

Program : Diploma in Commercial Practice	
Course Code : 4148	Course Title: Typewriting English 45 w.p.m
Semester : 4	Credits: 1.5
Course Category: Program Core	
Periods per week: 3 (L:0, T:0, P:3)	Periods per semester: 45

Course Objectives:

- To prepare the students to attain a typing speed of 45 w.p.m.
- To format different kinds of official and business correspondence.
- To do the office work in organizations in a standard manner.

Course Prerequisites:

Topic	Course code	Course name	Semester
Typing speed @ 30 wpm. Knowledge in formatting documents from manuscript.		Typewriting English 30w.p.m.	3

Course Outcomes:

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

COn	Description	Duration (Hours)	Cognitive Levels
CO1	Develop skills in typing @ 35 wpm and construct and type statement.	10	Applying
CO2	Apply skills in typing @ 40 wpm and construct and type letters from manuscript.	9	Applying
CO3	Develop typing speed @ 45 wpm and construct and type Government Order and Display.	10	Applying
CO4	Apply skills in typing @ 45 wpm and construct and type Balance Sheet.	14	Applying
	Series Test	2	

CO – PO Mapping:

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

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

Course Outline

Module Outcomes	Description	Duration (Hours)	Cognitive Levels
CO1	Develop skills in typing @ 35 wpm and construct and type statement.		
M1.01	Apply typing speed @ 35 wpm in manual typewriter.	3	Applying
M1.02	Demonstrate a statement.	3	Understanding
M1.03	Construct statements (vertical also) from the given manuscript.	4	Applying
Contents: Speed @ 35 WPM – Advanced Statistical Statement –Vertical Statement – Type Advanced Statistical Statement from Manuscript.			
CO2	Apply skills in typing @ 40 wpm and construct and type letters from manuscript.		
M2.01	Develop typing speed to attain 35 - 40 wpm	3	Applying
M2.02	Identify and construct business letters and official letters (Secretariat and other Government offices) from the manuscript matters.	6	Applying
	Series Test – I	1	
Contents: Speed @ 35 – 40 WPM – Official letter – Secretariat letter – Demi – Official letters – Professional letters – Personal letters – Business letters.			
CO3	Develop typing speed @ 45 wpm and construct and type Government Order and Display.		
M3.01	Develop typing speed of 45 wpm to maintain the speed.	2	Applying

M3.02	Prepare the proceedings and Government Orders using carbon copies.	3	Applying
M3.03	Demonstrate an advertisement, Tender notice, Notice or Invitation.	3	Understanding
M3.04	Construct the proceedings and Govt. Orders from the given manuscript.	2	Applying
Contents: Speed @ 40 - 45 WPM – Proceedings – Government Orders – Advertisement – Tender Notice.			
CO4	Apply skills in typing @ 45 wpm and construct and type Balance Sheet.		
M4.01	Improve typing speed @ 45 wpm.	3	Applying
M4.02	Demonstrate the formatting of Balance Sheet, Income & Expenditure account and Receipts & Payments account.	4	Understating
M4.03	Construct Balance Sheet, Income and Expenditure account and Receipts and Payments account.	7	Applying
	Series Test – II	1	
Contents: Speed @ 45 WPM – Balance Sheet – Income and Expenditure Account – Receipts and Payment Account.			

Text / Reference:

T/R	Book Title/Author
T1	Typewriting Speed & Manuscript: Sanjay Publications.
T2	Typewriting I & II Paper: Kottarathil Agencies.
T3	Kala publications, Ernakulum.

Online Resources:

Sl.No	Website Link
1	https://doe.gov.in/orders-circulars