

Program : Diploma in Commercial Practice	
Course Code : 3148	Course Title: Typewriting English 30 wpm
Semester : 3	Credits: 2
Course Category: Program Core	
Periods per week: 4(L:0, T:0, P:4)	Periods per semester: 60

Course Objectives:

- To develop speed in typing @30wpm.
- To type the given matter accurately and neatly with punctuations.
- To format different documents from manuscript.

Course Prerequisites:

Topic	Course code	Course name	Semester
Knowledge in fingering.		Word Processing - I(Open office writer based)	1

Course Outcomes:

On completion of the course, the student will be able to:

Con	Description	Duration (Hours)	Cognitive Level
CO1	Develop a speed in typing @ 25 wpm.	12	Applying
CO2	Develop a speed in typing @ 30 wpm.	15	Applying
CO3	Construct and type business letters from the given manuscript.	15	Applying
CO4	Construct and type statements, Government orders, displays and invoices from manuscript.	16	Applying
	Series Test	2	

CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3						
CO2	3						
CO3				3			
CO4				3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Develop a speed in typing @ 25 wpm.		
M1.01	Type the matter at a speed of 25wpm.	6	Applying
M1.02	Interpret spelling and meaning of words.	6	Understanding
Contents: Speed practice @ 25WPM Demonstrate correct sitting posture. Practice Spellings and Words meaning.			
CO2	Develop a speed in typing @ 30 wpm.		
M2.01	Type the matter at a speed of 25wpm.	3	Applying
M2.02	Utilize legibility while typing.	3	Applying
M2.03	Demonstrate knowledge in providing sufficient line spacing and margins.	3	Understanding
M2.04	Develop and maintain speed in typing.	6	Applying
	Series Test – I	1	
Contents: Practice speed @ 30 wpm Practice speed to maintain @ 30 wpm Ensure legibility while typing Give sufficient line space and margins			

CO3	Construct and type business letters from the given manuscript.		
M3.01	Explain different types of correspondence.	4	Understanding
M3.02	Utilize the knowledge to amplify abbreviations and to correct spelling.	4	Applying
M3.03	Prepare various types of business letters.	4	Understanding
M3.04	Develop and maintain speed practice.	3	Applying
Contents: Proof reading and corrections. Practice reading manuscripts. Type Business Letters from manuscripts. Amplify abbreviations and to correct spelling. Practice Speed @ 30wpm. Repeat speed passages without making mistakes.			
CO4	Construct and type statements, Government orders, displays and invoices from manuscript.		
M4.01	Experiment with the format of typing statements, Government Orders.	3	Applying
M4.02	Demonstrate invoice typing.	3	Understanding
M4.03	Construct a matter by using ornamental borders.	3	Applying
M4.04	Solve the questions from manuscript format.	5	Applying
M4.05	Develop and maintain speed practice.	2	Applying
	Series Test – II	1	
Contents: Decipher manuscripts, abbreviations and signs in common use. Improve vocabulary. Typing statement, Invoice and Display. Typing statement in a tabular statement form. Typing Display giving ornamental borders. Typing Statement, Invoice and Display in proper form by reading manuscripts. Practice to type the documents neatly without any mistakes and corrections.			

Text / Reference:

T/R	Book Title/Author
T1	Anshul Verma and Onkar Nath Verma. <i>Typewriter and computer typing tutor</i> . Published by Upkar.
T2	Denise Chambers. <i>Fundamental keyboarding skill</i> . Published by Author House.
T3	R. Gupta. <i>Proficiency in English Typewriting</i> . Published by Ramesh Publishing House.
R1	PSC typist manual book published by DC Books.

Note: In the absence of typewriters, computers with appropriate software shall be used.