

Syllabus of Hindi Typing Course

Objectives

- To get a basic understanding of the common techniques of the typing and the new job opportunities in private and public sector.
- Enables the students a good standard of literacy, numeracy and IT skills.
- Be familiar with the theoretical foundations of the Hindi Typing.
- Students who have successfully completed the course should be able to type in Hindi independently in their personal and professional life.

Module 1

An introduction to information technology and communication.
Basic training in Hindi Typing: Home Row Keys practice, Practice of Shift+Home row letters, Practice upper row letters, Practice Shift+upper row letters.

(8 Hours)

Module 2

Practice of Bottom Row letters, Practice of Shift+Bottom Row letters. Practice of number row letters, Practice of Shift+number row letters. Practice all exercise and remember the key and corresponding character.

(8 Hours)

Module 3

Practice of special letters of Hindi font Kurti Dev 010.
Practice of Paragraph, Application/Letter writing.
Project Work

(14 Hours)

Outcomes of Hindi Typing Course

To enable the students to use Hindi language correctly and effectively, they have to be able to type Hindi personally and professionally.
This course helps the students who seeking jobs like Hindi Officer, Hindi Data entry Operator, Translator, Hindi Correspondent, Editor, Journalist etc.