

iv. Speed Development 20-25 wpm

#### **English Typing Speed Development on Computer**

3 months (One Hour)

i. Key Board Learning

ii. Sentence Typing

iii. Paragraph Typing

iv. Speed Development 35-40 wpm/1000 Key depression

#### **M.S. Word**

i. Menus, Shortcut, Toolbars

ii. Page setup, print options

iii. Editing Functions

iv. Header and Footer, document map

v. Paragraph setting

vi. Tabs and Margins

vii. Mail merge, macro

viii. Spelling check etc

ix. Tables

X. Hyperlink

xi. Print preview, document format



## Evaluation Plan for 6-Months Certificate Course in Shorthand

Admission	= Rs. 500/- per month
Tuition Fee for 06 months	= 4000/-
<u>BTE dues</u>	<u>= 1500/-</u>
<b>Total</b>	<b>= 6000/-</b>