# Syllabus: Certificate In Computer Typing (Assamese)

- **Duration:** 3 Months
- **Eligibility:** 10th Pass

## Evaluation Scheme

- **Full Marks:** 200
- **Theory:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva (Oral Test):** 20 Marks

## Course Syllabus

This course is designed to develop professional Assamese typing skills, focusing on speed, accuracy, and proper technique for data entry and official document creation roles.

### Module 1: Typing Fundamentals & Ergonomics

- Introduction to Assamese keyboard layouts (e.g., InScript, Rodali, Itrans).
- Enabling Assamese keyboard and using IME (Input Method Editor).
- Touch Typing Methodology: The Home Row concept for the Assamese layout.
- Correct posture, hand, and finger placement to avoid strain.

### Module 2: Mastering the Assamese Keyboard

- Learning the placement of vowels (স্বৰবৰ্ণ) and consonants (ব্যঞ্জনবৰ্ণ).
- Practicing 'kar' signs (কাৰ) and their application.
- Typing simple words and building a foundation.
- Using typing tutor software for guided practice.

### Module 3: Advanced Assamese Typing

- Typing complex words and sentences.
- Mastering conjunct characters (যুক্তাক্ষৰ) and special symbols.
- Typing paragraphs with a focus on flow and rhythm.
- Regular speed and accuracy tests to track progress.

### Module 4: Speed Building & Document Formatting

- Advanced typing drills and exercises to boost speed.

- Typing from scanned Assamese documents.
- Focus on achieving a target Words Per Minute (WPM) with high accuracy.
- Basic document formatting for Assamese text in MS Word.

**Module 5: Final Assessment**

- Students will undergo a final typing test to assess their speed and accuracy in Assamese.
- **Example Project:** Type a given formal letter or an article in Assamese within a specific time limit. The final output must be formatted correctly and have minimal errors.