



## Syllabus: Certificate In Computer Typing (English & Regional)

- **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 typing skills in both English and a regional language, 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: English Typing Proficiency

- Mastering all keys: Home, Top, and Bottom rows.
- Typing words, sentences, and paragraphs without looking at the keyboard.
- Using punctuation, numbers, and special symbols.
- Regular speed and accuracy tests to track progress.

#### Module 3: Regional Language Typing

- Introduction to the regional language keyboard layout (e.g., InScript for Devanagari).
- Learning the placement of vowels, consonants, and matras.
- Typing simple words and sentences in the regional language.
- Practice sessions to build speed and accuracy.



#### **Module 4: Document Formatting & Speed Building**

- Basic document formatting in MS Word: Alignments, Font Styles, Bold, Italic, Underline.
- Advanced typing drills with mixed English and regional language content.
- Typing from scanned documents and audio dictation (introduction).
- Focus on achieving a target Words Per Minute (WPM) with high accuracy.

#### **Module 5: Final Assessment**

- Students will undergo a final typing test to assess their speed and accuracy.
- **Example Project:** Type a given passage in English within a time limit, followed by a passage in the regional language. The final output must be formatted according to given specifications and have minimal errors

