

National Education Policy-2020

Minor Vocational Course

B.Com./ B.A./B.Sc.: Semester - II

Subject Title: Typewriting Hindi and English

Subject Code: MVP-T102

After completing the course, the student shall be able to:

- Understand the basic concepts of Typewriting in Hindi and English.
- Learn to expertise Hindi and English typing on computer

Programme: Certificate		Year: First		Semester: Second	
Total Number of Hours: 15+30		Theory		Practical	
Credit		1		2	
Hours/ Week		1		4	
Scheme of Examination					
Theory:40			Practical:60		
	Final Examination	Internal Assessment (CT+TA)	Final Examination	Internal Assessment (Assignment and Attendance)	
Max. Marks	40	NA	50	10	
Min. Passing Marks	13	NA	25	05	
Total Number of Hours: 15+30					
Unit	Part – A (Theory)			No. of Lecture	
I	Typewriting Hindi: Introduction to Typewriter, origin and development, importance, utility, classification, standard, manual portable, noiseless, vary typer, electronic, Keyboard Operation, Methods of Typing, Sight and Tough, Methods, Keyboard Skill, Division of Keys between Fingers, Vartical and Horizontal Approach, Typing Rhythem, Backing seet etc., Knowledge of Proof Correction Signs, Carbon Manifolding and Duplicating, Stenciling, Cyclostyling, Photocopying Machine etc., Page setup, margin, spacing,			07	

	text formatting.	
II	Typewriting English: Introduction to Typewriter, Types of Typewriter, origin and development, importance, utility, standard, manual portable, noiseless, System of Typing; touch system and sight system, their advantages and disadvantages Operation, Methods of Typing, Sight and Touch, Methods, Keyboard Skill, Division of Keys between Fingers, Vertical and Horizontal Approach, Typing Rhythm, backing seat etc., Manipulative Control, Margin Steps, Paper Guide, Line space, text editing, Typing Symbol not given in keyboard, Hindi and English E-Typewriting practice on computer.	08
	Part – B (Practical)	
I	Typewriting Hindi: Practice of writing words and sentences of Diphones, Medial Semi-Circle and Essential Vowels in Hindi on Typewriter. Practice of writing words and sentences of prefixes, Suffixes, Contractions, Figures, and Intersections in Hindi, Stenciling, Cyclostyling, Photocopying Machine etc., Page setup, margin, spacing, text formatting. Typing of Letters, Blocked, Semi Blocked and NOMA simplified with open closed and mixed punctuations. Typing of Address on Envelopes, inland and postcards in Hindi.	10
II	Typewriting English: Typing of Letters, Blocked, Semi Blocked and NOMA simplified with open closed and mixed punctuations. Typing of Address on Envelopes, inland and postcards, including windows display chain feed, Typing of annexure and appendices to letter. Tabular Typing, Typing of Financial and Costing Statements, use of Corban paper for taking out of more than one copy.	10
III	Hindi and English E-Typewriting practice on computer: Practice of taking Dictation of Seen and Typing on Printed form likes; invoice, bills, quotations tender. Production typing, typing of order, circular, notice, memoranda, notes, advertisement, interview letters, appointment letters, typing of bibliography, typing of graph papers on Computer in Hindi and English both. Speed enhanced and calculation of speed. Care and Maintenance of typewriters, oiling and cleaning of	10

machines, change of ribbons, Minor repair works.

Suggested Readings :

Kumari, Anita, Typewriting Hindi and English, Shiv Publication.

Neeraj (2022), Typewriting English, Neeraj Publications

Gupta, R (2021), Proficiency English Typewriting.

Agrawal, Vikas (2018), Up to date typewriter & Computer Typing, Swastik Publication.

Dadrwal, M.K. (2021), Computer Typing Hindi and English Book.

Suggested Digital platforms / web links for reading :

https://www.youtube.com/watch?v=jv1O_dWR2ul.

<https://www.youtube.com/watch?v=5WNp2lw8r-g>.

<https://www.youtube.com/watch?v=1jjqn8zn-EA>.

Suggested OJT/ Internship /Training /skill partner :

New Institute of Computer Studies Technology Sikhsha Samiti Lalganj Azamgarh

Course Pre- requisites :

No pre-requisite required, open to all

Notes :

- Number of units in Theory /Practical may vary as per need
- Total credits /semester -3 (it can be more credits, but students will get only 3 credit/semester or 6 credit/year
- Credit for Theory =01 (Teaching Hours =15)
Credit for OJT/Internship /Training /Practical =02 (Teaching Hours =30