



SYLLABUS



FOR SHORT-TERM/PART-TIME
COURSE ON

“TYPING SKILL (ENGLISH)”

IN ITI SHAHPUR
YEAR 2018

UNDER

DEPARTMENT OF TECHNICAL EDUCATION
VOCATIONAL & INDUSTRIAL TRAINING
HIMACHAL PRADESH, SUNDERNAGAR
DISTRICT MANDI

DDCA
Newt

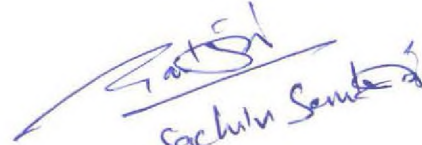
Sent
26/3/18

GENERAL INFORMATION

1. Name of the Course : Short-Term/Part-Time Course in "Typing Skill (English)"
2. Total Duration of course : Three Months (150 Hours)
3. Entry Qualification : Minimum Matric
4. Age : Minimum 14 years
5. Total Number of Hours of Course : 150 hours
6. Number of hours/day : 1.5-2.0 hours/day OR 8-12 hours /week
7. Faculty : Instructor (SSA English/Hindi) of regular classes
8. Batch size : Minimum 10 trainees to the maximum 20
9. Certification : By Dept. of Tech. Education, Himachal Pradesh
10. Fee : Rs. 600/- for Complete Course of 3 Months
11. Objective of Course : The main objective of this course is to Impart basic Knowledge & skill to the Trainees on "Hindi Typing Skill", so that they are able to either take test skill for seeking Employment in Govt. Sector/Private Sector or Start their Own Ventures.


Er. S.K. LAKHANPAL
Principal (Grade-A)
Industrial Training Institute
Shahpur, Distt. Kangra-175205


Sachin Kumar


Sachin Kumar

SYLLABUS FOR THREE MONTHS SHORT TERM /PART-TIME COURSE ON "English Typing Skill"


Competency: After completion of the Course the trained person can be able to appear in any typing skill test in English for Clerical Job/Data Entry in Govt./Private Sector or start their own Ventures.

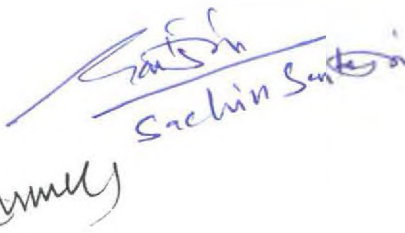
Duration : 3 Months (150 Hours)

Skill in Typing: Skill in typing dealing with Office Memorandum, D.O. Letter's, Invitation Letter, Legal Documents and also skill in drafting of letters etc.

Sr. No.	Theory	Practical
1	Computer key Board <ul style="list-style-type: none"> • Knowledge of key board • Practical Knowledge • Sitting Method • Practicing Home Row, Upper Row and Bottom Row Keys 	Method s of Typing : <ul style="list-style-type: none"> • Sight Method • Touch method
2	Computer Key Board <ul style="list-style-type: none"> • Knowledge of key Board • Practical Knowledge 	Computer Key Board function <ul style="list-style-type: none"> • Space Bar, Tab, Control Key, back space , Arrow key • Insert , Alert and Delete Key, Function , letter key, • Page up/page down, Home and End Key • Caps Lock, Number key and special Character Key • Numerical Key pad and Numerical Lock • Home Row, Upper Row and Bottom Row Key • Shift Key and number Row
3	Computer: <ul style="list-style-type: none"> • Important tips regarding the practice on keyboard. 	Computer key board operation: <ul style="list-style-type: none"> • Key Board Practice
4	Computer: <ul style="list-style-type: none"> • Home Keys on Key Board • Exercise :1-2 • Exercise : 3-4 	Computer key board operation: <ul style="list-style-type: none"> • Home Key practice on Key board • To type the Exercise 10 times • Speed up the typing slowly on the computer


Er. S.K. LAKHANPAL
Principal (Grade-A)
Industrial Training Institute
Shahpur, Dist. Kangra-171233


Sachin Sankar


Sachin Sankar


5	<p>Computer: 3rd Line</p> <ul style="list-style-type: none"> • Exercise : 5-6 • Exercise : 7-8 	<p>Computer typing :</p> <ul style="list-style-type: none"> • Speed up the typing slowly on the computer • 3rd Row Practice on Key board
6	<p>Computer: First Line</p> <ul style="list-style-type: none"> • Exercise : 9-10 • Exercise: 11-12 	<p>Computer typing :</p> <ul style="list-style-type: none"> • Speed up the typing slowly on the computer • 1st Row Practice on Key board
7	<p>Computer: 4th Line</p> <ul style="list-style-type: none"> • Exercise : 13-14 • Exercise: 15-16 	<p>Computer typing :</p> <ul style="list-style-type: none"> • Speed up the typing slowly on the computer • 4th Row Practice on Key board
8	<p>Computer typing:</p> <ul style="list-style-type: none"> • Practice the Paragraph • Space after the punctuation Marks • Possible mistakes • Speed boosting Rules • Make typing speed on the computer while making less mistakes according to typing rule 	<p>Computer Speed typing:</p> <ul style="list-style-type: none"> • How to calculate the speed • Sign and symbol • Roman Number • To type the letter in capital Letter or in larger sizes • To check the mistakes • Calculate the net speed after counting the mistakes
9	<p>Computer typing:</p> <ul style="list-style-type: none"> • Accurate typing practice(17-22) • Typing Speed practice (23-30) • Advantages of Typographical art • Things to keep in mind while taking Test 	<p>Computer:</p> <ul style="list-style-type: none"> • MS Word • Copy Text, Cut , Paste and Delete character • To Bring the Delete Text again • Use of Auto character • To use Number Key, Bullet and Para • Use of Index and spacing • Use of help operation • Page set up , Margin, Rule • To Paper size in MS Word
10.	<p>Computer typing:</p> <ul style="list-style-type: none"> • Speed Practice(30-57) 	<p>Computer:</p> <ul style="list-style-type: none"> • Inserting Lines and Page break • Insert Table in MS Word • To delete Row and Column • Alignment between Row and Column • Print Preview and Print •


Er. S.K. LAKHANPAL
Principal (Grade-A)
Industrial Training Institute
Shahpur, Dist. Kangra-170203

Sumit
(Chakraborty)

Sachin Sarin

11	Computer typing: <ul style="list-style-type: none"> • Tabular work 	Computer: <ul style="list-style-type: none"> • Tabular Work practice • Make the simple [le] letter
12	Computer: <ul style="list-style-type: none"> • Letters 	Computer: To Draft the simple letter <ul style="list-style-type: none"> • Application for Job • Learning letter • Legal documents


 Er. S.K. LAKHPAL
 Principal (Grade-A)
 Industrial Training Institute
 Shahpur, Distt. Kangra-170203


Sachin Sankh


Anand Kumar (cum)