



Syllabus: Certificate in Computer Typing (English)

- **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 English typing skills, focusing on speed, accuracy, and proper technique for data entry and document creation roles.

Module 1: Typing Fundamentals & Ergonomics

- Introduction to the QWERTY keyboard layout.
- Touch Typing Methodology: The Home Row concept.
- Correct posture, hand, and finger placement to avoid strain.
- Using typing tutor software for initial practice.

Module 2: Mastering the Keyboard

- Mastering all keys: Home, Top, and Bottom rows.
- Typing words, sentences, and paragraphs without looking at the keyboard.
- Using the Shift key for capitalization.
- Regular speed and accuracy tests to build a strong foundation.

Module 3: Numbers, Symbols, and Punctuation

- Mastering the number row for faster data entry.
- Practicing common punctuation marks (comma, period, question mark, etc.).
- Using special symbols (!, @, #, \$, %, etc.).
- Drills focusing on mixed alphanumeric content.

Module 4: Speed Building & Document Formatting

- Advanced typing drills and complex paragraph typing.
- Typing from scanned documents and audio dictation (introduction).



- Focus on achieving a target Words Per Minute (WPM) with high accuracy.
- Basic document formatting in MS Word: Alignments, Font Styles, Bold, Italic, Underline.

Module 5: Final Assessment

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

