



Course Syllabus: Computer Based English & Hindi Typing Course-3 Months

Month 1: Introduction to Typing Basics

Week 1: Introduction to Touch Typing

- Understanding the keyboard layout (QWERTY for English, InScript or Remington for Hindi)
- Home row keys and finger placement
- Basic typing techniques and ergonomics

Week 2: English Typing Basics

- Typing simple words and sentences
- Increasing typing speed and accuracy
- Typing practice with common English words and phrases

Week 3: Hindi Typing Basics

- Introduction to Hindi keyboard layout (InScript or Remington)
- Typing simple words and sentences in Hindi
- Increasing typing speed and accuracy in Hindi

Week 4: Typing Practice and Speed Tests

- Regular typing practice sessions in both languages
- Speed and accuracy tests
- Tips for reducing typing errors

Month 2: Intermediate Typing Skills

Week 5: Advanced English Typing

- Typing longer texts and paragraphs
- Using punctuation and special characters
- Practicing with typing software and online tools

Week 6: Advanced Hindi Typing

- Typing longer texts and paragraphs in Hindi
- Using Hindi punctuation and special characters
- Practicing with Hindi typing software and online tools

Week 7: Formatting and Document Preparation

- Formatting text in word processors (MS Word, Google Docs)
- Creating and editing documents
- Practicing typing with real-world documents (letters, reports, etc.)

Week 8: Typing from Printed Texts

- Typing practice from books, newspapers, and printed materials
- Improving typing speed and accuracy with varied content
- Techniques for typing difficult and unfamiliar texts

Month 3: Proficiency and Professional Applications

Week 9: Typing for Professional Use

- Typing business letters, emails, and professional documents
- Typing legal and technical documents
- Practicing with templates and predefined formats

Week 10: Error Detection and Correction

- Techniques for spotting and correcting errors quickly
- Using spell check and grammar tools effectively
- Typing practice with error correction exercises

Week 11: Speed Enhancement Techniques

- Advanced exercises to increase typing speed
- Practicing with timed tests and competitive typing
- Techniques for maintaining accuracy at high speeds

Week 12: Final Assessment and Certification Preparation

- Comprehensive typing tests in both Hindi and English
- Review of key concepts and techniques
- Preparation for final certification exam



Additional Activities and Resources

- **Guest Lectures:** Inviting experienced typists and professionals to share insights and tips
- **Peer Collaboration:** Group practice sessions and peer reviews
- **Online Resources:** Access to typing tutorials, articles, and practice tools
- **Practical Exercises:** Weekly assignments and real-world typing scenarios

Fee Structure

Total Package Cost: Rs.4600/-

Monthly Fees:

- **Registration Fee:** Rs.1250/-(One Time Payment)
- **Installment Payment:** Rs.1000/-(1000 x 3 Installment)
- **RFID Card & Exam Fee:** Rs.350/-(One Time Payment)

Payment Options

- **Full Payment: Rs.4,140/-** (includes a 10% discount if paid upfront, making it Rs.4,140/-)

Benefits Included:

- **Certificate of Completion:** Issued upon successful completion of the course
- **Professional Development:** Access to ongoing support and resources for further learning
- **Networking Opportunities:** Connection with other learners and industry professionals
- **Career Guidance:** Assistance with job placements and career advancement opportunities

This 3-month Computer Based Hindi and English Typing course provides comprehensive training in touch typing, speed enhancement, and professional document preparation, equipping participants with the skills needed for efficient typing in both languages.