

**SCHEME OF STUDIES**  
**CLASS XII (STENOGRAPHY)**

1 Sl. No	2 Subject	3 Period/Week			4 Examination				5 Total Marks
		Th.	Pr.	Total	Marks (Th)	Hrs	Marks (Pr)	Hrs	
1.	Language I	7	-	7	100	3	-	-	100
2	Language II OR Business Studies OR Accountancy OR Any other subject from academic stream	7	-	7	100	3	-	-	100
3	General Foundation Course	5	-	5	100	3	-	-	100
4.	Vocational Electives								
	(i ) Shorthand	2	6	8	30	3	70	3	100
	(ii)Typography & Computer Application (Hindi/English)	2	6	8	30	3	70	3	100
	(iii ) Office Procedure & Practices	6	2	8	60	3	40	3	100
5.	Physical and Health Education	2	-	2	-	-	-	-	-
6.	Additional Optional Any subject from academic stream	5	3	8	60	3	40	3	100
7.	On Job Training	Total 6 to 8 weeks in class XI & XII as per convenience of collaborating institution / organization. Suggested period after class XI. Vacation and in class XII autumn and winter break before January.							

NOTE : (i) Subject as SL. Nos. 1, 2, 5 as per Academic Stream. Senior School Curriculum of the concerned year should be referred to for the courses in respect of said subjects.

(ii) Other subject (s) from Academic Stream in the scheme may be offered in lieu of language - II by school if that is in relevance with Horizontal / Upward mobility.