

1	Name of Syllabus	C.C. IN TYPEWRITING ENGLISH (408102)												
2	Max.Nos of Student	25 Students												
3	Duration	6 months												
4	Type	Part Time												
5	Nos Of Days/ Week	6 hours												
6	Nos Of Hours /Days	4 hours												
7	Space Required	1) Workshop = 200 sqfeet 2) Class Room = 200 sqfeet TOTAL = 400 sqfeet												
8	Entry Qualification	8 th Pass												
9	Objective Of Syllabus/ introduction	To impart skill to student.												
10	Employment Opportunity	He can get job in various establishment.												
11	Teacher’s Qualification	Diploma or Certificate holder in concern subject.												
12	Training System	Training System Per Week <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 hrs</td><td>18 hrs</td><td>24 hrs</td></tr></table>							Theory	Practical	Total	6 hrs	18 hrs	24 hrs
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6 hrs	18 hrs	24 hrs												
13	Exam. System	Sr No	Paper Code	Name of Subject	TH/PR	Hour	Max Mark	Min Mark						
		1	40810211	Theory of Type-Writing	TH-I	3 Hr	100	35						
		2	40810221	Practice on Typewriter Speed (30 W.P.M.)	PR -I	3 Hr	100	50						
		3	40810222	Application of Typing Speed (45 W.P.M.)	PR- II	6 Hr	200	100						
				TOTAL			400	185						

SYLLABUS :- ENGLISH TYPEWRITING

	Theory - I - Theory of Type Writing	Practical - I Practice on Typewriter Speed (30 W.P.M.)
Sr No	CHAPTER	
1	Keyboard practice with emphasis on rhythm and practice of figures.	Keyboard practice with emphasis on rhythm and practice of figures.
2	Blind Touch Method	Blind Touch Method
3	Accuracy development	Accuracy development
4	Shift key operation	Shift key operation
5	Words and sentences, practice of paragraphs	Words and sentences, practice of paragraphs
6	Speed Practice at the rate of 20 w.p.m.	Speed Practice at the rate of 20 w.p.m.
7	Tabular sets centering and simple statements	Tabular sets centering and simple statements
8	Different parts of the Typewriter and their functions	Different parts of the Typewriter and their functions
	A. Different movements of the Ribbon	.Different movements of the Ribbon
	B. Step by Step movement	. Step by Step movement
	C. Space-Bar movement	. Space-Bar movement
	D. Tabulator mechanism	. Tabulator mechanism
	E. Back space movement	. Back space movement
	F. Maintenance of typewriter	. Maintenance of typewriter
9	Stencil cutting and duplicating	Stencil cutting and duplicating
		Practical - II Application of Typing Speed (45 W.P.M.)
10	Speed Practice at the rate of 30 w.p.m.	Speed Practice at the rate of 30 w.p.m.
11	Typing of Business Letter	Typing of Business Letter
12	Typing of Invoice	Typing of Invoice
13	Typing of Memorandum	Typing of Memorandum
14	Typing of Government Order	Typing of Government Order
15	Typing of Official letter	Typing of Official letter
16	Typing of Balance sheet on different sheets	Typing of Balance sheet on different sheets
17	Typing of Tender Notice	Typing of Tender Notice
18	DISPLAY.	DISPLAY.
19	Speed practice @ 45 w.p.m	Speed practice @ 45 w.p.m
20	Definition and Importance of Typewriter Different Sizes and makes of typewriters	Definition and Importance of Typewriter Different Sizes and makes of typewriters

LIST OF TOOLS & EQUIPMENT

- 1 Typewriters -- 12 NOS
- 2 duplicating machines – 02 NOS

Consumables

Stationery like white paper, typewriting ribbons, carbon papers, etc

REFERENCE BOOKS

1. Typewriting Fundamentals by Md. Khan
2. Speed papers, Manuscripts (Venus Typewriting Institute, Kakinada)
