



Syllabus: Certificate In Computer Typing (Hindi & 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 typing skills in both English and Hindi, focusing on speed, accuracy, and proper technique for bilingual data entry and document creation roles.

Module 1: Typing Fundamentals & Ergonomics

- Introduction to the QWERTY keyboard layout for English.
- 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 in English.
- Using punctuation, numbers, and special symbols.
- Regular speed and accuracy tests to track progress in English.

Module 3: Hindi Typing (Devanagari)

- Introduction to Hindi keyboard layouts (e.g., InScript, Remington).
- Learning the placement of vowels (स्वर), consonants (व्यंजन), and matras (मात्रा).
- Typing simple words, conjunct characters (संयुक्ताक्षर), and sentences in Hindi.
- Practice sessions to build speed and accuracy in Hindi typing.

Module 4: Speed Building & Document Formatting



- Advanced typing drills with mixed English and Hindi content.
- Typing from scanned bilingual documents.
- Focus on achieving a target Words Per Minute (WPM) in both languages.
- Basic document formatting in MS Word for bilingual documents.

Module 5: Final Assessment

- Students will undergo final typing tests in both English and Hindi.
- **Example Project:** Type a given business letter in English within a time limit, followed by a formal application in Hindi. The final outputs must be formatted correctly and have minimal errors.

